

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
APRIL 9, 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 ~~Cypress~~ Campus on April 9, 2018.

Magnolia

MEMBERS PRESENT

Joyce Rambo, Brenda Ligon, Sam Stoddard, Betty Beasley and Janis Tribble

MEMBERS ABSENT

Peter Littlefield and Maureen Tiller

STAFF PRESENT

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

CALL TO ORDER

Joyce Rambo, Vice Chair, called the meeting of the Board of Directors to order at 5:42 pm.

INVOCATION

Brenda Ligon gave the invocation.

WELCOME AND INTRODUCTIONS

Joyce Rambo welcomed everyone to the April Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

APPROVAL OF AGENDA

The Board of Directors reviewed the April 9, 2018 agenda. Janis Tribble made a motion to approve the agenda as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 4-0.

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

Employee Tenure Recognition

Thursday, April 26th at 6pm at the Laurens County Higher Education Center

May Board Meeting

Monday, May 14th at 5:30pm

APPROVAL OF MARCH 19, 2018 BOARD MINUTES

The Board of Directors reviewed the March 19, 2018 board minutes. Betty Beasley made a motion to approve the minutes as presented. Janis Tribble seconded the motion. The motion passed by a vote of 4-0.

FINANCIAL REPORT

The Finance Director reviewed the financial report with the Board of Directors.

EXECUTIVE DIRECTOR'S REPORT

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

The Executive Director shared that a HVAC compressor at the Evergreen Campus needs to be replaced. More information about the costs associated with this replacement and other options available will be shared with the Board of Directors for review and consideration once obtained.

During a recent Alliant Survey, paperwork with sensitive information was unable to be relocated after the survey was complete. The Agency will be sending out letters to the affected consumers and their caregivers informing them of the situation. Credit monitoring will be offered to these individuals.

BOARD MEMBER COMMENTS

There were no comments.

ITEMS FOR BOARD DECISION

Decision Memorandum 19-18 Policy 5.15 Reporting of Critical Incidents

The Executive Director reviewed the proposed changes for this policy with the Board of Directors.

Janis Tribble moved to approve the changes to Policy 5.15 Reporting of Critical Incidents as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

ITEMS FOR BOARD INFORMATION

Informational Memorandum 13-18 HCBS Assessment Data

The Executive Director provided information and agency specific data to the board members.

ADJOURNMENT

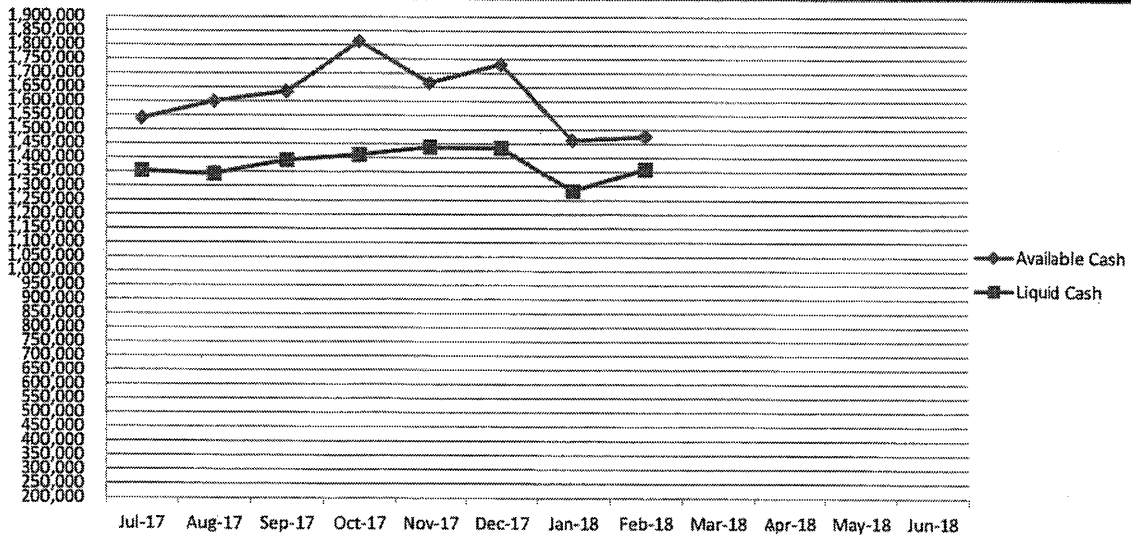
As there was no further business, Betty Beasley made a motion to adjourn the April 9, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

