

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS
100 Clear Water Way
Beaufort, SC 29906
February 21, 2012

- MEMBERS PRESENT: Jonathan Brown, Grace Dennis, Algredda Ford, Margaret Gatch, David Green, Nancy Pinkerton and Gardenia Simmons-White
- MEMBERS ABSENT: Helene Gruber, Marion McCoy, Ann Wirz, and Morris Campbell (Ex-Officio)
- STAFF PRESENT: Mitzi Wagner and Joe Anne King
- GUESTS PRESENT: Robert Collar and Gloria Bolino, new members nominated and awaiting appointment.

I. CALL TO ORDER – Jonathan Brown, Vice Chair

The meeting was called to order at 4:15 p.m.

II. WELCOMING GUESTS

Mr. Brown welcomed Ms. Bolino and Mr. Collar

III. MINUTES OF THE JANUARY 17, 2012 BOARD MEETING

MOTION WAS MADE BY DAVID GREEN AND SECONDED BY NANCY PINKERTON TO APPROVE THE JANUARY 17, 2012 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE FEBRUARY 21, 2012 AGENDA

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY NANCY PINKERTON TO ADOPT THE FEBRUARY 21, 2012 AGENDA AS WRITTEN. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, Jonathan Brown, Vice-Chair

Mr. Brown reminded Board Members that March is Disabilities Awareness Month and asked for volunteers to pick up the 2012 proclamations. Volunteers are as follows:

City of Beaufort	March 13 th 7:00 pm	Grace Dennis
Town of Bluffton	March 13 th 6:00 pm	Nancy Pinkerton and Gloria Bolino
Town of Port Royal	March 14 th 6:30 pm	Margaret Ann Gatch, Ann Wirz and Mikel Swinton
Hilton Head Town Council	March 6 th 4:00 pm	David Green and Robert Collar
Beaufort County Council	March 12 th 5:00 pm	Gardenia Simmons-White and Jonathan Brown

Ms. Wagner said we received five applications from the county for board membership. All five were contacted and asked attend an orientation with the Personnel Committee before making a recommendation to county council for board membership. Mr. Collar and Ms. Bolino were the only ones to respond and attend the orientation. The Personnel Committee asked both Mr. Collar and Ms. Bolino to attend our meeting today. Mr. Collar was appointed by the Human Services Committee on

Ms. Wagner said work on the ABLE Garden fountain began today and within the next few weeks, it should be completed along with the tabby walkway and the bricks. It is exciting to watch it develop and to know that it will be a wonderful environment for our consumers. She said we should be able to do most the things we planned, except for the lighting. There are not enough funds to be able to do that at this time. Hopefully a little later on when more funds may be available.

She said the ABLE Foundation retreat is scheduled for March 27th. She said the foundation needs more members and asked board members if they know of anyone, friends, neighbors, co-workers, etc., that have some good skills and would be interested in donating some of their time to work with the foundation and could be there for the retreat, to let her know. Prior to the retreat she would like to schedule an orientation to familiarize them with ABLE and our expectations. She said one of the requirements of the United Way grant that we applied for is to have a retreat and a five-year plan. We need ideas and input to help make plans for what ABLE can do next year.

Ms. Wagner said we requested several additional positions in the 2013 budget. She asked to increase Bill Love's responsibilities and make him Deputy Director of DSN. He has been fantastic and a big support to her. With the new building and responsibilities that keep growing she feels he would be a great help to her and the department. She asked board members to support the requests to council members. She also requested additional direct care support staff for the Port Royal Community Residence. The amount of overtime spent since July 1st was \$169,000, which would cover the salaries of the two additional staff. We are also requesting an additional shift supervisor. This would provide a shift supervisor on staff at all times. With the additional staff we would have ample staff to cover shifts during vacations, illnesses, eliminate some of the Workers Comp. injuries and bring down the overtime.

She said the operating expenses for the new building is unknown at this time. We should have some idea of what that may be by the next meeting. When we get the budget all together, a copy will be provided for your review.

VII. POLICY/DIRECTIVES COMMITTEE REPORT, Grace Dennis, Chair

Ms. Dennis and the Policy Committee reviewed the following directives and asked for board approval of the directives as written.

- 100-09 DD Reporting of Critical Incidents (Revised)
- 200-01-DD Personal Funds Maintained at the Residential Level (Revised Draft)
- 200-02-DD Fiscal Management of Personal Funds (Revised)
- 200-09 DD Fees for Residential Services Provided by SC Department of Disabilities and Special Needs (DDSN) (Revised)
- 200-12-DD Management of Funds for People Participating in Community Residential Programs (Revised)
- 200-14 DD Community Capital Funding (Revised)
- 406-04 DD Criminal Record Checks and Reference Checks of direct Caregivers (Revised)
- 502-01-DD Admissions/Discharge of Individuals to/from DDSN funded Community Residential Setting (Revised)
- 502-05-DD DDSN Waiting List (Revised)

- 502-10-DD Transition of Individuals from Regional Centers to Community (New)
- 508-01-DD Competency to Stand Trial Evaluations (Revised-Draft)
- 510-01-DD Supervision of People Receiving Services (Revised)
- 535-07-DD Obtaining Consent for Minors and Adults (Revised)
- 567-04-DD Preventing and Responding to Disruptive Behavior and Crisis Situations (Revised)
- 600-05-DD Behavior Support, Psychotropic Medications, and Prohibited Practices (Revised)
- 603-13-DD Medication Technician Certification (Revised)
- 604-01-DD Individual Clothing and Personal Property (Revised)
- 736-01-DD Relatives/Family Members Serving as Paid Caregivers of certain Medicaid Waiver Services (Revised)
- 738-01-DD Discharge Planning for those leaving ICTs/ID and enrolling in a MRRD\DDSN operated Home and Community Based Waiver (with the exception of the PDD Waiver) (Revised)
 - Service Coordination Standards – Glossary of DDSN Program Policies and Procedures most often used by Service Coordinators (Revised)
 - Residential Habilitation Standards – All Models (Revised)
 - Revised Day Services Standards

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

Ms. Wagner said, in the future, the directives to be reviewed will be set by email to the members of the Policy/Directives Committee.

VIII. COMMITTEE REPORTS

~Personnel Committee, Jonathan Brown, Chair

- Information was reviewed under the Vice chairman's report
- Public Relations Committee, David Green, Chair

Mr. Green said the Public Relations Committee will schedule a meeting later in the week to discuss the goals set at the board retreat to develop a web page and post information on facebook and will schedule a meeting with Suzanne Larson, Beaufort County Public Relations officer.

VIII. PUBLIC COMMENT

The next board meeting will be held on March 20, 2012 at 4:00 p.m. at:
Disabilities and Special Needs Department
100 Clear Water Way
Beaufort, SC 29906

XI. ADJOURNMENT

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY DAVID GREEN TO ADJOURN THE FEBRUARY 21, 2012 MEETING. PASSED UNANIMOUSLY.

Page five
February 21, 2012


The meeting was adjourned at 5:15 p.m.



Jonathan Brown, Vice Chair

3/20/2012

Date



Nancy Pinkerton, Secretary

3/20/2012

Date