

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
DECEMBER 11, 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 December 11, 2017.

MEMBERS PRESENT

Brenda Ligon, Peter Littlefield, Sam Stoddard, Janis Tribble, Joyce Rambo, Betty Beasley and Maureen Tiller

STAFF PRESENT

Amanda Alexander, Patricia Miller, Crystal Campbell, Latrista Anderson, Monica Taylor, Jason Tavenner, Savannah Thibodeau, Beth Wilson, Keely Simmons, Jean Ramage and Michelle Stone

PEOPLE WE SUPPORT PRESENT

Trina Hembree, Bruce Harris, Jessica Branham, Marvin Turner and Laverne Powers

CALL TO ORDER

Sam Stoddard called the meeting of the Board of Directors to order at noon.

INVOCATION

Peter Littlefield gave the invocation.

WELCOME AND INTRODUCTIONS

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

APPROVAL OF AGENDA

The Board of Directors reviewed the December 11, 2017 agenda. Janis Tribble made a motion to approve the agenda as presented. Peter Littlefield seconded the motion. The motion passed by a vote of 7-0.

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

Several staff and consumers discussed the 1st Shift Day/Residential Staffing change with the Board of Directors.

UPCOMING EVENTS

- Building Dreams Early Intervention Party – Thursday, December 14th at 6pm at the Cypress Campus
- Santa’s Visit to the Day Program Campuses – Friday, December 22nd beginning at 9am
- Next Board Meeting – Monday, January 8th at 5:30pm

APPROVAL OF NOVEMBER 13, 2017 BOARD MINUTES

The Board of Directors reviewed the November 13, 2017 board minutes. Peter Littlefield made a motion to approve the minutes as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 7-0.

VOTE ON NOMINATIONS FOR 2018 BOARD OF DIRECTORS OFFICERS

The following were nominated for officers for the 2018 calendar year.

Peter Littlefield – Chair
Joyce Rambo – Vice-Chair
Betty Beasley – Secretary
Janis Tribble – Treasurer

Janis Tribble moved that the Board of Directors approve the slate of officers as nominated. Brenda Ligon seconded the motion. The motion passed by a vote of 7-0.

EXECUTIVE DIRECTOR’S REPORT

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

BOARD MEMBER COMMENTS

There were no Board Member comments.

ITEMS FOR BOARD DECISION

Decision Memorandum 4-18 Policy 3.3 Therap

The Executive Director reviewed the proposed changes to Policy 3.3 Therap with the Board of Directors.

Janis Tribble moved that the Board of Directors approve the changes to Policy 3.3 Therap as presented. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 5-18 Policy 3.33 Employee Dress Code

The Executive Director and Human Resources Director reviewed the proposed changes to Policy 3.33 Employee Dress Code with the Board of Directors.

The Board of Directors moved to table this Policy 3.33 Employee Dress Code until a later meeting.

Decision Memorandum 6-18 Policy 13.12 Scheduled Programming and Attendance

The Executive Director reviewed the proposed changes to Policy 13.12 Scheduled Programming and Attendance. The recommendation is that this policy be removed.

Brenda Ligon moved that the Board of Directors remove Policy 13.12 Scheduled Programming and Attendance as recommended. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 7-18 Evergreen Campus Security Renovations

The Executive Director reviewed the Evergreen Campus Security Renovations with the Board of Directors. A summary of current loan rates from three local institutions was shared with the Board Members.

Maureen Tiller moved that the Board of Directors approve the funding for the Evergreen Campus Security Renovations by borrowing up to \$400,000, with 15 years amortization at 3.90% or less interest rate. Janis Tribble seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 8-18 1st Quarter Financial Statements

The Finance Director reviewed the 1st Quarter Financial Statements with the Board of Directors.

Janis Tribble moved that the 1st Quarter Financial Statements be approved as presented. Betty Beasley seconded the motion. The motion passed by a vote of 6-0.

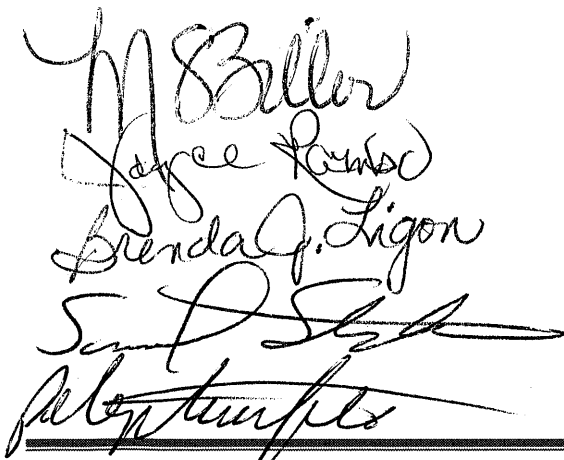
ITEMS FOR BOARD INFORMATION

Informational Memorandum 5-18 1st Shift Day/Residential Staffing

The Executive Director reviewed the plan for 1st Shift Day/Residential Staffing with the Board of Directors.

