

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2018

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held at the Laurens County Higher Education Center on February 13th, 2018.

MEMBERS PRESENT

Peter Littlefield, Brenda Ligon, Joyce Rambo, Janis Tribble and Sam Stoddard.

MEMBERS ABSENT

Betty Beasley and Maureen Tiller.

STAFF PRESENT

Kirk Garrett, Jr., Keely Simmons, Beth Wilson, Jean Ramage, Michelle Stone, Monica Taylor and Jason Tavenner.

CALL TO ORDER

Peter Littlefield called the meeting of the Board of Directors to order at 9:25am.

INVOCATION

Joyce Rambo gave the invocation.

WELCOME AND INTRODUCTIONS

Peter Littlefield welcomed everyone to the February Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

APPROVAL OF AGENDA

The Board of Directors reviewed the February 13, 2018 agenda. Sam Stoddard made a motion add a brief Executive Session to the agenda to discuss a personnel matter. Joyce Rambo 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

- March Board Meeting – March 19th at 5:30pm at the Administration Office.

APPROVAL OF JANUARY 8, 2018 BOARD MINUTES

The Board of Directors reviewed the January 8, 2018 board minutes. Peter Littlefield made a motion to approve the minutes as presented. Sam Stoddard seconded the motion. The motion passed by a vote of 5-0.

EXECUTIVE DIRECTOR'S REPORT

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

BOARD MEMBER COMMENTS

There were no comments.

ITEMS FOR BOARD DECISION

Decision Memorandum 12-18 2nd Quarter Financial Statements

The Finance Director reviewed the 2nd Quarter Financial Statements with the Board of Directors.

Janis Tribble moved that the Board of Directors approve the 2nd Quarter Financial Statements as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 13-18 Property and Tort Insurance Renewal

The Finance Director reviewed the Property and Tort Insurance Renewal with the Board of Directors.

Janis Tribble moved that the Board of Directors approve the Property and Tort Insurance Renewal as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 14-18 Policy 8.18 Infection Control

The Residential Director reviewed the proposed changes to Policy 8.18 Infection Control with the Board of Directors.

Janis Tribble moved that the Board of Directors approve Policy 8.18 Infection Control as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

ITEMS FOR BOARD INFORMATION

Informational Memorandum 7-18 Letter from Board of Directors to SCDDSN Director and Commission

The Executive Director reviewed the draft of the letter the Board of Directors requested to be sent on their behalf.

Informational Memorandum 8-18 Payroll Error on 12/15/2017

The Executive Director reviewed the information related to the Payroll Error on 12/15/2017.

Informational Memorandum 9-18 Statewide Internal and External Audit Findings from SCDDSN

Statewide Internal and External Audit Findings were shared with the Board of Directors as information.

As a matter of discussion, Board Members agreed that they supported providing turkeys for all employees in November 2017.

Informational Memorandum 10-18 Water Damage at Davidson Street

Information related to the Water Damage at Davidson Street was shared with the Board of Directors.

EXECUTIVE SESSION

Janis Tribble moved that the members go to into Executive Session to discuss a personnel matter. Joyce Rambo seconded the motion. The vote was approved 5-0. The presiding officer, Peter Littlefield, announced that the members would go into Executive Session for a personnel matter.

RETURN TO REGULAR SESSION

Janis Tribble moved that the members return to the regular session of the board meeting. Joyce Rambo seconded the motion. The vote was approved 5-0.

During Executive Session, members discussed a personnel matter but no action was taken.

ADJOURNMENT

As there was no further business, Janis Tribble made a motion to adjourn the February 13, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.

