

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
MAY 8, 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 May 8, 2017.

MEMBERS PRESENT

Samuel Stoddard, Peter Littlefield, Janis Tribble, Brenda Ligon and Betty Beasley.

STAFF PRESENT

Jason Tavenner, Beth Wilson, Alex Barrett, Kirk Garrett, Jr., Cortni Motes, Jean Ramage, Keely Simmons and Monica Taylor

COMMUNITY PRESENT

Joe Prothro, DSP Architects

CALL TO ORDER

Sam Stoddard called the meeting of the Board of Directors to order at 12:04 pm.

INVOCATION

Betty Beasley gave the invocation.

WELCOME AND INTRODUCTIONS

Sam Stoddard welcomed everyone to the May Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

APPROVAL OF AGENDA

The Board of Directors reviewed the May 8, 2017 agenda. Peter Littlefield approved the agenda as presented. Betty Beasley 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

No Public Comments.

UPCOMING EVENTS

Next Board Meeting: Monday, June 12th at noon
Summer Day Camps: June 12-16 (Camp Building Dreams), June 26-30 (Camp Good Times), July 5-7 (Camp Good Times) and July 10-14 (Camp Building Dreams)

CONFLICT OF INTEREST DISCLOSURE FORM

Each year, the Executive Staff and Board of Directors are required to disclose any potential conflict of interests by completing a Conflict of Interest Acknowledgement and Disclosure Form. All members who were present at the meeting completed and returned the form. Members that were not present will be contacted for follow up.

APPROVAL OF APRIL 10, 2017 BOARD MINUTES

The Board of Directors reviewed the April 10, 2017 board minutes. Peter Littlefield made a motion to approve the minutes with the addition of Betty Beasley added to the "Members Present" listing, which was inadvertently omitted. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

COMMITTEE RECOMMENDATIONS FOR AGENCY BY-LAWS

Peter Littlefield and Betty Beasley reviewed the agency by-laws in detail. They did not recommend any content changes at this time.

EXECUTIVE DIRECTOR'S REPORT

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

BOARD MEMBER COMMENTS

No Board Member Comments.

ITEMS FOR BOARD DECISION

Decision Memorandum 31-17 Evergreen Campus Security Renovations

Joe Prothro with DSP Architects reviewed the Evergreen Campus Security Renovation plan with the Board of Directors.

Peter Littlefield moved that the Board of Directors approve the concept, direction and scope of the project as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 32-17 3rd Quarter Financial Statements

The Finance Director reviewed the 3rd Quarter Financial Statements with the Board of Directors.

Peter Littlefield motioned that the Board of Directors accept and approve the 3rd Quarter Financial Statements as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 33-17 Policy 5.16 Therapeutic Leave

The Residential Director reviewed Policy 5.16 Therapeutic Leave with the Board of Directors.

Brenda Beasley recommended that Policy 5.16 Therapeutic Leave be removed as a policy as recommended. Janis Tribble seconded the motion. The motion passed by a vote of 5-0.

ITEMS FOR BOARD INFORMATION

Informational Memorandum 13-17 State Budget Update

The Executive Director provided information given by Dr. Buscemi regarding the state budget.

ADJOURNMENT

As there was no further business, Brenda Ligon made a motion to adjourn the May 8, 2017 Board Meeting of the Laurens County Disabilities and Special Needs Board. Janis Tribble seconded the motion. The motion passed by a vote of 5-0.

