

**LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD  
BOARD OF DIRECTORS MEETING  
MARCH 20, 2017**

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held in the Conference Room of the Administration Building on March 20<sup>th</sup>, 2017.

**MEMBERS PRESENT**

Sam Stoddard, Brenda Ligon, Duane Dennie, Peter Littlefield and Betty Beasley

**STAFF PRESENT**

Jacqueline Robinson, Dawn Ricketts, Brenda Glenn, Beth McCarter, Jean Ramage, Michelle Stone, Monica Taylor, Beth Wilson, Keely Simmons and Jason Tavenner

**COMMUNITY PRESENT**

Louise Oberdier and Joyce Rambo

**CALL TO ORDER**

Sam Stoddard called the meeting of the Board of Directors to order at 12:03 pm.

**INVOCATION**

Sam Stoddard gave the invocation.

**WELCOME AND INTRODUCTIONS**

Sam Stoddard welcomed everyone to the March Board of Directors meeting of the Laurens County Disabilities and Special Needs Board. Introductions were made.

**APPROVAL OF AGENDA**

The Board of Directors reviewed the March 20, 2017 agenda. Peter Littlefield made a motion to move the Decision Memorandums after Public Comment at this meeting to accommodate a board member's schedule. Duane Dennie seconded the motion. The motion passed by a vote of 5-0.

**NOTICE OF MEETING STATEMENT**

The notice of the meeting of the Board of Directors was posted at each location and the agency website. The notice of the meeting was also sent to the Laurens Advertiser, Clinton Chronicle and WLBG for announcement.

**PUBLIC COMMENT**

Louise Oberdier discussed changes in the lunch schedule at the Evergreen Campus. Beth McCarter provided the board members with a written request regarding retiree insurance.

## ITEMS FOR BOARD DECISION

### Decision Memorandum 21-17 United Way Grant Application

An overview of the United Way Grant Application was presented to the Board of Directors. Brenda Ligon made a motion to approve the application for funding from United Way of Laurens County for fiscal year 2017-2018. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 22-17 SCDOT Grant Application

The SCDOT grant application for the purchase an ADA vehicle was discussed with the Board of Directors.

Peter Littlefield made a motion to approve the application and match amount as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 23-17 Policy 15.2.1 Calculation of Room and Board for Non ICF/ID Programs

The Finance Director reviewed the updated Caps for Room and Board for CTHII & CRCF that were approved by SCDDSN.

Duane Dennis made a motion to approve the Caps for Room and Board as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 24-17 Policy 8.19 AIDS Policy

The Quality Assurance Coordinator reviewed the suggested changes to Policy 8.19 AIDS Policy with the Board of Directors.

Betty Beasley made a motion to approve Policy 8.19 AIDS Policy as presented. Duane Dennie seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 25-17 Policy 8.24 Contents of Monthly Medication Administration Record (MAR)

The Quality Assurance Coordinator reviewed the suggested changes to Policy 8.24 Contents of Month Medication Administration Record (MAR) with the Board of Directors.

Duane Dennie made a motion to approve Policy 8.24 Contents of Month Medication Administration Record (MAR) as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 26-17 Policy 8.47 Emergency Care for Head Injuries

The Quality Assurance Coordinator reviewed the suggested changes to 8.47 Emergency Care for Head Injuries with the Board of Directors.

Peter Littlefield made a motion to approve Policy 8.47 Emergency Care for Head Injuries. Duane Dennie seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 27-17 Policy 8.48 Fall Prevention and Management

The Quality Assurance Coordinator reviewed the suggested changes to 8.48 Fall Prevention and Management with the Board of Directors.

Peter Littlefield made a motion to approve Policy 8.48 Fall Prevention and Management as presented. Duane Dennie seconded the motion. The motion passed by a vote of 5-0.

EXECUTIVE SESSION

Duane Dennie motioned that the board go into Executive Session to discuss a personnel matter. Peter Littlefield seconded the motion. The board members approved by a vote of 5-0.