ADJOURNMENT

As there was no further business, Janis Tribble made a motion to adjourn the December 11, 2017 Board Meeting of the Laurens County Disabilities and Special Needs Board. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

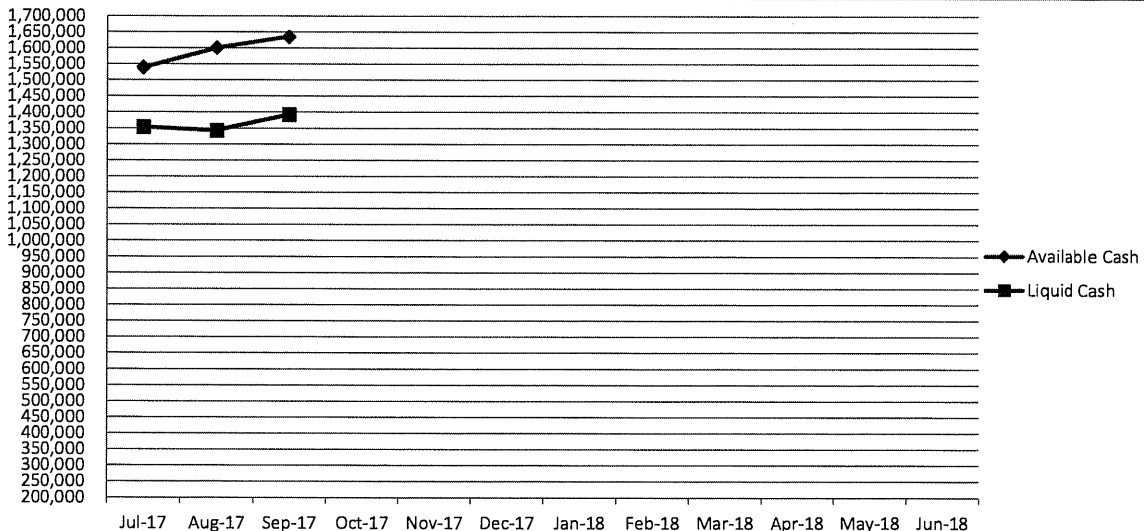


Maureen Tiller
Joyce Rambo
Brenda J. Ligon
Janis Tribble

LAURENS COUNTY DSN BOARD
 Budget Variance Summary
 Year-to-date as of September 30, 2017

Income Analysis			
Program	Fiscal Year 2018 As Of: September 30, 2017	Fiscal Year 2017 As Of: September 30, 2016	Increase or (Decrease)
Residential	(\$36,248.85)	\$ (24,577.16)	\$ (11,671.69)
Day Services	\$6,507.18	\$ 4,800.53	\$ 1,706.65
Workshops	(\$7,500.48)	\$ 128.14	\$ (7,628.62)
Family Support Services	\$8,967.39	\$ (30,679.95)	\$ 39,647.34
Fundraising	\$0.00	\$ -	\$ -
Administration	(\$0.01)	\$ 0.01	\$ (0.02)
General Fund	\$24,208.74	\$ 122.96	\$ 24,085.78
Total	\$ (4,066.03)	\$ (50,205.47)	\$ 46,139.44
(-) Grants Received			
(+) Part- Time Bonus			
Total	\$ (4,066.03)	\$ (50,205.47)	\$ 46,139.44

Cash Analysis			
	Fiscal Year 2018 As Of: September 30, 2017	Fiscal Year 2017 As Of: September 30, 2016	Change
Cash Balance	\$ 1,204,859.80	\$ 1,777,003.89	\$ 227,855.91
Investment Balance	\$ 800,000.00		
(-) DDSN payments in advance	\$ 369,989.43	\$ 383,435.43	\$ (13,446.00)
Available Cash	\$ 1,634,870.37	\$ 1,393,568.46	\$ 241,301.91
(+) Receivable	\$ 382,436.32	\$ 379,295.82	\$ 3,140.50
(-) Liabilities	\$ 625,442.47	\$ 619,972.11	\$ 5,470.36
Liquid Cash	\$ 1,391,864.22	\$ 1,152,892.17	\$ 238,972.05
(+) Fixed Assets	\$ 5,817.20	\$ 260,816.56	\$ (254,999.36)
(-) Secured Grants			\$ -
Adjusted Cash	\$ 1,397,681.42	\$ 1,413,708.73	\$ (16,027.31)



LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

September, 2017

	Current Month		Year to Date		Variance
	Actual	Budget	Actual	Budget	
Revenue					
1 USDA - Adult Day Food Program	\$ 1,294.97	\$ 1,500.82	\$ 3,797.96	\$ 4,602.52	\$ 804.56
2 SCDDSN - Program revenue - Capitated	773,874.49	738,134.95	2,363,829.47	2,263,613.87	(100,215.60)
3 SCDDSN - Program revenue - HASCI	5,130.00	-	19,526.00	-	(19,526.00)
4 SCDDSN - Direct Billed Credit Report	(5,477.38)	(5,925.30)	(16,548.68)	(18,170.92)	(1,622.24)
5 SCDDSN - Medicare Part D Recoupment	-	-	-	-	-
6 SCDDSN - Psych Evaluations	-	-	-	-	-
7 SCDDSN - Mod/Assist Tech Recoupments	44,950.96	40,667.59	144,256.82	124,713.97	(19,544.85)
8 SCDDSN - Program revenue - Noncapitated	2,963.00	-	16,740.00	-	(16,740.00)
9 SCDDSN - Program revenue-Noncap Day Program	138.12	-	968.76	-	(968.76)
10 SCDDSN - State Funded Community Supports	4,284.24	2,126.71	18,636.34	6,521.91	(12,116.43)
11 SCDDSN - State Funded Case Management	-	-	415.00	-	(415.00)
12 SCDDSN - Special Grant	-	-	-	-	-
13 SCDDSN - Non-Waiver Case Management	-	-	-	-	-
14 Other state revenue	-	-	-	-	-
15 SODOT Grant	-	-	-	-	-
16 DD Council	-	-	-	-	-
17 SCDDSN Federal Pass-Through	-	-	-	-	-
18 Other federal revenue	-	-	-	-	-
19 Interest Revenue	85.56	83.84	270.20	257.10	(13.10)
20 Donations - Unrestricted	-	821.91	-	2,520.55	2,520.55
21 Donations - Restricted	-	-	-	-	-
22 Fundraising Revenues	320.40	821.92	4,226.38	2,520.56	(1,707.82)
23 Fundraising Contributions	-	-	-	-	-
24 Other Local Revenue	-	-	5,001.29	-	(5,001.29)
25 Insurance Revenue	96.51	-	96.51	-	(96.51)
26 Vending Revenue	678.44	190.82	2,175.51	554.52	(1,620.99)
27 Room and Board Revenue	34,951.29	32,055.10	105,106.51	98,302.36	(6,804.15)
28 Work activity Revenue	7,510.40	-	11,788.72	-	(11,788.72)
29 Transportation Billing Revenue	375.00	-	1,095.00	-	(1,095.00)
30 Individual fees Revenue	7,894.27	8,503.32	24,025.11	26,076.84	2,051.73
31 Management and Payroll Fees	13,930.02	11,922.62	41,790.06	36,562.68	(5,227.38)
32 HUD Other Fees	-	-	-	-	-
33 County Allocation	-	-	-	-	-
34 United Way Contributions	80.00	739.72	949.38	2,268.48	1,319.10
35 TOTAL REVENUE	893,020.29	831,634.02	2,748,143.34	2,550,344.44	(197,798.90)
Expenses					
Personnel					
36 Personnel - Staff	412,215.32	428,963.52	1,250,324.31	1,315,488.14	65,163.83
37 Overtime Pay	24,061.66	8,028.95	74,465.03	24,622.07	(49,862.96)
38 Holiday Pay	18,582.01	5,590.80	33,000.13	17,145.14	(15,854.99)
39 Vacation Pay	18,224.82	7,407.43	82,797.94	22,716.15	(60,081.79)
40 Sick Pay	13,323.85	6,771.18	43,635.70	20,764.98	(22,870.72)
41 Training Pay	6,343.45	2,426.97	15,521.92	7,442.69	(8,079.23)
42 Personnel - Client	-	-	-	-	-
43 Total Personnel	492,751.11	459,188.85	1,499,765.03	1,408,179.17	(91,585.86)
Fringe Benefits					
44 Retirement	65,378.26	52,622.45	199,242.57	161,375.47	(37,867.10)
45 Social security	36,002.11	35,127.93	109,468.77	107,725.71	(1,743.06)
46 Worker's compensation	7,012.87	15,698.65	48,519.85	48,142.51	(377.34)
47 Actives Health Insurance	61,388.62	63,833.75	192,164.47	195,756.81	3,592.34
48 Retiree Health Insurance	8,934.92	8,778.09	27,340.85	26,919.47	(421.38)
49 Unemployment Insurance	-	410.96	4,060.81	1,260.28	(2,800.53)
50 Total Fringe Benefits	178,716.88	176,471.83	580,797.32	541,180.25	(39,617.07)

