

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS

100 Clear Water Way

Beaufort, SC 29906

September 18, 2012

MEMBERS PRESENT: Jonathan Brown, Gloria Bolino, Bobby Collar, Margaret Gatch, Helene Gruber, Nancy Pinkerton, Gardenia Simmons-White, Ann Wirz and Morris Campbell (Ex-Officio)

MEMBERS ABSENT: Algredda Ford, Grace Dennis and David Green

STAFF PRESENT: Mitzi Wagner, Bill Love and Joe Anne King

GUESTS PRESENT: Jessica Booher and John Mahan

I. CALL TO ORDER – Helene Gruber, Chair

Ms. Gruber called the meeting to order at 4:00 p.m.

II. WELCOMING GUESTS

Ms. Gruber welcomed Ms. Jessica Booker and Mr. John Mahan, USC students.

III. MINUTES OF THE AUGUST 21 2012 BOARD MEETING

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY GLORIA BOLINO TO APPROVE THE AUGUST 21, 2012 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE SEPTEMBER 18, 2012 AGENDA

Mr. Love stated he would like to add under the Deputy Director's report an update on the Breakers Program and the PALS contract.

MOTION WAS MADE BY GARDENIA SIMMONS WHITE AND SECONDED BY NANCY PINKERTON TO ADOPT THE SEPTEMBER 18, 2012 AGENDA AS AMENDED. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, Helene Gruber, Chair

Ms. Gruber stated she was very pleased with the Retreat Committee, Nancy Pinkerton, Robert Collar and Jonathan Brown. She said they have done a stellar job with the planning of the annual retreat. Ms. Pinkerton, Retreat Committee Chair, reported that the annual retreat would be held on October 26, 2012 from 9:00 a.m. until 2:00 p.m. The retreat will be held in the DSN facility at 100 Clear Water Way. Lunch will be catered at 11:30 – 12:00 noon, at a cost of \$8.00 per person. Lunch will include Chicken, Macaroni and Cheese, Green Beans and Corn Bread. Light snacks will be provided during the morning session. The speakers during the morning will include Morris Campbell, Beaufort County Deputy Director, Rufus Britt, SCDDSN District II Director, a representative of the Commission of the SC Department of Disabilities and Special Needs and DSN Program Directors. Joy Nelson, Beaufort County Information Officer, will facilitate the afternoon session, at which time goals will be determined for the coming year. Gary Kubic, County

Administrator, County Council members, ABLE Foundation members and the Human Rights Committee members will be invited. Agenda will be distributed when completed by Mr. Brown

VI. EXECUTIVE DIRECTOR'S REPORT – Mitzi Wagner

Ms. Wagner said we received a \$100.00 donation for the Flag project and \$1200.00 from an anonymous donor for the flagpole so we are able to get the flagpole and flag and hope to get it up by the day of the retreat. Ms. Bolino said she went online and found an application to purchase a flag that has been flown over the Capital and will come with a certificate stating who the flag was presented to. She asked Ms. Wagner to complete the application with the size flag needed and other information and she would send the application and would pay for the flag as her contribution to the flag project. Ms. Gruber said this is quite an achievement. All county buildings have flags and you cannot just put a flag on a pole, although the county does not supply the flag and flagpole, it must meet certain standards, so this is a much more complex issue that one would expect it should be. She thanked all those who contributed to this project.

Ms. Wagner said that she and Mr. Love are very cognizant of the building issues we have. She said we have a beautiful building and did not want to diminish that in any way; however one issue we are trying to address is the acoustics in the conference room. She said it is very hard to hear, there is a lot of reverberation as every surface in this room is a hard surface and when the air conditioner comes on it is very difficult to hear. She said we put together in the budget a small amount of money to fix the problem and are working with county public works, MIS and the media department to help us in some ways to do that. Some of the ways to do that is to have speakers mounted on the walls and a microphone on the podium with lapel microphones. They will be working on the air conditioners, however are not sure what they will do. One suggestion is insulation and maybe changing some of the way the vents work. She said we also have a glare problem when we show anything with the overhead projector and they are going to mount a ceiling projector that might help somewhat. We are also looking at putting some film on the windows or curtains that may also help with the acoustics. She said there are a few other issues and hope they will be addressed very soon.

Ms. Wagner said on October 27th the Knights of Columbus are having their annual picnic for the consumers and are including the community consumers as well as those in our residential facilities. This year we will have our very own Elvis impersonator who is now a full time resident in one of our CTH homes and she mentioned that he is terrific. The picnic will be held at the Port Royal Facility on Old Shell Road. She said the Knights of Columbus provides all the food and does all the cooking. She said it is a fun time and invited board members to attend.

Ms. Wagner said the county asked all the departments to provide an achievement report that lists five major achievements. She mentioned that the report is not completed but would have it available at the next board meeting. She said the major accomplishments are the completion of this building, the replacement of two CTH II homes and building a brand new home. We purchased a home on Lady's Island to replace the aging Broad River home and are in the process of renovations to make it ADA compatible. She said another major accomplishment is the increased number of individuals we can serve in the day program. She distributed a report that lists the growth of the department for the past 10 years and reviewed each area with board members. She said the growth in the day program has been phenomenal.