M. Tribble

Betty Beasley
Joyce Rambo

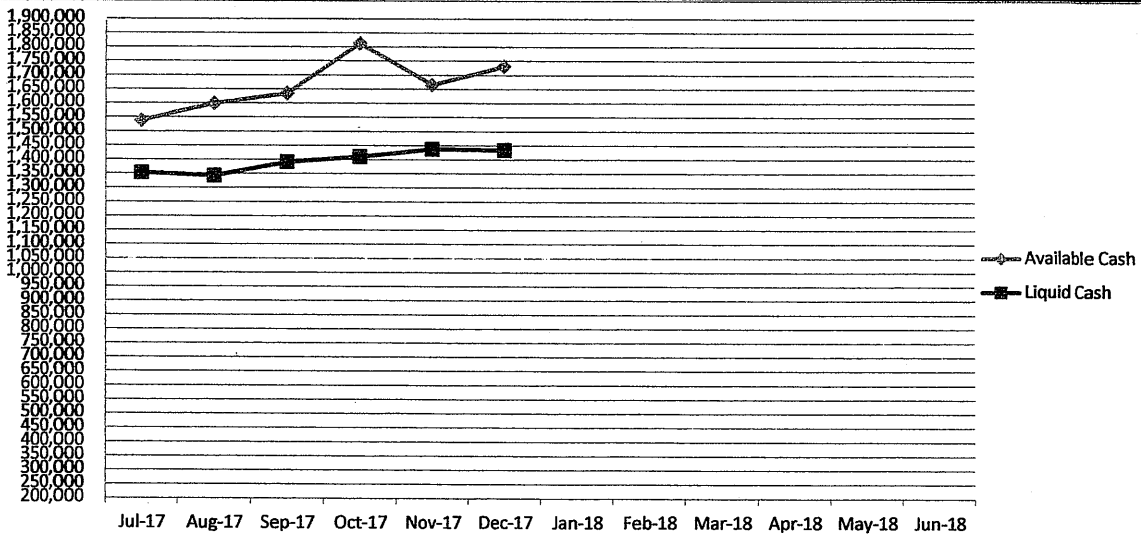
Janis Tribble

Julie Trump

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

Income Analysis			
Program	Fiscal Year 2018 As Of: December 31, 2017	Fiscal Year 2017 As Of: December 31, 2016	Increase or (Decrease)
Residential	(\$87,030.95)	\$ (99,827.13)	\$ 12,796.18
Day Services	\$25,287.92	\$ 43,352.09	\$ (18,064.17)
Workshops	(\$7,394.85)	\$ (228.30)	\$ (7,166.55)
Family Support Services	(\$14,520.95)	\$ (65,810.74)	\$ 51,289.79
Fundraising	\$0.00	-	-
Administration	(\$0.13)	-	\$ (0.13)
General Fund	\$47,837.67	\$ 48,843.99	\$ (1,006.32)
Total	\$ (35,821.29)	\$ (73,670.09)	\$ 37,848.80
(-) Grants Received			
(+) Part- Time Bonus			
Total	\$ (35,821.29)	\$ (73,670.09)	\$ 37,848.80

Cash Analysis			
	Fiscal Year 2018 As Of: December 31, 2017	Fiscal Year 2017 As Of: December 31, 2016	Change
Cash Balance	\$ 1,291,250.70	\$ 1,607,102.80	\$ 484,147.90
Investment Balance	\$ 800,000.00		
(-) DDSN payments in advance	\$ 359,668.62	\$ 405,409.91	\$ (45,741.29)
Available Cash	\$ 1,731,582.08	\$ 1,201,692.89	\$ 529,889.19
(+) Receivable	\$ 375,922.98	\$ 395,799.49	\$ (19,876.51)
(-) Liabilities	\$ 673,085.80	\$ 647,323.75	\$ 25,762.05
Liquid Cash	\$ 1,434,419.26	\$ 950,168.63	\$ 484,250.63
(+) Fixed Assets	\$ 12,096.86	\$ 446,683.14	\$ (434,586.28)
(-) Secured Grants			\$ -
Adjusted Cash	\$ 1,446,516.12	\$ 1,396,851.77	\$ 49,664.35



LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

December, 2017

	Current Month		Year to Date		Variance
	Actual	Budget	Actual	Budget	
Revenue					
1 USDA - Adult Day Food Program	1,069.45	1,550.85	7,274.31	9,205.04	1,930.73
2 SCDDSN - Program revenue - Capitated	774,586.29	762,739.46	4,671,118.01	4,527,227.74	(143,890.27)
3 SCDDSN - Program revenue - HASC	1,374.00	-	35,048.00	-	(35,048.00)
4 SCDDSN - Direct Billed Credit Report	(5,477.98)	(6,122.81)	(38,039.09)	(36,341.84)	(3,302.75)
5 SCDDSN - Psych Evaluations	-	-	-	-	-
6 SCDDSN - Mod/Assist Tech Recoupments	-	42,023.19	262,412.21	249,427.94	(12,984.27)
7 SCDDSN - Program revenue - Noncapitated	33,939.95	-	34,132.00	-	(34,132.00)
8 SCDDSN - Program revenue - Noncap Day Program	3,822.00	-	1,087.88	-	(1,087.88)
9 SCDDSN - State Funded Community Supports	12,119.06	2,187.60	39,468.89	13,043.82	(26,424.87)
10 SCDDSN - State Funded Case Management	-	-	640.00	-	(640.00)
11 SCDDSN - Special grant	-	-	-	-	-
12 SCDDSN - Non-Waiver Case Management	-	-	-	-	-
13 Other state revenue	-	-	-	-	-
14 SCDOT Grant	-	-	-	-	-
15 DD Council	-	-	-	-	-
16 SCDDSN Federal Pass-Through	-	-	-	-	-
17 Other federal revenue	91.38	86.63	566.45	514.20	(52.25)
18 Interest Revenue	-	849.32	-	6,041.10	5,041.10
19 Donations - Unrestricted	-	-	-	-	-
20 Donations - Restricted	3,710.64	849.32	11,882.20	5,041.12	(6,821.08)
21 Fundraising Revenues	2,755.45	-	2,755.45	-	(2,755.45)
22 Fundraising Contributions	-	-	5,001.29	-	(5,001.29)
23 Other Local Revenue	-	-	132.50	-	(132.50)
24 Insurance Revenue	1,189.25	186.85	4,743.83	1,109.04	(3,634.79)
25 Vending Revenue	35,562.84	33,123.63	210,067.77	196,604.72	(13,463.05)
26 Room and Board Revenue	337.50	-	20,652.12	-	(20,652.12)
27 Work activity Revenue	9,638.97	8,786.76	49,593.77	52,153.68	2,559.91
28 Transportation Billing Revenue	15,045.03	12,320.03	85,810.14	73,125.36	(12,684.78)
29 Individual fees Revenue	-	-	-	-	-
30 Management and Payroll Fees	-	-	-	-	-
31 HUD Other Fees	-	-	-	-	-
32 County Allocation	-	-	-	-	-
33 United Way Contributions	300.00	764.38	3,722.48	4,536.86	814.48
34 TOTAL REVENUE	893,821.19	859,355.21	5,415,208.01	5,100,688.88	(314,519.13)
35					
Expenses					
Personnel					
36 Personnel - Staff	405,400.83	443,282.31	2,489,870.81	2,650,976.28	141,305.67
37 Overtime Pay	23,295.62	9,296.58	154,892.15	49,244.14	(106,446.01)
38 Holiday Pay	30,470.23	5,777.17	99,797.55	34,280.28	(65,507.27)
39 Vacation Pay	28,279.84	7,654.38	147,829.30	45,432.30	(102,397.00)
40 Sick Pay	13,733.23	6,985.90	81,348.10	41,529.96	(39,818.14)
41 Training Pay	2,604.92	2,507.86	31,106.60	14,885.38	(16,221.22)
42 Personnel - Client	-	-	-	-	-
43 Total Personnel	503,784.47	474,495.16	3,004,444.31	2,816,358.34	(188,085.97)
Fringe Benefits					
44 Retirement	61,239.70	54,376.51	381,863.71	322,750.94	(59,112.77)
45 Social security	37,546.25	36,298.89	220,220.67	215,451.42	(4,769.25)
46 Worker's compensation	16,751.86	16,221.93	88,838.56	96,285.02	(2,553.33)
47 Actives Health Insurance	60,668.22	65,961.53	376,068.66	381,513.62	15,444.97
48 Teladoc Services	-	-	5,155.25	-	(5,155.25)
49 Retiree Health Insurance	9,342.02	9,070.69	52,263.64	53,838.94	1,575.30
50 Unemployment insurance	-	424.66	4,060.81	2,620.56	(1,540.25)
51 Total Fringe Benefits	186,723.05	182,354.21	1,138,471.08	1,082,360.50	(56,110.58)

