

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
JUNE 11, 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 June 11, 2018.

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

Jason Tavenner, Kayla Haymes, Beth Wilson, Michelle Stone, Kirk Garrett Jr, Alex Barrett, Keely Simmons and Monica Taylor

OTHERS PRESENT

Jennifer Madden, James Briggs, Essie Powers, Lavonne Powers, Abraham Dendy, Demetrius Briggs, James Boyter, Barbara Simpson and Amelia Gasque

CALL TO ORDER

Peter Littlefield called the meeting of the Board of Directors to order at 5:33 pm.

INVOCATION

Peter Littlefield gave the invocation.

WELCOME AND INTRODUCTIONS

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

APPROVAL OF AGENDA

The Board of Directors reviewed the June 11, 2018 agenda. Brenda Ligon made a motion to approve the agenda as presented with the addition of an Executive Session to discuss a contractual matter. Joyce Rambo 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.

SPECIAL RECOGNITIONS

Amelia Gasque, Retiring Human Rights Committee Member
National Special Olympics Team

PUBLIC COMMENT

No Public Comments

UPCOMING EVENTS

Camp Building Dreams

Lucas Avenue Baptist Church

9am – 3pm

June 11-15 and July 9-13

Camp Good Times

Camp Fellowship at Lake Greenwood

9am – 3pm

July 23-27

Upcoming Board Meetings

Monday, July 9th at 5:30pm

Monday, August 13th at 5:30pm

APPROVAL OF MAY 14, 2018 BOARD MINUTES

The Board of Directors reviewed the May 14, 2018 board minutes. Joyce Rambo made a motion to approve the minutes as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 7-0.

APRIL FINANCIAL STATEMENTS

The Finance Director reviewed the April Financial Statements with the Board of Directors.

EXECUTIVE DIRECTOR'S REPORT

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

BOARD MEMBER COMMENTS

Peter Littlefield thanked all the board members for their service.

ITEMS FOR BOARD DECISION

Decision Memorandum 22-18 Information Technology Resources Use and Procedures

The Information Technology Director and Assistant reviewed the proposed changes to Policy 17.0 Information Technology Resources Use and Procedures.

Brenda Ligon moved to approve changes to Policy 17.0 Information Technology Resources Use and Procedures with the addition of the "User ID" added to the Password section of the policy. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 23-18 Policy 3.21 Use of Personal Cell Phones

The Human Resources Director reviewed the proposed changes to Policy 3.21 Use of Personal Cell Phones with the Board of Directors.

Janis Tribble moved that the Board of Directors approve the changes for Policy 3.21 Use of Personal Cell Phones as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 24-18 Fiscal Year 2018 - 2019 Budget

The Finance Director reviewed the proposed Fiscal Year 2018 – 2019 Budget and Wage Scale with the Board of Directors

Joyce Rambo moved that the Board of Directors approve the Fiscal Year 2018 – 2019 Budget and Wage Scale as presented. Betty Beasley seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 25-18 Fiscal year 2018 - 2019 Purchase Order Register

The Finance Director reviewed the proposed Fiscal Year 2018 – 2019 Purchase Order Register with the Board of Directors

Maureen Tiller moved that the Board of Directors approve the Fiscal Year 2018 – 2019 Purchase Order Register as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 26-18 Executive Director Spending Authority

The Finance Director reviewed the proposed Executive Director Spending Authority with the Board of Directors

Joyce Rambo moved that the Board of Directors approve the Executive Director Spending Authority, which includes credit cards, as presented. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 27-18 Vehicles to Purchase

The Finance Director reviewed the proposed Vehicles to Purchase with the Board of Directors

Brenda Ligon moved that the Board of Directors approve the Vehicles to Purchase as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 28-18 SCDOT Title VI Plan

The Grants and Community Relations Director reviewed the SCDOT Title VI Plan with the Board of Directors.

