

# Georgia Association of Training, Employment and Supports

## Board of Directors Quarterly Meeting

July 23, 2021

Tommy Nobis Center, 1480 Bells Ferry Road, Marietta, GA 30066 and  
via Zoom

### Board members present:

Dave Ward  
Mike Wilson  
Lynn Smith  
Leigh McIntosh  
Joel Prawucki  
Myndi Kuhlmann Pryor  
Larry Gluth  
Tricia Konan  
Kelvin Taylor

### Other GATES Members and Guests:

Kimberleigh Moore-Willis  
Jessica Neal  
John McCain  
Charles Hall  
Caitlin Hyatt  
Shawn Pursley  
Dawn Randolph

#### I. **Call to Order & Approval of Agenda**

A quorum of the Board membership was established. President Ward commenced the Board of Directors Meeting at 10:16 AM with a welcome to everyone. All Board members and guests introduced themselves. A motion was made and seconded for the approval of the meeting agenda. The agenda was approved as presented.

#### II. **Approval of Board Minutes**

Leigh McIntosh called approval of April 30, 2021, minutes. A motion was made and seconded for the approval of the minutes. The minutes were approved as presented.

#### III. **Program Updates**

##### **Finance Committee**

Mike Wilson, Treasurer, and Caitlin Hyatt, GATES COO, provided financial updates through the fourth Quarter of FY21 and a budget recommendation for FY22. The Finance Committee

reviewed the FY21 YTD financials and proposed budget for FY22 on July 19 and recommended Board approval.

For FY21, GATES anticipates a small Net Loss for the year, and certainly less so than in FY20 (-\$141K). For GISN the effects of the COVID-19 pandemic on in-person events continued to be a problem. GISN did offer VRI, Video Remote Interpreting. The second half of the year proved more promising with things opening back up and outreach efforts beginning to breakthrough. The overall result is still a loss for GISN (-\$38,388), however the last six months of FY21 showed a net profit of \$34,805. GEPS remained profitable at a projection of \$43,553 for net income, which is roughly a 10% increase over the budgeted net income. For GATES, the total loss for FY21 is projected to be (-\$12,618).

Regarding the GATES FY22 budget, the net revenue for GATES is projected at \$650,659 (a 6% increase over FY21) and expenses are projected at \$615,955 (an 11% increase over the projected expenses for FY21). Total Net Revenue over expenses for GATES in FY22 is projected at a positive \$34,704; the first positive income GATES has the potential to see in three years (FY19 -\$7,526, FY20 -\$141,417, and FY21 -\$12,618).

The proposed management fees for GASP, GISN and GEPS were adjusted for FY22.

- In evaluating the ASG management fee for GASP, over the past three years the required hours of service have decreased approximately 70 hours. This decrease in hours of service would result in an approximate \$5,000 fee reduction. However, due to the GATES membership dues dropping more than \$15,000 between FY19 and FY21 the only way to balance the GASP budget was to further cut the management fee. Therefore, staff recommendation for the GASP management fee is reduced from \$66,000 to \$51,000.
- For GEPS, the State Use Council approved the increase of around \$10,000 to the existing management fee of \$229,150 to account for the increase in insurance premiums and to accommodate a cost of living and merit increase for GEPS staff.
- It is anticipated that GISN will need to increase the management fee expense to \$205,000 (up from \$160,000 in FY21). The FY21 budget of a management fee for \$160K was still at a loss for Association Services Group. The proposed increase for FY22 will cover ASG's staff costs, such as the increases in insurance fees, performance-based compensation costs for the assignment coordinators and additional accounting staff time due to a projected uptick in the number of assignments. Since GISN is budgeted based on a gradual increase over FY22, the management fee should also be pro-rated during the year to be consistent with the revenue increases. While the full annual management fee will be \$205,000 for the year, it will be expensed monthly based on a quarterly allotment of,

FY22 Q1 20.6% of the annual fee

FY22 Q2 23.5% of the annual fee

FY22 Q3 26.5% of the annual fee

FY22 Q4 29.4% of the annual fee

If business increases even higher than what is projected in the budget, GATES may need to supplement the management fee at that time to be able to hire a new

employee to assist in the assignment coordination and/or a possible salary increase for the assignment coordinators.

Additionally, there was a proposed increase to the consultant's line-item on the budget. Dawn Randolph doing a very good job for GATES. Due to the reduction in revenue for GATES in FY21, GATES had to make a 12.5% decrease in compensation. To thank Dawn for her tireless efforts in assisting GATES with the line-item fight this past year, the budget calls for a 5% increase in her fee, to \$26,500 for FY22.