RETURN TO REGULAR SESSION

Peter Littlefield motioned to return to regular session for the remainder of the meeting. Brenda Ligon seconded the motion. The board members approved by a vote of 5-0.

UPCOMING EVENTS

March 20 <sup>th</sup> at 7 pm	Gray Court Town Council
March 21 <sup>st</sup> at 5:30 pm	Laurens City Council
March 24 <sup>th</sup> at 9 am	Special Olympics at PC
March 28 <sup>th</sup> at 5:30 pm	Laurens County Council

APPROVAL OF FEBRUARY 14, 2017 BOARD MINUTES

The Board of Directors reviewed the February 14, 2017 minutes. Peter Littlefield made a motion to approve the minutes as submitted. Duane Dennie seconded the motion. The motion passed by a vote of 4-0.

COMMITTEE FORMATION FOR REVIEW OF AGENCY BY-LAWS

Sam Stoddard appointed Peter Littlefield and Betty Beasley to review the Agency By-Laws and bring suggestions for changes to the board for vote at the next meeting on April 10, 2017.

FINANCIAL REPORT

The Finance Director reviewed the January 2017 financials with the Board of Directors.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed his monthly report with the Board of Directors.

BOARD MEMBER COMMENTS

No comments were made during this time.

ITEMS FOR BOARD INFORMATION

Informational Memorandum 11-17 Case Management Discussion

The Executive Director provided information regarding the upcoming federal mandate of Conflict Free Case Management.

Informational Memorandum 12-17 State Budget Update

A memorandum from Dr. Beverly Buscemi regarding the state budget was shared with the Board of Directors.

ADJOURNMENT

As there was no further business, Duane Dennie made a motion to adjourn the March 20, 2017 Board Meeting of the Laurens County Disabilities and Special Needs Board. Betty Beasely seconded the motion. The motion passed by a vote of 4-0.

