

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
NOVEMBER 11, 2019

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 Monday, November 11, 2019.

MEMBERS PRESENT

Peter Littlefield, Nicole Firmin, Sam Stoddard, Joyce Rambo and Betty Beasley

MEMBERS NOT PRESENT

Janis Tribble and Brenda Ligon

STAFF PRESENT

Monica Taylor, Michelle Stone, Lee Anders, Beth Wilson, Belinda Young, Jason Tavenner and Keely Simmons

CALL TO ORDER

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

INVOCATION

Peter Littlefield 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 11, 2019 agenda. Betty Beasley made a motion to approve the agenda as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.

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

The next Board Meeting is scheduled for December 9, 2019 at 5pm.

APPROVAL OF OCTOBER 14, 2019 BOARD MINUTES

The Board of Directors reviewed the October 14, 2019 board minutes. Joyce Rambo made a motion to approve the minutes as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

EXECUTIVE DIRECTOR'S REPORT

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

BOARD OFFICER NOMINATIONS

The following nominations were made for the 2020 Officers for the Board of Directors. A vote will be taken at the December 9, 2019 meeting.

Chair – Peter Littlefield, Brenda Ligon

Vice Chair – Joyce Rambo

Secretary – Betty Beasley

Treasurer – Nicole Firmin

BOARD MEMBER COMMENTS

The Christmas gathering for Board Members will be Tuesday, December 3rd, 2019 at 6pm at Roma's.

ITEMS FOR BOARD DECISION

Decision Memorandum 9-20 Policy 7.6 Daily Menu Planning

The Executive Director reviewed the proposed changes to Policy 7.6 Daily Menu Planning with the Board of Directors. Betty Beasley motioned to approve Policy 7.6 Daily Menu Planning as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 10-20 Policy 7.7 Substitutions

The Executive Director reviewed the proposed changes to Policy 7.7 Substitutions with the Board of Directors. Peter Littlefield motioned to approve Policy 7.7 Substitutions as presented with the change of the title for clarification to Food Substitutions. Nicole Firmin seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 11-20 Policy 7.8 Temperature of Food

The Executive Director reviewed the proposed changes to Policy 7.8 Temperature of Food with the Board of Directors. Joyce Rambo motioned to approve Policy 7.8 Temperature of Food as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 12-20 1st Quarter Financials

The Finance Director reviewed the 1st Quarter Financials with the Board of Directors. Sam Stoddard motioned to approve the 1st Quarter Financials as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 13-20 Refinance Cypress Campus Loan

The Finance Director reviewed the terms for refinancing the Cypress Campus loan that is currently held with South State Bank. Joyce Rambo motioned to approve the refinancing as presented and to allow the Executive Director to sign documents related to this refinancing. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 14-20 Vehicle Loan

The Finance Director reviewed the terms for financing the purchase of four agency vehicles. Sam Stoddard motioned to approve the financing as presented and to allow the Executive Director to sign documents related to this loan. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 15-20 Policy 8.23 Medical Information for New Admissions

The Executive Director reviewed the proposed changes to Policy 8.23 Medical Information for New Admissions. Nicole Firmin motioned to approve Policy 8.23 Medical Information for New Admissions as presented. Sam Stoddard seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 16-20 Policy 13.10 Employee Safety Belt Policy

The Day and Community Services Director reviewed the proposed changes to Policy 13.10 Employee Safety Belt Policy. Joyce Rambo motioned to approve Policy 13.10 Employee Safety Belt Policy as presented with the change of the title for clarification to Vehicle Seat Belt Policy. Nicole Firmin seconded the motion. The motion passed by a vote of 5-0.

Decision Memorandum 17-20 Policy 13.18 Emergency Medical Plan

The Day and Community Services Director reviewed the proposed changes to Policy 13.18 Emergency Medical Plan. This decision was tabled to revisit the medical policies at the January 2020 meeting.

Decision Memorandum 18-20 Policy 15.2.1 Room & Board

The Finance Director reviewed Room and Board Rates for 2020. These rates have been reviewed and approved by SCDDSN. Peter Littlefield moved to approve the Room and Board Rates for 2020 as presented. Nicole Firmin seconded the motion. The motion passed by a vote of 5-0.

ADJOURNMENT

As there was no further business, Peter Littlefield made a motion to adjourn the November 11, 2019 Board Meeting of the Laurens County Disabilities and Special Needs Board. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.

