

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
NOVEMBER 12, 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 November 12, 2018.

MEMBERS PRESENT

Joyce Rambo, Peter Littlefield, Janis Tribble and Brenda Ligon

MEMBERS ABSENT

Sam Stoddard, Maureen Tiller and Betty Beasley

STAFF PRESENT

Beth Wilson, Keely Simmons, Jason Tavenner and Monica Taylor

CALL TO ORDER

Peter Littlefield called the meeting of the Board of Directors to order at 5:40 pm.

INVOCATION

Joyce Rambo gave the invocation.

WELCOME AND INTRODUCTIONS

Everyone was welcomed to the November Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

APPROVAL OF AGENDA

The Board of Directors reviewed the November 12, 2018 agenda. Janis Tribble made a motion to approve the agenda with the addition of an Executive Session to discuss a Contractual Matter. Joyce Rambo 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

Annual Talent Show

Thursday, November 15th at 1pm at The Ridge

Board Meeting

Monday, December 10th at 5:30pm

APPROVAL OF OCTOBER 8, 2018 BOARD MINUTES

The Board of Directors reviewed the October 8, 2018 board minutes. Janis Tribble made a motion to approve the minutes as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 4-0.

APPROVAL OF OCTOBER 17, 2018 BOARD MINUTES

The Board of Directors reviewed the October 17, 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 4-0.

EXECUTIVE DIRECTOR'S REPORT

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

BOARD OFFICER NOMINATIONS FOR 2019

The following board members were nominated as officers for the upcoming year. A vote will be taken at the meeting on December 10, 2018.

Peter Littlefield – Chair
Joyce Rambo – Vice Chair
Betty Beasley – Secretary
Sam Stoddard – Treasurer

BOARD MEMBER COMMENTS

No Board Member Comments

ITEMS FOR BOARD DECISION

Decision Memorandum 15-19 Purchase Two (2) Minivans and Disposal of Vehicles

The Finance Director reviewed the proposed purchase and disposal plan for vehicles.

Brenda Ligon moved to approve the purchase and disposal of vehicle plan as presented. Janis Tribble seconded the motion. The motion passed by a vote of 4-0.

Decision Memorandum 16-19 1st Quarter Financial Statements

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

Janis Tribble moved to approve the 1st Quarter Financial Statements as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 4-0.

INFORMATIONAL MEMORANDUMS

Informational Memorandum 2-19 Draft Strategic Plan for 2019-2021

The Executive Director reviewed the Draft Strategic Plan for 2019-2021 with the Board of Directors.

EXECUTIVE SESSION

Janis Tribble moved that the Board of Directors move into Executive Session to discuss a Contractual Matter. Joyce Rambo seconded the motion. The motion passed by a vote of 4-0.

RETURN TO REGULAR SESSION

Janis Tribble moved that the Board of Directors return to Regular Session. Joyce Rambo seconded the motion. The motion passed by a vote of 4-0.

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, Janis Tribble made a motion to adjourn the November 12, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Joyce Rambo seconded the motion. The motion passed by a vote of 4-0.

