

RECOVERY CENTER

THE COUNCIL ON ALCOHOLISM & DRUG ABUSE OF SULLIVAN COUNTY, INC.
AN AFFILIATE OF NCADD - THE NATIONAL COUNCIL ON ALCOHOLISM & DRUG DEPENDENCE

BOARD OF DIRECTORS MEETING

Monday ~ February 27, 2012

MINUTES

The meeting of the Board of Directors of the Recovery Center/Council on Alcoholism and Drug Abuse of Sullivan County, Inc. was held on Monday, February 27, 2012 in the Gerry Conference Center. Chris DuBois called the meeting to order at 6:00pm.

Members Present: Mattie Anderson, Robert Brown, Ed Corley, Christopher DuBois, Esq., Gregory Goldstein, Kathy LaBuda, Mark McCarthy, Ray Restaino, and Veronica Uss

Members Not Present: Michael Dollard, Anne Parker-Gaboury, Peter Rhulen

Staff: Izetta Briggs-Bolling, CEO, Jean Gallucci, CFO

I. MINUTES

Minutes from the December 5, 2011 Board meeting were reviewed. Gregory Goldstein motioned to accept the minutes and it was seconded by Ray Restaino and approved unanimously by the Board.

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II. EXECUTIVE DIRECTOR'S REPORT

A. Treasurer's Report

Daniel L. Briggs, Sullivan County Clerk

Clerk: KM

Jean Gallucci reviewed the fiscal summary. Mark McCarthy asked why we would budget the same Medicaid revenue for 2012 if we are not receiving the OASAS anticipated receipts on an annual basis. It was explained that with the new APG rates in effect, OASAS had specified that we show "no revenue loss". Further, the Recovery Center may meet the former anticipated Medicaid revenue stream based on these new rates.

B. Statistical Report

Report was distributed and reviewed by Izetta Briggs-Bolling. Admissions and discharges were reviewed. We will work on non-routine utilization related to non-routine discharges. In Vocational Services, it has become more difficult to place clients in jobs due to the economy and lack of jobs available.

C. Overview

Staffing – OASAS would like to replace the Chief Administrative Officer position and Izetta Briggs-Bolling is considering a grant writing position.

III. OLD BUSINESS

A. Medically Supervised Outpatient Detox Program – The Board reviewed a resolution approving operation of a Medically Supervised Outpatient program. Kathy LaBuda made a motion to accept the resolution and it was seconded by Ray Restaino and approved unanimously by the Board. This will be the first program in the Upstate New York area, providing medically supervised outpatient treatment, replacing our Medically Supervised Inpatient Detox program. Matthew Kawola, OASAS Program Manager for the Recovery Center, will be here on February 28th and we will inquire regarding any changes to the agency's insurance liability with the new program.

B. Mortgage Acquisition – The mortgage closing is scheduled for April 27, 2012. Chris DuBois explained the mortgage terms to the Board members.

C. By-laws – Chris DuBois explained to the Board that the language in the by-laws with regard to the word "membership" is a concern and suggested that it be changed to "Board of Directors" or "corporation". The revised By-laws may then need to be filed with OASAS. Chris DuBois suggested a By-law committee. Ronnie Uss, Ed Corley, and Gregory Goldstein volunteered to be the By-law committee.

IV. NEW BUSINESS

A. Sullivan County Cares Coalition – A letter of agreement was signed with Sullivan County Cares Coalition on December 29, 2011, stating new terms because of the agency's inability to meet the fiscal commitments of the original contract due to OASAS program funding cuts.

B. Minor Capital Project – Ed Corley asked if there was a list of minor maintenance projects. The list is built into the application submitted to OASAS for funding. Kathy LaBuda asked if there was a 5-year capital plan.



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This will be included in the major maintenance capital project application which is completely separate funding from the agency's ordinary funding as well as the minor maintenance capital funding.

- C. **Recovery Center Events** – Upcoming Recovery Center events were reviewed.
- D. **Board Resignation** – Ron Hiatt will need to send a letter due to the by-law clause with regard to meeting attendance.
- E. **Insurance Claim** – AlphaStaff is handling all legal claims regarding the Oneida Musa lawsuit.