Drenda J. Ligo

Joe Stahl

Betty Beasely

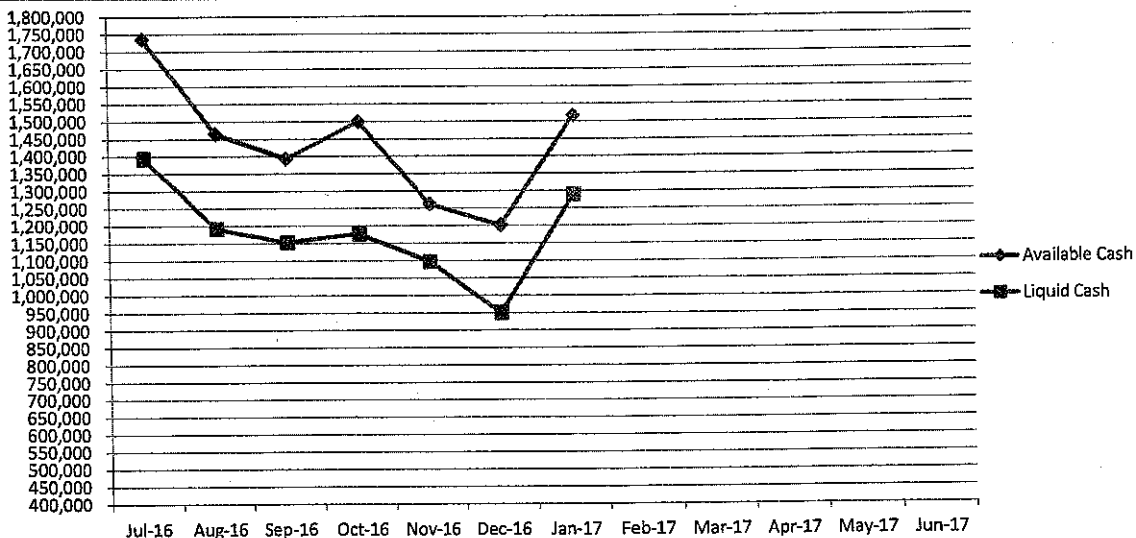
M. S. Miller

Duane Dennie

**LAURENS COUNTY DSN BOARD**  
 Budget Variance Summary  
 Year-to-date as of January 31, 2017

<b>Income Analysis</b>			
Program	Fiscal Year 2017 As Of: January 31, 2017	Fiscal Year 2016 As Of: January 31, 2016	Increase or (Decrease)
Residential	(\$124,546.85)	\$ 39,387.01	\$ (163,933.86)
Day Services	\$61,875.89	\$ 135,631.30	\$ (73,755.41)
Workshops	(\$2,467.85)	\$ (1,426.67)	\$ (1,041.18)
Family Support Services	(\$62,498.55)	\$ (31,919.20)	\$ (30,579.35)
Fundraising	\$0.00	\$ -	\$ -
Administration	\$0.03	\$ (0.10)	\$ 0.13
General Fund	\$54,757.77	\$ 54,514.42	\$ 243.35
<b>Total</b>	\$ (72,879.56)	\$ 196,186.76	\$ (269,066.32)
(-) Grants Received		\$ 200,000.00	
(+) Part- Time Bonus			
<b>Total</b>	\$ (72,879.56)	\$ (3,813.24)	\$ (69,066.32)

<b>Cash Analysis</b>			
	Fiscal Year 2017 As Of: January 31, 2017	Fiscal Year 2016 As Of: January 31, 2016	Change
Cash Balance	\$ 1,111,614.01	\$ 2,041,789.91	\$ (130,175.90)
Investment Balance	\$ 800,000.00		
(-) DDSN payments in advance	\$ 396,340.10	\$ 404,926.00	\$ (8,585.90)
<b>Available Cash</b>	\$ 1,515,273.91	\$ 1,636,863.91	\$ (121,590.00)
(+) Receivable	\$ 471,287.81	\$ 490,921.97	\$ (19,634.16)
(-) Liabilities	\$ 696,278.06	\$ 571,415.80	\$ 124,862.26
<b>Liquid Cash</b>	\$ 1,290,283.66	\$ 1,556,370.08	\$ (266,086.42)
(+) Fixed Assets	\$ 452,112.64	\$ 157,204.63	\$ 294,908.01
(-) Secured Grants			\$ -
<b>Adjusted Cash</b>	\$ 1,742,396.30	\$ 1,713,574.71	\$ 28,821.59