Joyce Rambo *Brenda Ligon*
Janis Tribble
Betty Beasley

LAURENS COUNTY DSN BOARD
Budget Variance Summary
Year-to-date as of February 28, 2018

Income Analysis			
Program	Fiscal Year 2018 As Of: February 28, 2018	Fiscal Year 2017 As Of: February 28, 2017	Increase or (Decrease)
Residential	(\$174,217.25)	\$ (114,649.79)	\$ (59,567.46)
Day Services	\$22,650.34	\$ 80,185.01	\$ (57,534.67)
Workshops	(\$11,664.95)	\$ (2,793.03)	\$ (8,871.92)
Family Support Services	\$2,184.61	\$ (67,701.99)	\$ 69,886.60
Fundraising	\$0.00	\$ (161.35)	\$ 161.35
Administration	(\$0.16)	\$ -	\$ (0.16)
General Fund	\$67,053.75	\$ 84,451.40	\$ (17,397.65)
Total	\$ (93,993.66)	\$ (20,669.75)	\$ (73,323.91)
(-) Grants Received			
(+) Part- Time Bonus			
Total	\$ (93,993.66)	\$ (20,669.75)	\$ (73,323.91)

Cash Analysis			
	Fiscal Year 2018 As Of: February 28, 2018	Fiscal Year 2017 As Of: February 28, 2017	Change
Cash Balance	\$ 1,029,181.41	\$ 1,111,385.97	\$ 717,795.44
Investment Balance	\$ 800,000.00		
(-) DDSN payments in advance	\$ 353,540.35	\$ 326,192.40	\$ 27,347.95
Available Cash	\$ 1,475,641.06	\$ 785,193.57	\$ 690,447.49
(+) Receivable	\$ 472,289.75	\$ 440,474.67	\$ 31,815.08
(-) Liabilities	\$ 587,711.31	\$ 560,466.35	\$ 27,244.96
Liquid Cash	\$ 1,360,219.50	\$ 665,201.89	\$ 695,017.61
(+) Fixed Assets	\$ 22,051.86	\$ 453,619.58	\$ (431,567.72)
(-) Secured Grants			\$ -
Adjusted Cash	\$ 1,382,271.36	\$ 1,118,821.47	\$ 263,449.89



LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

February, 2018

	Current Month		Year to Date		
	Actual	Budget	Actual	Budget	
Revenue					
1 USDA - Adult Day Food Program		1,400.77	9,774.23	12,158.86	2,382.43
2 SCDDSN - Program revenue - Capitalized	715,486.32	\$ 686,925.98	6,161,335.92	5,978,893.18	(182,442.44)
3 SCDDSN - Program revenue - HASC	5,196.00		45,440.00		(40,244.00)
4 SCDDSN - Direct Billed Credit Report					
5 SCDDSN - Medicare Part D Recruitment	(5,302.57)		(43,760.77)	(47,994.93)	(4,234.16)
6 SCDDSN - Psych Evaluations					
7 SCDDSN - Mod/Assist Tech Recruitments					
8 SCDDSN - Program revenue - Noncapitalized	33,742.41	37,956.42	327,960.27	329,407.55	1,427.28
9 SCDDSN - Program revenue-Noncap Day Program					
10 SCDDSN - State Funded Community Support	7,644.00		49,420.00		(41,776.00)
11 SCDDSN - State Funded Case Management	414.36		1,650.36		(1,235.99)
12 SCDDSN - Special grant	21,927.64	1,984.93	73,515.39	17,226.35	(56,289.04)
13 SCDDSN - Non-Water Case Management	30.00		850.00		(820.00)
14 Other state revenue					
15 SCDOT Grant					
16 DD Council					
17 SCDDSN Federal Pass-Through					
18 Other federal revenue					
19 Interest Revenue					
20 Donations - Unrestricted	77.24		754.99	679.08	(75.91)
21 Donations - Restricted					
22 Fundraising Revenues					
23 Fundraising Contributions	794.28		12,992.66	6,657.55	(6,335.10)
24 Other Local Revenue			2,677.15		(2,677.15)
25 Insurance Revenue			5,001.29		(5,001.29)
26 Vending Revenue	1,324.31		1,949.13		(624.82)
27 Room and Board Revenue	544.25		6,071.98	1,484.66	(4,587.32)
28 Work activity Revenue	30,888.33	29,018.12	273,902.97	259,646.47	(14,256.50)
29 Transportation Billing Revenue	7,933.04		28,183.20		(20,250.16)
30 Individual fees Revenue	391.00		2,913.00		(2,522.00)
31 Management and Payroll Fees	9,143.90	7,936.42	66,190.13	68,676.66	(2,486.53)
32 HUD Other Fees	15,045.03	11,127.77	115,900.20	96,573.16	(19,327.04)
33 County Allocation					
34 United Way Contributions					
35 TOTAL REVENUE	897.37	680.42	4,927.78	5,891.76	1,063.98
	941,996.91	776,191.82	7,145,769.58	6,736,235.91	(409,533.67)
Expenses					
Personnel					
36 Personnel - Staff					
37 Overtime Pay	365,963.04	400,365.94	3,277,520.43	3,474,804.53	197,084.10
38 Holiday Pay	27,459.36	7,493.66	213,034.12	65,034.36	(147,999.76)
39 Vacation Pay	872.02	5,218.08	140,693.96	45,285.53	(95,408.43)
40 Sick Pay	14,727.28	6,913.59	184,413.52	60,000.25	(124,413.27)
41 Training Pay	15,164.66	6,319.75	109,175.26	54,946.61	(54,228.65)
42 Personnel - Client	5,852.86	2,265.16	39,016.93	19,658.40	(19,358.53)
43 Total Personnel	450,089.22	423,576.16	3,963,864.22	3,719,429.88	(244,434.34)
Fringe Benefits					
44 Retirement	53,908.38	49,114.27	497,610.87	426,241.72	(71,369.15)
45 Social security	32,779.28	32,796.04	290,147.44	284,536.35	(5,611.09)
46 Worker's compensation	16,053.86	14,652.05	130,826.42	127,169.00	(3,657.42)
47 Active Health Insurance	72,562.63	69,578.19	516,604.82	517,053.34	(448.52)
48 Teleadoc Services	1,202.76		7,589.25		(6,386.49)
49 Retiree Health Insurance	10,244.66	8,192.86	73,326.68	71,102.49	(2,224.19)
50 Unemployment Insurance		363.58	8,216.76	3,328.78	(4,887.98)
51 Total Fringe Benefits	185,751.13	164,766.97	1,523,493.22	1,429,421.60	(93,971.62)