Ed Corley made a motion to adjourn, Kathy LaBuda seconded, all approved. Board meeting adjourned at 6:55 pm.

**Next Board of Director's Meeting
Monday, April 23, 2012
6:00 PM
Gerry Conference Center
396 Broadway
Monticello, NY**

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THE COUNCIL ON ALCOHOLISM & DRUG ABUSE OF SULLIVAN COUNTY, INC.
AN AFFILIATE OF NCADD - THE NATIONAL COUNCIL ON ALCOHOLISM & DRUG DEPENDENCY

BOARD OF DIRECTORS MEETING

Monday ~ April 23, 2012

MINUTES

The meeting of the Board of Directors of the Recovery Center/Council on Alcoholism and Drug Abuse of Sullivan County, Inc. was held on Monday, April 23, 2012 in the Gerry Conference Center. Mark McCarthy called the meeting to order at 6:15pm.

Members Present: Mattie Anderson, Robert Brown, Mark McCarthy, Anne Parker, Peter Rhulen, Veronica Uss

Members Not Present: Edward Corley, Michael Dollard, Chris DuBois, Gregory Goldstein, Kathy LaBuda, Ray Restaino

Staff: Izzetta Briggs-Bolling, CEO, Jean Gallucci, CFO

I. MINUTES

Minutes from the February 27, 2012 Board meeting were reviewed. Peter Rhulen motioned to accept the minutes and it was seconded by Anne Parker and approved unanimously by the Board.

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II. EXECUTIVE DIRECTOR'S REPORT

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A. Treasurer's Report

Daniel L. Briggs, Sullivan County Clerk

Clerk: KM

Jean Gallucci reviewed the fiscal summary. Izzetta Briggs-Bolling explained, in more detail, the housing collections situation as recorded in Fiscal Report Item #4.

B. Statistical Report

Report was distributed and reviewed by Izzetta Briggs-Bolling. With regard to the admission/discharge numbers, the CEO explained that last year there was a problem with accurate reporting. Subsequently, Tammy January has worked with the Recovery Center to get back on track and reporting is working well now.

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Izetta Briggs-Bolling reported that the Prevention, Intervention and Education programs are concentrating their efforts on three of the local school districts – Fallsburg, Liberty, and Monticello.

C. Overview

Staffing – There was a brief discussion regarding the salary for the position of Grants Administrator. Izetta Briggs-Bollings feels it may cost between \$40,000 – \$50,000 and Mark McCarthy shared that his experience is at least \$30/hour. He also mentioned a couple of people who he believed might be appropriate.

The passing of Ellen Foster and her long relationship and commitment to the Recovery Center was discussed. Bob Brown suggested writing an article for the local paper “The Sullivan County Democrat”. Izetta Briggs-Bolling and Ronnie Uss agreed that this was a good way to recognize Ellen’s many contributions to the agency.

III. OLD BUSINESS

- A. Mortgage Acquisition** – It was reported that the mortgage acquisition would be completed on Friday, April 27, 2012.
- B. Minor Capital Project** – The Minor Capital Project Application for \$99,999, which was currently requested of OASAS for improvements to the 17 Hamilton Avenue building site, is moving up to the next approval level.

IV. NEW BUSINESS

- A. Ambulatory Patient Groups (APG)** – Izetta explained that Medicaid has restructured the APG rates, effective April 1, 2012. This reduction might generate the need to request further funding from OASAS due to the reduced Medicaid revenue. This would be done by submitting Program Budget Change Requests (PBCR’s) to OASAS indicating the anticipated drop in anticipated revenue.
- B. Recovery Center Events** – Izetta reviewed all Recovery Center events.

Peter Rhulen left the meeting at 7:15pm. A motion was made by Ronnie Uss, seconded by Mattie Anderson, to adjourn the meeting at 7:20pm. Motion approved.