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

December, 2017

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
Contractual Services						
52 Telephone - Landline	4,042.43	3,807.16	(235.27)	22,037.70	22,597.24	559.54
53 Cell Phone	2,805.17	2,429.98	(375.19)	17,615.67	14,423.06	(3,192.61)
54 Utilities	8,636.86	10,760.83	2,123.97	58,075.30	63,870.70	5,795.40
55 Cable TV	2,213.91	2,116.91	(97.00)	13,026.53	12,564.90	(461.63)
56 Internet	1,089.81	1,148.05	58.24	6,126.16	6,814.46	688.30
57 Consultants - Behavior Supports	2,210.00	4,645.76	2,435.76	14,500.00	27,574.82	13,074.82
58 Consultants - Occupational/Physical Therapy	550.00	894.29	344.29	5,510.00	5,946.26	436.26
59 Consultants - Counseling Services	2,000.00	3,558.61	1,558.61	12,000.00	21,122.10	9,122.10
60 Consultants - Physicians	1,328.98	377.53	(952.45)	3,764.00	2,240.80	(1,523.20)
61 Consultants - Pharmacy	2,569.27	1,486.31	(1,082.96)	14,389.28	8,821.96	(5,567.32)
62 Consultants - Dental	3.50	84.94	81.44	1,052.50	504.16	(548.34)
63 Consultants - Vision/Hearing	158.79	21.23	(138.56)	170.58	126.02	(44.56)
64 Consultants - Nursing	2,151.36	2,537.75	386.39	14,114.88	15,062.78	947.90
65 Food service Contract	1,510.42	1,019.16	(491.26)	7,585.42	6,049.22	(1,536.20)
66 Lawn Care Contract	97.50	97.50	0.00	97.50	-	(97.50)
67 Consultants - Speech	777.88	407.68	(370.20)	10,520.15	2,419.76	(8,100.39)
68 Consultants - Other	8,950.32	3,235.88	(5,714.44)	55,409.88	48,041.64	(7,368.24)
69 Contracted Day Services	4,232.75	3,235.88	(996.87)	31,878.25	19,208.52	(12,471.73)
70 Repairs - Buildings	4,152.05	7,261.61	3,109.56	43,215.62	43,101.24	(114.38)
71 Repairs - Equipment	73.00	866.26	793.26	1,846.24	5,141.88	3,295.64
72 Repairs - Motor vehicle	150.00	169.86	19.86	1,388.00	1,008.20	(379.80)
73 Travel and seminars	34,608.00	26,989.96	(7,618.04)	176,807.90	160,198.48	(16,609.42)
74 Training	48,485.14	33,489.09	(14,996.05)	252,228.07	198,773.96	(53,454.11)
75 Caregiver services	1,398.00	679.46	(718.54)	6,073.38	4,032.92	(2,040.46)
76 Direct billed waiver	124.00	305.76	181.76	840.98	1,814.84	973.86
77 Employment/Screening	11.76	653.57	621.81	8,111.14	3,760.62	(4,350.52)
78 Advertising	170.00	103.62	(66.38)	372.00	615.02	243.02
79 Dues/Subscriptions	-	208.10	208.10	100.00	1,235.16	1,135.16
80 Haircuts	-	641.22	641.22	2,403.00	3,805.94	1,402.94
81 Client Personal Needs	3,710.64	849.32	(2,861.32)	11,862.20	5,041.12	(6,821.08)
82 Camp Building Dreams	710.00	-	(710.00)	3,635.05	-	(3,635.05)
83 Camp Good Times	-	-	-	-	-	-
84 Fundraising	-	-	-	-	-	-
85 Other contract services	-	-	-	-	-	-
86 Total Contractual Services	133,923.54	118,863.83	(20,059.71)	796,507.38	705,514.78	(90,992.60)
Supplies						
87 Food Supplies	14,827.21	16,315.35	1,488.14	92,564.66	96,839.46	4,274.80
88 Family Support Funds Pd	496.67	447.50	(49.17)	766.67	2,656.12	1,889.45
89 Office Supplies	851.46	1,728.39	876.93	8,626.23	10,258.80	1,632.57
90 Programming Supplies	-	594.52	594.52	1,873.49	3,528.75	1,655.27
91 Household Supplies	8,570.81	9,851.99	1,281.18	54,098.99	58,478.56	4,377.57
92 Training Supplies	972.17	679.45	(292.72)	4,377.01	4,032.86	(344.15)
93 Caregiver Relief	8,012.61	10,344.53	2,332.02	10,642.31	8,257.28	(2,385.03)
94 Motor Vehicle Supplies	952.73	1,265.52	312.79	6,547.80	61,400.46	11,656.84
95 Maintenance Supplies	1,295.29	488.37	(806.92)	3,519.80	2,898.70	(621.10)
96 Postage	1,482.98	2,883.45	1,400.47	19,124.71	17,114.66	(2,010.05)
97 Minor equipment	-	3,112.74	(3,112.74)	18,700.55	18,475.64	(224.91)
98 Workshop Supplies	-	98.36	98.36	1,310.62	588.78	(720.84)
99 Medical Supplies	295.00	89.18	(205.82)	253.60	528.32	274.72
100 Printing costs	-	-	-	-	-	-
101 Other Supplies	-	-	-	-	-	-
102 Total Supplies	41,180.20	49,291.62	8,111.42	272,150.26	292,569.88	20,419.62

