

Georgia Association of Training, Employment and Supports

Board of Directors Quarterly Meeting July 22, 2022

Creative Enterprises, 795 Hi Hope Lane, Lawrenceville, GA and via Zoom

Board members present:

Dave Ward
Mike Wilson
Lynn Smith
Leigh McIntosh
Myndi Kuhlmann Pryor
Meredith Champagne
Leah Pontani

Other GATES Members and Guests:

Kimberleigh Moore-Willis
John McCain
Caitlin Hyatt
Shawn Pursley

I. Call to Order & Approval of Agenda

A quorum of the Board membership was established. President Ward commenced the Board of Directors Meeting at 10:07 AM with a welcome to everyone. A motion was made and seconded for the approval of the meeting agenda. The agenda was approved as presented.

II. Approval of Board Minutes

President Ward called for the approval of April 22, 2022, 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 CEO, provided financial updates through the fourth Quarter of FY22 and a budget recommendation for FY23. The Finance Committee reviewed the FY22 YTD financials and proposed budget for FY23 on July 18 and recommended Board approval.

For FY22, we anticipate a (\$39,359) Net Loss for the year, which is more than the Net Loss of FY21 at (\$22,238). GISN was the largest contributor to this loss, accounting for a projected Net Loss at (\$56,159). While total revenue was higher in FY22 at \$713,969, the cost of sales increased as well, which brought the total Net Revenue to less than FY21 income (at

\$157,668 vs. \$158,380 in FY21). A&I revenues saw the most significant drop at \$101,565 for FY22 compared to 196,409 in FY21 (and \$581,341 in FY20). GEPS remained profitable at a projection of \$23,967 for net income, but this was lower than net income from FY21 at \$33,815 and the budgeted \$29,292 in net income. Product sales continue to slow down, while Service contracts exceeded expectations in FY22.

Regarding the GATES FY23 budget, the net revenue for GATES is projected at \$609,918 (a 12% increase over FY22) and expenses are projected at \$615,955 (a 5% increase over the projected expenses for FY22). Total Net Revenue over expenses for GATES in FY23 is projected at a positive \$6,559; the first positive income GATES has the potential to see in four years (FY19 -\$7,526, FY20 -\$141,417, FY21 -\$12,618, and FY22 -\$39,359).

To turn the negative trend in revenue around for GISN, a proposed rate increase for customers and interpreters will be implemented in October of 2022. The rate increase will be applied to all customers except for Atlanta Public Schools – as their contract is not up for renewal yet.

The proposed management fees for GASP and GISN were adjusted for FY23.

- The level of hours has remained between 1,000 – 1,150 for the past four years. We project a slight increase in hours in FY23 to accommodate new programs or activities desired by GATES members. The proposed 5% increase would bring the management fee to \$53,500.
- For FY23, it is anticipated that GISN's portion of the management fee will need to be reduced to \$15,500 / month. A mid-year evaluation is recommended (around January) to determine if the level of management fees is sufficient. An adjustment to the management fee either upwards or downwards at that time may be necessary.

The allotment of \$26,500 for lobbying efforts (consultants) was left in the budget but further discussion was warranted.

Upon presentation to the Board, a motion was made and seconded to approve the FY23 budget as presented. The motion passed unanimously.

Government Affairs/Legislative Update

This portion of the agenda was tabled to the discussion on future direction of GATES, that occurred later in the meeting.

GISN Operations Update

Caitlin Hyatt provided an outline of the marketing plan and rate increase work that will be done in FY23 for GISN. Discussion took place regarding the potential other opportunities to increase the awareness of GISN's services.

GEPS – State Use Program Report

Shawn Pursley gave an update on the State Use Council contract status report and the State Use Operational Plan. GEPS had 29 new contracts in FY22 and averaged 11 bids each quarter. Discussion ensued on additional marketing opportunities and ways to increase

exposure for products and services in the State Use Program. Shawn and Caitlin agreed to pursue this further in discussions with various CRPs that are taking part in the program.

Update on GVRA Activities

Caitlin Hyatt provided a review of the slides from the July 13 GVRA Board Meeting. Meeting attendees took turns providing insights into their relationships with GVRA and the referrals received. A mention of rate increases for providers is potentially coming from GVRA in October of 2022. Members discussed the new online referral portal system. The Pre-ETS GROW program was also discussed.

IV. Focus for GATES FY23 and Beyond

Review of Member Survey Results and Strategic Plan

Caitlin Hyatt provided an overview of the membership survey that was done in May / June. Most comments addressed the value in GATES as a networking tool for the membership. Of greatest concern was how to move forward legislatively and with our relationship with GVRA. It was suggested that GATES reinstate the quarterly leadership meetings with GVRA. Caitlin Hyatt will initiate this. Discussion regarding our lobbying efforts ensued. A subset of the GATES membership agreed to meet to discuss next steps on our legislative agenda and strategy in the week ahead. After that subset has identified a solution, a recommendation will be made on how to move forward.

Caitlin Hyatt also presented the strategic plan that was developed in 2018. Discussion ensued and it was decided that future GATES Board Meeting Agenda's will include a discussion point regarding the Strategic Plan at each meeting.

Review of data collected annually

Caitlin Hyatt presented the report on GATES member's referrals and contract utilization from FY20 and FY21 from GVRA, along with the GATES Economic Impact Report from FY22. She encouraged anyone that had any additional questions or data points to let her know prior to the collection in FY23.

Potential Members

Caitlin Hyatt went through the list of providers in the GVRA Provider Directory and identified CARF accredited CRPs that could be potential members. Hyatt encouraged the members to let her know if they have a special connection to any of these CRPs or if there is any concern regarding reaching out to these individuals.

V. Old Business

Nominations for SUC appointments

Caitlin Hyatt 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.

VI. New Business

Approval of the 2022-2023 Calendar

Caitlin Hyatt presented the calendar for the upcoming GATES and State Use Council Meetings 2022 – 2023. Goodwill of North Georgia may have a conflict on June 9th for the proposed date of the GATES Board meeting. However, the calendar was approved as presented.

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.

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

Respectfully Submitted,

Joel Prawucki,
Secretary of the Board

Minutes prepared by,
Catlin Hyatt, CEO, GATES