<p>Next Board of Director’s Meeting Monday, June 25, 2012 6:00 PM Gerry Conference Center 396 Broadway Monticello, NY</p>

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BOARD OF DIRECTORS MEETING

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Monday ~ June 25, 2012

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Daniel L. Briggs, Sullivan County Clerk

Clerk: KM

The meeting of the Board of Directors of the Recovery Center/Council on Alcoholism and Drug Abuse of Sullivan County, Inc. was held on Monday, June 25, 2012 in the Gerry Conference Center. Chris DuBois called the meeting to order at 6:00pm.

Members Present: Mattie Anderson, Edward Corley, Michael Dollard, Christopher DuBois, Kathy LaBuda, Mark McCarthy, Anne Parker, Peter Rhulen (via conference call), Veronica Uss

Members Not Present: Robert Brown, Gregory Goldstein, Ray Restaino

Staff: Izetta Briggs-Bolling, CEO, Jean Gallucci, CFO (absent)

I. MINUTES

Chris DuBois opened the meeting and requested if there were corrections/comments to Minutes from the April 23, 2012 Board meeting. Mattie Anderson gave the following corrections – Chris DuBois was absent and Mark McCarthy called the last Board meeting to order.

II. EXECUTIVE DIRECTOR'S REPORT

A. Treasurer's Report

Robert Brown and Jean Gallucci, CFO, were absent from the Board meeting. Izetta Briggs-Bolling, CEO, presented the fiscal report. The revenue and expense report reflects a net surplus of \$550,967.00; however, the cash flow analysis reflects an annual year-to-date deficit of \$120,761.00, which is directly related to pending contract renewals.

The Board of Directors were updated on the submitted program budget change requests to OASAS. The agency is waiting for fiscal approval from the Commissioner and the State Comptroller's Office.

B. Statistical Report

Report was distributed and presented by Izetta Briggs-Bolling. The statistical report reflects the agency's service provision to the community from all departments.

C. Overview

Staffing – Izetta Briggs-Bolling informed the Board of the HUD and Shelter Plus Care audit findings and other Housing department concerns, including the resignation of the Housing Director and the uncollected rents. There was extensive discussion in reference to restructuring the program to prevent a reoccurrence. Izetta Briggs-Bolling informed the Board of potential applicants. Chris DuBois and Ronnie Uss reiterated that the Board does not get directly involved in the hiring and termination of employees and that this is the function of the Chief Executive Officer. The Board expressed appreciation of being informed of potential candidates.

III. OLD BUSINESS

- A. CSU Update** – Izetta Briggs-Bolling discussed Medically Supervised Outpatient program and updated the Board with the most recent information and several draft policies and procedures were updated and approved by the Board via a unanimous vote.
- B. Mortgage Acquisition** – Chris DuBois discussed the agency's and his involvement and progress and updated the Board on the current status of the most recent postponement of pending closing date.
- C. Finance Committee Update** - In the absence of Bob Brown and Jean Gallucci, CFO, Mattie Anderson and Izetta Briggs-Bolling, CEO, gave a review of the finance committee meeting.
- D. Minor Capital Project** – Izetta Briggs-Bolling informed the Board of Directors that the request for minor capital funds for facility maintenance is currently awaiting the Comptroller's approval.

IV. NEW BUSINESS

- A. Recovery Center Events** – Izetta Briggs-Bolling updated the Board on Recovery Center events including the DATA program's annual year-end field trip.
- B. Alpha Staff** – Izetta Briggs-Bolling informed the Board of the increasing costs of Health insurance and the agency's most recent insurance quote from AlphaStaff, which was a 21% increase from fiscal year 2011-2012.
- C. Annual Goals & Objective** – The Board agreed to review the Annual Goals and Objectives for the next Board meeting.

<p style="text-align: center;">Next Board of Director's Meeting Monday, October 8, 2012 6:00 PM Gerry Conference Center 396 Broadway Monticello, NY</p>

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THE COUNCIL ON ALCOHOLISM & DRUG ABUSE OF SULLIVAN COUNTY, INC.

