

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS
1804 OLD SHELL ROAD
PORT ROYAL, SC 29935

September 15, 2009

MEMBERS PRESENT: Jonathan Brown, Grace Dennis, Beverly Smith-Dore, Margaret Gatch, Jim Mathews, Nancy Pinkerton, Ann Wirz, and Gardenia Simmons-White

MEMBERS ABSENT: Helene Gruber, Carol Myers, Elizabeth Santagati and Morris Campbell (Ex-Officio)

STAFF PRESENT: Mitzi Wagner, Erin Womack and Joe Anne King

GUESTS PRESENT: No guests present

I. CALL TO ORDER – Ann Wirz, Vice-Chair

The meeting was called to order at 4:10 p.m.

II. WELCOMING GUESTS

There were no guests present.

III. MINUTES OF THE JULY 21, 2009 BOARD MEETING

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY NANCY PINKERTON TO APPROVE THE JULY 21, 2009 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE SEPTEMBER 15, 2009 AGENDA

Ms. Wirz said there are two additions to the agenda as follows:

- Committee Assignments and chairperson of the committee added under the Chairman's report.
- Budget cuts to be added under the Executive Directors report

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY MARGARET ANN GATCH TO ADOPT THE SEPTEMBER 15, 2009 AGENDA AS AMENDED. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, Ann Wirz, Vice-Chair

Ms. Wirz said Ms. Dore is not present to give the Retreat Committee report and Ms. Santagati is not present to outline the committees and their chairpersons. Ms. Wirz said we would continue with the agenda items.

Ms. Wagner said DSN has training on the third Tuesday of each month. She said it may be necessary to find a location off premises on the days the board is to meet in Beaufort. The day program area did not prove to be a good location due to the noise and sensitivity of the microphone.

Several locations were brought to the table. Ms. Pinkerton suggested the Palmetto Electric building in Hardeeville where last years retreat was held. Also, the Beaufort Jasper Water and Sewage Authority's conference room on Highway 170. Ms. Wagner said we would continue to meet at PEP as scheduled and on the days there is not space available in the DSN building, we would check on the availability of the conference room at BJWSA or Palmetto Electric.

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY NANCY PINKERTON TO APPROVE THE LOCATION CHANGE WHEN NECESSARY. PASSED UNANAMIOUSLY.

VI. EXECUTIVE DIRECTOR'S REPORT – Mitzi Wagner

Ms Wagner introduced Erin Womack, Family Support Director. Ms. Wagner said Ms. Womack would give an overview of Summer Camp and Service Coordination.

Ms. Womack said she has six service coordinators who are currently in the process of getting consumers enrolled in the Community Supports Waiver, which is a new Federal Medicaid pot of money. The Waiver is also tied into the Day Program with five curriculums that consumers can decide the programs they want to attend. She said Service Coordinators are not hands on, however they complete all of the paperwork and what and where consumers need to be. This Waiver has a funding cap of \$10,986 dollars that the current MR/RD waiver does not have. She said with no caps there were some that abused it. Ms. Womack gave a brief overview of the new program, said it was exciting and looking forward to getting consumers enrolled and the program underway. She took questions from the group.

Ms. Womack thanked those that attended the Open House for Camp Treasure Chest. She said we received a lot of community support and support from the ABLE Foundation with the sale of the ornaments and the golf tournament. She said we also received money from a grant written by Mr. Bill Love from the "The Women of Philanthropy". Local restaurants provided lunches, Bi-Lo provided several cases of water and there were many volunteers. Ms Womack said we were able to provide camp for 15 individuals and camp was very successful. All of the campers had a wonderful time. Martha Griffin was camp coordinator again this year and planned great activities. Ms. Wagner said there were some funds left over which will be put aside for next year's campers. She said selling this year's ornaments and other grants and projects throughout the year we hope to be able to expand the camp next year.

Ms. Wagner said for the past several years there have been numerous problems with the kitchen at Port Royal Community Residence and there was never enough money in the budget to remodel or fix things. This year we asked Kitchen and Bath Designs to give us an estimate that was way more money than we had in the budget. Our budget would only buy the cabinets. The gentleman from Kitchen and Bath Designs felt it was something that was desperately needed and called in the sub-contractors he uses and was able to get electrical, plumbing, counter tops, back splash, dry walls, labor to have the entire kitchen redone free of charge. Our only cost was the purchase of the cabinets. She said about the time one contactor finished up and walked out another one came in. They have done an absolutely beautiful job. Everything was done but the floors. Beaufort County was helping with the work and was able to find a place that had the same tile as the rest of the building and retiled the floors. She said all of this took place because of one person who saw the need and

was able to do something about it. She thanked all those involved and those who attended the Beaufort County Awards ceremony when the awards were given to those who contributed to the remodeling. She also thanked those who attended the Legislative Forum. She said it was beautiful. Ms. Santagati, Helene Gruber, Beverly Dore and Jim Mathews all talked about concerns and made a good impression as Rep. Shannon Erickson wants to meet and talk with the group about the needs and concerns. Mr. Mathews said he spoke with her, however could not answer all of her questions and said he would have Ms. Wagner contact her. Ms. Wagner said if a time could be scheduled she would sit down with the group and Rep. Erickson. Ms. Dennis said she would contact Ms. Erickson and schedule a meeting.

Ms. Wagner said we schedule a "New Hire Breakfast" every six months to meet with all of our newly hired staff to let them know we are happy they are here and hope they will stay. Management staff supplies the food. She asked board members if they might be interested in attending. If so, please let us know and we will send you an invitation before the next breakfast which should be in March.