Joyce Q Rambo

Janis Tribble

~~Patricia~~

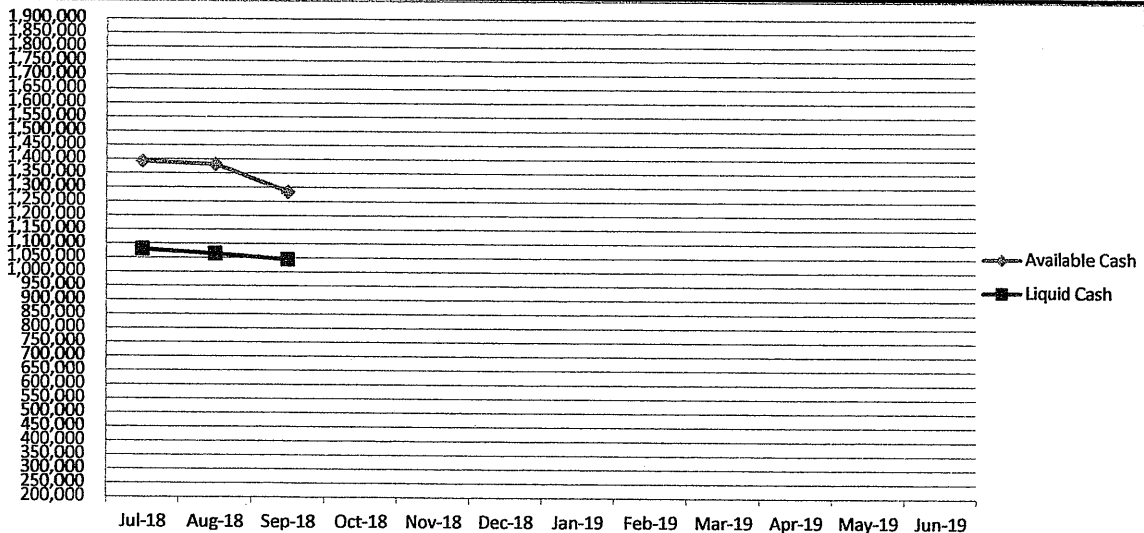
~~Janis Tribble~~

Brenda Q Ligon

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

Income Analysis			
Program	Fiscal Year 2019 As Of: September 30, 2018	Fiscal Year 2018 As Of: September 30, 2017	Increase or (Decrease)
Residential	(\$32,461.40)	\$ (36,248.85)	\$ 3,787.45
Day Services	\$18,272.46	\$ 6,507.18	\$ 11,765.28
Workshops	(\$12,235.36)	\$ (7,500.48)	\$ (4,734.88)
Family Support Services	\$11,323.19	\$ 8,967.39	\$ 2,355.80
Fundraising	\$0.00	\$ -	\$ -
Administration	\$0.06	\$ (0.01)	\$ 0.07
General Fund	\$9,843.97	\$ 24,208.74	\$ (14,364.77)
Total	\$ (5,257.08)	\$ (4,066.03)	\$ (1,191.05)
(-) Grants Received			
(+) Part- Time Bonus			
Total	\$ (5,257.08)	\$ (4,066.03)	\$ (1,191.05)

Cash Analysis			
	Fiscal Year 2019 As Of: September 30, 2018	Fiscal Year 2018 As Of: September 30, 2017	Change
Cash Balance	\$ 901,378.44	\$ 1,204,859.80	\$ (303,481.36)
Investment Balance	\$ 800,000.00	\$ 800,000.00	
(-) DDSN payments in advance	\$ 416,633.33	\$ 369,989.43	\$ 46,643.90
Available Cash	\$ 1,284,745.11	\$ 1,634,870.37	\$ (350,125.26)
(+) Receivable	\$ 365,562.79	\$ 382,436.32	\$ (16,873.53)
(-) Liabilities	\$ 605,319.37	\$ 625,442.47	\$ (20,123.10)
Liquid Cash	\$ 1,044,988.53	\$ 1,391,864.22	\$ (346,875.69)
(+) Fixed Assets	\$ 93,565.46	\$ 5,817.20	\$ 87,748.26
(-) Secured Grants			\$ -
Adjusted Cash	\$ 1,138,553.99	\$ 1,397,681.42	\$ (259,127.43)



LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2019

September, 2018

	Current Month		Variance	Actual	Year to Date		Variance
	Actual	Budget			Budget	Actual	
Revenue							
1	1,126.80	\$ 1,080.74	\$ (46.06)	\$ 3,536.93	\$ 3,314.26	\$ (222.67)	(222.67)
2	821,857.58	834,408.36	12,550.78	2,496,406.17	2,566,862.30	62,446.13	(16,966.00)
3	5,522.00	-	(5,522.00)	16,966.00	-	-	(698.32)
4	-	-	-	-	-	-	-
5	(5,188.03)	(5,287.40)	(101.37)	(15,616.36)	(16,214.68)	-	-
6	-	-	-	-	-	-	-
7	31,531.09	34,504.20	2,973.11	101,539.90	105,812.84	4,272.94	-
8	4,346.00	-	(4,346.00)	13,038.00	-	-	(13,038.00)
9	588.52	284.76	(283.76)	1,663.48	903.92	(759.56)	-
10	2,126.72	2,126.71	(0.01)	12,021.94	6,521.91	(5,500.03)	-
11	90.00	-	(90.00)	1,645.00	-	-	(1,645.00)
12	-	-	-	-	-	-	-
13	-	-	-	-	-	-	-
14	-	-	-	-	-	-	-
15	-	-	-	-	-	-	-
16	-	-	-	-	-	-	-
17	-	-	-	-	-	-	-
18	-	-	-	-	-	-	-
19	9,194.23	90.41	(9,103.82)	9,368.33	277.25	(9,091.08)	-
20	-	821.91	821.91	-	2,520.55	2,520.55	-
21	-	-	-	-	-	-	-
22	1,621.41	821.92	(799.49)	6,139.35	2,520.56	(3,618.79)	-
23	-	-	-	-	-	-	-
24	3,277.63	-	(3,277.63)	5,777.63	-	(5,777.63)	-
25	-	-	-	989.00	-	(989.00)	-
26	1,204.50	180.82	(1,023.68)	4,364.15	554.52	(3,809.63)	-
27	35,243.50	31,820.68	(3,422.82)	96,411.01	97,583.44	1,172.43	-
28	1,063.08	-	(1,063.08)	2,680.08	-	(2,680.08)	-
29	345.00	-	(345.00)	1,147.50	-	(1,147.50)	-
30	9,285.62	9,285.62	-	28,475.90	28,475.90	-	-
31	15,571.48	14,838.93	(732.55)	46,714.47	46,506.07	(1,208.40)	-
32	-	-	-	-	-	-	-
33	-	-	-	-	-	-	-
34	-	369.86	369.86	-	1,134.24	1,134.24	-
35	938,779.14	925,357.52	(13,421.62)	2,834,995.44	2,837,763.08	2,767.64	-
Expenses							
Personnel							
36	438,504.83	483,691.97	45,187.14	1,325,560.00	1,483,321.95	157,771.95	(84,488.33)
37	30,033.72	6,006.61	(24,027.11)	102,908.54	18,420.21	(84,488.33)	-
38	19,681.04	9,227.74	(10,453.30)	34,017.88	28,298.46	(5,719.42)	-
39	14,727.50	3,106.24	(11,621.26)	61,247.89	9,525.78	(51,722.11)	-
40	15,207.46	3,106.24	(12,101.24)	52,350.40	9,525.78	(42,824.62)	-
41	5,561.19	2,487.90	(3,073.29)	21,275.21	7,629.62	(13,645.59)	-
42	-	-	-	-	-	-	-
43	523,715.76	507,626.70	(16,089.06)	1,587,329.92	1,566,721.80	(40,608.12)	-
Fringe Benefits							
44	70,587.18	69,088.59	(1,498.59)	215,684.31	211,871.69	(3,812.62)	-
45	40,309.76	38,833.43	(1,476.33)	118,704.66	119,088.19	384.51	-
46	15,112.08	13,382.38	(1,729.70)	46,434.32	41,039.30	(4,395.02)	-
47	68,292.94	76,438.34	8,145.40	211,747.86	234,410.82	22,662.96	-
48	1,075.25	-	(1,075.25)	3,323.50	-	(3,323.50)	-
49	11,828.38	11,226.59	(401.79)	34,618.76	34,428.21	(190.55)	-
50	-	410.96	410.96	151.85	1,260.28	1,108.43	-
51	207,006.59	209,380.29	2,374.70	629,666.28	642,099.59	12,434.31	-