Betty M. Beasley

Jan Tribble

Brenda Ligon

Dr. Buscemi

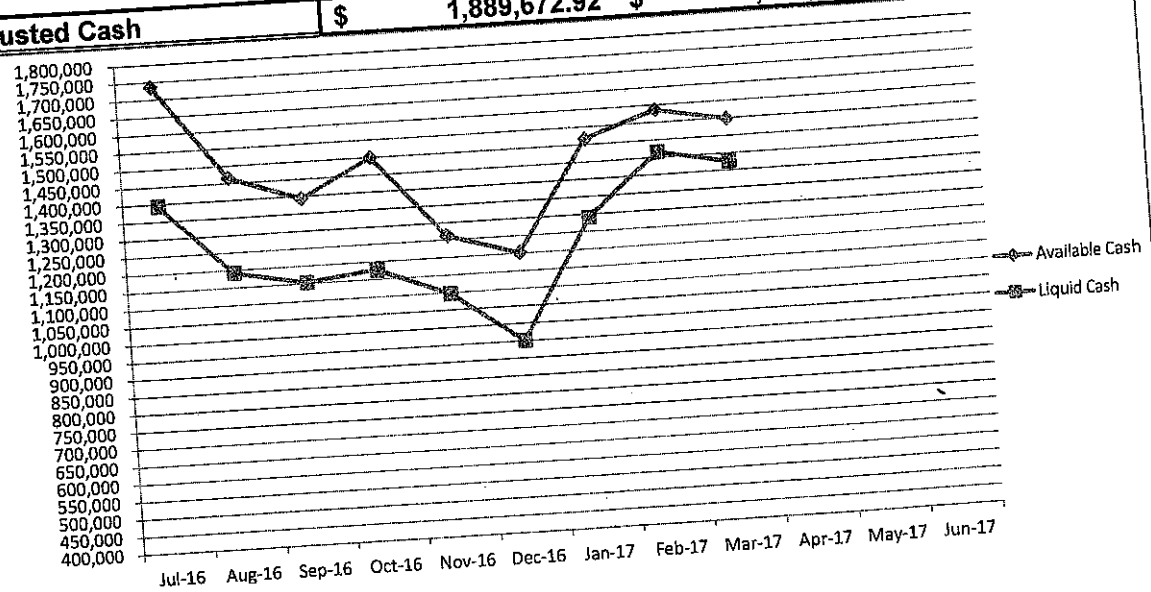
Duane Dennie

Bill Miller

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

| Program | Income Analysis | | Increase or (Decrease) |
|-------------------------|---|---|---------------------------|
| | Fiscal Year 2017 As Of: March 31, 2017 | Fiscal Year 2016 As Of: March 31, 2016 | |
| Residential | (\$108,838.25) | \$ 30,133.57 | \$ (138,971.82) |
| Day Services | \$108,092.61 | \$ 139,003.92 | \$ (30,911.31) |
| Workshops | (\$5,606.13) | \$ (368.52) | \$ (5,237.61) |
| Family Support Services | (\$85,674.43) | \$ (19,746.18) | \$ (65,928.25) |
| Fundraising | \$0.00 | \$ - | \$ - |
| Administration | (\$0.02) | \$ (0.12) | \$ 0.10 |
| General Fund | \$103,057.59 | \$ 95,363.80 | \$ 7,693.79 |
| Total | \$ 11,031.37 | \$ 244,386.47 | \$ (233,355.10) |
| (-) Grants Received | | | |
| (+) Part- Time Bonus | | \$ 44,386.47 | \$ (33,355.10) |
| Total | \$ 11,031.37 | \$ 44,386.47 | \$ (33,355.10) |

| | Cash Analysis | | Change |
|------------------------------|---|---|-----------------|
| | Fiscal Year 2017 As Of: March 31, 2017 | Fiscal Year 2016 As Of: March 31, 2016 | |
| Cash Balance | \$ 1,144,235.06 | \$ 2,063,480.80 | \$ (119,245.74) |
| Investment Balance | \$ 800,000.00 | \$ 436,298.00 | \$ (40,524.26) |
| (-) DDSN payments in advance | \$ 395,773.74 | \$ 1,627,182.80 | \$ (78,721.48) |
| Available Cash | \$ 1,548,461.32 | \$ 1,627,182.80 | \$ (78,721.48) |
| (+) Receivable | \$ 452,406.34 | \$ 468,815.70 | \$ (16,409.36) |
| (-) Liabilities | \$ 575,244.01 | \$ 469,676.34 | \$ 105,567.67 |
| Liquid Cash | \$ 1,425,623.65 | \$ 1,626,322.16 | \$ (200,698.51) |
| (+) Fixed Assets | \$ 464,049.27 | \$ 159,204.16 | \$ 304,845.11 |
| (-) Secured Grants | | | \$ - |
| Adjusted Cash | \$ 1,889,672.92 | \$ 1,785,526.32 | \$ 104,146.60 |



LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2017

March, 2017

| | Current Month | | Variance | Year to Date | | Variance |
|--|---------------|------------|-------------|--------------|------------|--------------|
| | Actual | Budget | | Actual | Budget | |
| Contractual Services | | | | | | |
| 51 Telephone - Landline | 4,046.53 | 3,452.48 | (594.05) | 36,896.38 | 30,515.32 | (6,383.05) |
| 52 Cell Phone | 2,929.01 | 2,298.42 | (630.59) | 23,752.63 | 20,315.06 | (3,437.58) |
| 53 Utilities | 9,186.14 | 10,472.06 | 1,285.92 | 97,919.70 | 92,559.46 | (5,360.24) |
| 54 Cable TV | 2,237.79 | 1,933.44 | (304.35) | 19,767.79 | 17,088.12 | (2,679.67) |
| 55 Internet | 1,004.84 | 1,030.84 | 26.04 | 9,264.99 | 9,111.47 | (153.52) |
| 56 Consultants - Behavior Supports | 4,655.00 | 7,465.48 | 2,810.48 | 40,537.00 | 65,985.19 | 25,448.19 |
| 57 Consultants - Occupational/Physical Therapy | 810.00 | 1,002.20 | 192.20 | 11,875.00 | 8,868.16 | (3,016.84) |
| 58 Consultants - Counseling Services | 3,590.00 | 3,711.08 | (121.08) | 31,800.00 | 32,801.12 | 1,001.12 |
| 59 Consultants - Physicians | 1,486.31 | 1,486.31 | 0.00 | 4,290.70 | 2,960.27 | (1,330.43) |
| 60 Consultants - Pharmacy | 297.26 | 297.26 | 0.00 | 16,083.60 | 13,137.04 | (2,946.56) |
| 61 Consultants - Dental | 21.23 | 21.23 | 0.00 | 768.30 | 2,627.42 | 1,861.12 |
| 62 Consultants - Vision/Hearing | 254.80 | 254.80 | 0.00 | 180.06 | 187.66 | 7.60 |
| 63 Consultants - Nursing | 4,119.18 | 4,119.18 | 0.00 | 2,252.10 | 2,252.10 | (692.90) |
| 64 Food service Contract | 1,183.25 | 1,076.10 | (107.15) | 2,945.00 | 36,408.22 | (33,463.22) |
| 65 Lawn Care Contract | 101.55 | 101.55 | 0.00 | 49,757.22 | 9,511.33 | (40,245.89) |
| 66 Consultants - Speech | 12,231.90 | 8,049.47 | (4,182.43) | 10,289.25 | 10,930.06 | 640.81 |
| 67 Consultants - Other | 8,915.88 | 8,915.88 | 0.00 | 74,421.24 | 71,146.93 | (3,274.31) |
| 68 Contracted Day Services | 8,721.93 | 3,320.81 | (5,401.12) | 56,414.18 | 29,351.67 | (27,062.51) |
| 69 Repairs - Buildings | 8,016.41 | 7,261.59 | (754.82) | 86,930.43 | 64,183.18 | (22,747.25) |
| 70 Repairs - Motor vehicle | 1,039.10 | 1,040.38 | 1.28 | 4,980.24 | 9,195.89 | 4,215.65 |
| 71 Travel and seminars | 120.00 | 169.86 | 49.86 | 2,670.45 | 1,501.34 | (1,169.11) |
| 72 Training | 28,565.54 | 23,993.15 | (4,572.39) | 230,099.98 | 212,066.50 | (18,033.48) |