Brenda Ligon moved that the Board of Directors approve SCDOT Title VI Plan as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

EXECUTIVE SESSION

Sam Stoddard moved that the Board of Directors move into an Executive Session to discuss a Contractual Matter. Maureen Tiller seconded the motion. The motion pass by a vote of 7-0.

RETURN TO REGULAR SESSION

Joyce Rambo moved that the Board of Directors return to Regular Session. Sam Stoddard seconded the motion. The motion pass by a vote of 7-0.

During Executive Session a contractual matter was discussed. No action or vote was taken during or after the Executive Session.

ADJOURNMENT

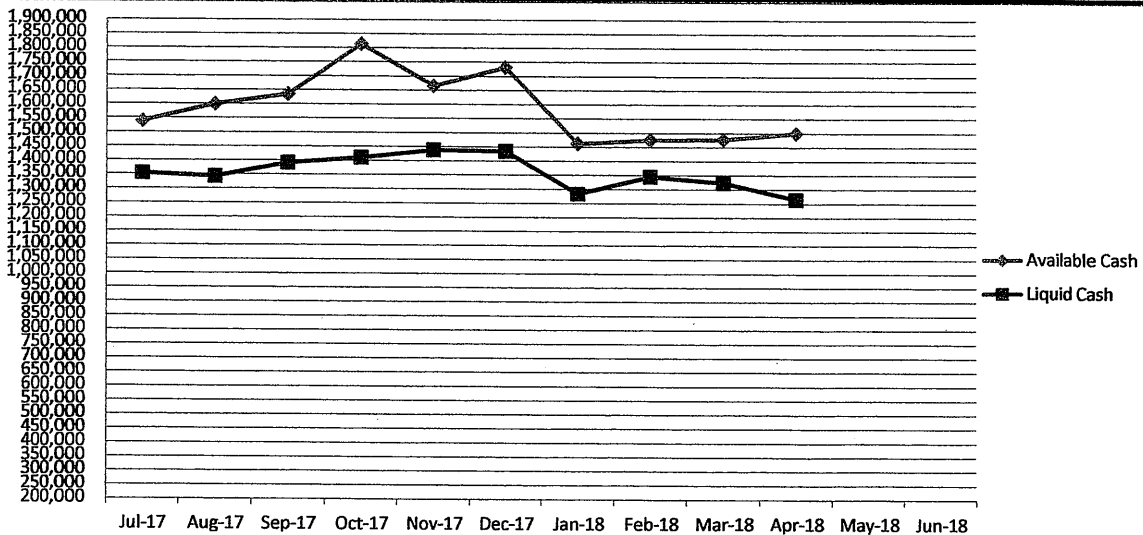
As there was no further business, Joyce Rambo made a motion to adjourn the June 11, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Betty Beasley
Joyce Q Rambo
Maureen Tiller
Sam Stoddard
Brenda J. Ligon
John Ligon

LAURENS COUNTY DSN BOARD
Budget Variance Summary
Year-to-date as of April 30, 2018

Income Analysis			
Program	Fiscal Year 2018 As Of:	Fiscal Year 2017 As Of:	Increase or (Decrease)
	April 30, 2018	April 30, 2017	
Residential	(\$203,796.22)	\$ (107,305.84)	\$ (96,490.38)
Day Services	\$4,699.11	\$ 117,605.39	\$ (112,906.28)
Workshops	(\$13,864.50)	\$ (6,271.71)	\$ (7,592.79)
Family Support Services	(\$9,789.94)	\$ (88,584.16)	\$ 78,794.22
Fundraising	\$0.00	\$ -	\$ -
Administration	(\$0.17)	\$ (0.03)	\$ (0.14)
General Fund	\$110,497.03	\$ 127,232.52	\$ (16,735.49)
Total	\$ (112,254.69)	\$ 42,676.17	\$ (154,930.86)
(-) Grants Received			
(+) Part- Time Bonus			
Total	\$ (112,254.69)	\$ 42,676.17	\$ (154,930.86)

