BHSPC
Behavioral Health Services of Pickens County

...where change begins

BOARD MEETING MINUTES
JUNE 11, 2025

The Board of Behavioral Health Services of Pickens County held its monthly meeting on Wednesday, June 11, 2025 in the Board Room at the new agency location at 208 East 1st Ave., Easley, South Carolina. All attendants were in-person.

Item I. <u>Call to Order.</u> Ernie Dandeneau, Chairman, called the meeting to order, and established that a quorum of voting members was present.

Item II. <u>Recognition of Scholarship Recipients.</u> Ms. Farmer introduced the 2025 Scholarship Recipients. Riley Grace Freeman was the recipient of the Charlie Hagood Scholarship. Miss Freeman plans to attend Anderson University and major in Criminal Justice, with a minor in Forensics. Hayleigh Crawford was the recipient of the Dan Sharpe Scholarship. Miss Crawford plans to attend Winthrop University and major in Child and Adolescent Psychology.

Item III. <u>Public Input.</u> There was no one present for public input.

Item IV. <u>Approval and Adoption.</u>

A. June 11, 2025 Agenda
B. May 14, 2025 Minutes

Ernie Dandeneau asked if there were any changes or corrections to the June 11, 2025 Agenda or the May 14, 2025 Board Meeting Minutes. Tobias Vogel made a motion to approve and adopt the agenda for today's meeting and the minutes from the May 14, 2025 meeting as presented. Pam Winters seconded the motion. The motion carried unanimously.

Item V. <u>Pickens Properties Update.</u>

A. Sale of Craig Building at 309 East Main Street, Pickens. Ms. Farmer reported that the sale of the building located at 309 East Main Street in Pickens closed on May 29, 2025. Keystone Properties purchased the building with the intention of relocating their business from Main Street Easley to this building, which provides them more space.

B. Update on the Sale of 303 and 311 East Main Street, Pickens. Ms. Farmer reported that all of the Pickens buildings are cleared out in preparation of being sold. There was an offer submitted for 303 East Main Street for $200,000. The Board discussed the offer and considered a counter offer amount. Tobias Vogel suggested to obtain guidance from Tim Eller the realtor before finalizing a counter offer amount. Rhonda Billingsley made a motion to counter offer $285,000, after confirming with Tim Eller. Tobias Vogel seconded the motion. The motion carried unanimously. Tim Eller was reached via speaker phone and asked for his input. Mr. Eller suggested that the Board counter at $292,500. Rhonda Billingsley amended her motion to counter offer the suggested $292,500, with a bottom dollar amount of $285,000 in the event the buyer counters. Douglas Clamp seconded the motion. The motion carried unanimously. The discrepancies with the parking spaces behind 303 East Main Street were discussed. Ms. Farmer reported that she had met with Attorney Jim Robinson and had a phone consultation with Attorney Shawn Faulkner, both specializing in real estate law. Both attorneys agree that there does seem to be some discrepancies in the ownership of the parking spaces, but the document that was signed by BHSPC at time of purchase of the building clearly indicates that the parking spaces are not part of the property. The process to investigate, resurvey and file litigation to claim ownership of the parking spaces could be time consuming and costly. The Board discussed whether to pursue this issue. Jessica Merrill suggested that this information be taken into consideration in determining a sale price, as the new owner would bear the burden of reclaiming the property. Mary Babb made a motion for the agency to not pursue the legal process to attempt to reclaim ownership of the parking spaces behind 303 E. Main Street, Pickens property. Jessica Merrill seconded. The motion carried unanimously.

Item VI. <u>Financial Report.</u> Angela Famer referred to Carly Davidson, Director of Financial Services, for an overview of the Financial Report for April 2025. Ms. Davidson reported that the report indicates receipt of $20,000 from DAODAS that had been owed to the agency for transportation reimbursements for about six months. There was an increase in outpatient revenues due to receipt of the second payment of the COLA funds. The Financial Report for April 2025 was accepted as information pending the audit.