| 73 Caregiver services | 47,706.05 | 21,649.04 | (26,057.01) | 304,266.02 | 191,349.59 | (112,916.43) |
| 74 Direct billed waiver | 1,084.00 | 700.70 | (383.30) | 11,777.75 | 6,193.27 | (5,584.48) |
| 75 Employment/Screening | 433.20 | 310.02 | (123.18) | 3,067.68 | 2,740.16 | (327.52) |
| 76 Advertising | 453.06 | 514.71 | 61.65 | 7,823.20 | 4,549.31 | (3,273.89) |
| 77 Dues/Subscriptions | 126.00 | 93.43 | (32.57) | 541.95 | 825.78 | 283.83 |
| 78 Client Personal Needs | - | 208.10 | 208.10 | 59.92 | - | (59.92) |
| 79 Camp Building Dreams | 11.10 | 641.22 | 630.12 | 22,021.57 | 1,839.32 | (20,182.25) |
| 80 Camp Good Times | 145.00 | 849.32 | 704.32 | 7,506.88 | 5,667.55 | (1,839.33) |
| 81 Fundraising | 15.00 | 15.98 | 0.98 | 150.10 | 150.10 | 0.00 |
| 82 Other contract services | 154,313.99 | 103,010.07 | (51,303.92) | 1,201,833.34 | 963,508.46 | (238,324.88) |
| 83 Total Contractual Services | 14,407.18 | 16,867.78 | 2,460.60 | 134,843.71 | 149,266.18 | 14,422.47 |
| 84 Food Supplies | 53.00 | 439.69 | 386.69 | 504.00 | 3,886.30 | 3,382.30 |
| 85 Family Support Funds Pd | 266.74 | 1,762.40 | 1,495.66 | 14,894.31 | 15,577.27 | 682.96 |
| 86 Office Supplies | 32.06 | 1,189.04 | 1,156.98 | 1,261.52 | 10,509.59 | 9,248.07 |
| 87 Programming Supplies | 8,652.90 | 9,388.27 | 735.37 | 94,774.38 | 82,960.50 | (11,813.88) |
| 88 Household Supplies | 347.17 | 679.45 | 332.28 | 6,959.20 | 6,005.46 | (953.74) |
| 89 Training Supplies | 2,616.45 | 1,371.79 | (1,244.66) | 12,325.33 | 12,124.83 | (200.50) |
| 90 Caregiver Relief | 9,334.39 | 10,594.59 | 1,260.20 | 75,919.13 | 93,642.58 | 17,723.45 |
| 91 Motor Vehicle Supplies | 1,256.47 | 1,358.94 | 102.47 | 11,725.59 | 12,011.28 | 285.69 |
| 92 Maintenance Supplies | 755.00 | 581.79 | (173.21) | 3,418.70 | 5,142.25 | 1,723.55 |
| 93 Postage | 4,110.74 | 2,972.64 | (1,138.10) | 36,025.64 | 26,274.29 | (9,751.35) |
| 94 Minor equipment | 96.63 | 3,116.98 | 3,020.35 | 305.95 | 27,550.14 | (27,244.19) |
| 95 Workshop Supplies | 2,265.33 | 1,48.08 | (2,117.25) | 28,989.45 | 1,291.18 | (27,698.27) |
| 96 Medical Supplies | 22.54 | 295.63 | 273.09 | 720.96 | 2,612.91 | 1,891.95 |
| 97 Printing costs | 174.40 | 295.63 | 121.23 | 1,023.24 | 2,612.91 | 1,589.67 |
| 98 Other Supplies | 44,442.60 | 50,795.07 | 6,352.47 | 423,631.11 | 448,374.76 | 25,183.65 |
| 99 Total Supplies | 154,313.99 | 103,010.07 | (51,303.92) | 1,201,833.34 | 963,508.46 | (238,324.88) |

