

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS
Hilton Head Public Service District
21 Oak Park Drive
Hilton Head Island, SC 29926
April 20, 2010

4:00 P. M.

MEMBERS PRESENT: Grace Dennis, Margaret Gatch, Jonathan W. Brown, Beverly Smith-Dore, Jim Mathews, Carol Myers, Nancy Pinkerton, Elizabeth Santagati, Gardenia Simmons-White, and Morris Campbell (Ex-Officio)

MEMBERS ABSENT: Helene Gruber and Ann Wirz

STAFF PRESENT: Mitzi Wagner, Beth Odom, Brenda Grossberg and Joe Anne King

GUESTS PRESENT: No guests present

I. CALL TO ORDER – Elizabeth Santagati, Chair

The meeting was called to order at 4:00 p.m.

II. WELCOMING GUESTS

Ms. Santagati welcomed Beth Odom, Early Intervention Supervisor, and Brenda Grossberg, Early Interventionist.

III. MINUTES OF THE MARCH 16, 2010 BOARD MEETING

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY MARGARET ANN GATCH TO APPROVE THE MARCH 16, 2010 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

Mr. Brown stated he had a correction. A statement on page two, paragraph three indicated he said “we should all be ambassadors in our community”. He stated he did not say that. The sentence has been removed from the minutes filed for record. Ms. Wagner clarified the question asked in the last paragraph on page five indicating her hopes would be that Mr. Campbell would certainly ask for input from board members on her evaluation. Mr. Campbell completes and signs the evaluation of the executive director.

Ms. Santagati said the minutes did not reflect all the responses made by board members in paragraph three, second page. Ms. Wagner mentioned that our microphone is very sensitive and picks up everything, especially in our conference room with the air conditioner noise, the ice machine and other people in the room speaking at the same time. Also, some members talk very softly and it is very difficult to distinguish what is being said. Ms. Myers said if we talk loud enough to be heard and respect the person who is speaking by not talking at the same time, possibly all comments could be quoted. Ms. Wagner said we have looked for a better microphone, however have been unable to find one adaptable to our recorder. Ms. Santagati indicated the minutes serves as the backbone of any organization and those are like the bible of the organization, tells you where you’ve been and what you’ve done so they need to be very accurate.

MOTION WAS MADE BY LIZ SANTAGATI TO ACCEPT THE MINUTES WITH THE CHANGES AS NOTED. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE APRIL 20, 2010 AGENDA

MOTION WAS MADE BY GARDENIA SIMMONS-WHITE AND SECONDED BY NANCY PINKERTON TO ADOPT THE APRIL 20, 2010 AGENDA AS WRITTEN. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, - Elizabeth Santagati, Chair

Ms. Santagati said she talked about looking at our Bylaws, seeing where we are and making sure that we are doing what we need to do as this board. She said, "Some folks feel that we are doing what we need to do and some folks who realized that it helps to look back sometimes and see that we are doing what we are suppose to be doing. Ms. Wagner presented a copy of the most recent updated Bylaws and the county templates for what our organization is supposed to do. Ms Wagner stated that as we look at our Bylaws, we should also look at the county's Articles for Boards and Commissions where they lay out the responsibilities of the board. Then from the responsibilities made out by the county, individual boards go back and come up with Bylaws and what we need to do. Ms Santagati said maybe it has been done but it has not been done since she has been a member of the board and we need to look at where the county is and what we're doing and making sure that it matches and also to look at our Bylaws and make sure that we are doing what our Bylaws say that we're doing." Ms Santagati said "as she has read over the Bylaws she has seen some stuff that we are really not doing so this shouldn't be something where she has changes, it should be how we go from here to beyond to create the kind of board that we want and do the things that we need to do in order to represent the individuals in Beaufort County with disabilities and special needs."

Ms Santagati asked if anyone had a chance to go over the Bylaws and asked for suggestions and does everyone think we are doing what we are suppose to do? Ms. Simmons-White said her committee compared the DSN Bylaws with the County Template; however, the latest revision documented was in 2003. Ms. Simmons-White will look through her records and provide us with the latest she has in her manual.