AN AFFILIATE OF NCADD - THE NATIONAL COUNCIL ON ALCOHOLISM & DRUG DEPENDENCE

BOARD OF DIRECTORS MEETING

Monday ~ October 15, 2012

MINUTES

The meeting of the Board of Directors of the Recovery Center/Council on Alcoholism and Drug Abuse of Sullivan County, Inc. was held on Monday, October 15, 2012 in the Gerry Conference Center. Chris DuBois called the meeting to order at 6:00pm.

Members Present: Mattie Anderson, Christopher DuBois, Gregory Goldstein, Mark McCarthy, Anne Parker, Veronica Uss

Members Not Present: Robert Brown, Edward Corley, Michael Dollard, Kathy LaBuda, Peter Rhulen

Staff: Izetta Briggs-Bolling, CEO, Jean Gallucci, CFO

Guest: Paula Lewis, Director of Human Resources

I. MINUTES

The previous minutes from the June 25, 2012 Board meeting were read and Mark McCarthy made a motion to approve the minutes as written. Motion seconded by Mattie Anderson. Five ayes, motion carried.

II. GUEST

Izetta introduced Paula Lewis, Director of Human Resources, to the Board of Directors.

III. EXECUTIVE DIRECTOR'S REPORT

A. Treasurer's Report

Jean Gallucci, CFO, reported on the financial status of the agency as of August 31, 2012. It was requested that the Board of Directors approve a contract with Cooper, Neimann & Co., LLP, to provide accounting and auditing services for the year 2012, at the reduced rate of \$15,000 with an additional fee of \$2,500 for a federal Single Audit, if necessary. A motion was made by Greg Goldstein, seconded by Chris DuBois, to approve the contract. Six ayes, motion carried.

Jean will email the cash flow report to the Board members, as it was not included in their packet.

B. Statistical Report

Report was distributed and presented by Izetta Briggs-Bolling, CEO. She informed the Board that gambling training is now being offered at the Recovery Center, therefore creating greater outreach.

C. Administrative Overview

1. **Financial Concerns - Minor Capital Project** – The Board was informed that the Minor Maintenance/Capital Project money was received on October 2, 2012. As of this date, the paving has been completed, the boiler has been ordered, and the contractors for the roofs have been scheduled.
2. **Staffing** – Paula Lewis, Director of Human Resources, was introduced to the Board of Directors.

IV. OLD BUSINESS

- A. **CSU Update** – The Recovery Center and OASAS continue to strive to resolve any pending issues with the Outpatient Medically Supervised Withdrawal program.
- B. **Committee Updates** – The Finance committee has been updated on the agency's financial standing. Chris DuBois reported that the Bylaw committee met and determined the bylaws are outdated and need to be overhauled. Chris hopes to have a first draft for the next meeting.
- C. **Housing Department Update** – The Board was informed of the hoarding issue among our housing clients and the actions the agency will take to treat this population.
- D. **2011 Response/Goals & Annual Report** – The deadline to make any suggestions or changes to the Annual Report is October 22, 2012 – one week from today.
- E. **OASAS Mortgage Acquisition** – The mortgage closing with Toski, Schaefer & Co. and OASAS has been stalled. Chris DuBois is in the process of finding out the details.

V. NEW BUSINESS

- A. **Recovery Center Events** – Izetta Briggs-Bolling updated the Board on Recovery Center events and asked for Board support with the upcoming Fall Foliage Hudson River Cruise.
- B. **Psychiatrist Discussion** – The Board reviewed the information received from Fidelis Care in regards to Dr. Singh. The Board has no objection to Dr. Singh continuing without change at the Recovery Center.
- C. **Board Resignations** – The Board was informed of recent Board member resignations.



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VI. OTHER

- A. Ronnie Uss reported that the incident from last week was handled responsibly, detected internally. Izetta Briggs-Bolling reported that this is an opportunity to educate staff with regard to discretion.

- B. **OASAS Agency Report Card** – Izetta Briggs-Bolling reported that the Recovery Center has exceeded statewide averages, as reported on OASAS's Treatment Reporting website.