Cash Analysis			
	Fiscal Year 2018 As Of:	Fiscal Year 2017 As Of:	Change
	April 30, 2018	April 30, 2017	
Cash Balance	\$ 1,068,728.24	\$ 1,245,185.79	\$ 623,542.45
Investment Balance	\$ 800,000.00		
(-) DDSN payments in advance	\$ 369,085.96	\$ 346,900.88	\$ 22,185.08
Available Cash	\$ 1,499,642.28	\$ 898,284.91	\$ 601,357.37
(+) Receivable	\$ 374,049.41	\$ 479,014.87	\$ (104,965.46)
(-) Liabilities	\$ 623,213.91	\$ 653,175.98	\$ (29,962.07)
Liquid Cash	\$ 1,250,477.78	\$ 724,123.80	\$ 526,353.98
(+) Fixed Assets	\$ 37,754.86	\$ 466,385.42	\$ (428,633.56)
(-) Secured Grants			\$ -
Adjusted Cash	\$ 1,288,229.64	\$ 1,190,509.22	\$ 97,720.42



LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

April, 2018

	Current Month		Variance	Year to Date		Variance
	Actual	Budget		Actual	Budget	
Revenue						
1 USDA - Adult Day Food Program	1,236.11	1,500.82	264.71	12,164.15	15,208.33	3,044.18
2 SCDDSN - Program revenue - Capitalated	762,644.65	738,134.95	(24,509.70)	7,720,556.87	7,479,767.59	(240,789.28)
3 SCDDSN - Program revenue - HASC	5,196.00	(5,196.00)	(5,196.00)	55,832.00	-	(55,832.00)
4 SCDDSN - Direct Billed Credit Report	(5,360.84)	(5,925.30)	(564.46)	(54,424.18)	(60,043.04)	(5,618.86)
5 SCDDSN - Medicare Part D Recoupment	-	-	-	-	-	-
6 SCDDSN - Psych Evaluations	-	-	-	-	-	-
7 SCDDSN - Mod/Assist Tech Recoupments	-	-	-	-	-	-
8 SCDDSN - Program revenue - Noncapitated	31,511.90	40,667.59	9,155.69	391,317.82	412,098.33	20,780.51
9 SCDDSN - Program revenue-Noncap Day Program	(13,119.36)	-	13,119.36	39,971.00	-	(39,971.00)
10 SCDDSN - State Funded Community Supports	966.84	-	(966.84)	3,584.04	-	(3,584.04)
11 SCDDSN - State Funded Case Management	11,976.25	2,126.71	(9,849.54)	97,810.70	21,550.66	(76,260.04)
12 SCDDSN - Special grant	170.00	-	(170.00)	1,260.00	-	(1,260.00)
13 SCDDSN - Non-Waiver Case Management	-	-	-	-	-	-
14 Other state revenue	-	-	-	-	-	-
15 SCDOT Grant	-	-	-	-	-	-
16 DD Council	-	-	-	-	-	-
17 SCDDSN Federal Pass-Through	-	-	-	-	-	-
18 Other federal revenue	-	-	-	-	-	-
19 Interest Revenue	85.32	83.84	(1.48)	921.26	849.55	(71.71)
20 Donations - Unrestricted	-	821.91	821.91	-	8,328.78	8,328.78
21 Donations - Restricted	-	-	-	-	-	-
22 Fundraising Revenues	487.94	821.92	323.98	14,344.83	8,328.80	(6,016.03)