LAURENS COUNTY DSN BOARD  
Budget Variance Report  
Fiscal Year 2017

January, 2017

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
<b>Revenue</b>						
1 USDA - Adult Day Food Program	3,993.42	3,821.92	(171.50)	30,513.39	26,506.86	(4,006.53)
2 SCDDSN - Program revenue - Capitated	763,438.26	747,996.15	(15,442.11)	5,306,429.87	5,187,715.31	(118,714.56)
3 SCDDSN - Direct Billed Credit Report						
4 SCDDSN - Medicare Part D Recoupment						
5 SCDDSN - Psych Evaluations	(5,943.54)	(5,150.78)	792.76	(42,537.10)	(35,723.16)	6,813.94
6 SCDDSN - Mod/Assist Tech Recoupments						
7 SCDDSN - Program revenue - Noncapitated	47,203.79	48,394.62	1,180.83	332,532.31	335,570.78	3,038.47
8 SCDDSN - Program revenue-Noncap Day Program						
9 SCDDSN - State Funded Community Supports	2,332.00		(2,332.00)	17,543.25		(17,543.25)
10 SCDDSN - State Funded Case Management	1,095.51		(1,095.51)	5,305.16		(5,305.16)
11 SCDDSN - Special grant	2,197.60	2,197.60		15,241.45	15,241.42	(0.03)
12 SCDDSN - Non-Waiver Case Management	300.00		(300.00)	2,230.00		(2,230.00)
13 Other state revenue				1,100.00		(1,100.00)
14 SCDOT Grant						
15 DD Council						
16 SCDDSN Federal Pass-Through						
17 Other federal revenue						
18 Interest Revenue	118.52		(118.52)	992.35		(992.35)
19 Donations - Unrestricted		849.32	849.32	10,000.00	5,890.42	5,890.42
20 Donations - Restricted				21,849.12	5,890.44	(15,958.68)
21 Fundraising Revenues	235.73	849.32	613.59			
22 Fundraising Contributions						
23 Other Local Revenue						
24 Insurance Revenue				3,734.82		(3,734.82)
25 Vending Revenue	32.63			5,228.81		(5,228.81)
26 Room and Board Revenue	29,915.70	37,442.76	7,527.06	216.67	1,295.89	1,079.22
27 Work activity Revenue	3,585.96	1,858.82	(1,727.14)	217,779.70	259,883.62	41,903.92
28 Transportation Billing Revenue	387.00		(387.00)	3,310.76		(3,310.76)
29 Individual fees Revenue	9,108.97	11,262.60	2,153.63	59,381.34	78,111.56	18,730.22
30 Management and Payroll Fees	13,930.02	12,320.03	(1,609.99)	91,643.13	85,445.39	(6,197.74)
31 HUD Other Fees						
32 County Allocation	955.49	891.78	(63.71)	7,665.49	6,184.94	(1,480.55)
33 United Way Contributions						
34 TOTAL REVENUE	872,887.06	862,896.99	(9,990.07)	6,113,277.22	5,984,566.59	(128,710.63)
<b>Expenses</b>						
<b>Personnel</b>						
35 Personnel - Staff	394,391.66	439,213.84	44,822.18	2,830,630.81	3,046,160.54	215,529.73
36 Overtime Pay	26,461.66	8,287.07	(18,174.59)	148,465.31	57,474.93	(90,990.38)
37 Holiday Pay	33,558.11	9,303.69	(24,254.42)	133,988.28	64,525.69	(69,462.59)
38 Vacation Pay	17,672.21	11,365.33	(6,306.88)	161,372.17	78,824.05	(82,548.12)
39 Sick Pay	12,926.81	10,639.55	(2,287.26)	98,019.73	73,790.41	(24,229.32)
40 Training Pay	3,418.38	2,367.67	(1,050.71)	25,071.76	16,420.97	(8,650.79)
41 Personnel - Client						
42 Total Personnel	483,428.83	481,177.15	(2,251.68)	3,337,548.06	3,337,196.59	(351.47)
<b>Fringe Benefits</b>						
43 Retirement	55,373.13	52,724.72	(2,648.41)	385,922.14	365,671.32	(20,250.82)
44 Social security	35,617.49	36,810.08	1,192.59	248,866.66	255,295.66	6,429.00
45 Worker's compensation	21,571.46	21,896.31	324.85	152,927.44	151,861.55	(1,065.89)
46 Active Health Insurance	60,174.79	68,159.67	7,984.88	483,748.94	472,720.27	18,971.33
47 Retiree Health Insurance	8,332.85	8,367.85	35.00	58,035.09	58,035.09	(0.00)
48 Unemployment insurance	1,025.00	424.66	(600.34)	6,023.46	2,945.22	(3,078.24)
49 Total Fringe Benefits	182,094.42	188,383.29	6,288.87	1,305,636.80	1,306,529.11	892.31

