

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS  
100 Clear Water Way  
Beaufort, SC 29906  
December 18, 2012

MEMBERS PRESENT: Jonathan Brown, Gloria Bolino, Grace Dennis, Helene Gruber, David Green, Nancy Pinkerton, Gardenia Simmons-White and Ann Wirz

MEMBERS ABSENT: Bobby Collar, Margaret Gatch, and Morris Campbell  
(Ex-Officio)

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

GUESTS PRESENT: None present

I. CALL TO ORDER – Helene Gruber, Chair

Ms. Gruber called the meeting to order at 4:05 p.m.

II. WELCOMING GUESTS

There were no guests present.

III. MINUTES OF THE NOVEMBER 14, 2012 BOARD MEETING

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY DAVID GREEN TO APPROVE THE NOVEMBER 14, 2012 BOARD MINUTES AS PRESENTED. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE DECEMBER 18, 2012 AGENDA

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

- Flag dedication ceremony

Ms. Gruber said she would like to add to the Chairman's Report the following item:

- Christmas Party

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY ANN WIRZ TO ADOPT THE DECEMBER 18, 2012 AGENDA AS AMENDED. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, Helene Gruber, Chair

Ms. Gruber passed around an envelope for those wanting to contribute to the memorial brick for Mr. Mathews and thanked all those who contributed. She said it is a wonderful way to remember him.

Ms. Gruber said she was overwhelmed with the amount of time and energy spent on the preparation of the Christmas party. She said it was amazing and the consumers had a wonderful time and asked Ms. Wagner to thank the staff. She said it was not an easy group of people to have a party for and everything is a little more difficult with this population.

VI. EXECUTIVE DIRECTOR'S REPORT - Mitzi Wagner

Ms. Wagner asked Ms. Cody to bring board members up to date on where we are with the budget. Ms. Cody distributed copies of the budget, reviewed each area, and answered questions. A copy of this report will be placed in the Advisory Board Manual as part of the December minutes.

Ms. Wagner said beginning in January renovations on the Cottage Walk property would begin. Money has been identified for the renovations. She said there would be some expenses relating to setting up the new house and normally this is done through a grant from SCDDSN but does not apply to a move from one house to another so we anticipate this being an additional issue. She said we are putting together some proposals to food distribution companies that may help cut some expenses on food purchases as well as personnel costs. Currently staff spends about four hours every two weeks for grocery shopping. She said our staff works very hard to make everything work.

Ms. Wagner distributed copies of the most recent information on Targeted Case Management. She reviewed and explained the process and the different waivers and responded to the questions. She said it is a complicated process and if in the future there are questions to please call her and she will walk you through the process and keep you updated on any new information. She said the next SCDDSN Commission meeting is on January 17, 2013. Ms. Bolino expressed an interest in attending the next meeting with Ms. Wagner.

Ms. Wagner said we are looking at contracting with Palmetto Breeze to transport two of our day program groups. She said we are doing it for a couple of reasons. One as part of the collaborative groups we are working with for a grant to look at the low country in terms of reducing emissions from gas and the number of cars on the road and provide access to rural areas for services. We are negotiating for services for two months for two of our seven routes and if successful and we can afford it then eventually get out of the transportation business and get our staff into doing what they are trained to do and extend our day program. We are also hoping for the Department of Transportation Grant awarded to Palmetto Breeze to help defray the cost and also cut down on the wear and tear of our vehicles so they last longer and will be a plus in terms of budget. We are meeting with Palmetto Breeze and have trained three of Palmetto Breeze drivers on the training we require for our new hires.

Ms. Wagner said we had our annual visit with members of county council with the consumers. She said Mr. Love and day program staff prepared gift bags for each of the council members. Inside each bag was a glass bottle that was etched with DSN filled with straw flowers. The bag also had note cards with scenes of the fountain area in the garden. Mr. Kubic suggested that the note cards, the bottles and the pottery our individuals make could be sold on an online store connected to the county web page and we would not have a financial outlay as we would take orders for items. The money received would go to ABLE or for other projects. We hope to begin with that in January.

Ms. Wagner said the Flag Ceremony went well. Mr. Love did a fantastic job in organizing the ceremony. Whale Branch Early College High School marching band and members of the ROTC were here and Mr. Williams with the American Legion spoke. She said it was a very touching ceremony. Our consumers were excited and thought it was great. We are selling bricks that will go around the flagpole with some plants that will go around it to make it special and stand out. So far we have sold 12 bricks and received \$350.00 in cash donations to help make that happen.



VII. DEPUTY DIRECTOR'S REPORT – Bill Love

Mr. Love said a group of staff got together and evaluated what we accomplished this past year. One of the things we looked at was the expansion and responding to the number of consumers who we are providing services to. We felt good about the Breakers Program and the fact that the program continues to grow. We also felt good about providing the quality of services that we need for the individuals we serve. We felt the adjustment into our new building went smoothly and was a positive transition. We looked at the number of consumers that are working and felt good about that. We then talked about what we wanted to do next year. We want to increase our jobs for consumers. We have a meeting Friday with Goodwill who wants us to start working on the weekend. They will increase our hours and will probably hire an additional 10 to 12 individuals. He said we have almost half of our consumers working at some job whether at PALS, Air Station, and Goodwill, cleaning our building or doing some internal work.

Mr. Love said consumers with autism are on the rise and we are working on training staff on “understanding autism” and provide the kind of training needed to respond appropriately. We also hope to get the kiln up and running. Public Works is looking at what needs to be done to get it operational.

Mr. Love said some the parents of our consumers are not aware of what we do on a daily basis. We are going to ask parents and staff from the residential facilities to come and spend a couple hours with their individual, have lunch and sit in the classroom with them so they have a better understating of some of the things that we do. We are also hoping that it will reinforce some of the things that we ask them to reinforce at home. We also want to continue to work on our transportation network.

VIII. COMMITTEE REPORTS

- Hospitality Committee, Helene Gruber, Chair  
Ms. Gruber said the Hospitality Committee and the Social Committee did an excellent job on the Christmas Celebration and are planning an event sometime in February around Valentine's day and will keep board members updated.
- Personnel Committee, Jonathan Brown, Chair  
Mr. Brown contacted applicants. The one applicant that responded did not want to commit. Ms. Rainey, Clerk to Council, will be contacted to see if she has received the application from Mr. Becker and see if there are other applications we can review.
- Policy/Directives Committee, Grace Dennis, Chair  
There were no directives to review.  
Ms. Bolino said she would like to be part of the Policy/Directive Committee and will be added to the distribution list.
- Public Relations Committee, David Green, Chair  
Nothing to report. Ms. Gruber asked Mr. Green if he would be willing to work with Ms. Wagner and Mr. Love on the website marketing. Mr. Green agreed to work on the project with them.

IX. PUBLIC COMMENT

Ms. Gruber said beginning in January we want to start working on some of the goals we set at the retreat.


The next board meeting will be held on Tuesday, **January 15, 2013** at 4:00 p.m. at:  
Disabilities and Special Needs Department  
100 Clear Water Way  
Beaufort, SC 29906


XI. ADJOURNMENT

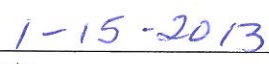
MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY ANN WIRZ TO ADJOURN THE DECEMBER 18, 2012 MEETING. PASSED UNANIMOUSLY.

The meeting was adjourned at 5:18 p.m.

  
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Helene Gruber, Chair

  
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Date

  
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Nancy Pinkerton, Secretary

  
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Date