23 Fundraising Contributions	-	-	-	2,877.15	-	(2,877.15)
24 Other Local Revenue	-	-	-	5,001.29	-	(5,001.29)
25 Insurance Revenue	250.70	-	(250.70)	2,099.83	-	(2,099.83)
26 Vending Revenue	1,377.59	180.82	(1,196.77)	9,858.92	1,832.33	(8,024.59)
27 Room and Board Revenue	32,166.03	32,065.10	(100.93)	337,844.11	324,825.20	(13,018.91)
28 Work activity Revenue	3,981.84	-	(3,981.84)	32,475.04	-	(32,475.04)
29 Transportation Billing Revenue	423.00	-	(423.00)	3,763.50	-	(3,763.50)
30 Individual fees Revenue	7,212.06	8,503.32	1,291.26	80,854.65	86,166.94	5,312.29
31 Management and Payroll Fees	15,045.03	11,922.62	(3,122.41)	145,990.26	120,815.81	(25,174.45)
32 HUD Other Fees	-	-	-	-	-	-
33 County Allocation	-	-	-	-	-	-
34 United Way Contributions	300.00	739.72	439.72	5,527.78	7,495.86	1,968.08
35 TOTAL REVENUE	856,561.06	831,634.02	(24,927.04)	8,909,429.02	8,427,225.14	(482,203.88)
Expenses						
Personnel						
36 Personnel - Staff	405,558.58	428,963.52	23,404.94	4,101,282.58	4,346,830.36	245,547.78
37 Overtime Pay	31,362.33	8,028.95	(23,333.38)	271,898.29	81,359.87	(190,538.42)
38 Holiday Pay	646.08	5,980.80	4,945.72	159,363.16	56,653.50	(102,709.66)
39 Vacation Pay	21,809.17	7,407.43	(14,401.74)	216,550.31	75,062.04	(141,488.27)
40 Sick Pay	14,135.97	6,771.18	(7,364.79)	140,213.65	68,814.69	(71,398.96)
41 Training Pay	3,652.75	2,426.97	(1,225.78)	44,522.55	24,593.23	(19,929.32)
42 Personnel - Client	-	-	-	-	-	-
43 Total Personnel	477,163.88	459,188.85	(17,975.03)	4,833,827.84	4,853,113.69	(20,285.85)
Fringe Benefits						
44 Retirement	57,374.34	52,622.45	(4,751.89)	614,457.52	533,240.68	(81,216.84)
45 Social Security	34,652.68	35,127.93	475.25	380,651.45	355,963.17	(24,688.28)
46 Worker's compensation	13,822.27	15,698.65	1,876.38	157,163.38	159,079.58	1,916.20
47 Actives Health insurance	70,670.08	63,833.75	(6,836.33)	663,144.23	646,848.52	(16,295.71)
48 Teleadoc Services	1,109.25	-	(1,109.25)	9,881.25	-	(9,881.25)
49 Retiree Health Insurance	11,071.00	8,778.09	(2,292.91)	95,082.14	88,951.27	(6,130.87)
50 Unemployment Insurance	-	410.96	410.96	8,215.76	4,164.40	(4,051.36)
51 Total Fringe Benefits	188,699.62	176,471.83	(12,227.79)	1,908,598.73	1,788,247.72	(120,351.01)