LAURENS COUNTY DSN BOARD  
Budget Variance Report  
Fiscal Year 2017

January, 2017

	Current Month		Year to Date		Variance
	Actual	Budget	Actual	Budget	
<b>Contractual Services</b>					
50 Telephone - Landline	4,005.24	3,452.48	28,824.69	23,944.50	(4,880.19)
51 Cell Phone	4,153.39	2,298.42	17,855.79	15,940.64	(1,915.15)
52 Utilities	13,735.49	10,472.05	79,123.46	72,628.78	(6,494.68)
53 Cable TV	2,235.17	1,993.44	15,335.22	13,409.34	(1,925.88)
54 Internet	1,003.54	1,030.84	7,255.39	7,149.80	(105.79)
55 Consultants - Behavior Supports	3,452.00	7,465.48	31,946.00	51,776.70	19,830.70
56 Consultants - Occupational/Physical Therapy	3,040.00	1,002.20	25,010.00	6,950.76	(2,554.24)
57 Consultants - Counseling Services	4,040.00	3,711.08	25,037.80	25,738.10	728.10
58 Consultants - Physicians	920.87	333.80	3,466.16	2,315.04	(1,151.12)
59 Consultants - Pharmacy	1,438.18	1,486.31	13,301.77	10,308.27	(2,993.50)
60 Consultants - Dental	3.30	287.26	573.30	2,061.66	1,488.36
61 Consultants - Vision/Hearing		21.23	116.68	147.25	30.57
62 Consultants - Nursing	5,032.00	254.80	2,945.00	1,767.16	(1,177.84)
63 Food service Contract	1,093.25	4,119.18	39,190.02	28,568.50	(10,621.52)
64 Lawn Care Contract		1,076.10	8,012.75	7,463.28	(549.47)
65 Consultants - Speech					
66 Consultants - Other	2,287.45	1,236.61	23,064.25	8,576.51	(14,487.74)
67 Contracted Day Services	8,992.96	8,049.47	57,391.68	55,826.97	(1,564.71)
68 <b>Subtotal</b>	<b>55,332.84</b>	<b>48,240.76</b>	<b>148,091.61</b>	<b>117,034.64</b>	<b>(31,056.97)</b>
69 Repairs - Buildings	5,875.81	3,320.81	42,982.99	23,031.43	(19,951.56)
70 Repairs - Equipment					
71 Repairs - Motor vehicle	7,902.45	7,261.59	74,666.73	50,362.73	(24,304.00)
72 Travel and seminars	2,135.99	1,040.38	3,893.14	7,215.74	3,322.60
73 Training	120.00	169.86	2,430.45	1,178.06	(1,252.39)
74 Caregiver services	20,242.47	23,993.15	175,435.68	166,404.11	(9,031.57)
75 Direct billed waiver	28,698.42	21,649.04	218,623.43	150,146.58	(68,476.85)
76 Employment/Screening	2,087.00	700.70	9,819.75	4,859.68	(4,960.07)
77 Advertising	80.00	310.02	2,554.48	2,150.12	(404.36)
78 Dues/Subscriptions	700.50	514.71	6,099.12	3,568.73	(2,529.39)
79 Haircuts		93.43	375.93	647.97	272.04
80 Client Personal Needs	59.92		59.92		(59.92)
81 Camp Building Dreams		208.10		1,443.26	1,443.26
82 Camp Good Times		641.22		4,447.16	4,447.16
83 Fundraising	295.73	849.32	21,849.12	5,890.44	(15,958.68)
84 Other contract services	349.00	16.98	551.00	117.78	(433.22)
85 <b>Total Contractual Services</b>	<b>123,820.13</b>	<b>109,010.07</b>	<b>822,288.90</b>	<b>756,037.85</b>	<b>(66,251.05)</b>
<b>Supplies</b>					
86 Food Supplies	13,250.81	16,887.78	104,828.75	117,124.88	12,296.13
87 Family Support Funds Pd	160.00	439.69	451.00	3,049.47	2,598.47
88 Office Supplies	1,020.15	1,762.40	13,563.90	12,223.00	(1,340.90)
89 Programming Supplies	52.18	1,189.04	1,136.86	8,246.58	7,163.47
90 Household Supplies	7,776.57	9,388.27	78,403.82	65,112.43	(13,291.39)
91 Training Supplies	2,667.67	679.45	6,326.48	4,712.31	(1,614.17)
92 Caregiver Relief	7,851.31	1,371.79	8,609.02	9,514.01	904.99
93 Motor Vehicle Supplies	835.24	10,594.59	58,727.45	73,478.69	14,751.24
94 Maintenance Supplies	581.79	1,368.94	9,272.94	9,424.92	151.98
95 Postage	5,527.18	2,972.64	2,663.70	4,034.99	1,371.29
96 Minor equipment	32.49		32,321.73	20,616.70	(11,705.03)
97 Workshop Supplies	2,872.16	3,116.98	207.32	21,617.80	(2,542.26)
98 Medical Supplies	63.34	146.08	698.42	1,013.16	314.74
99 Printing costs	176.56	295.63	284.62	2,050.23	1,765.61
100 Other Supplies					
101 <b>Total Supplies</b>	<b>42,720.02</b>	<b>50,785.07</b>	<b>341,612.32</b>	<b>352,219.17</b>	<b>10,606.85</b>