Ms. Wagner said we have two different organizations. The Advisory Board and the ABLE Foundation, each one with different purposes. The foundation was grown out of the Advisory Board because there is a need to have a not-for-profit organization that could do things that the Advisory Board can not, like accept gifts, do fund raising and can hold money. She said a lot of work has been put into the foundation. Jim and Ellen Mathews have worked very hard. Grace Dennis and Nancy Pinkerton have attended every foundation meeting and Ann Wirz has attended the last several meetings. She said in reality, the foundation has not been successful. We can't get enough members and it is not growing. She said the chairman, Bob Semmler resigned, and Mario resigned so we are back to ABLE functioning with Ms. Pinkerton, Ms. Dennis, Ms. Wirz, Sam Murray and some of our staff. At the last meeting the foundation agreed that we should focus on certain kinds of people, come up with a name, send them a letter specifically for them and invite them to be part of the foundation and then follow up with a phone call. She also suggested combining the retreat. Schedule it as an Advisory Board/Foundation Retreat; get an outside facilitator to help look at where the Advisory Board and the Foundation wants to go and how that relationship needs to be. The foundation members feel we need someone with knowledge in finance and could reach out to the financial community; an attorney on board to advise on legal matters, a physician, a person in the business community, a clergy person that could reach out to that community, someone from the school district and the military. We also need diversity. Several names were suggested for the different areas of expertise and board members will follow up on the suggestions. Mr. Mathews suggested contacting some of the department's vendors.

Ms. Wagner said the new ornament has arrived and has ordered the cards and envelopes to go with them. She said we have several possibilities to sell the ornaments and asked for help from board members. The 2009 ornament is a shrimp boat named ABLE. She said the Friends of Hunting Island have allowed us to sell the remaining lighthouse ornaments at the play on October 17th. We can set up a table and sell ornaments before and after the Lighthouse play. We need volunteers to be there from 6:00 p.m. until 9:00 p.m. to set up a table. We should be able to sell the shrimp boat ornaments also. Ms. Dore suggested setting up a booth at the Heritage Days at Penn Center on November 14th. from 10:00 a.m. until 5:00 p.m. Ms. Wagner said the Beaufort Shrimp Festival is also a possibility on Saturday, October 3rd from 11:00 a.m. until 5:00 p.m. Ms. Wagner said Port

Royal has a festival in October and she has a contact number to call. She said we were also very successful setting up displays in local businesses last year.

Ms. Wagner said, in general, there is a statewide budget cut of 5%. Some of that 5% translates for this board as follows:

- Those on the MR/RD Waiver who move away or die the slot will not be filled.
- Those who come out of the day program, the slot will not be filled.
- Those who move out of residential, that slot will not be replaced.

Ms. Wagner said there is a 1% cut for Day Program and Residential. Ms. Wagner distributed a spreadsheet detailing the 1% cut in all of the funds. She said the bottom line is approximately \$40,000 in operational costs that will have to be cut. She said there are also cuts in Respite and Family Support; however those are taken out of operational. If we don't have the money, we don't spend it. She mentioned that of that \$40,000, \$10,000 will come out of administration, and cutting out advertising, printing, repairs to the building, professional services, books and subscriptions, minor office and some of grounds maintenance. From the day program we are cutting \$10,000. Items cut from day program are \$2,000 from medical and dental. Also cuts from meetings and conferences, audio/visual supplies, minor office supplies, printing, recreation and some internal jobs within this building. From Port Royal Community Residence we are cutting \$7,565 out of professional services, cleaning, grounds maintenance, books and subscriptions, meetings and conferences, recreation supplies, blankets, linens, audio/visual and minor office. She said we are not cutting items that affect consumers as much as possible. All five of the CTH II homes have \$2,500 each cut.

Ms. Wagner said by the next meeting she would have a spreadsheet outlining the operational budget.

Mr. Brown mentioned that he had several other commitments; however, would be interested in become a member of the ABLE Foundation and inquired about the meeting dates and times.

VII. FOUNDATION REPORT – Grace Dennis

Ms. Dennis said she was not at the last foundation meeting and Ms. Pinkerton had nothing to add to Ms. Wagner's report.

VIII. COMMITTEE REPORTS

~Personnel Committee, New Chairperson and committee members to be announced

- Nothing to report

~Policy/Directives Committee, New Chairperson and committee members to be announced.

- No new directives presented for review.

~Public Relations Committee, New Chairperson and committee members to be announced

- Nothing to report

~Legislative Committee, Beverly Dore, Chair

- Ms. Dore said Ms. Ericson was interested in meeting with board members to discuss needs and concerns and suggested that we invite her to the next new hire breakfast.

- Retreat Committee, Beverly Dore, Chair
Ms. Dore said the Retreat Committee had not met and asked that a meeting be scheduled. The Retreat Committee members are: Helene Gruber, Nancy Pinkerton, Gardenia Simmons-White and Beverly Dore. Suggested dates for a meeting are September 23rd or September 30th. An email will be sent out to members to respond with a time and date convenient for all.

IX. PUBLIC COMMENT

The next Board Meeting will be held on October 20, 2009 at 4:00 p.m. at a PEP location on Hilton Head.

XI. ADJOURNMENT

MOTION WAS MADE BY JIM MATHEWSAND SECONDED BY GRACE DENNIS TO ADJOURN THE SEPTEMBER 15, 2009 MEETING. PASSED UNANIMOUSLY

The meeting was adjourned at 5:30 p.m.

Elizabeth Santagati, Chair

Date

Beverly Smith-Dore, Secretary

Date