

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

February 16, 2010

MEMBERS PRESENT: Grace Dennis, Margaret Gatch, Jim Mathews Nancy Pinkerton, Elizabeth Santagati Ann Wirz, and Gardenia Simmons-White and Morris Campbell (Ex-Officio)

MEMBERS ABSENT: Jonathan Brown, Beverly Smith-Dore, Helene Gruber and Carol Myers

STAFF PRESENT: Mitzi Wagner, Vera Fields and Joe Anne King

GUESTS PRESENT: No guests present

I. CALL TO ORDER – Elizabeth Santagati, Chair

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

II. WELCOMING GUESTS

Ms. Santagati welcomed Vera Fields, Registered Nurse.

III. MINUTES OF THE JANUARY 19, 2010 BOARD MEETING

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY GRACE DENNIS TO APPROVE THE JANUARY 19, 2010 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE February 16, 2010 AGENDA

Ms. Santagati welcomed Mr. Campbell and said he would make his report first as he could only stay for thirty minutes.

Mr. Campbell thanked board members for all they are doing to support services and operations of the department in meeting the needs of our people. He said lots of good things are happening and we are fortunate to have the support of county council and funding from the state level. He said the ABLE foundation is another source of funding for our programs He said he had been by the new facility site several times and is as excited as staff is to finally get things started and is something we can all be proud of. He reminded board members that he has an open door policy and encouraged members to make him aware of things he needs to know about and would respond as quickly as possible. He said the budget process has begun and should be in to finance by March 5<sup>th</sup>. And said it would be a tough year.

Ms. Santagati said she received a letter from the Beaufort County Administrator, Gary Kubic, and a copy of the 2010 county calendar for each board member. She read the letter thanking board members for their support for the DSN programs. A copy will be attached to the minutes of this meeting.

MOTION WAS MADE BY GARDENIA SIMMONS WHITE AND SECONDED BY ANN WIRZ TO ADOPT THE FEBRUARY 16, 2010 AGENDA AS AMENDED. PASSED UNANIMOUSLY.

V. CHAIRMAN’S REPORT, Elizabeth Santagati, Chair

Ms. Santagati said March is Disabilities Awareness Month and asked for volunteers to pick up the 2010 proclamations. Volunteers are as follows:

City of Beaufort	March 23 <sup>rd</sup> at 6:00 p.m.	Grace Dennis
Town of Bluffton	March 16 <sup>th</sup> at 6:00 p.m.	Nancy Pinkerton
Town of Port Royal	March 10 <sup>th</sup> at 6:30 p.m.	Margaret Ann Gatch, Ann Wirz and Mikel Swinton
Hilton Head Town Council	March 16 <sup>th</sup> at 4:00 p.m.	Helene Gruber with Harold Watson
Beaufort County Council	March 15 <sup>th</sup> at 4:00 p.m.	Liz Santagati, Gardenia Simmons White and Jim Mathews

VI. EXECUTIVE DIRECTOR’S REPORT – Mitzi Wagner

Ms. Wagner introduced Vera Fields, Registered Nurse. Ms. Wagner said Ms. Fields has been with the department since June 2008. She mentioned that this is one position that has truly made a difference. She has offered support to our direct care staff and all consumers we serve. She helps us do training for staff who are comfortable with her because of her personality. She is always available to them 24 hours a day. Ms. Wagner said we are very fortunate to have her and she is a true asset to our department.

Ms. Fields thanked board members for the opportunity to speak to them today. She said some of the things she does is to train staff on medication administration, a two day class plus observation on passing medications and schedules a recertification class every month. She also checks each house monthly to ensure everything is going alright with the medications and records any errors. She said we have very few med errors, mostly documentation errors. She also follow-ups with consumers that have been hospitalized or have had a visit to the doctor. She also maintains a monthly TB/Hep. B clinic for staff and is part of a review team that monitors behavioral problems or medical problems. She said she is available for issues in the day program as her office is in that immediate area. She also teaches the CPR/First Aid classes for staff. She said she enjoys her job working with staff and consumers.

Ms. Wagner passed out several packets of information. She said the first is a one page sheet that is a summary of the five-year budget. In general it goes up each year. She said there is a major jump between 2010 and 2011 due to moving into the new building. She said even though the new building will be more efficient we have no idea of the actual cost. The next page reflects cuts from the state. She said effective July 1 there will be another 15% cut in the revenue from SCDDSN. With those cuts the money from Beaufort County goes up drastically. The next packet was recommendations from the directors on Budget Reduction Suggestions/Ideas on what they thought would be most appropriate for the 15% cut and what they thought would be most inappropriate. This packet reflected some of the brainstorming throughout the state. She went through several of the items with explanations of the ratings.