LAURENS COUNTY DSN BOARD  
Budget Variance Report  
Fiscal Year 2017

January, 2017

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
<b>Fixed Costs</b>						
103 Audit fees	1,231.51	1,427.65	186.14	6,078.09	9,901.45	3,823.36
104 Rent - Individual	2,544.00	2,259.40	(304.60)	18,442.52	15,631.34	(2,811.18)
105 Rent - equipment	3,340.55	3,946.49	605.94	24,825.80	27,370.83	2,545.23
106 Rent - Facilities	-	-	-	-	(0.04)	(0.04)
107 Insurance - Building and Vehicles	5,027.74	4,594.53	(433.21)	30,807.93	31,865.19	1,057.26
108 Insurance - Vehicles	-	-	-	-	-	-
109 Insurance - Fidelity/Dishonesty	-	-	-	-	-	-
110 Insurance - Tort	2,880.59	2,525.40	(355.19)	19,503.45	17,514.88	(1,988.57)
111 Insurance - Other	-	-	-	-	-	-
112 Accounting and legal	435.00	684.00	249.00	841.00	4,743.86	3,902.86
113 Debt service - principal	-	-	-	-	-	-
114 Debt service - interest	1,732.75	1,469.03	(263.72)	7,771.51	10,188.45	2,416.94
115 Depreciation - Non-Grant Assets	13,874.01	13,874.01	-	96,230.61	96,222.95	(7.66)
116 Amortization Expense	766.64	766.64	-	5,316.98	5,317.02	0.04
117 Software license and support	1,335.91	1,965.99	630.08	13,986.45	13,635.09	(351.36)
118 Contingency Fund	-	-	-	-	-	-
119 Loan proceeds	-	-	-	-	-	-
120 Gain / Loss from sale of assets	-	-	-	-	-	-
121 Other Fixed Charges	33,165.70	33,493.14	327.44	223,804.14	232,291.02	8,486.88
122 Total Fixed Costs	870,232.10	862,848.72	(7,383.38)	6,190,890.22	5,994,273.74	(206,616.48)
123						
<b>Allocated Costs</b>						
124 Allocated - Administration	-	-	-	-	(0.02)	(0.02)
125 Allocated - Day program	-	(0.02)	(0.02)	-	(0.08)	(0.06)
126 Allocated - Shared Facility	-	-	-	-	-	-
127 Allocated - Shared Facility Evergreen Campus	-	(0.02)	(0.02)	-	(0.10)	(0.10)
128 Allocated - Shared Facility Cypress Campus	-	(0.03)	(0.03)	-	(0.05)	(0.05)
129 Allocated - ICF management	-	0.03	0.03	-	0.13	0.13
130 Allocated - CTH management	-	-	-	-	-	-
131 Allocated - HUD management	-	0.01	0.01	-	0.03	0.03
132 Allocated - Food service	-	-	-	(4,733.44)	-	4,733.44
133 Allocated - Maintenance	1,864.43	-	(1,864.43)	-	-	-
134 Allocated - Lawn care	-	-	-	-	-	-
135 Other sources / (uses)	1,864.43	(0.03)	(1,864.46)	(4,733.44)	(0.09)	4,733.35
136 Prior year settlements	872,096.53	862,848.69	(9,247.84)	6,186,156.78	5,994,273.65	(201,883.13)
137 Total Allocated Costs						
<b>TOTAL COST</b>						
	790.53	42.30	(748.23)	(72,879.50)	292.94	
138						
<b>Revenue in Excess/(Less) than Expenses</b>						