

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
MARCH 19, 2018

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 19, 2018.

MEMBERS PRESENT

Janis Tribble, Peter Littlefield, Maureen Tiller, Betty Beasley and Joyce Rambo

MEMBERS ABSENT

Sam Stoddard and Brenda Ligon

STAFF PRESENT

Keely Simmons, Jason Tavenner, Kirk Garrett Jr, and Monica Taylor

CALL TO ORDER

Peter Littlefield called the meeting of the Board of Directors to order at 5:34pm.

INVOCATION

Betty Beasley gave the invocation.

WELCOME AND INTRODUCTIONS

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

APPROVAL OF AGENDA

The Board of Directors reviewed the March 19, 2018 agenda. Maureen Tiller made a motion to approve the agenda as presented. Janis Tribble 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

Council/Town Hall Meetings:

Monday, March 19th – Gray Court Town Council at 7pm

Tuesday, March 20th – Laurens City Council at 5:30pm

Tuesday, March 27th – Laurens County Council at 5:30pm

Zaxby's (Laurens) Fundraiser - Tuesday, March 20th 5-9pm
Special Olympics at Presbyterian College - Friday, March 23rd beginning at 9am
Building Dreams Easter Egg Hunt - Thursday, March 29th 4-5pm at Lucas Avenue Baptist Church
April Board Meeting - Monday, April 9th at 5:30pm (Dinner at 5pm)

APPROVAL OF FEBRUARY 13, 2018 BOARD MINUTES

The Board of Directors reviewed the February 13, 2018 board minutes. Joyce Rambo made a motion to approve the minutes as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

FINANCIAL REPORT

The Executive Director reviewed the financial report with the Board of Directors

FUTURE TRAINING TOPICS FOR BOARD MEMBERS

The following list was compiled during the discussion:

- Funding Sources
- Building the Budget
- Audit
- Role and Responsibilities of a Board Member
- HCBS Final Rule
- Strategic Planning

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 15-18 United Way Grant Request

The United Way Grant Request was reviewed with the Board of Directors.

Janis Tribble made a motion to approve the grant request and Standard Agreement with United Way of Laurens County. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 16-18 SC Department of Transportation Grant Request

The SC Department of Transportation Grant Request was reviewed with the Board of Directors.

Betty Beasley made a motion to approve the grant request and matching funds as presented for Fiscal Year 2017-2018 and Fiscal Year 2018-2019. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 17-18 Bank Transfer

The Grants and Community Relations Director presented information related to the proposed closing and opening of the bank account for fundraising.

Maureen Tiller made a motion to approve the closing of the fundraising account with Park Sterling as presented. Betty Beasley seconded this motion. The motion passed a vote of 5-0.

Maureen Tiller made a motion to approve opening of the fundraising account with United Community Bank as presented. Joyce Rambo seconded this motion. The motion passed by a vote of 5-0.

Decision Memorandum 18-18 Property Disposal

A listing of equipment and vehicles to be sold was presented to the Board of Directors. Janis Tribble moved to approve both listings and suggested minimum bids as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

ITEMS FOR BOARD INFORMATION

Informational Memorandum 11-18 Update of 1st Shift Day/Residential Staffing

The Executive Director provided an update of the 1st Shift Day/Residential Staffing to the Board of Directors.

Informational Memorandum 12-18 Worker's Compensation Data

The Executive Director reviewed the Worker's Compensation Data with the Board of Directors.