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2017

March, 2017

| | Current Month | | Year to Date | | Variance |
|--|---------------|------------|--------------|--------------|--------------|
| | Actual | Budget | Actual | Budget | |
| 104 Audit fees | 1,231.51 | 1,427.65 | 8,421.93 | 12,618.59 | 4,196.66 |
| 105 Rent - Individual | 2,817.57 | 2,239.40 | 24,081.09 | 19,793.43 | (4,287.66) |
| 106 Rent - equipment | 3,270.09 | 3,946.49 | 31,295.32 | 34,881.89 | 3,586.57 |
| 107 Rent - Facilities | 4,265.73 | 4,594.53 | 39,052.31 | 40,609.58 | (1,557.27) |
| 108 Insurance - Building and Vehicles | 1,459.00 | - | 1,459.00 | - | (1,459.00) |
| 109 Insurance - Vehicles | 2,800.59 | 2,525.40 | 24,923.94 | 22,321.28 | (2,602.66) |
| 110 Insurance - Fidelity/Dishonesty | - | 684.00 | 841.00 | 6,045.66 | 5,204.66 |
| 111 Insurance - Tort | - | - | - | - | - |
| 112 Insurance - Other | - | - | - | - | - |
| 113 Accounting and legal | 1,632.36 | 1,469.03 | 10,989.09 | 12,964.35 | 1,995.26 |
| 114 Debt service - principal | 13,874.01 | 13,874.01 | 122,620.51 | 122,628.29 | 7.78 |
| 115 Debt service - interest | 766.64 | 766.64 | 6,776.08 | 6,776.11 | 0.03 |
| 116 Depreciation - Non-Grant Assets | 1,317.46 | 1,965.99 | 16,639.14 | 17,376.84 | 737.70 |
| 117 Amortization Expense | - | - | - | - | - |
| 118 Software license and support | - | - | - | - | - |
| 119 Contingency Fund | - | - | - | - | - |
| 120 Loan proceeds | - | - | - | - | - |
| 121 Gain / Loss from sale of assets | - | - | - | - | - |
| 122 Other Fixed Charges | 33,334.94 | 33,493.14 | 287,359.41 | 295,035.98 | 7,676.57 |
| 123 Total Fixed Costs | 876,752.34 | 862,848.72 | 7,852,842.01 | 7,626,469.59 | (226,372.42) |
| 124 | | | | | |
| 125 Allocated Costs | | | | | |
| 126 Allocated - Administration | - | (0.02) | - | 0.01 | 0.01 |
| 127 Allocated - Day program | - | - | - | 0.01 | 0.01 |
| 128 Allocated - Shared Facility Evergreen Campus | - | - | - | (0.11) | (0.11) |
| 129 Allocated - Shared Facility Cypress Campus | - | (0.02) | - | - | - |
| 130 Allocated - Shared Facility | - | (0.02) | - | (0.13) | (0.13) |
| 131 Allocated - ICF management | - | (0.03) | - | (0.14) | (0.14) |
| 132 Allocated - CTH management | - | 0.03 | - | 0.15 | 0.15 |
| 133 Allocated - HUD management | - | 0.03 | - | - | - |
| 134 Allocated - Food service | - | 0.01 | - | 0.03 | 0.03 |
| 135 Allocated - Maintenance | - | - | (5,932.44) | - | 5,932.44 |
| 136 Allocated - Lawn care | - | - | - | - | - |
| 137 Other sources / (uses) | (1,199.00) | - | 1,199.00 | - | 1,199.00 |
| 138 Prior year settlements | - | - | - | - | - |
| 139 Total Allocated Costs | (1,199.00) | - | 5,932.44 | (0.18) | 5,932.26 |
| TOTAL COST | 877,553.34 | 862,848.69 | 7,846,909.57 | 7,626,469.41 | (220,440.16) |
| 139 Revenue in Excess/(Less) than Expenses | 31,701.12 | 42.30 | 11,031.37 | 379.60 | |