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

February, 2018

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
Contractual Services						
62 Telephone - Landline	3,907.05	3,438.68	(468.37)	30,378.05	29,843.08	(535.98)
63 Call Phone	2,948.00	2,194.82	(753.18)	22,410.37	19,047.86	(3,362.51)
64 Utilities	14,855.80	9,719.45	(4,936.35)	94,821.25	84,350.98	(10,470.27)
65 Cable TV	2,153.17	1,912.07	(241.10)	17,462.42	16,563.88	(898.54)
66 Internet	949.82	1,036.91	87.09	8,025.76	8,959.42	933.66
67 Consultants - Behavior Supports	1,570.00	4,195.16	2,625.16	17,900.00	38,416.74	18,516.74
68 Consultants - Occupational/Physical Therapy	635.00	843.83	208.83	7,765.00	7,323.34	(441.66)
69 Consultants - Counseling Services	3,500.00	3,214.26	(285.74)	16,000.00	27,894.97	11,894.97
70 Consultants - Physicians	1,400.11	340.93	(1,059.18)	4,824.92	2,988.26	(1,836.66)
71 Consultants - Pharmacy	2,097.45	1,342.46	(754.99)	17,811.35	11,650.73	(6,160.62)
72 Consultants - Dental	-	76.72	76.72	503.50	665.82	162.32
73 Consultants - Vision/Hearing	-	19.18	19.18	173.88	166.43	(7.45)
74 Consultants - Nursing	-	2,982.17	(2,982.17)	18,666.52	19,652.70	1,206.18
75 Food service Contract	1,510.42	920.54	(589.88)	10,606.26	7,968.92	(2,637.34)
76 Lawn Care Contract	-	368.22	368.22	97.50	3,195.66	(3,195.66)
77 Consultants - Speech	3,534.75	7,310.68	(3,775.93)	15,550.15	63,446.29	(47,896.14)
78 Contracted Day Services	8,998.44	2,922.72	(6,075.72)	74,369.18	25,365.12	(49,004.06)
79 Repairs - Buildings	4,901.50	2,922.72	(1,978.78)	37,276.98	25,365.12	(11,911.86)
80 Repairs - Equipment	8,723.30	6,558.88	(2,164.42)	58,588.12	56,921.73	(1,666.39)
81 Repairs - Motor vehicle	12.00	782.50	770.50	1,918.24	6,750.64	4,832.40
82 Travel and seminars	65.00	155.42	89.42	2,667.90	1,331.48	(1,336.42)
83 Training	23,136.40	24,378.03	1,241.63	228,140.74	211,966.47	(16,174.27)
84 Caregiver services	40,373.87	30,246.21	(10,127.66)	333,718.10	262,511.26	(71,206.84)
85 Direct billed waiver	528.50	613.70	85.20	7,172.88	5,326.08	(1,846.80)
86 Employment/Screening	1,047.76	276.17	(771.59)	9,645.66	2,396.77	(7,248.89)
87 Advertising	-	572.25	572.25	472.00	812.23	340.23
88 Dues/Subscriptions	-	93.59	93.59	(50.00)	50.00	50.00
89 Haircuts	-	187.96	187.96	100.00	1,631.22	1,531.22
90 Client Personal Needs	-	579.17	579.17	2,403.03	5,026.33	2,623.33
91 Camp Building Dreams	794.28	787.12	(7.16)	12,862.66	6,657.56	(6,205.10)
92 Camp Good Times	462.60	-	462.60	8,601.85	-	(8,601.85)
93 Other contract services	129,829.18	107,360.80	(22,468.38)	1,652,186.21	931,739.41	(720,446.80)
94 Total Contractual Services	13,833.82	14,735.45	902.64	121,150.91	127,891.27	6,740.36
95 Food Supplies	1,119.24	404.19	(715.05)	11,423.17	13,548.32	2,125.15
96 Family Support Funds Pd	1,459.07	536.88	(922.09)	3,332.56	4,660.26	1,327.70
97 Office Supplies	9,041.55	8,888.66	(152.89)	70,725.39	77,227.21	6,499.89
98 Programming Supplies	5,348.38	613.70	(4,734.68)	9,725.39	5,326.01	(4,399.38)
99 Household Supplies	2,202.38	1,256.54	(945.84)	15,049.78	10,904.99	(4,144.79)
100 Training Supplies	8,935.23	9,343.53	408.30	66,805.50	81,088.62	14,283.12
101 Caregiver Relief	1,598.23	1,143.04	(455.19)	10,198.94	9,820.04	(378.90)
102 Motor Vehicle Supplies	708.30	441.10	(267.20)	4,275.30	3,628.17	(647.13)
103 Maintenance Supplies	13,942.97	2,604.40	(11,338.57)	36,719.12	22,602.51	(14,116.61)
104 Postage	4,180.93	2,811.52	(1,369.41)	26,489.43	24,399.90	(2,089.53)
105 Minor equipment	535.00	69.75	(465.25)	2,746.07	778.89	(1,967.18)
106 Workshop Supplies	242.53	-	242.53	242.53	-	(242.53)
107 Medical Supplies	1,362.71	80.55	(1,282.16)	1,762.46	699.05	(1,063.41)
108 Printing costs	64,508.54	44,521.55	(19,986.99)	381,634.15	386,383.95	4,749.80
109 Use Tax	-	-	-	-	-	-
110 Other Supplies	-	-	-	-	-	-
111 Total Supplies	64,508.54	44,521.55	(19,986.99)	381,634.15	386,383.95	4,749.80