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2019

September, 2018

	Current Month		Variance	Actual	Year to Date		Variance
	Actual	Budget			Budget	Actual	
Contractual Services							
52 Telephone - Landline	4,122.47	4,117.74	(4.73)	12,165.95	12,627.86	461.91	
53 Cell Phone	3,047.44	2,816.12	(231.32)	8,301.18	8,636.12	334.94	
54 Utilities	11,625.76	10,282.59	(1,343.17)	33,264.38	31,533.31	(1,731.07)	
55 Cable TV	2,178.02	1,075.78	(1,102.24)	6,531.02	6,584.49	53.47	
56 Internet	1,314.13	1,075.78	(238.35)	3,366.95	3,298.84	(68.11)	
57 Consultants - Behavior Supports	1,001.38	3,221.92	2,220.54	5,131.38	9,880.56	4,749.18	
58 Consultants - Occupational/Physical Therapy	405.00	863.04	458.04	1,925.00	2,646.62	721.62	
59 Consultants - Counseling Services	2,000.00	1,972.60	(27.40)	6,000.00	6,049.40	49.40	
60 Consultants - Physicians	683.94	401.91	(282.03)	2,359.17	1,232.57	(1,126.60)	
61 Consultants - Pharmacy	4,170.55	2,108.22	(2,062.33)	8,725.44	6,465.24	(2,260.20)	
62 Consultants - Dental	-	-	-	-	-	-	
63 Consultants - Vision/Hearing	-	20.55	20.55	250.60	83.01	(187.59)	
64 Consultants - Nursing	1,990.82	2,418.83	428.01	6,533.54	7,417.71	884.17	
65 Food service Contract	1,510.42	1,546.42	36.00	4,531.26	4,742.38	211.12	
66 Lawn Care Contract	-	20.55	20.55	-	63.01	63.01	
67 Consultants - Speech	32.12	950.14	918.02	1,427.88	2,913.78	1,485.90	
68 Consultants - Other	10,470.92	11,112.33	641.41	33,292.04	34,077.81	785.77	
69 Contracted Day Services	12,110.24	3,080.40	(9,029.84)	21,039.45	9,477.22	(11,562.23)	
70 Repairs - Buildings	5,562.01	6,205.48	643.47	20,199.02	19,030.06	(1,168.96)	
71 Repairs - Equipment	17.00	1,034.68	1,017.68	181.62	3,172.84	2,991.22	
72 Repairs - Motor vehicle	2,190.00	189.04	(2,000.96)	2,190.00	579.72	(1,610.28)	
73 Travel and seminars	24,833.60	27,106.85	2,273.25	72,403.82	83,127.67	10,723.85	
74 Training	44,922.28	34,863.54	(10,058.72)	119,408.70	106,914.84	(12,493.86)	
75 Caregiver services	687.16	1,191.43	504.27	1,961.43	2,520.56	559.13	
76 Direct billed waiver	80.00	287.68	207.68	260.00	82.22	(177.78)	
77 Employment/Screening	600.00	688.79	88.79	1,939.13	2,020.17	81.04	
78 Advertising	30.00	86.30	56.30	182.00	284.66	102.66	
79 Dues/Subscriptions	-	-	-	-	-	-	
80 Haircuts	-	201.38	201.38	307.68	617.58	309.90	
81 Client Personal Needs	-	620.53	620.53	1,519.92	1,902.97	383.05	
82 Camp Building Dreams	1,621.41	821.92	(799.49)	6,139.35	2,520.56	(3,618.79)	
83 Fundraising	-	19.72	19.72	2,880.31	60.52	(2,819.79)	
84 Fundraising	-	-	-	-	-	-	
85 Other contract services	137,216.65	121,067.80	(16,148.85)	384,423.22	371,274.30	(13,148.92)	
86 Total Contractual Services	14,272.66	15,805.49	1,532.83	42,139.51	48,470.23	6,330.72	
Supplies							
87 Food Supplies	289.38	1,565.77	1,276.39	2,769.11	1,771.69	(1,000.88)	
88 Family Support Funds Pd	153.61	575.34	421.73	2,327.77	4,801.89	2,474.12	
89 Office Supplies	8,813.93	8,424.71	(389.22)	24,687.92	1,764.38	(6,923.54)	
90 Programming Supplies	134.62	986.30	851.68	4,956.55	3,024.66	(1,931.89)	
91 Household Supplies	1,292.28	1,133.42	(158.86)	4,666.64	3,475.84	(1,190.80)	
92 Training Supplies	8,748.09	10,374.67	1,626.58	29,189.59	31,815.59	2,626.00	
93 Caregiver Relief	1,887.43	1,265.79	(621.64)	3,729.94	3,881.73	151.79	
94 Motor Vehicle Supplies	348.77	476.72	127.95	868.14	1,461.94	593.80	
95 Maintenance Supplies	-	3,162.07	2,803.30	5,520.93	9,686.37	4,165.44	
96 Postage	2,699.23	308.31	(2,390.92)	7,187.31	9,464.65	2,277.34	
97 Minor equipment	208.51	139.73	(68.78)	285.20	428.49	143.29	
98 Workshop Supplies	-	-	-	-	-	-	
99 Medical Supplies	17.00	82.19	65.19	42.00	252.05	210.05	
100 Printing costs	-	-	-	-	-	-	
101 Use Tax	-	-	-	-	-	-	
102 Other Supplies	38,835.51	47,546.24	8,710.73	128,562.98	146,114.86	17,551.88	
103 Total Supplies							