**Ronnie Uss made a motion to adjourn the meeting. Gregory Goldstein seconded.
Board meeting adjourned at 7:05pm**

**Next Board of Director's Meeting
Monday, December 17, 2012
6:00 PM
Gerry Conference Center
396 Broadway
Monticello, NY**

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Daniel L. Briggs, Sullivan County Clerk

Clerk: KM

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BOARD OF DIRECTORS MEETING

Monday ~ December 17, 2012

MINUTES

The meeting of the Board of Directors of the Recovery Center/Council on Alcoholism and Drug Abuse of Sullivan County, Inc. was held on Monday, December 17, 2012 in the Gerry Conference Center. Mark McCarthy called the meeting to order at 6:10pm.

Members Present: Mattie Anderson, Edward Corley, Kathy LaBuda, Mark McCarthy, Ronnie Uss

Members Not Present: Robert Brown, Michael Dollard, Christopher DuBois, Gregory Goldstein, Anne Parker, Peter Rhulen

Staff: Izetta Briggs-Bolling, CEO, Jean Gallucci, CFO

I. MINUTES

The previous minutes from the October 15, 2012 Board meeting were read and Mattie Anderson made a motion to approve the minutes as written. Motion seconded by Ronnie Uss.

II. EXECUTIVE DIRECTOR'S REPORT

A. **Treasurer's Report**

Jean Gallucci, CFO, reported on the financial status of the agency as of November 30, 2012.

B. **Statistical Report**

Report was distributed and presented by Izetta Briggs-Bolling, CEO. She reviewed the Recovery Center's OASAS generated report card with the Board and how well the agency did overall. Units of Service will be revisited on a month-to-month basis with directors due to a discrepancy discovered in what was being reported to OASAS. Currently, Paula Lewis and the directors are working together to achieve uniformity in reporting. Ronnie Uss would like the updated stats emailed to Board members. Izetta Briggs-Bolling indicated that the Prevention/Intervention/Education stats were lower because of a reduction in gambling prevention funds.

C. **Administrative Overview**

1. **Financial** – Jean Gallucci reported on the status of the Minor Maintenance Capital Project and Izetta Briggs-Bolling reported that the agency is in the process of making application for the 16 Jones Street building.

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- 2. **Staffing** – Izetta Briggs-Bolling reviewed staff resignations and promotions for the Board members.

III. **OLD BUSINESS**

- A. **Final Annual Report** – The final Annual Report will be mailed prior to the next Board meeting.
- B. **Crisis Unit Update** – The agency is working on opening the 822 Withdrawal program simultaneously with the Outpatient Medically Supervised Withdrawal program. A meeting was scheduled with Mary Pettinato and Rob Piccolo from OASAS.
- C. **Committee Updates** – Christopher DuBois was absent and will inform the Board of the Bylaw committee's efforts to create a new working draft of the Bylaws.
- D. **Housing Department Update** – Izetta Briggs-Bolling informed the Board of the most recent changes within the Housing Department.
- E. **OASAS Mortgage Acquisition** – The mortgage closing with Toski, Schaefer & Co. and OASAS has been delayed. Christopher DuBois has been in touch with the new attorney, Robert Gross, (son of Richard Gross), and will bring the Board up to date on the process.

IV. **NEW BUSINESS**

- A. **Recovery Center Events** – Izetta Briggs-Bolling updated the Board on Recovery Center events.
- B. **Paperless Pay Stubs** – Jean Gallucci and Izetta Briggs-Bolling informed the Board of the recent decision to implement a paperless payroll process (Global Cash Card) for staff. Ronnie Uss inquired as to whether or not the agency was going to remain in contract with Alpha Staff, considering impending changes to healthcare anticipated through 2014. Jean Gallucci will monitor changes as ObamaCare HHA unfolds.

V. **OTHER**

- A. Ronnie Uss reported that her house will go on market in January 2013.

**A motion was made and seconded to adjourn the meeting at 6:55 pm.
Board meeting adjourned at 6:55pm.**

**Next Board of Director's Meeting
Monday, February 25, 2013
6:00 PM
Gerry Conference Center
396 Broadway
Monticello, NY**

2013418220