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2018

April, 2018

	Current Month		Year to Date		Variance
	Actual	Budget	Actual	Budget	
Contractual Services					
52 Telephone - Landline	4,010.44	3,684.30	(326.14)	37,334.54	(1,180.51)
53 Cell Phone	2,631.75	2,351.57	(280.18)	23,629.41	(3,844.70)
54 Utilities	10,167.00	10,413.69	246.69	105,525.50	39.09
55 Cable TV	2,149.04	2,048.63	(100.41)	20,769.42	(1,065.44)
56 Internet	1,104.79	1,111.13	6.34	11,258.60	728.36
57 Consultants - Behavior Supports	1,535.00	4,495.89	2,960.89	45,558.39	22,908.39
58 Consultants - Occupational/Physical Therapy	2,766.87	904.13	(1,862.74)	9,161.72	(4,421.38)
59 Consultants - Counseling Services	2,000.00	3,443.83	1,443.83	34,887.41	14,897.41
60 Consultants - Physicians	738.93	365.34	(373.59)	3,702.13	(2,312.29)
61 Consultants - Pharmacy	1,085.15	1,436.36	353.21	14,575.40	(5,446.57)
62 Consultants - Dental	-	82.20	82.20	832.96	(420.54)
63 Consultants - Vision/Hearing	-	20.55	20.55	208.21	34.33
64 Consultants - Nursing	2,284.16	2,455.89	171.73	24,886.34	1,614.90
65 Food service Contract	1,510.42	986.29	(524.13)	9,994.37	(3,632.73)
66 Lawn Care Contract	-	-	-	-	-
67 Consultants - Speech	1,944.06	394.52	(1,549.54)	3,997.86	(97.50)
68 Consultants - Other	10,105.20	7,832.88	(2,272.32)	79,373.14	(15,455.10)
69 Contracted Day Services	3,896.23	3,131.50	(764.73)	44,536.21	(14,628.98)
70 Repairs - Buildings	-	-	-	31,732.50	(12,803.71)
71 Repairs - Equipment	7,645.26	7,027.40	(617.86)	71,210.74	2,847.72
72 Repairs - Motor vehicle	136.68	838.42	701.74	8,495.52	4,991.84
73 Travel and seminars	-	-	-	-	-
74 Training	23,039.49	164.38	(22,875.11)	1,665.72	(1,216.78)
75 Caregiver services	37,411.24	28,119.32	(9,291.92)	264,675.75	(10,984.76)
76 Direct billed waiver	586.00	32,408.80	(31,822.80)	328,409.15	(94,405.25)
77 Employment/Screening	806.17	657.54	(148.63)	6,663.08	(1,609.80)
78 Advertising	1,695.99	613.17	(1,082.82)	2,998.43	884.30
79 Dues/Subscriptions	29.95	100.27	70.32	6,213.18	(6,803.47)
80 Haircuts	-	-	-	1,016.12	454.17
81 Client Personal Needs	-	201.38	201.38	-	(109.91)
82 Camp Building Dreams	-	620.53	620.53	2,040.70	1,940.70
83 Camp Good Times	497.94	821.92	323.98	6,288.08	3,885.08
84 Fundraising	-	-	-	8,328.80	(6,016.03)
85 Other contract services	-	-	-	-	(6,628.95)
86 Total Contractual Services	119,747.76	115,029.73	(4,718.03)	1,165,632.97	(133,858.11)
Supplies					
87 Food Supplies	15,253.13	15,789.03	535.90	159,995.65	9,258.61
88 Family Support Funds Pd	-	433.06	433.06	4,388.37	3,411.70
89 Office Supplies	1,601.24	1,672.62	71.38	16,949.33	3,206.22
90 Programming Supplies	408.71	575.34	166.63	5,830.12	1,517.12
91 Household Supplies	8,564.27	9,534.30	970.03	96,613.50	10,221.75
92 Training Supplies	1,439.03	657.53	(781.50)	6,662.99	(4,909.93)
93 Caregiver Relief	1,675.99	1,346.30	(329.69)	13,642.46	(4,806.51)
94 Motor Vehicle Supplies	9,080.82	10,010.97	930.15	101,444.22	16,766.04
95 Maintenance Supplies	1,001.76	1,224.70	222.94	12,410.26	(1,577.06)
96 Postage	884.09	472.61	(411.48)	4,789.15	(706.84)
97 Minor equipment	4,257.76	2,790.43	(1,467.33)	28,276.39	(18,930.62)
98 Workshop Supplies	3,639.56	3,012.34	(627.22)	30,524.98	(4,784.82)
99 Medical Supplies	-	96.17	96.17	974.42	(1,836.54)
100 Printing costs	207.21	(207.21)	-	-	(449.74)
101 Use Tax	61.35	86.30	24.95	874.93	(851.28)
102 Other Supplies	48,074.92	47,701.70	(373.22)	477,946.27	5,428.10

