

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

September 21, 2010

MEMBERS PRESENT: Jonathan Brown, Grace Dennis, Algredda Ford, Margaret Gatch, Helene Gruber Jim Mathews, Nancy Pinkerton, Elizabeth Santagati and Gardenia Simmons-White and Ann Wirz

MEMBERS ABSENT: Beverly Smith-Dore and Morris Campbell (Ex-Officio)

STAFF PRESENT: Mitzi Wagner, Webby Dyches, Gary Stowe and Joe Anne King

GUESTS PRESENT: No Guests present

I. CALL TO ORDER – Elizabeth Santagati, Chair

The meeting was called to order at 4:03 p.m.

II. WELCOMING GUESTS

Ms. Santagati welcomed Ms. Dyches, Mr. Stowe and Algredda Ford, newly appointed DSN Board Member replacing Carol Myers.

Ms. Dyches introduced herself and thanked board members for the opportunity to speak at the meeting today. She said she worked in the school system for 33 years as a school psychologist and retired. She said after a couple of years of retirement decided to return to the workforce, saw an ad in the paper, applied and was accepted with DSN as the Quality Assurance Coordinator. Ms. Wagner said Ms. Dyches has done a beautiful job and her approach to quality assurance is a very positive approach and we are very fortunate to have her.

Ms. Wagner said Ms. Ford is our newest board member. She is replacing Carol Myers and we are pleased to have her with us. Ms. Ford said she recently retired and was previously employed by the New York Department of Corrections as a correctional officer. After retirement she decided to come back home to Beaufort and began working with Marchel's Funeral Home as a funeral assistant

III. MINUTES OF THE JUNE 15, 2010 BOARD MEETING

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY MARGARET ANN GATCH TO APPROVE THE JUNE 15, 2010 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE SEPTEMBER 21, 2010 AGENDA

Ms. Wagner said she would like to add the following items to her report:

- Budget
- PRCR Project
- Statewide Advocacy

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY NANCY PINKERTON TO ADOPT THE SEPTEMBER 21, 2010 AGENDA AS AMENDED. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, Elizabeth Santagati, Chair

Ms. Santagati said she is working on the bylaws with someone in the county and will bring the update to the next meeting.

Ms. Santagati said we need a committee to plan our annual retreat and appointed Ms. Gruber to chair the committee with Ann Wirz and Margaret Gatch to assist. Ms. Gruber suggested, and board members agreed, to have the retreat in November after the elections.

VI. EXECUTIVE DIRECTOR'S REPORT – Mitzi Wagner

Ms. Wagner said Gary Stowe is the Fiscal Operations Manager. He passed out copies of the current year's spreadsheet on the budget and will review and explain the line items and answer any questions in regards to the budget. Mr. Stowe said this spreadsheet represents the total operating budget for the fiscal year beginning July 1, 2010 and was approved by Beaufort County.. He reviewed each line item and answered questions. Ms. Wagner said the county asked us to look into a budget cut of \$180,000 for next year and that would mean additional staff cuts. She said county is looking into "smart decline" which means if someone leaves a position we would look into whether that position is a critical position that would have to be filled. Most of our positions are critical. She said the management team is looking into what positions could be eliminated of needed. She explained some of the funding sources and mentioned that there is a workshop planned for September 29<sup>th</sup> that will cover where our money comes from, how much from the state and how much from the county and how it is spent. The workshop will be in our conference room beginning at 10:00 a.m. She encouraged all those interested to attend. She asked that you give Robin a call so we will know how many to expect.

Ms. Wagner said the Executive Directors across the state is asking parents to form a statewide advocacy group with members from each area of the state. It would not involve a lot of meetings but the individual would gather important information and email others when things are proposed to be cut and would be willing to gather a group of people locally to sit down and talk to legislators about what that proposal would mean. Ms. Dennis volunteered to be the local representative and Mr. Brown asked to be part of the group as a ghost representative. Ms. Wagner said she would submit Ms. Dennis' name as our representative.

