

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
MAY 14, 2018

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held in the Conference Room at the Administration Building on May 14, 2018.

MEMBERS PRESENT

Peter Littlefield, Joyce Rambo, Brenda Ligon and Janis Tribble

MEMBERS ABSENT

Sam Stoddard, Betty Beasley and Maureen Tiller

STAFF PRESENT

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

CALL TO ORDER

Peter Littlefield called the meeting of the Board of Directors to order at 5:32 pm.

INVOCATION

Joyce Rambo gave the invocation.

WELCOME AND INTRODUCTIONS

Peter Littlefield 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 14, 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

Field Day:

Friday, May 18th - Laurens YMCA from 10:30am to noon

June Board Meeting

Monday, June 11th at 5:30pm

APPROVAL OF APRIL 9, 2018 BOARD MINUTES

The Board of Directors reviewed the April 9, 2018 board minutes. Janis Tribble made a motion to approve the minutes as presented with a correction to the location of the meeting from the Cypress Campus to the Magnolia Campus. Joyce Rambo seconded the motion. The motion passed by a vote of 4-0.

EXECUTIVE DIRECTOR'S REPORT

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

CONFLICT OF INTEREST DISCLOSURE FORM

Board Members reviewed the current policy on Conflict of Interest (Policy #1.11) and completed disclosure forms.

BOARD MEMBER COMMENTS

The Board Members requested a tour of the agency website at a future meeting.

ITEMS FOR BOARD DECISION

Decision Memorandum 20-18 3rd Quarter Financial Statements

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

Janis Tribble moved to approve the 3rd Quarter Financial Statements as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 4-0.

Decision Memorandum 21-18 Disposal of Assets

The Finance Director reviewed the listing for the disposal of assets.

Janis Tribble moved that the Board of Directors approve the listing for disposal as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 4-0.

ADJOURNMENT

As there was no further business, Janis Tribble made a motion to adjourn the May 14, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Brenda Ligon seconded the motion. The motion passed by a vote of 4-0.