As a matter of other financial information, Ms. Davidson reported that she had submitted all of the requested information to DAODAS for the Financial Compliance Review and had received notification that everything was in order. Official notification of the outcome of the compliance review will be forwarded soon. Also, Kyle Walker and Sarah Holler, with Baird, will be joining the August Board Meeting to provide an update of the investment portfolio.

Angela Farmer reported that Pamela Winters had asked for more information regarding the role of the Financial Resources Committee and that she and Carly Davidson, Director of Financial Resources, had met with Ms. Winters, along with Douglas Clamp and Ernie Dandeneau prior to today's meeting. Information was provided regarding funding sources and the timeline for the County Plan, which includes the projected budget for the next fiscal year. Ms. Winters had several good suggestions that will be directed to the Financial Resources Committee to be considered for changes in procedures.

Item VII. <u>Program Report.</u> Angela Farmer referred to the Program Report for May 2025. Ms. Farmer reported that the May report is looking better, as there was a 1.8% decrease in Total Clients Served, as compared to one-year prior. The Child and Adolescent Services areas continue to reflect healthy activity. School Counseling Program clinicians will be working to keep students involved in services throughout the summer. There has been an open clinical position in the School Counseling Program for the last couple of months, but will be filled with a current student intern. She has been working part-time providing assessments and will begin full-time employment later in the summer to be trained and ready to go by the time the new school year begins. The MAT program has decreased from 11 admissions to 6 this period. One of the contractual medical providers has submitted her resignation to be effective later in the summer. There is no plan to replace this provider at this time. The LEC services also decreased slightly, likely due to some staff transition in this area. Ms. Farmer and Susanna Deming will continue to monitor the activities reported on the Program Report. The report was accepted as information.

Item VIII. By-Laws Revisions. Angela Farmer reported that during the annual review of all policies and procedures and after last month's Executive Session action regarding the acceptable methods of Board voting, the Board may need to consider making some changes in the By-Laws. The Board voted that in the event of any time-sensitive decisions that needed to be made between scheduled meeting times, that an in-person called meeting will be scheduled. Any Board Member who is not available for the in-person called meeting, be allowed to join the meeting virtually, utilizing a virtual platform such as ZOOM. Voting will be acceptable in-person or via the virtual platform, such as ZOOM. Some other changes that need to be considered include changing of agency address and updating DHEC to DPH (Department of Public Health), parameters for public input and the statement from Attorney Kelly Jolley regarding prohibition on unauthorized expenditures by Board Members. A copy of the current By-Laws with some suggested changes in highlight was reviewed electronically. It was suggested that the By-Laws Committee be revitalized to handle the task of reviewing the By-Laws and presenting the Board with proposed changes.

Item IX. Annual Review of Policies and Procedures.

A. Approval of Review of Policies and Procedures. Roslyn Holcombe reported that she and the Executive Director, Angela Farmer, had reviewed all of the policies and procedures and there were no recommendations for changes at this time. Liz Rampy made a motion to accept the Annual Review of Policies and Procedures as presented. Tracie Freeman seconded the motion. The motion carried unanimously.

B. Board Member Sign Agreements (Conflict of Interest, Code of Ethics, Acknowledgement of Confidentiality and Electronic Communication Policy). Roslyn Holcombe reported that instead of Board Members signing each agreement individually, one form had been created for a signature to indicate acknowledgement of review of all the agreements. All of the agreements are contained in the Policies and Procedures and have not changed since the last Board approval. Hard copies of all of the agreements are included in new Board Member manuals.

