

Georgia Association of Training, Employment, and Supports

Board of Directors Meeting

August 6, 2014

President Keith Kennedy called the meeting to order at 9:30 a.m. The meeting was held at the Anderson Conference Center, Macon, GA

BOARD members present included:

Anisio Correia
Cheryl Cornett
Sheila Zipf
Keith Kennedy
Becky Ketts
Paula Phillips
Brenda Pollen
Lynn Smith

Other GATES members and Guests present:

Angelica Figueroa
Myndi Hoffman
Shawn Pursley
Dawn Randolph
Angela Collins, Goodwill Industries of Middle GA
Ken Carswell, Easter Seals of Middle GA
Sarah Horton, Goodwill Industries of Southern Rivers
Tricia Llewellyn, Goodwill Industries of Southern Rivers
Wayne Peebles, Easter Seals of Middle Georgia
Keith Powell, Goodwill Industries of North Georgia

Call to Order/Approval of Agenda:

President Kennedy commenced the Board of Directors meeting. He reviewed the agenda and made a call for its approval. Cheryl Cornett motioned to approve, Paula Phillips seconded and the agenda was approved by the BOARD.

Mr. Kennedy called for the approval of the Minutes. Sheila Zipf made a motion to approve, Cheryl Cornett seconded, and the Minutes were approved by the BOARD as written.

An e-mail vote occurred among the Board of Directors to approve the date for the GATES annual meeting, the extension of ASG contract, and the appointment of Sheila Zipf as the new GATES Treasurer. Mr. Kennedy called for approval of the E-Ballots. Cheryl Cornett motioned to approve, Brenda Pollen seconded and the E-Ballots were approved by the BOARD.

Finance Committee Report:

Sheila Zipf, Lynn Smith and Charles Hall met via conference call to discuss updates regarding the GATES financial reports and the proposed budget for FY15. Shawn Pursley presented the summary report for the GATES Statement of Operations in which the projected Net Equity, as of 6/30/14, showed to be approximately \$638,710. GATES experienced a deficit during FY14 which was a first time in five years.

Mr. Pursley spoke of the proposed FY15 budget and highlighted on items that provided explanations for such recommendations. In reviewing the revenue, GATES membership dues for FY15 is projected to be the same as FY14.

As for GEPS, both the Products and Services contracts experienced increases in FY14. As a result, the projected budget for FY15 reflects a 6.1% increase in combined sales over the past years since 2008. Individually, GEPS Product sales are projected to increase for FY15 to 14.9% due to increased sales of Gojo hand soap and Purell hand sanitizers. There was a conservative projection of 2.5% growth for GEPS Service contracts which factored in the possibility of losing current contracts that will soon be going out for bid due to their upcoming 5 year expiration. In relation to GVRA, GEPS was advised that it will be awarded a marketing grant for FY15 which is estimated to remain the same as the FY14 contract.

In reference to GISN, FY14 shows a deficit in revenue, which is only the second time in eight years. As planning developed for the proposed FY15 budget, a couple of alternatives were reviewed. The first was the possibility of staff reduction which proved to be unfavorable as eliminating an assignment coordinator would reduce revenue by approximately 40% due to the manpower needed in securing job assignments. The second alternative would be to increase pricing of the hourly rate charged to customers along with decreasing the hourly rate paid to interpreters. The second alternative has been implemented with a desired result of increasing revenue and decreasing expenses.

Before expenses, the NET REVENUE for the GATES budget would be \$820,491. The GATES proposed expenses for FY15 do not reflect any changes in management fee from FY14. Furthermore, office rent is expected to increase only by \$900 and insurance premium is projected to decrease by \$5,000 compared to FY14. Therefore, no significant changes were reflected in expenses compared to what was included in the FY14 BUDGET.

Cheryl Cornett motioned to approve the finance committee report and proposed FY15 budget. Becky Ketts seconded the motion. The financial report and FY15 BUDGET was approved by the BOARD as written.