She thanked Ms. Wirz for attending the presentation for the County Council Community Services meeting. She said the committee members were extremely receptive, very compassionate and supportive of what we do. We are so fortunate to have that kind of support and it makes me glad I am in this job and I am glad I live here to do it. Ms. Wagner reviewed several topics given in the presentation and gave explanations on the programs and services listed in the handout.

Ms. Wagner said the three priorities for 2011 as presented to the committee and to County Council are as follows:

- Completing the new Administration/Day Program Building knowing that there will be increased costs, moving expenses and furniture needs.
- Replacing Broad River CTH home because of extensive repairs needed to the existing home
- Increasing the number of vehicles due to increased staffing and vehicle usage north and south of the Broad River.

Ms. Wagner said some of the challenges for the next five years are to find more creative ways to serve people. Work to serve those we are currently serving while we maintain the quality of services. Meet the needs of the aging population and aging caregivers that means more services and to find a way to provide residential services on Hilton Head and Bluffton.

Ms. Wagner said in the new budget she has asked for several new positions as follows:

- One additional Administration Tech to cover Service Coordination and Early Intervention
- 2.5 positions for Port Royal Community Residence to cover when staff is out for various reasons to help prevent the high rate of overtime costs to keep adequate coverage.
- Adding an additional staff for the CTH homes to cut down on overtime.
- Increasing the SLP Coordinator position back to full time degreed position.

Ms. Wagner mentioned that Beaufort County has a new format for performance evaluations. She said DSN was one of the very few departments who consistently kept up with completing evaluations. She said a day long supervisory training is scheduled in March that will also bring in training on the new evaluation form. The training will also cover how to support employees and how to coach and communicate with employees.

Ms. Wagner thanked Ms. Santagati, Ms. Gatch, Ms. Dore, Mr. Brown, Ms. Wirz and Mr. Mathews for their participation in the meeting with Rep. Shannon Erickson. She said she felt it went very well. Ms. Santagati said we should be thanking Ms. Wagner. Ms. Santagati said the meeting went well and felt that Ms. Erickson would look into the issues presented and get back with us. She said it may not make any changes but they will have the information and having her on our side and support would make a difference.

## VII. FOUNDATION REPORT – Grace Dennis

Ms. Dennis several board members attended the retreat. She said she was very impressed with Ms. Cruz. Several good suggestions were made for fundraisers and committees formed. Ms. Dennis said she was not present at the last ABLE meeting. Ms. Wirz said there were several candidates for membership in the foundation at the last meeting.

### VIII. COMMITTEE REPORTS

~Personnel Committee, Jonathan Brown, Chair

- Nothing to report

~Policy/Directives Committee, Gardenia Simmons-White, Chair

- No directives presented for review.

~Public Relations Committee, Ann Wirz, Chair

- Ms. Wirz said invitations were sent to all of the Human Rights Committee members, the ABLE Foundation members and DSN Advisory Board members for the planned “Get Acquainted” social on Friday, February 19 from 6:00 p.m. until 7:30 p.m. As of today the response is as follows:

~DSN: 11 members (7 RSVP)

~ABLE: 17 members of which 6 are DSN Advisory Board members (2 RSVP)

~HRC: 14 members (1 RSVP?)

With the lack of response the social was cancelled. She said we need to meet with the Human Rights Committee members and maybe plan a brunch. Liz Santagati and Ann Wirz suggested attending the Human Rights Committee meeting. Ms. Wagner said the Human Rights Committee will meet next Wednesday (February 24, 2010) at 12:00 noon.

~Legislative Committee, Beverly Dore, Chair

- Nothing to report – Ms. Dore was absent

Ms. Santagati reminded board members that a board decision can only be changed by the board. Board members individually do not make changes for the board nor can staff make changes for the board. Even as chair, I would not make a decision without board members input.

MOTION WAS MADE BY ANN WIRZ AND SECONDED BY NANCY PINKERTON TO CANCEL THE SOCIAL PLANNED FOR FEBRUARY 19, 2010 FOR THE ABLE FOUNDATION, ADVISORY BOARD AND HUMAN RIGHTS COMMITTEE TO GET ACQUAINTED. PASSED UNANIMOUSLY

### IX. PUBLIC COMMENT

Beaufort County is sending out invitations for the groundbreaking ceremonies for the new facility scheduled for February 24<sup>th</sup> at 9:00 a.m. All board members should receive an invitation.

Ms. Santagati requested the Orientation Manual for the Advisory Board be updated.

### XI. ADJOURNMENT

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY ANN WIRZ TO ADJOURN THE FEBRUARY 16, 2010 MEETING. PASSED UNANIMOUSLY.

The meeting was adjourned at 5:40 p.m.

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Elizabeth Santagati, Chair

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Date

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Beverly Smith-Dore, Secretary

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Date

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