Ms. Wagner mentioned that we have quite a few vacancies in direct care staff. We have six vacancies in residential and two in day program. We had to eliminate one service coordinator due to the amount of money we get for service coordination has diminished by 18% and we could not afford to maintain the same number of positions when the revenue went down. Because of the amount of training required to do the job, the amount of money we pay for background checks, the additional hands on training we give to do the job, we are trying to do some things internally to maintain people in the job. She said we have a committee that is going to look at some ways to try to get most of our staff together at least quarterly to get the sense of being part of a larger group. She said we do have a quarterly breakfast for new hires where the management team fixes breakfast for those hired during the past three months. We are looking for ways to maintain and keep our staff here and it is a tough job. It is very hard, challenging and emotional work for those in residential and day program. Staff get worn out when there are staff vacancies and they have to work harder and longer hours and they start looking for other jobs where they don't have to work quite so hard.

VII. DEPUTY DIRECTOR'S REPORT – Bill Love

Mr. Love said another accomplishment for our program is our effort in commitment to working and communicating with organizations and families in the community about the importance and necessity of becoming involved. We talked with the principal administrator of the school district about the importance of getting families to understand the sooner they become involved the better it is. He said this is an ongoing effort and one of the things we have to be committed to, to make sure that families fully understand the Medicaid process and they may have to put funds into a trust to be eligible for services. He said we have had a number of those things happen, so educating families in the community is one of those ongoing responsibilities and commitments that we have.

Ms. Love also reported that day services now has a contract with the PALS program to provide services and cleaning the building and are now in our second week. He said it is going very well. The consumers are really excited about going into the community to work. He said it is a win win situation for us because it puts a face and a voice to a population that is easy to ignore. Once we prove ourselves, we can go to the county and show we can do more.

Mr. Love said the Breakers program continues to grow with 35 individuals attending the program. On October 27th they are having a car washing fundraiser at Blockbusters and urged board members to come about 10:00 a.m. They are trying to raise money for an overnight trip to Carowinds and they are responsible for raising the money. They are also selling Krispy Kreme Donuts.

Mr. Love said he, Ms. Wagner and Mr. Campbell have been working with Palmetto Breeze about taking a look at transportation issues. He said that has been an ongoing challenge and we have had to find a creative and safe way to provide transportation for our population. Consumers like the idea of being picked up by someone other than DSN vans and it will help our staff to provide services and not have to transport individuals.

VIII. COMMITTEE REPORTS

- Hospitality Committee, Helene Gruber, Chair
Ms. Gruber said Ms. Wirz has volunteered to work with her on this committee. She said one of the projects might be to acknowledge staff and things that go on in their lives. She asked to be given any information and keep the committee informed and they would be

happy to do something, not sure what, but will work with the DSN Social committee and ABLE Foundation.

- Personnel Committee, Jonathan Brown, Chair
Mr. Brown said Ms. Ford has not responded to his phone calls so we will need to go with the county guidelines and send a letter informing her of the missed meetings. Mr. Gruber asked for a motion to approve submitting a letter to Ms. Ford informing her that we are sadden that she is no longer able to continue meeting with us and letting her know that if sometime in the future she feels she is able to attend future meeting to please submit a request for appointment.

MOTION WAS MADE BY NANCY PINKERTON TO SEND A LETTER TO MS. FORD REGARDING HER ATTENDANCE AND UNFORTUNATELY HER REMOVAL FROM THE BOARD. SECONDED BY ANN WIRZ AND PASSED UNANIMOUSLY.

- Public Relations Committee, David Green, Chair
~No report.

VIII. PUBLIC COMMENT

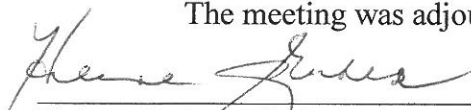
Mr. Campbell apologized for missing the last few meetings but had other commitments and could not attend. He said there is a lot going on within the county and is trying to keep everything in perspective. He said taxes are not going to go down and there will be challenges to meet the needs of individuals we serve. Overall, he spoke of some of the challenges other department have and asked if there were any questions. Ms. Gruber thanked him for all that he does for this department and others that he is responsible for.

The next board meeting will be held on October 16, 2012 at 4:00 p.m. at:
Disabilities and Special Needs Department
100 Clear Water Way
Beaufort, SC 29906

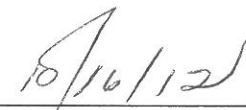
XI. ADJOURNMENT

MOTION WAS MADE BY NANCY PINTERTON AND SECONDED BY JONATHAN BROWN TO ADJOURN THE SEPTEMBER 18, 2012 MEETING. PASSED UNANIMOUSLY.

The meeting was adjourned at 4:55 p.m.



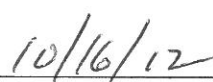
Helene Gruber, Chair



Date



Nancy Pinkerton, Secretary



Date