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

December, 2017

	Current Month		Year to Date	
	Actual	Budget	Actual	Budget
Fixed Costs				
104 Audit fees	1,486.30	1,486.30	8,821.92	8,821.92
106 Rent - Individual	2,605.00	3,129.89	16,510.50	18,577.42
107 Rent - Facilities	3,538.36	3,741.16	19,999.02	22,206.54
108 Insurance - Building and Vehicles	4,377.87	4,211.11	25,984.80	24,985.06
109 Insurance - Vehicles	-	-	-	-
110 Insurance - Fidelity/Dishonesty	-	-	-	-
111 Insurance - Tort	2,759.51	2,767.07	16,378.02	16,423.88
112 Insurance - Other	-	-	-	-
113 Accounting and legal	1,200.00	424.66	3,060.00	2,520.66
114 Debt service - principal	-	-	-	-
115 Debt service - interest	1,300.96	1,464.07	8,456.72	8,689.86
116 Depreciation - Non-Grant Assets	19,708.05	14,542.14	116,976.82	86,314.64
117 Amortization Expense	766.65	766.64	4,650.42	4,650.38
118 Software license and support	1,882.17	2,387.23	13,562.05	14,169.36
119 Contingency Fund	-	-	-	-
120 Loan proceeds	-	-	-	-
121 Gain / Loss from sale of assets	-	-	-	-
122 Other Fixed Charges	-	-	-	-
123 Total Fixed Costs	39,504.87	34,920.27	234,321.27	207,268.72
	910,116.13	859,925.09	5,445,894.30	5,104,072.22
				(341,822.08)
Cost to Allocate				
124				
Allocated Costs				
125 Allocated - Administration	-	0.02	-	0.06
126 Allocated - Day program	-	-	-	-
128 Allocated - Shared Facility Hwy 14	359.82	0.01	359.82	0.04
126 Allocated - Shared Facility Owings St	-	-	-	-
127 Facility - Evergreen	(359.82)	-	(359.82)	-
128 Allocated - Shared Facility Evergreen Campus	-	-	-	-
129 Allocated - Shared Facility Cypress Campus	-	-	-	-
130 Allocated - ICF management	-	-	-	-
131 Allocated - CTH management	-	0.01	-	0.02
132 Allocated - HUD management	-	(0.01)	-	(0.06)
133 Allocated - Food service	-	-	-	-
134 Allocated - Maintenance	-	-	-	-
135 Facility - Cypress	-	0.01	-	0.02
135 Facility - Magnolia	-	0.01	-	0.04
136 Other Sources/(Uses)	-	-	-	-
137 Prior year settlements	-	-	-	-
138 Total Allocated Costs	-	0.05	5,135.00	-
TOTAL COST	910,116.13	859,925.14	5,451,029.30	5,104,072.34
				(346,956.98)
	(16,294.94)	(569.93)	(35,821.29)	(3,383.46)
Revenue in Excess/(Less) than Expenses				
139				