Upon presentation to the Board, a motion was made and seconded to approve the FY22 budget as presented. The motion passed unanimously.

#### **Government Affairs/Legislative Update**

Dawn Randolph provided an update on the legislative agenda for FY22. GATES made great headway last year in its push to add a dedicated line-item to the GVRA budget. These efforts need to continue in FY22. There is a surplus in the state budget over what was projected in FY21, and GATES needs to capitalize on this. GATES members need to pull together updated information on their contract utilization and referrals for presentation to the appropriate legislators.

#### **GISN Operations Update**

Caitlin Hyatt gave an overview of the GISN revenue sources over FY19 – FY21. There has been a decline in GVRA related revenue compared to other sources that GISN receives (private, other-than, CART, and VRI).

#### **GEPS – State Use Program Report**

Shawn Pursley gave an update on GEPS service contracts. GEPS had 10 contracts in June. In July, DHS offered GEPS 12 new contracts. These contracts are just for 1 year. However, Pursley hopes to work with DHS to have the contracts renewed rather than rebid. This brings the total number of contracts to 22.

#### **GVRA Updates**

##### **GVRA Board Meeting – July 14**

Charles Hall provided an overview of the GVRA Board meeting, including program highlights reports from VR, Deaf and Hard of Hearing Services, and transition services / Pre-ETS.

##### **GVRA Quarterly Provider Forum – July 19**

Brief discussion ensued over the topics discussed at the GVRA Quarterly Provider Forum held on July 19. Part of the Forum included an overview of the Provider Management Task Force and updates on the progress/outcomes. A few GATES members participated in the task force and gave input on their experience.

##### **GVRA Stakeholder Summit – August 26**

Charles Hall reminded the Board of the Stakeholder Summit on August 26 and encouraged everyone to register and attend. Hall will be participating on a panel for community relationship building. This will include other community representatives, including an individual with a disability and a family member.

### **New Pre-ETS Program**

A quick head count indicated around six of the attending Board members are participating in the Summer GROW program with GVRA. The general sentiment of the Board member's that participated was that the program seemed to work well (despite the late roll-out), and these CRP's hoped it would continue (with an earlier introduction next time). All that participated in the program did have a visit from a GVRA staff member attend a session for review. Tommy Nobis Center noted they self-funded a portion of the program to extend the length from one week to four weeks.

### **New Leadership Changes in GVRA**

Board members and attendees were brought up to speed on the new changes to GVRA's staff. Jennifer Howell- new Assistant Director of Client Services and Paige Tidwell – Program Evaluation and Performance Manager.

## **IV. New Business**

### **Nominations for SUC appointments**

Charles Hall gave an overview of the missing appointments on the State Use Council, and asked that the GATES Board and membership consider offering up a proposed appointment to one of the vacancies.

### **Approval of the 2021-2023 Calendar**

Charles Hall presented the calendar for the upcoming GATES and State Use Council Meetings 2021 – 2023. No Board Members expressed any issues with a conflict on these dates and the calendar was approved.

### **Review of the Whistleblower Policy**

Caitlin Hyatt provided an overview of the Whistleblower Policy for GATES, and encouraged all in attendance to read and review. This policy outlines the procedure for reporting known or suspected misuses of the Association's resources or other improper activities.

### **Review of the Conflict-of-Interest Policy**

Caitlin Hyatt reviewed the GATES Conflict of Interest Policy, and indicated that all Board members will be sent a form to sign that outlines any conflict of interest disclosures any members have. Hyatt reminded everyone that being employed by or having any other interest in a community resource provider that (i) has been recognized by the State Use Council and provides products and/or services through Georgia Enterprises Products and

Services (GEPS) or (ii) purchases interpretive services (via GISN) or other commonly available services from the Association in the normal course of business does not constitute a conflict of interest under this Policy.

**Organizational Updates**

Charles Hall alerted the Board that he will be stepping down as CEO of GATES in October of 2021 so that he can begin to offload some of his ASG client workload. He is planning to stay on as a Senior Advisor to GATES and proposed that Caitlin Hyatt become CEO of GATES and Shawn Pursley become Executive Director of GEPS. A motion was made and seconded, and the Board approved Caitlin Hyatt as CEO of GATES and Shawn Pursley as Executive Director of GEPS effective October 2021.

There being no further business to come before the Board, the meeting was adjourned at 12:30 PM.

Respectfully Submitted,

Leigh McIntosh,  
Secretary of the Board

Minutes prepared by,  
Caitlin Hyatt, COO, GATES