ADJOURNMENT

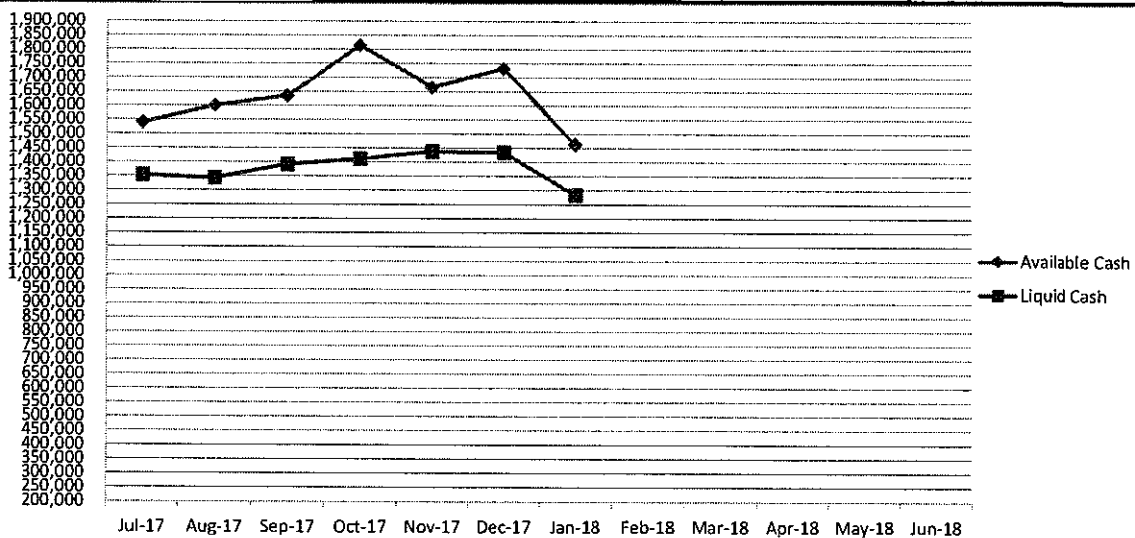
As there was no further business, Janis Tribble made a motion to adjourn the March 19, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Maureen Tiller seconded the motion. The motion passed by a vote of 5-0.

Betty M. Beasley
Joyce J. Rambo
Brenda J. Ligon
Maureen Tiller
Janis Tribble

LAURENS COUNTY DSN BOARD
Budget Variance Summary
 Year-to-date as of January 31, 2018

Income Analysis			
Program	Fiscal Year 2018 As Of: January 31, 2018	Fiscal Year 2017 As Of: January 31, 2017	Increase or (Decrease)
Residential	(\$127,735.55)	\$ (124,546.85)	\$ (3,188.70)
Day Services	\$29,192.24	\$ 61,875.89	\$ (32,683.65)
Workshops	(\$9,764.09)	\$ (2,467.85)	\$ (7,296.24)
Family Support Services	(\$17,084.81)	\$ (62,498.55)	\$ 45,413.74
Fundraising	\$0.00	\$ -	\$ -
Administration	(\$0.16)	\$ 0.03	\$ (0.19)
General Fund	\$55,587.58	\$ 54,757.77	\$ 829.81
Total	\$ (69,804.79)	\$ (72,879.56)	\$ 3,074.77
(-) Grants Received			
(+) Part- Time Bonus			
Total	\$ (69,804.79)	\$ (72,879.56)	\$ 3,074.77

Cash Analysis			
	Fiscal Year 2018 As Of: January 31, 2018	Fiscal Year 2017 As Of: January 31, 2017	Change
Cash Balance	\$ 1,036,962.52	\$ 1,111,614.01	\$ 725,348.51
Investment Balance	\$ 800,000.00		
(-) DDSN payments in advance	\$ 374,896.32	\$ 396,340.10	\$ (21,443.78)
Available Cash	\$ 1,462,066.20	\$ 715,273.91	\$ 746,792.29
(+) Receivable	\$ 452,420.85	\$ 471,287.81	\$ (18,866.96)
(-) Liabilities	\$ 630,599.21	\$ 696,278.06	\$ (65,678.85)
Liquid Cash	\$ 1,283,887.84	\$ 490,283.66	\$ 793,604.18
(+) Fixed Assets	\$ 22,051.86	\$ 452,112.64	\$ (430,060.78)
(-) Secured Grants			\$ -
Adjusted Cash	\$ 1,305,939.70	\$ 942,396.30	\$ 363,543.40



LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

January, 2018

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
Revenue						
1 USDA - Adult Day Food Program	2,499.82	1,550.85	(\$949.07)	9,774.23	10,755.89	981.66
2 SCDDSN - Program revenue - Capitated	774,761.29	762,739.46	(12,021.83)	5,445,879.30	5,289,987.20	(155,912.10)
3 SCDDSN - Program revenue - HASCI	5,195.00	-	(5,195.00)	40,244.00	-	(40,244.00)
4 SCDDSN - Direct Billed Credit Report	-	-	-	-	-	-
5 SCDDSN - Medicare Part D Recoupment	(5,419.11)	(6,122.81)	(703.70)	(38,458.20)	(42,464.65)	(4,006.45)
6 SCDDSN - Psych Evaluations	-	-	-	-	-	-
7 SCDDSN - Mod/Assist. Tech Recoupments	-	-	-	-	-	-
8 SCDDSN - Program revenue - Noncapitated	31,825.65	42,023.19	10,197.54	294,237.86	291,451.13	(2,786.73)
9 SCDDSN - Program revenue-Noncap Day Program	-	-	-	-	-	-
10 SCDDSN - State Funded Community Supports	7,644.00	-	(7,644.00)	41,776.00	-	(41,776.00)
11 SCDDSN - State Funded Case Management	138.12	-	(138.12)	1,236.00	-	(1,236.00)
12 SCDDSN - Special Grant	12,119.06	2,197.60	(9,921.46)	51,587.75	15,241.42	(36,346.33)
13 SCDDSN - Non-Waiver Case Management	180.00	-	(180.00)	820.00	-	(820.00)
14 Other state revenue	-	-	-	-	-	-
15 SCDOT Grant	-	-	-	-	-	-
16 DD Council	-	-	-	-	-	-
17 SCDDSN Federal Pass-Through	-	-	-	-	-	-
18 Other federal revenue	-	-	-	-	-	-
19 Interest Revenue	111.30	86.63	(24.67)	677.75	600.83	(76.92)
20 Donations - Unrestricted	-	849.32	849.32	-	5,890.42	5,890.42
21 Donations - Restricted	-	-	-	-	-	-
22 Fundraising Revenues	336.18	849.32	513.14	12,188.38	5,890.44	(6,307.94)
23 Other Local Revenue	121.70	-	(121.70)	2,877.15	-	(2,877.15)
24 Insurance Revenue	392.32	-	(392.32)	5,001.29	-	(5,001.29)
25 Vending Revenue	783.90	186.65	(597.25)	524.82	-	(524.82)
26 Room and Board Revenue	32,948.87	33,123.63	176.76	5,527.73	1,295.89	(4,231.84)
27 Work activity Revenue	1,736.04	-	(1,736.04)	243,014.64	229,728.35	(13,286.29)
28 Transportation Billing Revenue	384.00	-	(384.00)	2,532.00	-	(2,532.00)
29 Individual fees Revenue	7,452.46	8,786.76	1,334.30	57,046.23	60,940.44	3,894.21
30 Management and Payroll Fees	15,045.03	12,320.03	(2,725.00)	100,955.17	85,445.39	(15,409.78)
31 HUD Other Fees	-	-	-	-	-	-
32 County Allocation	-	-	-	-	-	-
33 United Way Contributions	307.93	764.38	456.45	4,030.41	5,301.34	1,270.93
34 TOTAL REVENUE	888,564.66	859,355.21	(29,209.45)	6,303,772.67	5,960,044.09	(343,728.58)
Expenses						
Personnel						
36 Personnel - Staff	401,886.78	443,262.31	41,375.53	2,891,557.39	3,074,238.59	182,681.20
37 Overtime Pay	30,882.61	8,296.56	(22,586.05)	185,574.76	57,540.70	(128,034.06)
38 Holiday Pay	40,024.39	5,777.17	(34,247.22)	139,821.94	40,067.45	(99,754.49)
39 Vacation Pay	21,858.94	7,654.36	(14,204.58)	169,886.24	53,086.66	(116,899.58)
40 Sick Pay	12,642.30	6,996.90	(5,645.40)	93,990.60	48,526.86	(45,463.74)
41 Training Pay	2,057.47	2,507.86	450.39	33,164.07	17,393.24	(15,770.83)
42 Personnel - Client	-	-	-	-	-	-
43 Total Personnel	509,350.69	474,495.16	(34,855.53)	3,513,795.00	3,230,853.50	(222,941.50)
Fringe Benefits						
44 Retirement	61,733.78	64,376.51	2,642.73	443,602.49	377,127.45	(66,475.04)
45 Social security	37,147.52	36,296.89	(850.63)	287,368.19	251,750.31	(35,617.88)
46 Worker's compensation	16,334.51	16,221.93	(112.58)	115,772.88	112,506.95	(3,265.93)
47 Actives Health Insurance	87,173.54	65,961.53	(21,212.01)	443,242.19	457,475.15	14,232.96
48 Teladoc Services	1,211.25	-	(1,211.25)	6,366.50	-	(6,366.50)
49 Retiree Health Insurance	10,823.46	9,070.69	(1,752.77)	63,004.10	62,905.63	(98.47)
50 Unemployment Insurance	4,154.95	424.66	(3,730.29)	8,216.76	2,945.22	(5,271.54)
51 Total Fringe Benefits	199,181.01	182,354.21	(16,826.80)	1,337,652.09	1,264,714.71	(72,937.38)