LAURENS COUNTY DSN BOARD
Budget Variance Report
Fiscal Year 2019

September, 2018

	Current Month		Variance	Actual	Year to Date		Variance
	Actual	Budget			Budget	Actual	
Fixed Costs							
104 Audit fees	1,486.30	1,438.36	(47.94)	4,410.96	4,410.96	-	-
105 Rent - Individual	3,250.00	3,127.56	(122.44)	9,591.18	9,591.18	21.83	21.83
106 Rent - equipment	3,218.86	3,109.69	(109.17)	9,577.83	9,536.37	(41.46)	(41.46)
107 Rent - Facilities	-	-	-	-	-	-	-
108 Insurance - Building and Vehicles	2,929.17	3,422.72	493.55	7,822.23	10,496.36	2,674.13	2,674.13
109 Insurance - Vehicles	-	-	-	-	-	-	-
110 Insurance - Fidelity/Dishonesty	-	-	-	-	-	-	-
111 Insurance - Tort	2,291.71	2,693.04	401.33	7,027.91	8,258.60	1,230.69	1,230.69
112 Insurance - Other	-	410.96	410.96	-	1,260.28	1,260.28	1,260.28
113 Accounting and legal	-	-	-	-	-	-	-
114 Debt service - principal	-	-	-	-	-	-	-
115 Debt service - interest	1,021.66	1,267.21	245.55	3,147.73	3,886.09	738.36	738.36
116 Depreciation - Non-Grant Assets	16,252.07	16,993.98	741.91	49,899.65	52,114.84	2,275.19	2,275.19
117 Amortization Expense	741.91	741.91	-	2,275.23	2,275.19	(0.04)	(0.04)
118 Software license and support	2,131.56	2,329.62	198.06	6,610.25	7,144.28	534.03	534.03
119 Contingency Fund	-	5,910.58	5,910.58	-	18,125.76	18,125.76	18,125.76
120 Loan proceeds	-	-	-	-	-	-	-
121 Gain / Loss from sale of assets	-	-	-	-	-	-	-
122 Other Fixed Charges	-	-	-	-	-	-	-
123 Total Fixed Costs	33,323.24	41,445.63	8,122.39	100,281.14	127,099.91	26,818.77	26,818.77
124	840,098.75	927,166.66	(12,930.09)	2,840,262.52	2,843,310.46	3,057.94	3,057.94
Cost to Allocate							
Allocated Costs							
125 Allocated - Administration	-	(0.01)	(0.01)	-	(0.01)	(0.01)	(0.01)
126 Allocated - Day program	-	(0.01)	(0.01)	-	(0.03)	(0.03)	(0.03)
126 Allocated - Shared Facility Hwy 14	-	-	-	-	-	-	-
126 Allocated - Shared Facility Owings St	-	-	-	-	-	-	-
127 Facility - Evergreen	-	-	-	-	0.02	0.02	0.02
128 Allocated - Shared Facility Evergreen Campus	-	-	-	-	-	-	-
128 Allocated - Shared Facility Cypress Campus	-	-	-	-	-	-	-
130 Allocated - ICF management	-	(0.01)	(0.01)	-	(0.03)	(0.03)	(0.03)
131 Allocated - CTH management	-	(0.03)	(0.03)	-	0.03	0.03	0.03
132 Allocated - HUD management	-	0.03	0.03	-	0.01	0.01	0.01
133 Allocated - Food service	-	-	-	-	-	-	-
134 Allocated - Maintenance	-	(0.01)	(0.01)	-	(0.03)	(0.03)	(0.03)
135 Facility - Cypress	-	0.02	0.02	-	0.04	0.04	0.04
135 Facility - Magnolia	-	-	-	-	-	-	-
136 Other Sources/(Uses)	-	-	-	-	-	-	-
137 Prior year settlements	-	-	-	-	-	-	-
138 Total Allocated Costs	-	(0.02)	(0.02)	-	-	-	-
TOTAL COST	840,098.75	927,166.64	(12,930.11)	2,840,262.52	2,843,310.46	3,057.94	3,057.94
139	(1,317.51)	(1,809.12)	(5,257.08)	(5,547.38)			

Revenue in Excess/(Less) than Expenses