Ms. Wagner mentioned that DELMARVA conducted their annual compliance review. She said it was not an awful review but there were some things she planned to file an exception to because of misinformation provided by SCDDSN. She said we have documentation of when we were given that information and we followed it and are now out of compliance. Ms. Wagner said we also had our first internal audit in nine years by SCDDSN, but have not received the results of that audit. That should be available by the next board meeting.

Ms. Wagner said we hired eight county employees to provide Waiver-Respite services and are currently requesting to re-advertise for two more specifically for the Bluffton-Hilton Head area.

Those we hired are in the Beaufort area and it would not be to their advantage to drive to Bluffton or Hilton Head to provide a service for two hours for the amount of money they would receive.

Ms. Wagner said Beaufort County approved the replacement home for Broad River and we are now waiting to close on the home. Projected date is November 11, 2010, however she thought it may be sooner than that. The asking price for the house was \$260,000 and we purchased it for \$230,000 but will have to put out an additional \$75,000 to make it ADA and licensure compliance. It is not in the same sub-division as the others on Lady's Island but is in the same area.

Ms. Wagner said we are moving ahead on the new administration building. They will start putting on the brick next week. She said we are looking at furnishing on the new building and passed around pictures of the furnishings suggested by the architect and the color scheme for the day program training rooms and floor.

Ms. Wagner said video surveillance cameras have installed in the Port Royal Community Residence due to recent injuries to consumers. The cameras would add to the safety and security of our consumers and seems to be our best solution. We also plan to have video surveillance cameras in the day program in our new facility and in the CTH homes where needed.

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

Ms. Simmons-White said the Policy Committee reviewed the directives listed and asked for board approval to adopt the listed directives as written.

- 100-10-DD Consumer Elopement (Revised)
- 100-30-DD Eligibility, Diagnostic Criteria Screening and Intake Processes for Eligibility, And Appeal Procedures (Created from Existing Policy)
- 367-13-DD Electronic Signature Policy (New)
- 505.02-DD Death or Impending Death of Persons Receiving Services from DDSN (Draft)
- 502-04-DD Short Term Admission Services in a Regional Center or Community ICF/MR (Revised)
- 502-05-DD DDSN Waiting List (Revised)
- 535-12-DD Advanced Directives (Revised)
- 567-04-DD Preventing and Responding to Disruptive Behavior and Crisis Situations (Revised)
- 603-13-DD Medication Technician Certification (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 (Revised)
- 732-01-DD Exceptional Service Coordination for Persons with Disabilities and Special Needs in Alternative Residential Placement (Revised)
- 734-01-DD Individual and Family Support Stipend and Respite State Funding (Revised)

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

VIII. COMMITTEE REPORTS

~Personnel Committee, Jonathan Brown, Chair

- Mr. Brown welcomed Ms. Ford to the DSN Board.

~Public Relations Committee, Ann Wirz, Chair

- Ms. Wirz reminded everyone that we needed to plan an informal gathering for the three groups: Human Rights, Advisory Board and ABLE. Ms. Gatch and Ms. Wirz will meet to discuss a time and place and bring it back to the board for approval during the October meeting on the 19<sup>th</sup>.

~Legislative Committee, Beverly Smith-Dore, Chair

- Ms. Dore was not present – No report given.

IX. PUBLIC COMMENT

Ms. Wagner said the ABLE Foundation will be sitting up a booth at the Shrimp Festival on October 1, 2010 and will be selling ornaments, note cards and pottery that the consumers have made. If anyone on the board would like to help please sign up with Robin at the front desk.

The October board meeting will be held at the following location on October 19, 2010 at 4:00 p.m:  
Programs for Exceptional People (PEP)  
10 Oak Park Drive – Box 2  
Hilton Head Island, SC 29926

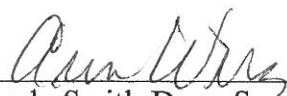
X. ADJOURNMENT

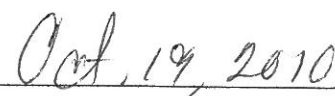
MOTION WAS MADE BY JIM MATHEWS, SR. AND SECONDED BY GARDENIA SIMMONS-WHITE TO ADJOURN THE SEPTEMBER 21, 2010 MEETING. PASSED UNANIMOUSLY.

The meeting was adjourned at 5:30 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