Question was raised as to the official classification of this board, whether it should be Beaufort County Board of Disabilities and Special Needs or officially changed to Beaufort County Advisory Board of Disabilities and Special Needs. Ms. Wagner said all State Boards are run by a governing board. Beaufort DSN is the exception as we are part of county government, therefore are governed by Beaufort County Council and are classified as an Advisory Board. Ms. Simmons-White said, as a board, we do not make policy. Ms. Santagati said "although we call ourselves an advisory board, usually it is set up as an administrative board and administrative means it doesn't require us raising funds because the funds are already made and we have no employees, but as a board to look at the various policies and stuff and that's what we're suppose to be doing. Policies and the administrative part providing advice or assistance to BCDSN staff and to look at policies, whether they are the state policies or local policies that relate to this board and the people that we serve. She said that is her understanding." Ms. Santagati said the mission of the board has not been updated since her appointment to the board. Ms. Myers said she reviewed the Mission Statement and feels it states what we do and sounds like everything we have been talking about.

Mr. Mathews said he would like more time to review the information and would like to table this review for a couple of months. He suggested the review be tabled for at least two meetings.

Ms. Wagner asked if it would be helpful to ask Ladson Howell to come to the next meeting and talk about what the county's expectations are and ask his advice. It was agreed that Mr. Howells' presentation would be beneficial. Ms. Wagner will follow-up with Mr. Howell. Ms. Wagner asked if there is a conflict with Mr. Howell's schedule, could she get some available dates and have a special call meeting. Ms. Pinkerton said that would give us more time to spend on just that and not think of other things on the agenda.

MOTION WAS MADE BY JIM MATHEWS AND SECONDED BY JONATHAN BROWN TO TABLE THE REVIEW OF THE CURRENT BYLAWS UNTIL THE JUNE MEETING TO ALLOW BOARD MEMBERS TO REVIEW THE CURRENT BYLAWS AND BOARD MANUAL. PASSED UNANIMOUSLY.

VI. EXECUTIVE DIRECTOR'S REPORT – Mitzi Wagner

Ms. Wagner introduced Beth Odom, Early Intervention Supervisor, and Brenda Grossberg, Early Interventionist. Brenda is one of our new early intervention coordinators and would like to present some things she is seeing as a brand new early interventionist in her world right now.

Ms. Odom thanked board members for allowing her program to speak. She said the last time she was here she talked about some of the challenges that we have in early intervention. Among those were the staffing situation, having more children that we had staff to adequately serve with the quality that we wanted to and had one office in Hilton Head and trying to establish a satellite office in the Bluffton area because a large part of our EI's travel to Bluffton from Port Royal on a daily basis. Happily Brenda is a solution to both of those issues. Brenda has been with us since January of this year and brings wonderful experience with background experience working with families with children and had the opportunity to begin to learn some of our procedures and meet some of our families.

Ms. Grossberg said she began her new job in January and got her first caseload the beginning part of February, all of them in the Bluffton area. She said driving to Port Royal and back to Bluffton daily was very chaotic and day to day stressful. She thanked Ms. Wagner for finding this little satellite office; it so wonderful and has made such a difference for myself as well as the other EI based in Bluffton. She said the job can be stressful but there are many rewards in the job working with families and making a difference in the children. You start working with a child and the child does not even speak to you and then after a few visits they start pulling on your bag and you tell them they have to tell you what it is. She said it makes your eyes tear up because they were not saying any words before and now they are really beginning to speak and that's what really makes a difference. Ms. Grossberg thanked board members for allowing her to make her presentation today.

Ms. Wagner distributed copies of the latest Consumer Survey. A copy of the survey will be attached to the minutes and will be mailed to board members not present today. She said it is very positive and the overall satisfaction has improved so much. She said staff has done a wonderful job. She congratulated Ms. Schroeder for pulling this report together for her each year. She added a graph this year that shows how each program has progressed. Ms. Schroeder is retiring on April 30, 2010. Ms. Wagner said we hired a new QA Coordinator; Mary "Webby" Dyches, who will begin on Monday, April 26th. She has been meeting with Ms. Schroeder this week. Ms. Schroeder has asked not to have