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

January, 2018

	Current Month		Year to Date		Variance
	Actual	Budget	Actual	Budget	
Contractual Services					
52 Telephone - Landline	4,434.31	3,807.16	26,472.01	26,404.40	(67.61)
53 Cell Phone	2,245.70	2,429.98	19,861.37	16,853.04	3,008.33
54 Utilities	12,090.15	10,760.63	70,165.45	74,631.53	4,466.08
55 Cable TV	2,312.72	2,116.91	15,339.25	14,681.81	(657.44)
56 Internet	949.78	1,149.05	7,075.94	7,962.51	886.57
57 Consultants - Behavior Supports	1,830.00	4,645.76	16,330.00	32,220.58	15,890.58
58 Consultants - Occupational/Physical Therapy	1,820.00	934.25	7,130.00	6,479.51	(650.49)
59 Consultants - Counseling Services	500.00	3,558.61	12,500.00	24,680.71	12,180.71
60 Consultants - Physicians	(239.19)	377.53	3,524.81	2,616.33	(908.48)
61 Consultants - Pharmacy	1,324.62	1,486.31	15,713.90	10,308.27	(5,405.63)
62 Consultants - Dental	(649.00)	84.94	503.50	589.10	85.60
63 Consultants - Vision/Hearing	3.30	21.23	173.88	147.25	(26.63)
64 Consultants - Nursing	-	-	-	-	-
65 Food service Contract	2,270.88	2,537.75	16,385.76	17,600.53	1,214.77
66 Lawn Care Contract	1,510.42	1,019.16	9,085.84	7,066.38	(2,027.46)
67 Consultants - Speech	-	-	97.50	-	(97.50)
68 Consultants - Other	1,495.25	407.69	12,015.40	2,827.44	(9,187.96)
69 Contracted Day Services	9,960.84	8,093.97	65,370.72	56,135.61	(9,235.11)
70 Repairs - Buildings	697.23	3,235.88	32,375.48	22,442.40	(9,933.08)
71 Repairs - Equipment	-	-	-	-	-
72 Repairs - Motor vehicle	6,649.20	7,261.81	49,884.82	50,362.85	488.03
73 Travel and seminars	60.00	866.26	1,906.24	6,008.14	4,101.90
74 Training	1,194.30	169.86	2,562.90	1,178.06	(1,404.84)
75 Caregiver services	28,194.44	26,989.96	205,002.34	187,188.44	(17,813.90)
76 Direct billed waiver	41,116.16	33,489.09	283,344.23	232,263.05	(51,081.18)
77 Employment/Screening	571.00	679.46	6,644.38	4,712.38	(1,932.00)
78 Advertising	180.00	305.76	1,020.98	2,120.60	1,099.62
79 Dues/Subscriptions	486.76	633.57	8,597.90	4,394.19	(4,203.71)
80 Haircuts	100.00	103.62	472.00	718.64	246.64
81 Client Personal Needs	-	-	(50.00)	-	50.00
82 Camp Building Dreams	-	208.10	100.00	1,443.26	1,343.26
83 Camp Good Times	-	641.22	2,403.00	4,447.16	2,044.16
84 Fundraising	336.18	849.32	12,198.98	5,890.44	(6,307.94)
85 Other contract services	4,504.00	-	8,139.05	-	(8,139.05)
86 Total Contractual Services	125,849.65	118,863.83	922,357.03	824,376.61	(97,978.42)
87					
Supplies					
88 Food Supplies	14,752.43	16,315.35	107,317.09	113,154.81	5,837.72
89 Family Support Funds Pd	210.00	447.50	976.67	3,103.62	2,126.95
90 Office Supplies	1,677.70	1,728.39	10,303.93	11,987.19	1,683.26
91 Programming Supplies	-	594.52	1,873.49	4,123.28	2,249.79
92 Household Supplies	7,595.78	9,851.99	61,694.77	68,328.55	6,633.78
93 Training Supplies	-	679.45	4,377.01	4,712.31	335.30
94 Caregiver Relief	2,205.09	1,391.17	12,847.40	9,648.45	(3,198.95)
95 Motor Vehicle Supplies	8,126.65	10,344.63	57,870.27	71,745.09	13,874.82
96 Maintenance Supplies	2,052.81	1,266.52	8,600.71	6,777.00	(1,823.71)
97 Postage	49.00	488.37	3,568.60	3,387.07	(181.53)
98 Minor equipment	3,651.44	2,883.45	22,776.15	19,998.11	(2,778.04)
99 Workshop Supplies	-	-	-	-	-
100 Medical Supplies	3,607.95	3,112.74	22,308.50	21,588.38	(720.12)
101 Printing costs	900.45	99.36	2,211.07	689.14	(1,521.93)
102 Other Supplies	145.95	89.18	398.75	618.50	218.75
103 Total Supplies	44,875.35	49,291.62	317,125.61	341,861.50	24,735.89