Georgia Enterprises and GISN:

Mr. Pursley provided a summary report to the BOARD regarding GEPS and GISN. During FY14, GEPS secured 22 new contracts that total \$414,711 and had a 66.7% success rate in winning bids. Additionally, GEPS submitted a total of 33 bids, winning 22 of those contracts. The GEPS cost of sales for Product and Services contracts were computed using the COS average for the past years which was for Products - 6.2% and Services - 6.1%.

Mr. Pursley also presented to the BOARD a summary of the State Use Operational Plan for FY14. Highlights of the report covered several goals which included boosting the program's effectiveness, increasing successful awards, enhancing marketing efforts as well as building capability and capacity of State Use throughout Georgia.

With regard to GISN, the organization had completed aggressive marketing initiatives during FY14. These efforts included actively posting information to its followers via social media accounts (Facebook, Twitter, agency website). Moreover, GISN attended trade shows and marketing expos where several new contacts were established. GISN also analyzed sales data which led to the distribution of newly ordered materials via mass mailing to customers and outreach visitation to client offices. These efforts will be continued in FY15 along with executing plans to equip interpreters with "Interpreter Cards" to be given to current customers and potential new clients, increase customer hourly rate/decrease interpreter pay, registering GISN with county/city governments and applying for the state-wide contract when it goes out for bid.

GVRA:

President Kennedy led the discussion about GVRA and asked about the execution of the FY15 contracts by the CRPs. It was discovered that most of the CRPs had not received their new contracts. Mr. Kennedy advised the BOARD that he will follow up with GVRA in notifying Greg Schmieg and Eric Hartnett that FY15 contracts have not been received and would inquire about delivery status. The BOARD also discussed the new GRACI data system and the issues that CRPs have been experiencing in trying to utilize the new program. Myndi Hoffman informed the BOARD about a webinar training of GRACI in which the instructor identified some issues that were occurring with the system. Mr. Kennedy plans to follow up with Mr. Schmieg in obtaining a status of that process as well as making him aware of the issues being experienced by the CRPs.

President Kennedy inquired with the BOARD about the outcome of the Strategic Partnership conference that occurred on June 13, 2014. Three subcommittees were developed between VR and the CRP leadership as a result of that meeting. The goal of one subcommittee is to obtain detailed information, via the utilization of a survey that will be distributed among all of the resource providers, about the type of services the CRPs are offering to consumers. A second subcommittee was designed to discuss improvements needed of performance contracts; whereas the third subcommittee was established to build relationships between VR and CRPs.

Legislative:

Dawn Randolph presented an update to the BOARD on legislative affairs. Ms. Randolph noted that FY14 ended positively for the State of Georgia. The Governor's Office of Planning Budget submitted its directives to all of the state agencies informing them of what they cannot ask for in the new fiscal year due to the bottom line being flat funding. So GVRA is currently reviewing the notification from the Governor's office and will decide whether it will ask for more funding or remain as is with the flat funding it will receive from the FY15 budget. As a result, Ms. Randolph requested that CRPs invite representatives from the Governor's Office of Budget Planning, the House Budget Office and the Senate Budget Office to visit their facilities in an effort to influence the Governor's FY15 budget. Such visitations would enable CRPs to educate

the representatives on the services being provided to individuals with disabilities, inform them of the value of these services and how an increase in funding would enable CRPs to assist more individuals in need. Cheryl Cornett hosted a visitation at Goodwill Industries of North Georgia in Smyrna by Budget representatives from the Governor's office as well as from the House and the Senate. The representatives were impressed by the Goodwill facility and appeared to be very attentive in learning about the CRP services and its need for an increase in funding.

Additionally, Ms. Randolph advised the BOARD that it would be beneficial to inform budget representatives and legislatures of the CRPs' economic impact. Ms. Randolph plans to re-distribute the current fact sheet among the CRPs and ask that they update their numbers for end of FY14 in order to do a new fact sheet for the upcoming legislative session.

Calendar:

There being no other business and announcements to come before the BOARD, the meeting was adjourned at 1:22 P.M. The next quarterly Board of Directors meeting is scheduled for Friday, October 24th at Goodwill Industries of North Georgia in Athens, GA.