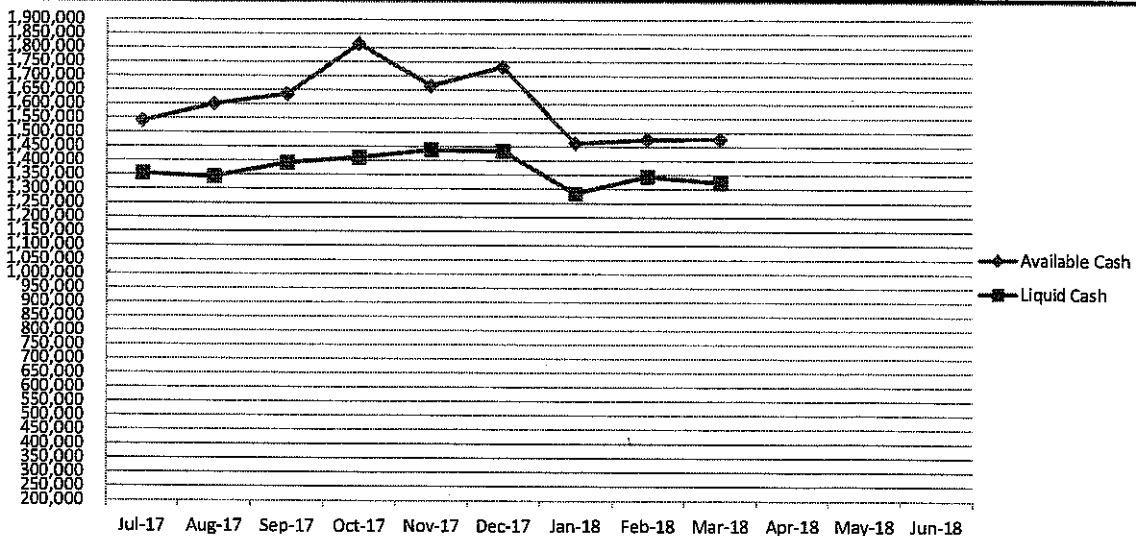
Joyce Rambo
Betty Beasley
Jan Tribble

Janis Tribble
Brenda Ligon
M. Billie

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

Income Analysis			
Program	Fiscal Year 2018 As Of:	Fiscal Year 2017 As Of:	Increase or (Decrease)
	March 31, 2018	March 31, 2017	
Residential	(\$184,821.36)	\$ (108,838.25)	\$ (75,983.11)
Day Services	\$16,114.17	\$ 108,092.61	\$ (91,978.44)
Workshops	(\$12,866.15)	\$ (5,606.13)	\$ (7,260.02)
Family Support Services	\$4,054.71	\$ (85,674.43)	\$ 89,729.14
Fundraising	\$0.00	\$ -	\$ -
Administration	(\$0.17)	\$ (0.02)	\$ (0.15)
General Fund	\$81,411.91	\$ 103,057.59	\$ (21,645.68)
Total	\$ (96,106.89)	\$ 11,031.37	\$ (107,138.26)
(-) Grants Received			
(+) Part- Time Bonus			
Total	\$ (96,106.89)	\$ 11,031.37	\$ (107,138.26)

Cash Analysis			
	Fiscal Year 2018 As Of:	Fiscal Year 2017 As Of:	Change
	March 31, 2018	March 31, 2017	
Cash Balance	\$ 1,060,190.69	\$ 1,144,235.06	\$ 715,955.63
Investment Balance	\$ 800,000.00		
(-) DDSN payments in advance	\$ 382,381.61	\$ 395,773.74	\$ (13,392.13)
Available Cash	\$ 1,477,809.08	\$ 748,461.32	\$ 729,347.76
(+) Receivable	\$ 442,837.19	\$ 452,406.34	\$ (9,569.15)
(-) Liabilities	\$ 596,851.54	\$ 575,244.01	\$ 21,607.53
Liquid Cash	\$ 1,323,794.73	\$ 625,623.65	\$ 698,171.08
(+) Fixed Assets	\$ 30,351.86	\$ 464,049.27	\$ (433,697.41)
(-) Secured Grants			\$ -
Adjusted Cash	\$ 1,354,146.59	\$ 1,089,672.92	\$ 264,473.67



LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

March, 2018

	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
1	1,153.81	\$ 1,550.85	\$ 397.04	\$ 10,828.04	\$ 13,707.51	\$ 2,779.47
2	796,576.60	762,739.46	(33,837.14)	6,957,912.22	6,741,532.64	(216,279.58)
3	5,186.00	-	(5,186.00)	50,636.00	-	(50,636.00)
4	-	-	-	-	-	-
5	(5,302.57)	(6,122.81)	(920.24)	(49,063.34)	(54,117.74)	(5,054.40)
6	-	-	-	-	-	-
7	-	-	-	-	-	-
8	31,825.65	42,023.19	10,197.54	359,805.92	371,430.74	11,624.82
9	3,670.35	-	(3,670.36)	53,090.36	-	(53,090.36)
10	966.84	-	(966.84)	2,617.20	-	(2,617.20)
11	12,119.05	2,197.60	(9,921.46)	85,634.45	19,423.95	(66,210.50)
12	240.00	-	(240.00)	1,090.00	-	(1,090.00)
13	-	-	-	-	-	-
14	-	-	-	-	-	-
15	-	-	-	-	-	-
16	-	-	-	-	-	-
17	-	-	-	-	-	-
18	80.95	86.63	5.68	635.94	766.71	(70.23)
19	-	849.32	849.32	-	7,506.87	7,506.87
20	854.23	849.32	(4.91)	13,846.89	7,506.88	(6,340.01)
21	-	-	-	2,877.15	-	(2,877.15)
22	-	-	-	5,001.29	-	(5,001.29)
23	-	-	-	1,848.19	-	(1,848.19)
24	-	-	-	8,478.33	-	(8,478.33)
25	2,407.35	188.85	(2,220.50)	305,678.08	1,651.51	(304,026.53)
26	31,776.11	33,123.63	1,348.52	28,493.20	292,770.10	(264,276.90)
27	3,100.00	-	(3,100.00)	-	-	3,100.00
28	427.50	(427.50)	855.00	73,642.59	77,693.62	(4,051.03)
29	7,452.46	8,788.76	1,336.30	130,945.23	106,893.19	(24,052.04)
30	15,045.03	12,320.03	(2,725.00)	-	-	-
31	-	-	-	-	-	-
32	-	764.38	764.38	5,227.78	6,756.14	(1,528.36)
33	-	-	-	-	-	-
34	907,098.38	889,355.21	(17,743.17)	6,954,987.96	7,895,891.12	(940,903.16)
35	-	-	-	-	-	-
TOTAL REVENUE						
Expenses						
Personnel						
36	418,203.57	443,262.31	25,058.74	3,695,724.00	3,917,866.84	222,142.84
37	27,498.84	8,296.56	(19,202.28)	240,532.96	73,380.92	(167,152.04)
38	18,024.12	5,777.17	(12,246.96)	158,718.08	51,062.70	(107,655.38)
39	10,327.62	7,654.36	(2,673.26)	194,741.14	67,654.61	(127,086.53)
40	16,902.42	6,996.90	(9,905.52)	126,077.68	61,843.51	(64,234.17)
41	1,852.87	2,507.86	654.99	40,868.80	22,166.26	(18,702.54)
42	-	-	-	-	-	-
43	482,809.44	474,495.16	(8,314.28)	4,465,663.66	4,193,924.84	(262,738.82)
Fringe Benefits						
44	59,572.31	54,376.51	(5,195.80)	567,083.18	480,618.23	(76,464.95)
45	35,851.33	36,298.89	447.56	325,998.77	320,836.24	(5,162.53)
46	12,514.69	16,221.93	3,707.24	143,341.11	143,380.93	39.82
47	76,669.33	65,951.53	(10,717.80)	592,474.15	583,014.87	(9,459.28)
48	1,202.75	-	(1,202.75)	8,772.00	-	(8,772.00)
49	10,662.48	9,070.69	(1,591.79)	84,011.14	80,173.18	(3,837.96)
50	-	424.66	424.66	8,216.76	3,763.44	(4,453.32)
51	196,492.89	182,354.21	(14,138.68)	1,719,896.11	1,611,775.89	(108,120.22)

