

# Georgia Association of Training, Employment and Support, Inc.

## Board of Directors Meeting

Friday, July 28, 2023

10:00 AM

795 Hi Hope Road, Lawrenceville, GA 30043 and  
via Zoom

### **Board Members Present:**

Dave Ward  
Myndi Kuhlmann  
Joel Prawucki  
Leigh McIntosh  
Leah Pontani  
Mike Wilson  
Lynn Smith  
Tricia Llewellyn Konan

### **Other GATES Members and Guests**

John McCain  
Caitlin Hyatt  
Chris Wells  
Shawn Pursley  
Jared Thomas

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

A quorum of the Board membership was established. President Dave Ward commenced the Board of Directors Meeting at 10:46 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. Mission Moment**

Leigh McIntosh provided an overview of the great work that Creative Enterprises is doing.

### **III. GVRA Update & Q&A**

Guest Chris Wells Pierce provided an update of what is happening in the agency. Of note:

- GVRA is currently working with six sister agencies to see how they can leverage that relationship to draw down that additional 10 million dollars GVRA is not receiving.
- Right now, the agency is staffed with 125 counselors but ideally will be 150.
- GVRA has received the SWTCIE grant and is working with two providers in the grant.
- There has been a change to the financial needs assessment paperwork on the intake of individuals. The thought was that this would create more barriers to entry into VR.
- The GVRA October Board meeting will be in Perry at the Georgia National Fairgrounds in the conference center. Wells invited GATES members to participate with a booth or send in marketing materials.

### **Approval of April 28, 2023 Board Minutes**

President Ward called for the approval of April 28, 2023, minutes. A motion was made and seconded for the approval of the minutes. The minutes were approved as presented.

#### **IV. Committee Reports/Updates:**

##### Finance Committee Report & FY 24 Budget Approval

Mike Wilson, Treasurer, and the Finance Committee met on July 21 to review the FY 24 budget proposal and FY 23 year end projections and recommended board approval.

Caitlin Hyatt, GATES CEO, then provided a detailed review of the projected/unaudited GATES financials for June 30, 2023, and the FY24 Budget. For FY 23, GATES is projected to have net positive \$192,221, with GASP coming in at a net negative (\$6,918), GEPS at a positive \$51,321 and GISN at positive \$135,700.

A comment was made regarding the declining membership of GATES. Hyatt agreed to send a list of potential members to the GATES Board for assistance in recruitment.

Regarding the GATES FY24 budget, the net revenue for GATES is projected at \$196,094 (a 2% increase over FY23) and expenses are projected at \$655,938 (an 11% increase over the projected expenses for FY23).

The major changes to expenses are in the management fees for ASG.

GASP – the proposal for FY24 is to reduce the annual fee from \$53,500 to \$43,500.

GEPS – The FY24 management fee will increase by 4.3% to \$250,000 annually to accommodate the rising cost of health care coverage, merit and cost of living increases.

GISN – The fee here will increase from \$186,000 to \$228,000 annually. This is to accommodate the additional workload that comes with the increase in assignments, assist with the marketing and growing of the program, along with merit and cost of living increases for staff.

Upon presentation to the Board, a motion was made and seconded to approve the FY24 budget as presented. The motion passed unanimously.

##### Approval of CPA Firm

Gay & Joseph CPA has offered to provide their services for the FY 2023, FY 2024 and FY 2025 audit and Form 990 preparation. A motion to approve the firm was made and seconded, and the motion was approved as presented.

##### Legislative UPDATE

Jared Thomas of Garst Thomas Public Affairs provided an overview of the work he has done since his first year with GATES and a look ahead at the strategy for FY24. The plan is to meet with the new director of the Governor's Office of Planning and Budget, Rick Dunn. Ideally, we need the Governor's Office of Planning and Budget (OPB) to restructure the current agency, allowing for a funding silo for CRP programs that will remain encumbered and will not be mixed with other funds that flow through GVRA. This would be appropriated outside of the balance of the GVRA budget and allow for transparent tracking year-to-year. This will also allow our providers to draw down the maximum federal match that has not been done in a decade. Discussion ensued. One point of clarification required is whether the 15% WIOA requirement for pre-ets spend would be applicable to GATES members if this new structure were in place.

##### Georgia Interpreting Services Network (GISN)

Caitlin Hyatt provided a brief overview of GISN activities.

##### GEPS/State Use Council Report

Shawn Pursley provided an overview of the service contract status for GEPS. Pursley spoke briefly about the operational plan for FY23, and provided an update on the marketing efforts of GEPS. CRPs will be asked to provide content for the newsletter, and social media. Additionally, a look at the exhibit booth is on the agenda for the next Board meeting.

##### Organizational Updates

The various CRPs in attendance provided updates on what is happening at their organizations.

#### Direction/Focus for GATES FY24 and Beyond

Caitlin Hyatt requested that the Board send her any leads on grants that would be of use to GATES.

### **V. Old Business**

#### DOAS/SUC/CNA contract revisions

The current agreements, the three-way contract between DOAS/State Use Council/Central Nonprofit Agency, and the SUC/CNA designation agreements, all expired on June 30<sup>th</sup>. The Attorney General's office has drafted documents that extend the current agreements until September 30<sup>th</sup>, 2023. A motion was made to approve the extension to the DOAS/SUC/CNA agreement and the SUC/CAN agreements. It was seconded and the motion passed.

### **VI. New Business**

#### Finance Committee Appointment

With the change in leadership, the new finance committee will consist of the President, Myndi Kuhlmann Pryor, Treasurer, John McCain, and one other individual. Leigh McIntosh has agreed to stay on as a third member of the Finance Committee.

#### Approval of the 2023-2024 Calendar

Caitlin Hyatt presented the calendar for the upcoming GATES and State Use Council Meetings 2023 – 2024. 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 12:05.

The next quarterly Board of Directors meeting is scheduled for October 28th at New Ventures in LaGrange, GA.

Respectively Submitted,

Joel Prawucki,  
Secretary of the Board

Minutes prepared by,  
Caitlin Hyatt  
CEO, GATES