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

February, 2018

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
Fixed Costs						
104 Audit fees	1,486.30	1,342.47	(143.83)	11,650.69	11,650.69	-
105 Rent - individual	2,608.00	2,827.00	322.00	24,594.31	24,594.31	3,013.81
106 Rent - equipment	2,984.75	3,379.10	394.35	26,495.47	29,325.80	2,830.33
107 Rent - Facilities	-	-	-	-	-	-
108 Insurance - Building and Vehicles	3,786.47	3,603.61	17.14	34,968.34	33,009.78	(1,958.56)
109 Insurance - Vehicles	-	-	-	-	-	-
110 Insurance - Fidelity/Dishonesty	-	-	-	-	-	-
111 Insurance - Tort	2,619.90	2,499.33	(120.57)	22,188.43	21,690.28	(498.15)
112 Insurance - Other	-	-	-	-	-	-
113 Accounting and legal	660.00	363.56	(276.44)	3,740.00	3,328.78	(411.22)
114 Debt service - principal	1,277.13	1,322.38	45.25	11,046.06	11,478.41	430.35
115 Debt service - interest	17,800.63	13,134.81	(4,666.02)	154,485.70	113,991.69	(40,494.11)
116 Depreciation - Non-Grant Assets	692.45	692.45	-	6,009.52	6,009.47	(0.05)
117 Amortization Expense	2,214.88	2,166.19	(58.69)	21,330.73	18,712.78	(2,617.95)
118 Software license and support	-	-	-	-	-	-
119 Contingency Fund	-	-	-	-	-	-
120 Loan proceeds	-	-	-	-	-	-
121 Gain / Loss from sale of assets	-	-	-	-	-	-
122 Other Fixed Charges	-	-	-	-	-	-
123 Total Fixed Costs	35,037.71	31,540.90	(4,496.81)	313,850.44	273,729.89	(39,820.55)
124	866,185.78	776,706.40	(89,479.38)	7,234,628.24	6,740,703.71	(493,924.53)
Cost to Allocate						
Allocated Costs						
125 Allocated - Administration	-	(0.03)	(0.03)	-	0.05	0.05
126 Allocated - Day program	-	-	-	359.82	0.05	(359.77)
128 Allocated - Shared Facility Hwy 14	-	-	-	-	-	-
128 Allocated - Shared Facility Owings St	-	-	-	-	-	-
127 Facility - Evergreen	-	(0.01)	(0.01)	(359.82)	(0.01)	359.81
128 Allocated - Shared Facility Evergreen Campus	-	-	-	-	-	-
128 Allocated - Shared Facility Cypress Campus	-	-	-	-	-	-
129 Allocated - ICF management	-	-	-	-	-	-
130 Allocated - CTH management	-	-	-	-	-	-
131 Allocated - HUD management	-	(0.03)	(0.03)	-	0.02	0.02
132 Allocated - HUD management	-	0.02	0.02	-	(0.06)	(0.06)
133 Allocated - Food service	-	-	-	-	0.01	0.01
134 Allocated - Maintenance	-	0.02	0.02	-	-	-
135 Facility - Cypress	-	-	-	-	0.05	0.05
135 Facility - Magnolia	-	-	-	-	0.05	0.05
136 Other Sources/(Uses)	-	-	-	5,135.00	-	(5,135.00)
137 Prior year settlements	-	-	-	5,135.00	0.14	(5,134.86)
138 Total Allocated Costs	866,185.78	776,706.37	(89,479.41)	7,239,763.24	6,740,703.86	(499,059.39)
TOTAL COST						
139	(24,186.87)	(514.55)	(83,993.66)	(4,467.94)		
Revenue in Excess/(Less) than Expenses						