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

September, 2017

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
Contractual Services						
51 Telephone - Landline	4,048.36	3,684.30	(364.06)	12,201.66	11,298.62	(903.04)
52 Cell Phone	2,972.14	2,351.57	(620.57)	8,903.77	7,211.53	(1,692.24)
53 Utilities	11,028.09	10,413.69	(614.40)	32,392.42	31,935.35	(457.07)
54 Cable TV	3,040.43	2,048.63	(991.80)	7,233.72	6,282.45	(951.27)
55 Internet	1,024.74	1,111.13	86.39	2,975.74	3,407.23	431.49
56 Consultants - Behavior Supports	2,540.00	4,495.89	1,955.89	9,600.00	13,787.41	4,187.41
57 Consultants - Occupational/Physical Therapy	860.00	904.13	44.13	3,290.00	2,772.63	(517.37)
58 Consultants - Counseling Services	2,000.00	3,443.83	1,443.83	6,000.00	10,561.05	4,561.05
59 Consultants - Physicians	466.00	365.34	(100.66)	1,105.00	1,120.40	15.40
60 Consultants - Pharmacy	3,446.02	1,438.36	(2,007.66)	8,919.73	4,410.98	(4,508.75)
61 Consultants - Dental	249.00	82.20	(166.80)	249.00	252.08	3.08
62 Consultants - Vision/Hearing	-	20.55	20.55	-	63.01	63.01
63 Consultants - Nursing	-	-	-	-	-	-
64 Food service Contract	2,270.88	2,455.89	185.01	7,182.72	7,531.39	348.67
65 Lawn Care Contract	1,000.00	986.29	(13.71)	3,000.00	3,024.61	24.61
66 Consultants - Speech	-	-	-	-	-	-
67 Consultants - Other	666.25	394.52	(271.73)	7,215.17	1,209.88	(6,005.29)
68 Contracted Day Services	9,314.76	7,832.88	(1,481.88)	27,404.04	24,020.82	(3,383.22)
69 Repairs - Buildings	6,163.83	3,131.50	(3,032.33)	21,000.45	9,603.26	(11,397.19)
70 Repairs - Equipment	-	-	-	-	-	-
71 Repairs - Motor vehicle	4,365.79	7,027.40	2,661.61	23,862.01	21,550.62	(2,311.39)
72 Repairs - Motor vehicle	1,167.31	838.42	(328.89)	1,541.71	1,029.23	(512.48)
73 Travel and seminars	240.00	164.38	(75.62)	360.00	504.10	144.10
74 Training	28,257.57	26,119.32	(2,138.25)	84,961.26	80,099.24	(4,862.02)
75 Caregiver services	48,810.20	32,408.80	(16,401.40)	126,856.08	99,386.98	(27,469.10)
76 Direct billed waiver	1,281.88	657.54	(624.34)	3,173.88	2,016.46	(1,157.42)
77 Employment/Screening	80.00	295.90	215.90	278.00	907.42	629.42
78 Advertising	1,411.26	613.17	(798.09)	5,996.93	1,880.31	(4,116.62)
79 Dues/Subscriptions	50.00	100.27	50.27	130.00	307.51	177.51
80 Haircuts	-	-	-	(50.00)	-	50.00
81 Client Personal Needs	-	201.38	201.38	100.00	617.58	517.58
82 Camp Building Dreams	-	620.53	620.53	2,403.00	1,902.97	(500.03)
83 Camp Good Times	320.40	821.92	501.52	4,228.38	2,520.56	(1,707.82)
84 Fundraising	300.00	-	(300.00)	2,112.26	-	(2,112.26)
85 Other contract services	-	-	-	-	-	-
86 Total Contractual Services	137,374.91	115,029.73	(22,345.18)	414,626.93	352,757.39	(61,869.54)
Supplies						
87 Food Supplies	13,711.09	15,789.03	2,077.94	41,445.52	48,419.73	6,974.21
88 Family Support Funds Pd	61.00	433.06	372.06	270.00	1,328.06	1,058.06
89 Office Supplies	1,711.69	1,672.62	(39.07)	4,374.45	5,129.40	754.95
90 Programming Supplies	173.17	575.34	402.17	793.26	1,764.38	971.12
91 Household Supplies	10,792.40	9,594.30	(1,198.10)	27,693.60	28,238.28	1,604.68
92 Training Supplies	-	657.53	657.53	1,609.24	2,016.43	407.19
93 Caregiver Relief	2,056.01	1,346.30	(709.71)	6,010.17	4,128.64	(1,881.53)
94 Motor Vehicle Supplies	8,337.99	10,010.97	1,672.98	24,044.30	30,700.23	6,655.93
95 Maintenance Supplies	1,252.48	1,224.70	(27.78)	4,048.59	3,755.74	(292.85)
96 Postage	1,255.42	472.61	(782.81)	1,376.12	1,449.35	73.23
97 Minor equipment	6,199.87	2,790.43	(3,409.44)	13,476.96	8,597.33	(4,919.63)
98 Workshop Supplies	-	-	-	-	-	-
99 Medical Supplies	3,856.84	3,012.34	(844.50)	9,520.10	9,237.82	(282.28)
100 Printing costs	443.41	96.17	(347.24)	691.50	294.89	(396.61)
101 Other Supplies	10.00	86.30	76.30	(48.20)	264.66	312.86
102 Total Supplies	49,861.37	47,701.70	(2,159.67)	135,245.63	146,284.94	11,039.31