Item X. Annual Review of Insurance Coverages. Ms. Farmer reported that she and Roslyn Holcombe had reviewed all of the insurance coverages for the agency, including property insurance, automobile liability, TORT, Professional Liability, Cyber Security Liability, State Workers Compensation and Fidelity Bond coverage. Ms. Holcombe reported that all current insurance coverages were found to be sufficient. Property insurance coverage amounts still exceed 80% of estimated replacement costs, based on the most recent appraisal conducted by the Insurance Reserve Fund. Ms. Holcombe also reported that the property coverage for the new facility is being reclassified from vacant property to occupied. Also, the contents coverage for the Pickens buildings are being transferred to the Easley property. Pamela Winters made a motion to accept the Annual Review of Insurance Coverages, pending changes in the property insurance for the new facility. Douglas Clamp seconded the motion. The motion carried unanimously.

Item XI. **Election of Officers.** New officers need to be elected to take office July 1, 2025. Ernie Dandeneau is currently serving as Chairman and Tobias Vogel as Vice-Chairman. These two officers have served their two-term limit. Douglas Clamp is serving as Treasurer and Mary Babb is serving as Secretary. Both of these officers can serve unlimited terms. Mary Babb made a motion to nominate and elect Tobias Vogel as Chairman. Jessica Merrill seconded the motion. Mr. Vogel accepted nomination. The motion carried unanimously. Rhonda Billingsley made a motion to nominate and elect Pam Winters as Vice-Chairman. Jessica Merrill seconded the motion. Ms. Winters accepted nomination. The motion carried unanimously. Mary Babb made a motion to nominate and elect Douglas Clamp as Treasurer. Pam Winters seconded the motion. Mr. Clamp accepted nomination. The motion carried unanimously. Mary Babb stated that she did not intend to apply to County Council for reappointment as a Board Member and that her office of Secretary needed to be filled with another Board Member. Tracie Freeman made a motion to nominate and elect Rhonda Billingsley as Secretary. Tobias Vogel seconded the motion. Ms. Billingsley accepted nomination. The motion carried unanimously.

With the election of new officers, committee members needed to be reviewed. The Finance Committee consists of the Treasurer, Chairman, Vice-Chairman, Executive Director and the Director of Financial Services. By-Laws state that more members can be appointed as needed. Members for the Executive Director's Performance Evaluation Committee need to be appointed. Pam Winters made a motion to nominate and appoint Rhonda Billingsley, Jessica Merrill and Liz Rampy as the 2025 Evaluation Committee. Mary Babb seconded the motion. All three accepted nomination. The motion carried unanimously. Roslyn Holcombe provided the committee members with copies of the previous year's Executive Director's performance evaluation and blank copies for this year's evaluation to be completed. A copy of the survey questions was provided for each Board Member to review for changes. There was some discussion regarding the survey questions. It was suggested that each Board Member review the questions and email Roslyn Holcombe by the end of June if any changes needed to be made before the survey was emailed out to Board Members for completion. Ms. Holcombe will distribute the survey to each Board Member by the first of July to give ample time for Members to complete the survey prior to the August Board Meeting. The Building Committee will continue with same members, Jessica Merrill, Pamela Winters and Rhonda Billingsley assisting Angela Farmer with the sale of the Pickens properties. Members of the By-Laws Committee, tasked with reviewing the By-Laws for revisions, were reviewed. Previously the By-Laws Committee included Tobias Vogel and Rhonda Billingsley, with Roslyn Holcombe assisting administratively. Jessica Merrill made a motion to nominate and elect Tobias Vogel, Tracie Freeman and herself, Jessica Merrill as the By-Laws Committee. Douglas Clamp seconded the motion. All three accepted nomination. The motion carried unanimously.

Item XII. **CARF Survey 2026 Preparations.** Ms. Farmer reported that the agency would be due for a CARF (Commission on Accreditation of Rehabilitation Facilities) survey in 2026. This survey is conducted every three years by the national CARF organization. The 2026 regulations will not be published until March 2026 and will be the regulations used for determining compliance in the upcoming survey. Angela Farmer stated that she had received annual updates to the regulations since the previous survey and is making proactive preparations, including reviewing all policies and procedures for compliance. There may be some policy updates and changes coming, which will require the Board's consideration of approval. The CARF survey is usually scheduled during the last quarter of the year and requires interviews with a couple of current Board Members, as well as clients and other stakeholders.