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

March, 2018

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
Contractual Services						
52 Telephone - Landline	3,955.59	3,807.16	(158.43)	34,344.55	33,650.24	(694.41)
53 Cell Phone	2,631.99	2,429.98	(202.01)	25,042.36	21,477.84	(3,564.52)
54 Utilities	10,984.20	10,760.83	(223.37)	95,805.45	96,111.81	(306.36)
55 Cable TV	2,152.26	2,116.91	(35.35)	19,844.68	18,710.79	(933.89)
56 Internet	1,104.75	1,148.05	43.30	9,130.51	10,147.47	1,016.96
57 Consultants - Behavior Supports	3,215.00	4,645.76	1,430.76	21,115.00	41,082.50	19,947.50
58 Consultants - Occupational/Physical Therapy	3,051.23	934.25	(2,116.98)	10,816.23	8,257.59	(2,558.64)
59 Consultants - Counseling Services	2,000.00	3,568.61	1,568.61	18,000.00	31,453.58	13,453.58
60 Consultants - Physicians	360.57	377.53	16.96	5,273.49	3,335.79	(1,937.70)
61 Consultants - Pharmacy	1,125.47	1,486.31	360.84	18,936.82	13,137.04	(5,799.78)
62 Consultants - Dental	750.00	84.94	(665.06)	1,253.50	750.76	(502.74)
63 Consultants - Vision/Hearing		21.23	21.23	173.88	187.66	13.78
64 Consultants - Nursing		2,537.75	2,537.75	20,987.28	22,430.45	1,443.17
65 Food service Contract	1,510.42	1,019.16	(491.26)	12,116.68	9,008.08	(3,108.60)
66 Lawn Care Contract				97.50		(97.50)
67 Consultants - Speech	1,958.75	407.68	(1,551.07)	17,506.90	3,603.34	(13,903.56)
68 Contracted Day Services	9,527.76	8,093.97	(1,433.79)	83,896.52	71,540.28	(12,356.24)
69 Consultants - Other	3,363.00	3,235.88	(127.12)	40,335.88	28,601.00	(11,734.88)
70 Repairs - Buildings						
71 Repairs - Equipment						
72 Repairs - Motor vehicle	2,128.64	7,261.61	5,132.97	60,717.76	64,183.34	3,465.58
73 Travel and seminars	1,448.56	866.26	(582.30)	3,355.90	7,658.90	4,303.00
74 Training	214.60	169.86	(44.74)	2,982.50	1,501.34	(1,481.16)
75 Caregiver services	24,480.28	26,989.86	2,509.58	252,621.02	238,556.43	(14,064.59)
76 Direct billed waiver	51,685.06	33,489.09	(18,195.97)	365,403.16	296,000.35	(69,402.81)
77 Employment/Screening	544.00	879.48	335.48	7,716.88	6,006.54	(1,710.34)
78 Advertising	286.98	306.76	18.78	1,307.96	2,702.53	1,394.57
79 Dues/Subscriptions	1,675.00	633.57	(1,041.43)	11,320.66	5,600.01	(5,720.65)
80 Haircuts	60.00	103.62	43.62	532.00	915.85	383.85
81 Client Personal Needs	159.91		(159.91)	109.91		(109.91)
82 Camp Building Dreams		208.10	208.10	1,839.32	1,739.32	(100.00)
83 Camp Good Times		641.22	641.22	2,403.00	6,667.55	3,264.55
84 Fundraising	854.23	849.32	(4.91)	13,648.89	7,506.88	(6,142.01)
85 Other contract services	27.10		(27.10)	8,528.95		(8,528.95)
Total Contractual Services	133,557.11	118,863.63	(14,693.48)	1,185,745.32	1,050,603.24	(135,142.08)
Supplies						
87 Food Supplies	14,333.00	16,315.35	1,982.35	135,483.91	144,206.62	8,722.71
88 Family Support Funds Pd		447.50	447.50	976.67	3,955.31	2,978.64
89 Office Supplies	718.70	1,728.39	1,009.69	12,141.87	15,276.71	3,134.84
90 Programming Supplies	571.73	584.52	12.79	3,904.29	5,254.78	1,350.49
91 Household Supplies	7,091.16	9,801.99	2,710.83	77,827.48	87,079.20	9,251.72
92 Training Supplies	408.50	679.45	270.95	10,133.89	6,005.46	(4,128.43)
93 Caregiver Relief	1,723.20	1,391.17	(332.03)	16,772.98	12,236.16	(4,536.82)
94 Motor Vehicle Supplies	8,731.86	10,344.63	1,612.77	75,587.38	91,433.25	15,845.87
95 Maintenance Supplies	2,786.62	1,265.52	(1,521.10)	12,985.56	11,185.56	(1,800.00)
96 Postage	336.60	488.37	151.77	4,611.90	4,316.54	(295.36)
97 Minor equipment	6,230.13	2,883.45	(3,346.68)	42,948.25	25,468.96	(17,479.29)
98 Workshop Supplies						
99 Medical Supplies	5,180.81	3,112.74	(2,068.07)	31,670.24	27,512.64	(4,157.60)
100 Printing costs	64.89	99.36	34.47	2,810.96	878.25	(1,932.71)
101 Use Tax				242.53		(242.53)
102 Other Supplies	2.00	88.18	87.18	1,764.45	786.23	(978.22)
Total Supplies	48,239.20	49,291.62	1,052.42	423,873.35	435,674.67	5,801.32

