

**Board of Directors
Meeting Minutes
March 20^h, 2019**

Present:

Board of Directors: Morgan Arndt, Allison Huffstutler, Jan Garrett, Doug Burrell, Clarence Edwards, Jill Timmons, Jeni Cain, Shane Peek, Tommy Jenkins, Bill Harder, James Hamilton, Jill Schneider, Kirk Shockley, Lauren Gallagher, Nick Nicholson

Management: Meta Bowers, Shannon Spurrier, Abby Bell

Visitors:

Proceedings:

- Bill Harder called the meeting to order
- Invocation- Bill Harder
- Pledge of Allegiance- Jan Garrett
- Recitation of the Mission Statement and Vision
- Roll Call
- Motion made to approve the agenda for 3/20/2019 meeting
- Minutes to approve 2/20/2019 meetings were reviewed and approved

Information Items

- **PTA Update**
 - Abby Bell, PTA president introduces herself to the board
 - Information about the Festival of Friendships is shared with board, a project done by senior Blanton Newman at JL Mann. It is community event and the PTA are helping participate in the event.
 - PTA is supporting the upcoming Fashion Show and Kids Classic
 - PTA is helping host an IEP Binder workshop
 - Abby asks for board members to consider sponsoring a classroom for the Dime Wars; a competition between classrooms
 - Officers for next year are currently be recruited
 - Abby passed out a handout with Proper Disability Terminology in order to educate the Board of Directors (BOD) on the proper way to speak about our student population

- **President's Report- Bill Harder**
 - Bill expresses that 100% participation from the BOD in the Capital Campaign (CC) is extremely important
 - Grants are at risk because the BOD is not 100% committed to the CC
 - Bill asks that the commitment need to be made by the end of March.
 - The financial number is not important, as long as it is meaningful and significant to each BOD that is all that matters
 - Bill expresses that if a Director is not able to make a financial commitment to the CC, then a further conversation about the individual's role on the board should be had
 - Jill asked if the CC donation form could be sent out again
 - Morgan asked is there could be a way to add the Capital Campaign donation to the website
 - Meta answers that the MC website is not working at is should to accept donations
 - Shannon answers that the CC is not currently active on the website because the MC is in the quiet phase of the CC
 - Bill reads the thank you note from Jill Schneider after her surgery

- **Executive Director Report- Meta Bowers**
 - Capital Campaign is making progress, a meeting is being had today with Betty Farr to cultivate that relationship

- Bob Morris at the Community Foundation and Hollingsworth asked to see some traction before the MC can even be invited to make an ask for a large gift.
- Meta is working closely with the Emeritus board to build traction for the CC.
- Lauren asked what a traction means to Hollingsworth and Community Foundation.
- Meta answers that they would like to see a lead or large gift secured.
- Cocktails for A Cause is at Encore on March 28th
- Jill Schneider said that Minor Shaw could possibly come for a tour of the MC in May
- Summer plan is in place and they have been distributed in order to maximize funding
 - All staff has been asked to take voluntary leave without pay, based upon the null balance in the saving account
 - Kirk asked how much is will save, and will it affect therapy revenue
 - Meta answers that therapy billing has been maximized for the summer program so it will not be affected
- Enrollment for 2019/2020 is in progress. The decision about the 9th classroom will affect these decisions in terms of the waitlist
- Therapy invitations have been extended to children not attending the summer program to see they would be interested in receiving therapy only in order to maximize therapy revenue
- Music Therapy is currently in a challenging spot. The music therpasit cannot bill for individual therapy, only group therapies. However, some students have individual therapies in the IEP, so the Center cannot stop the individualized sessions.
- The House passed the 3rd reading of the funding for the 3 and 4-year old's
 - Nick Nicholson expressed that the legislation for funding the 3 and 4 year for the current budget has also moved forward and this would be a permanent item line in the budget
- Meta reviews the PERM, is a federal Medicaid Audit Program
- Kirk asked if we are concerned about there being an issue with our charts
- Jan asks if can go back and do an internal audit in order to get the charts in order
- Heather explains that the lack of training when the MC was a Greenville County School is why the charts are how they are.
- A training is coming up April 7th for the future charts.
- Nursing Services IHP are being expedited so that nursing services can billed for going forward
- DSS licenses renewal has been a challenge, as the DSS Fire Marshall did not come approve the new building.
- Lauren asks if there is someone to help with the Therapists with charts?
- Meta explains the new system with Christie helping make sure all the pieces are in place.
- SAFE is coming in and moving all information from Google Drive into Microsoft 365 in order to protect information via HIPPA
- James asked about Medicaid repayment status.
- Meta answers the district is trying to recoup payments now, but Meta replied she would continue the conversation after the training on April the 12th.

