

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD  
BOARD OF DIRECTORS MEETING  
May 13, 2024

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held in the Training Room at the Evergreen Campus on Monday, May 13, 2024, at 5:30pm.

MEMBERS PRESENT

Peter Littlefield, Bud Marchant, Courtney Snow, Joyce Rambo, and Brenda Ligon.

STAFF PRESENT

Jason Tavenner, Tara Glenn, Keely Simmons, Lee Anders, Beth Wilson, Kayla Haymes, Katina Cunningham, and Courtney Gunter.

GUESTS PRESENT

Brenda Schrantz

CALL TO ORDER

The meeting was called to order by the Board Chairman at 5:32pm.

WELCOME AND INTRODUCTIONS

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

APPROVAL OF AGENDA

Peter Littlefield motioned to approve the agenda as presented. 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 internally and on the agency website. The notice of the meeting was also sent to the Laurens Advertiser, Clinton Chronicle and WLBG for announcement. A copy of this notice was included in the BOD Member packet.

PUBLIC COMMENT

None

UPCOMING EVENTS

Board Members were notified that the LCDSNB Prom, that was originally scheduled for May 14<sup>th</sup> was postponed due to forecasted weather. The Board of Directors will be updated once a new date is set for that event. Other events discussed:

Mental Health First Aid, Tuesday 5/21 @ 8:30am

LCDSNB has offered this course to local public safety and mental health employees.

LCDSNB Bunco for Babies, Thursday 5/23 @ 5:30pm

Bunco for Babies is a fundraising event for women to help raise funds for the Early Intervention Services. Registration is still open for players.

#### APPROVAL OF MARCH 2024 BOARD MINUTES

Peter Littlefield motioned to approve the March 19, 2024 meeting minutes. Joyce Rambo seconded the motion. The motion passed by a vote of 4-0.

#### CONFLICT OF INTEREST

The LCDSNB Board of Directors is asked, annually, to complete and sign a Conflict of Interest form to keep on record. Board Members were provided forms to complete, sign, and return to the LCDSNB main office.

#### EXECUTIVE DIRECTOR'S REPORT

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

#### THANK YOU NOTE RECOGNITION

Nine (9) Thank You Note Card names were drawn for the recognition program for the month of March. Seven (7) Thank You Note Card names were drawn for the recognition program for the month of April.

#### BOARD MEMBER COMMENTS

The Board was informed that there is a minimum requirement of ten (10) BOD meetings that are to be held each fiscal year. Board Members discussed dates to ensure that all ten (10) meeting dates will be fulfilled for the 2023-2024 term year.

Marketing Bid Packets have been received for the rebranding and strategic goals of LCSDNB. Board Members requested that Marketing Bid information be distributed and discussed over a series of two meetings in the month of June. Dates were set for these meetings and will be open to the public.

#### ITEMS FOR BOARD DECISION

##### Decision Memorandum 23-24: Vehicle Auction Update

The Financial Director reviewed the results of the latest vehicle auction bids. The BOD discussed accepting the approval of a bid received. Peter Littlefield motioned to approve the Decision Memorandum. Bud Marchant seconded the motion to approve. The motion was passed by a vote of 5-0.

##### Decision Memorandum 24-24: SC DOT Title VI Compliance Plan

The Associate Director presented the Title VI Program, Public Participation, and Limited English Proficiency plans to be submitted to SC DOT for a transportation/vehicle grant requirement. Peter Littlefield motioned to approve the Decision Memorandum. Joyce Rambo seconded the motion to approve. The motion passed by a vote of 5-0.

Decision Memorandum 25-24: Quarterly Financials

The Finance Director presented the January-March 2024 Quarterly Financials. Joyce Rambo motioned to approve the Decision Memorandum. Peter Littlefield seconded the motion to approve. The motion passed by a vote of 5-0.

ADJOURNMENT

As there was no further business, Peter Littlefield motioned to adjourn the May 13, 2024 Board Meeting of the Laurens County Disabilities and Special Needs Board. Bud Marchant seconded the motion. The motion passed by a vote of 5-0. The meeting was adjourned.

nicole timin