a retirement party and asked those who could to donate to ABLE foundation for Camp Treasure Chest. Ms. Wagner said we are taking her to lunch at Ruby Tuesdays on Monday, April 26th and at 3:00 p.m. will have an employee get together with cake so staff that was not able to go to lunch can participate. Ms. Wagner invited board members to attend either or both functions. She said Ms. Schroeder has done a wonderful job and laid a good foundation for someone else to come in with the kinds of reviews she has done. She excels with all staff and program directors to help them reach that next level. We owe her a debt of gratitude. Ms. Schroeder is our "HIPAA" queen and loves all pictures of a hippopotamus. Ms. Wagner said she found a picture of a hippopotamus on the internet and had it blown up to poster size for all staff to sign then have it framed and give it to her at 3:00 p.m. with the cake and sodas.

Ms. Wagner said we expect to get some information this afternoon on the budget from Dr. Buscemi. Any information received will be forward on to board members.

Ms. Wagner said the new property doesn't show much activity. There are no walls or roof on yet; however the project manager says it is moving along just fine. March of 2011 is the expected date of completion. She said one of the goals of the department is to have some community and board involvement with the building and will probably start monthly meetings in three or four months. The meetings will give us an opportunity to participate in some of the decisions and get updates on the building. She said at this point we are not far enough along to do that. She said we would be asking for volunteers and maybe divide the groups as to their interest in the different programs.

Ms. Wagner said we are beginning our hurricane planning. Our first meeting is tomorrow. She said we did a lot of work last year so it will be much easier this year. We just need to update some information on staff that will evacuate with consumers and the vehicles we will use. She said she has talked with Burton Center and the Calhoun Board of Disabilities and Special Needs. Both are agreeing to contract with us to evacuate there if needed. I need to put the number of consumers and staff that will evacuate in the contract. I won't have that information until we get our process completed.

VII. FOUNDATION REPORT – Grace Dennis

Ms. Dennis said there was not a quorum present so we were not able to conduct official business. The get together brunch with the Advisory Board, Human Rights Committee and ABLE Foundation members was very successful. She said they talked about some possible fund raising activities. Allison Burch and her father were very interested and anxious to work. She said we also did an informal vote to help fund the Cinderella Fella Ball. We asked that ABLE contribute at a higher rate this year because the ball has encountered problems finding a location to have their prom cost free. ABLE Foundation voted to give them \$1000.00 to make sure the prom is going ahead. Ms. Pinkerton said part of the reason for ABLE donating more this year is because we have so many of our own consumers going. This is a way to help our consumers go. There is never a charge for consumers to attend.

VIII. POLICY/DIRECTIVES COMMITTEE - Gardenia Simmons-White, Chair

Ms. Simmons-White said she has reviewed the policies listed below and entertained a motion to adopt the policies as written.

100-01-DD	Electronic Communications Systems (Revised)
100-06-DD	Contacts with Agency Heads of other State Departments, Constitutional Offices, and Certain State Government Executives (Revised)
101-02-DD	Preventing and Responding to Suicidal Behavior (Revised)
104-01-DD	SCDDSN Certification & Licensure of Residential & Day Facilities (Revised)
167-01-DD	Appeal Procedures for Facilities Licensed or Certified by SCDDSN (Revised)
300-05-DD	Administrative Directive Community Residence Maintenance Management Contact Requirements (No Revisions)
367-12-DD	Computer Data Security (New)
502-05-DD	DDSN Waiting Lists
535-10-DD	National Voter Registration Act (Motor Voter) (No Revisions)
535-02 DD	Human Rights Committee (Revised)
535-11-DD	Appeal and Reconsideration Policy and Procedures (Revised)
700-02-DD	Compliance with Title VI of the Civil Rights Act of 1964, American's with Disabilities Act of 1990, Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973 and Establishment of a Complaint Process (No Revision)
700-04-DD	Levels of Service Coordination (Revised)
700-05-DD	Pilot Services or Programs (New)

Behavior Support Standards – Effective December 1, 2009
SCDDSN Service Coordination Manual (Updated 1/1/2010)

MOTION WAS MADE BY GARDENIA SIMMONS-WHITE AND SECONDED BY NANCY PINKERTON TO ADOPT THE POLICIES/DIRECTIVES AS LISTED. PASSED UNANIMOUSLY.