- **Education Report- Heather Boyd**

- Heather goes into her planning for 2019/2020 year
- The MC is going for 180 students' days and 218 for staff, with an effort to mimic the Greenville county school schedule
- Changes made this year include, on the 45th day of each quarters a professional development day or ½ day has been added and progress reports are due the next week
- Class sizes have been increased in a few classrooms
- Heather is proposing that moving one classroom into a TEACCH Classroom, which would stay at 7 students
- Lauren asked about going back to the old model where younger children only attended 3 days a week
- Heather answers that our charter says we serve our students for 5 days as week, in addition classroom curriculum is more structured so it benefits the students to be here 5 days a week
- Allison spoke to the importance of early interventions and lots of therapy at young ages is so important
- Abby asks that if funding is not available for the TEACCH classroom where will the students go
- Heather answers that some might be able to be absorbed into other classrooms and a few students would have to graduate early as because the Center will not be able to serve them

- Heather reviewed the new Bus Sub Plan schedule in order to prevent leave time during work hours
- Heather received notification of seat time from the district, which the MC needs to provide 6 hours a day, currently we only provide 5
 - Heather asked if we could adjust our Charter
 - Best case scenario is that the District comes back and says they missed this initially and forgive the difference in hours
 - Kirk asked how many children are affected by this
 - Heather answers about 25 children
 - Heather has a call with district on Friday to discuss more
- Heather's call about music therapy will be this afternoon

Student Spotlight- Bridget and Alexis

- Alexis is 4 years old and in Mrs. Lynsey's' class
- Alexis is a wonderful example how the MC can collaborate and provide a team approach to treating our children
- Alexis came in and had many challenges that were presenting behaviorally, including hitting
- In OT Bridget is working with her on sensory challenges
- With a team approach, they have been able to work on plan that will help Alexis and meet her where she is right now and help her build trust and make her feel safe so she can learn
- Bridget uses an app with Alexis that tells her what she is going to do in her OT sessions. The app has an auditory component that tells her exactly what she will be doing
- Alexis uses transitions songs that cue her on where she is going or what she will be doing
- Bridget shares many examples of how the environment at the Meyer Center allows Alexis to make great progress

Bill makes a motion to go into Executive session to discuss personal matters and Charter

Action Items

Bill makes a motion to come out Executive session

No action was taken in Executive session.

Action Items

- Bill makes a motion to approve the Performance Evaluation and empower the HR to set goals for Meta with input from Meta and Board members.
- Doug Burrell seconds and motion unanimously approved
- Jeni makes a motion to nomination Cathy Higgins and Bobbie Swan to the Emeritus Board
- Bill seconds and motion is unanimously approved.
- Doug makes a motion regarding paying for lunch in accordance with public school plan and schedule.
- Jeni seconds and the motion is unanimously approved
- Meta proposes adjusting the mission statement.
- Jeni seconds and motion is unanimously approved

Committee Reports

- **Finance Report- Clarence Edwards**
 - 19,900 is coming from Greenville Designation from United Way
 - 65K from Charter School funding for 3 and 4-year-old has gone up from 108K to 122K
 - Annual Giving is in a positive frame, between March and June they are typically slow months, but hoping to maintain 23K momentum.
 - Special Events are down 57K, half of that is the Ladies Luncheon but also is a decrease in large sponsorship for the Kids Classic
 - Clarence asks that the BOD do whatever they can do help with the Kids Classic
 - Clarence broke down the \$450 fee per player
 - Salaries continue to decrease in terms of budget
 - Bottom line, we are 228K better on the bottom line as of now.

Bill reminds everyone to keep sending people to for tours, and think about contribution to CC. Meeting is adjourned.

Respectfully Submitted,

Jeni Cain

Board of Directors

Meta Bowers

Executive Director