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

September, 2017

	Current Month		Variance	Year to Date	
	Actual	Budget		Actual	Budget
Fixed Costs					
104 Audit fees	1,486.30	1,438.36	(47.94)	4,410.96	4,410.96
105 Rent - individual	2,606.50	3,028.93	422.43	9,102.50	9,288.71
106 Rent - equipment	3,199.63	3,620.45	420.82	9,598.89	11,102.77
107 Rent - Facilities					
108 Insurance - Building and Vehicles	4,236.65	4,075.31	(161.34)	12,992.41	12,497.53
109 Insurance - Vehicles					
110 Insurance - Fidelity/Dishonesty					
111 Insurance - Tort					
112 Insurance - Other	2,670.49	2,677.80	7.31	8,189.51	8,211.94
113 Accounting and legal					
114 Debt service - principal		410.96	410.96		1,260.28
115 Debt service - interest	1,449.73	1,416.84	(32.89)	4,395.97	4,344.98
116 Depreciation - Non-Grant Assets	19,072.31	14,814.95	(4,257.36)	58,488.41	45,432.51
117 Amortization Expense	741.92	741.91	(0.01)	2,275.20	2,275.19
118 Software license and support	2,655.96	2,310.22	(345.74)	7,185.61	7,084.68
119 Contingency Fund					
120 Loan proceeds					
121 Gain / Loss from sale of assets					
122 Other Fixed Charges					
123 Total Fixed Costs	38,119.49	34,535.73	(3,583.76)	116,639.46	105,909.55
124	896,823.76	832,927.84	(63,895.92)	2,747,074.37	2,554,311.30
Cost to Allocate					
Allocated Costs					
125 Allocated - Administration		(0.01)	(0.01)		0.03
126 Allocated - Day program					
127 Facility - Evergreen					
128 Allocated - Shared Facility Evergreen Campus					
129 Allocated - Shared Facility Cypress Campus					
130 Allocated - ICF management		0.01	0.01		0.02
131 Allocated - CTH management		(0.05)	(0.05)		0.01
132 Allocated - HUD management		0.02	0.02		(0.03)
133 Allocated - Food service					
134 Allocated - Maintenance		(0.01)	(0.01)		0.01
135 Facility - Cypress					
136 Other Sources/(Uses)				5,135.00	
137 Prior year settlements				5,135.00	
138 Total Allocated Costs		(0.04)	(0.04)		0.04
TOTAL COST	896,823.76	832,927.80	(63,895.96)	2,752,209.37	2,554,311.34
139	(3,803.47)	(1,293.78)	(4,066.03)	(3,966.90)	(197,898.03)
Revenue in Excess/(Less) than Expenses					