

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS

100 Clear Water Way

Beaufort, SC 29906

November 14, 2012

MEMBERS PRESENT: Jonathan Brown, Gloria Bolino, Bobby Collar, Grace Dennis, Margaret Gatch, Helene Gruber, David Green, and Ann Wirz

MEMBERS ABSENT: Nancy Pinkerton, Gardenia Simmons-White and Morris Campbell (Ex-Officio)

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

GUESTS PRESENT: USCB Nursing faculty and students; Bruce Henson, Sarah Lorimore, Meredith Church and Cris Martin

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 the student nurses and faculty from USCB.

III. MINUTES OF THE OCTOBER 16, 2012 BOARD MEETING

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY DAVID GREEN TO APPROVE THE OCTOBER 16, 2012 BOARD MINUTES AS PRESENTED. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE NOVEMBER 14, 2012 AGENDA

Ms. Wagner said she would like to add to the Executive Directors Report the following items:

- ABLE Foundation
- Targeted Case Management update.

MOTION WAS MADE BY DAVID GREEN AND SECONDED BY MARGARET ANN GATCH TO ADOPT THE NOVEMBER 14, 2012 AGENDA AS AMENDED. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, Helene Gruber, Chair

Ms. Gruber asked for volunteers to work on the goals set at the annual retreat. Committee members for each goal was selected and listed on the attached. ABLE Foundation and the Human Rights Committee members will be asked to participate with the Advisory Board members to help accomplish the goals.

VI. EXECUTIVE DIRECTOR'S REPORT - Mitzi Wagner

Ms. Wagner said the Flag Raising ceremony is scheduled for Friday, November 16 at 10:30 a.m. Ms. Wagner handed out the ceremony flyers. She said Mr. Williams with the American Legion will do the dedication and Fred Furman, DSN Service Coordination, will do the dedication event and. We will have the ROTC group from Whale Branch and the Whale Branch marching band and will really

be a neat event. She encouraged all members to attend. She reminded members that ABLE is again selling bricks at \$50.00 each to be placed around the flagpole along with some plantings that will go up along side of the building. She also mentioned that we are purchasing a brick in memory of John Mathews who was a member of the Advisory Board and asked for contributions from board members to help purchase the brick. She also handed out ABLE forms to purchase bricks with the instructions for lettering each brick. She mentioned we have received payment for five bricks, which is a good start. She asked each member to take several forms to hand out.

Ms. Wagner said we are planning on getting a respite group started beginning the first of the year for members that have a waiver and have respite services provided in their homes. Plans are to have group respite once monthly on Saturday and have the same activities we have in the Breakers Program. She said we are in the process of filling some of the vacancies in the waiver program and hope to have them filled by the first of the year. She said we are challenged now with less money and are trying different ways to do more with less money.

Ms. Wagner said we are working with a multi-county committee to try to come up with a transportation program to alleviate some of the cars and eliminate the number of the larger vehicles on the road to help conserve energy and pollution. We are working toward transportation services for some of our routes and get our staff out of the transportation business and more into working with our people, which is what we do best. The proposal we received from Palmetto Breeze is cost prohibitive, however they are willing to work with us. We are now working with the Department of Transportation for funding to help pay for one or two routes and our goal would be to expand in future years. She said our vehicles are aging and there is no money in the budget to replace them.

Mr. Kubic is visiting all the county departments and visited us on Halloween. We discussed the Broad River replacement home that we have had for two years and still not able to move into. He said he would take the initiative and would see that it would be done.

Ms. Wagner said our one-year warranty will be up the end of December and we will have a final walk through of our building on November 29. We put together a list of things that need to be fixed before we sign off on accepting the building. They worked on the drainage system outside and replaced the sensors in the faucets in the bathrooms. They are putting doorstops at the bottom of the doors where there is support for them to eliminate door handles from breaking through the sheetrock. We are assured that everything would be fixed.

Ms. Wagner said the ABLE Foundation is doing their annual solicitation for funding. She said we will send out an electronic copy of the letter, however distributed some paper copies to members. She asked that members forward a copy to everyone in your address book.

Ms. Wagner said when we go to Targeted Case Management on January 1, 2013; our revenue will cover only two service coordinators. We currently have five after eliminating one position in August of this year. She mentioned that her concern is that we will turn into a billing machine. Who can do the best job and who does that better than others. She said there are activities we do that are not billable and how can we turn those into billable services that we provide. If we do not provide them then the community will pay for them because individuals will end up with issues that cause problems for the community. She said we would be doing a lot of internal coaching. Ms. Dyches is working with staff to help to determine how to make those activities billable. She said it may be that we take the top billers and then create a lower paying position that has another job description that

can provide the other services that are not the billable. Possibly the county would fund those lower paying positions. She said our culture is changing; the way we function is changing and in the future those changes will affect the residential and day programs with the same kind of billing system.