Item XIII. <u>Garden Grants.</u> Ms. Farmer reported that she had sought out grant funding to utilize the vacant yard space adjacent to the building for a garden. Through a collaboration with Clemson University, graduate level landscape architect students will design the garden space pro bono, as a student project. Funds will be solicited from the community to implement the design. The garden will not only offer an outdoor space for clients and staff to relax and experience nature, but should also benefit the public as a green "park area."

Item XIV. <u>Old Business.</u>

A. Legislative Update. Angela Farmer reported that the State budget includes $6mil in new funding for DAODAS, which will help replace some of the COVID funds that ended. Ms. Farmer stated that she serves on the Executive Board of BHSA, and the Board has been reviewing the method of funding disbursement historically utilized by DAODAS. The method used to disperse the Block Grant funds to local agencies does not seem fair and equitable. For example, $800,000 in State Block Grant funds, utilizing the current DAODAS distribution method, would mean $3000 for BHSPC, while some other agencies would receive as much as $50,000. The current method is based on population and morbidity and does not consider client numbers. BHSA will be proposing a new method of fund distribution that will be more equitable for all 301 agencies. Ms. Farmer will keep the Board updated on any legislative issues impacting the agency.

B. Research Project. Angela Farmer reported that Pickens satellite building located at 318 E. Main Street Pickens, housing the Research department, is now functioning independently with regards to all communication, internet, security systems and networks. The same vendors utilized for these services at the Easley facility were utilized for the satellite location. A DPH (Department of Public Health), formerly DHEC, surveyor was on site yesterday for a final inspection to amend the license to include a satellite location. Everything was in order and the report was positive. An amended DPH license, including the satellite location, should be received soon. A new Research Assistant was recently added to the Research staff and will be spending more time at the Easley location for the current smoking cessation project, utilizing e-cig products. Ms. Farmer will keep the Board updated on the research projects.

C. New Facility Report. Angela Farmer reported that everything was going well with the new facility. Staff and clients love the new space.

Item XV. <u>New Business.</u>

Drug Screen Testing Lab. Ms. Farmer reported that things are going well with the drug screen testing lab. There will be lots of equipment and policies and procedures to have in place before implementation. Recently it was discovered that the Siemens products, which will likely be utilized by the lab, will integrate into the current EHR system, which is a huge benefit. Ms. Farmer and a few other staff members plan to visit the testing lab located at LRADAC (Lexington Richland Alcohol and Drug Commission) in Columbia, to see what equipment and staff will be necessary. The new testing lab should be a revenue generator, as screens can be billed to Medicaid and other agencies have indicated their interest in utilizing for their testing needs. There should also be an increase in community testing activities as well, especially with local employers, who require pre-employment and random drug testing. There are three agencies in the state considering adding a testing lab to their location, with BHSPC being one of the three. Ms. Farmer indicated that her estimated implementation timeframe is projected by the end of 2025.

Next Board Meeting. The Board usually does not hold a meeting in July, unless necessary. After discussion, Jessica Merrill made a motion to not hold a meeting in July unless urgent business necessitated. Douglas Clamp seconded. The motion carried unanimously.

Item XVI. Adjournment. There being no further regular business, Mary Babb made a motion to adjourn. Douglas Clamp seconded. The motion carried unanimously.

Item XVII. Executive Session. There was no indication of a need for Executive Session.

The next meeting is scheduled for August 13, 2025.

Respectfully submitted,

Roslyn Holcombe

Roslyn Holcombe
Recording Secretary

Members Present In-Person:	Members Excused:	Others Present:
Ernie Dandeneau, Chairman		Angela Farmer
Tobias Vogel, Vice-Chairman		Carly Davidson
Douglas Clamp, Treasurer		Roslyn Holcombe
Mary Babb, Secretary		
Rhonda Billingsley		
Tracie Freeman		
Jessica Merrill		
Liz Rampy		
Pamela Winters		