IX. COMMITTEE REPORTS

~Personnel Committee, Jonathan Brown, Chair

- Nothing to report

~Public Relations Committee, Beverly Smith-Dore

- Ms. Dore said twenty-one persons representing the Human Rights Committee, the ABLE Foundation Board and the Disabilities and Special Needs Advisory Board attended the brunch on Saturday, April 10th. She presented a written report of the committee meeting to board members and a copy will be mailed to those not present today. A copy will be attached to the minutes.

~Legislative Committee – Beverly Smith-Dore, Chair

- Ms. Dore said the Legislative Committee met to review the tentative goals that were discussed during the meeting with Representative Shannon Erickson. All board members received a copy of the goals and a copy will be attached to the minutes. A copy will also be mailed to those not present today. Ms. Dore suggested that we continue to meet if just for an informal chat to maintain the relationship. She suggested that we continue to attend the meetings. Ms. Dore said the tour planned by the Legislative Committee would be for each board member to take a member of the Legislative Delegation, Beaufort County Council Member or community leader on a tour of the CTH II homes, the Port Royal Community Residence and/or the Administrative Building and distributed a sign up sheet. Ms. Pinkerton reminded board members that Ms. Wagner was planning a tour to all of our facilities. Ms. Wagner said the idea for the tour came from one of our staff at new hire orientation who mentioned that they have never been to all of the homes. Ms. Wagner said Rickey Green, CRCF Administrator and Cherie Patterson, CTH II Coordinator put together a tour planned for March 10th at 9:00 a.m. Ms. Wagner encouraged those who have not

visited all of our homes to call and sign up. An email will be sent with dates and times and if interested please call the main office at 255-6300

IX. PUBLIC COMMENT

Mr. Campbell said Ms. Wagner has covered all of the items on the agenda. He said he would like to thank board members for what they are doing as a board. He said according to the minutes of the last meeting, board members are becoming frustrated or concerned on what the role of the board is. He said often times we find ourselves stepping over each other and becoming ineffective but in those areas where you know you can move forward and help the consumers we are working with be it in politics, resources and becoming educated people about the needs of this department or the needs of people we serve; that's very important. We do not expect you to do the day to day responsibilities. Ms. Wagner, her staff, me and county council will be able to take care of the day to day operations. If there is a challenge the board has and feels that we need to respond and assist you in your role or function as a board, we would be happy to do that. Ms. Wagner mentioned that she is asking Mr. Howell to attend the next meeting or set up a meeting with board members to review the responsibilities of the board.

Mr. Campbell said we should be alright for the next twelve months. We were cautioned during the administrative briefing that there may be some changes taking place in funding and what we pay for and our ability to hire and maintain a minimum of staff as appropriate. County council said we should not expect a tax increase this year, however a small increase for debt to purchase critical land to build new facilities. He said he appreciates the board advocating for the programs and the advice given. He said he may not be able to attend all of the board meetings and committee meetings but if needed he would try his best to respond.

Ms. Wagner said there are major problems with the Broad River CTH. Currently the HVAC is totally shut down. She said we are looking for a replacement home, specifically a single level four bedroom home that is on the sewer system instead of a septic tank. We located a three bedroom home on Lady's Island close to the homes on Chloe and Peyton Way. She said County Facilities Department will look at the home and our plans to make it a four bedroom, ADA approved home and tell us how much more it would cost to make that happen. Mr. Campbell said when that time comes the board can advocate for us to come up with the additional funds to make the improvements. Ms. Wagner also mentioned that all the galvanized pipes at Ivy Lane have rusted and at some point we will have to replace the whole plumbing system. She said it is also an older home but in a safer environment than the home at Broad River.

X. ADJOURNMENT

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY CAROL MYERS TO ADJOURN THE APRIL 20, 2010 MEETING. PASSED UNANIMOUSLY

The meeting was adjourned at 5:45 p.m.

Elizabeth Santagati, Chair

Date

Beverly Smith-Dore Secretary

Date

Attachments (3) on file
Consumer Review Survey
Public Relations Committee Report
Goals of the Legislative Committee

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