VII. DEPUTY DIRECTOR'S REPORT – Bill Love

Mr. Love said the Breakers trip to Carowinds was successful. Eighteen or nineteen individuals went. A couple of the individuals came down with a stomach virus. He said Felicia Ferguson, Breakers Coordinator, has set the bar pretty high now because anyone willing to take that many individuals on an overnight trip is a challenge. He praised the staff for doing a great job. The next trip will be to the circus in Savannah next Thursday.

He said our bluebird built another nest and laid four eggs, however, abandoned the nest. He said it was a real disappointment. Ms. Gruber indicated that it could be a real teaching moment as that sometimes happens.

VIII. POLICY/DIRECTIVES COMMITTEE REPORT – Grace Dennis

Ms. Dennis said the committee reviewed the directives listed below and asked for adoption of the directives as presented.

100-02 DD	Electronic Communications System (Revised)
104-01-DD	DDSN Certification and Licensure of Residential and Day Facilities and New Requirements for DHEC Licensed CRCF's (Revised Draft)
104-02-DD	ICF/ID to CRCF Conversion Protocol (Revised)
100-27 DD	Dual Relationships (Revised)
100-28-DD	Quality Management (Revised)
100-29 DD	Medication Error/Event Reporting (Revised)
167-01 DD	Appeal Procedure for Facilities Licensed or Certified by DDSN (Revised)
250-08-DD	Procurement Requirements for Local DSN Boards and Contracted Service Providers (Revised)
275.01-DD	Missing Property Report (Revised)
367-12-DD	Computer Data Security (Revised)
502-01-DD	Admissions/Discharge of Individuals to/from DDSN Funded Community Residential Settings (Revised)
535-02-DD	Human Rights committee (Revised)
700-05-DD	Pilot Services or Programs (Revised)
700-06-DD	Offering and Honoring Choice of DDSN SC/EI Services and those services authorized by DDSN qualified SC/EI Providers (New)
	Residential Licensing Standards (Revised-Draft)

MOTION WAS MADE BY GRACE DENNIS TO ADOPT THE DIRECTIVES AS PRESENTED.
APPROVED UNANIMOUSLY.

IX. COMMITTEE REPORTS

- Hospitality Committee, Helene Gruber, Chair

Ms. Gruber said the committee met earlier today with the DSN Social Committee. Plans are for two Christmas events on December 14, 2012. The first is from 11:00 a.m. until 2:00 p.m. and the next from 4:00 p.m. until 6:00 p.m. They will serve lunch from 11:00 until 2:00 but you will need to return from 4:00 until 6:00 to get the dessert. There will be a slide show showing consumers and some of their events over the past year. There will be Christmas

caroling with music and our Elvis impersonator. Everything will take place in the training rooms with scenes of Christmas around the world. Each room will be decorated in that manner. She encouraged members to attend one of these events and said we are always welcome to help out. She also asked if anyone had access to Christmas trees. Artificial trees will go in the building and live ones outside and later planted on the property.

Ms. Gruber also thanked all those came and participated in the retreat.

- Personnel Committee, Jonathan Brown, Chair
Mr. Brown has not heard from the candidates. Ms. Bolino said she knew of someone who expressed an interest and would provide a name to contact.
- Public Relations Committee, David Green, Chair
Mr. Green said we have some work to do with the goals committee assignment. He said he would try to set up a conference call with committee members to schedule a meeting.

VIII. PUBLIC COMMENT

Ms. Gruber asked that we remind members that at the next meeting we will take up a collection to purchase a memorial brick for Jim Mathews, so remember to bring some money.

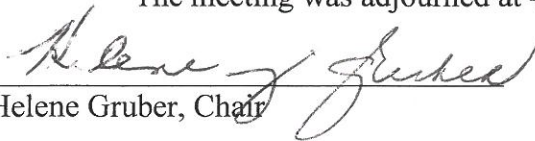
Mr. Henson, USCB, thanked the board members for allowing the nursing students to attend these meetings. He said we are glad to be here to learn about all the services provided by DSN.

The next board meeting will be held on Tuesday, December 18, 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 JONATHAN BROWN AND SECONDED BY ANN WIRZ TO ADJOURN THE NOVEMBER 14, 2012 MEETING. PASSED UNANIMOUSLY.

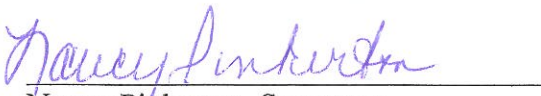
The meeting was adjourned at 4:55 p.m.



Helene Gruber, Chair

12-18-12

Date



Nancy Pinkerton, Secretary

12-18-12

Date

Board Goals for 2013

Communication among boards

- Ann Wirz
- Grace Dennis

Grant money and fundraising

- Jonathan Brown
- Gloria Bolino

Members for boards

- Entire board participation

Communication with county and state

- David Green
- Margaret Ann Gatch
- Grace Dennis
- Gloria Bolino

Educate families for eligibility

- David Green
- Bobby Collar

Additional suggestions

Training

More volunteers

Community support

Housing for Bluffton and Hilton Head

Replacement of a home (Set aside at this time)

Building needs