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

January, 2018

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
Fixed Costs						
104. Audit fees	1,342.47	1,488.30	143.83	10,164.39	10,308.22	143.83
105. Rent - Individual	2,905.00	3,129.89	624.89	19,015.50	21,707.31	2,691.81
106. Rent - equipment	3,501.70	3,741.16	239.46	23,500.72	25,946.70	2,445.98
107. Rent - Facilities						
108. Insurance - Building and Vehicles	5,197.07	4,211.11	(985.96)	31,181.87	29,206.17	(1,975.70)
109. Insurance - Vehicles						
110. Insurance - Fidelity/Dishonesty						
111. Insurance - Tort	3,189.51	2,767.07	(422.44)	19,568.53	19,190.95	(377.58)
112. Insurance - Other						
113. Accounting and legal		424.66	424.66	3,080.00	2,945.22	(134.78)
114. Debt service - principal						
115. Debt service - interest	1,312.21	1,464.07	151.86	9,788.93	10,154.03	365.10
116. Depreciation - Non-Grant Assets	19,708.05	14,542.14	(5,165.91)	136,694.87	100,856.78	(35,838.09)
117. Amortization Expense	766.65	766.64	(0.01)	5,317.07	5,317.02	(0.05)
118. Software license and support	5,553.80	2,387.23	(3,166.57)	19,115.85	16,566.59	(2,549.26)
119. Contingency Fund						
120. Loan proceeds						
121. Gain / Loss from sale of assets						
122. Other Fixed Charges	115.00		(115.00)	115.00		(115.00)
123. Total Fixed Costs	43,191.46	34,920.27	(8,271.19)	277,512.73	242,188.99	(35,323.74)
124. Cost to Allocate	922,548.16	859,925.09	(62,623.07)	6,368,442.46	5,963,997.31	(404,445.15)
Allocated Costs						
125. Allocated - Administration		0.02	0.02		0.08	0.08
126. Allocated - Day program						
126. Allocated - Shared Facility Hwy 14		0.01	0.01	359.82	0.05	(359.77)
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	0.01		0.02	0.02
132. Allocated - HUD management		(0.01)	(0.01)		(0.05)	(0.05)
133. Allocated - Food service					(0.01)	(0.01)
134. Allocated - Maintenance		0.01	0.01		0.03	0.03
135. Facility - Cypress		0.01	0.01		0.05	0.05
135. Facility - Magnolia						
136. Other Sources/(Uses)				5,135.00		(5,135.00)
137. Prior year settlements				6,373,577.46	5,963,997.48	(409,579.98)
138. Total Allocated Costs	922,548.16	859,925.14	(62,623.02)	6,373,577.46	5,963,997.48	(409,579.98)
TOTAL COST						
				5,135.00		(5,135.00)
				6,373,577.46	5,963,997.48	(409,579.98)
139. Revenue in Excess/(Less) than Expenses	(33,983.50)	(569.93)	(34,553.43)	(89,804.79)	(3,953.98)	(85,850.81)