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

March, 2018

	Current Month		Variance	Actual	Year to Date		Variance
	Actual	Budget			Budget	Actual	
Fixed Costs							
104 Audit fees	1,438.36	1,486.30	47.94	13,069.05	13,136.99	47.94	47.94
105 Rent - individual	2,505.00	3,129.89	624.89	24,025.50	27,664.20	3,638.70	3,638.70
106 Rent - equipment	3,215.17	3,741.16	525.99	29,710.64	33,068.56	3,357.92	3,357.92
107 Rent - Facilities	250.00	-	(250.00)	250.00	-	(250.00)	(250.00)
108 Insurance - Building and Vehicles	4,068.22	4,211.11	144.89	39,034.56	37,220.89	(1,813.67)	(1,813.67)
109 Insurance - Vehicles	-	-	-	-	-	-	-
110 Insurance - Fidelity/Dishonesty	-	-	-	-	-	-	-
111 Insurance - Tort	2,800.59	2,767.07	(33.52)	24,989.02	24,457.35	(631.67)	(631.67)
112 Insurance - Other	-	-	-	-	-	-	-
113 Accounting and legal	-	424.66	424.66	3,740.00	3,763.44	13.44	13.44
114 Debt services - principal	-	-	-	-	-	-	-
115 Debt services - interest	1,120.74	1,464.07	343.33	12,166.80	12,940.48	773.68	773.68
116 Depreciation - Non-Grant Assets	19,708.05	14,542.14	(5,165.91)	174,193.75	128,583.73	(45,610.02)	(45,610.02)
117 Amortization Expense	766.65	766.64	(0.01)	6,776.17	6,776.11	(0.06)	(0.06)
118 Software license and support	2,242.19	2,887.23	145.04	23,572.92	21,100.01	(2,472.91)	(2,472.91)
119 Contingency Fund	-	-	-	-	-	-	-
120 Loan proceeds	-	-	-	-	-	-	-
121 Gain / Loss from sale of assets	-	-	-	-	-	-	-
122 Other Fixed Charges	-	-	-	115.00	-	(115.00)	(115.00)
123 Total Fixed Costs	38,112.97	34,920.27	(3,192.70)	351,653.41	308,650.16	(43,003.25)	(43,003.25)
124	909,211.61	869,925.09	(49,286.52)	8,143,839.85	7,600,628.80	(543,211.05)	(543,211.05)
Cost to Allocate							
Allocated Costs							
125 Allocated - Administration	-	0.02	0.02	-	0.07	0.07	0.07
126 Allocated - Day program	-	0.01	0.01	359.82	0.06	(359.76)	(359.76)
128 Allocated - Shared Facility Hwy 14	-	-	-	(359.82)	(0.01)	359.81	359.81
129 Allocated - Shared Facility Owings St	-	-	-	-	-	-	-
127 Facility - Evergreen	-	-	-	-	-	-	-
128 Allocated - Shared Facility Evergreen Campus	-	-	-	-	0.02	0.02	0.02
129 Allocated - Shared Facility Cypress Campus	-	-	-	-	(0.07)	(0.07)	(0.07)
130 Allocated - ICF management	-	0.01	0.01	-	-	-	-
131 Allocated - CTH management	-	(0.01)	(0.01)	-	-	-	-
132 Allocated - HUD management	-	-	-	-	-	-	-
133 Allocated - Food service	-	0.01	0.01	-	0.06	0.06	0.06
134 Allocated - Maintenance	-	0.01	0.01	-	0.06	0.06	0.06
135 Facility - Cypress	-	-	-	-	-	-	-
136 Facility - Magnolia	-	-	-	-	-	-	-
138 Other Sources/(Uses)	-	-	-	5,135.00	-	(5,135.00)	(5,135.00)
137 Prior year settlements	-	-	-	5,135.00	0.19	(5,134.81)	(5,134.81)
139 Total Allocated Costs	909,211.61	869,925.14	(49,286.47)	8,148,974.86	7,600,628.99	(548,345.87)	(548,345.87)
TOTAL COST							
139	(2,113.23)	(569.83)	(1,543.40)	(96,106.69)	(5,037.87)	(91,068.82)	(91,068.82)
Revenue in Excess/(Less) than Expenses							