

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS

100 Clear Water Way

Beaufort, SC 29906

September 17, 2013

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

MEMBERS ABSENT: Grace Dennis and Nancy Pinkerton

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

GUESTS PRESENT: None Present

I. CALL TO ORDER – Jonathan Brown, Chairman  
Mr. Brown called the meeting to order at 4:00 p.m.

II. WELCOMING GUESTS  
There were no guests present.

III. APPROVAL OF THE MINUTES OF THE AUGUST 27, 2013 BOARD MEETING

MOTION WAS MADE BY BOBBY COLLAR AND SECONDED BY HELENE GRUBER TO APPROVE THE AUGUST 27, 2013 MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE SEPTEMBER 17, 2013 AGENDA

MOTION WAS MADE BY BOBBY COLLAR AND SECONDED BY HELENE GRUBER TO ADOPT THE SEPTEMBER 17, 2013 AGENDA AS PRESENTED. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT - Jonathan Brown, Chairman

Mr. Brown apologized for missing the Retreat Committee meeting. Mr. Collar said he met with Ms. Wagner earlier who mentioned that Mr. Kubic, Rufus Britt, Mr. Gruber, Ms. O'Connor and Joy Nelson have all confirmed their attendance. He said they talked about the menu and that Alvin Ords would supply the lunch. He said he would contact Alvin Ords to get the final cost. Estimated cost is \$10.00 to \$15.00 per person which would cover light snacks for the morning session and would cover the cost of lunch for our speakers. As soon as a final figure is determined, an email will be sent. Invitations will be emailed also. Mr. Brown mentioned that home made snacks would be welcomed and appreciated.

VI. EXECUTIVE DIRECTOR'S REPORT - Mitzi Wagner

Ms. Wagner thanked all those who attended the Flag Pole surround celebration and the talent show. She said, without a doubt, it was one of the neatest experiences ever and something she said she would remember for a long time. Mr. Marshall's speech was very touching. A copy of his speech was sent to board members. She said we had ladies from Reverend Cushingberry's church who sang and Bryan Hill, Beaufort County Deputy Administrator, spoke. One of our ladies sang the Star Spangled Banner with hand movements and another lady gave some patriotic readings then three of our consumers raised the flag. After the ceremony cookies and juice was served followed by the talent show. Ms. Wagner said it was a fun event and thanked the day program staff for doing such a

beautiful job getting our consumers, who are somewhat limited, involved in presenting a group song, delivering mail and then we had our Elvis impersonator. She said those who could not come really missed something special.

Ms. Wagner said we are very fortunate that our Mr. Brown and Mr. Williams at American Legion Post 207 are sponsoring a fish fry for the Breakers Program; the residential consumers and staff who will accompany them on October 12<sup>th</sup> at 11:00 a.m. She said we are looking forward to it. It will be a very special event and would welcome any of those who would like to attend. She also mentioned that the Knights of Columbus from Hilton Head are having a picnic at the Port Royal Community Residence on October 26<sup>th</sup>.

Ms. Wagner passed out a list of the items South Carolina is requesting for the 2015 budget year and are asking for feedback. Ms. Wagner stated that she has already given her feedback but would welcome any feedback from board members. She reviewed the items, mentioned her comments and answered questions. She suggested board members look at these opportunities and see what you think is important and attend a commission meeting with what you feel is important. Ms. Wagner mentioned that her priorities are residential services for aging caregivers, day program slots to get consumers employed, transition from school into day program and not have individuals sitting at home waiting.

Ms. Wagner said we have some major issues with Target Case Management and are looking for the best solutions this year. She said the county awarded us 1.7 million dollars, which is the same as last year and we have a little more from SCDDSN this year. She said most of our budget goes to staff; the operational expenses are much less. She said we received a 2% cost of living increase this year and 2% of our personnel cost are about \$120,000. She said we got the same this year from Beaufort County that we did last year so in reality we have \$120,000 less to spend in operational expense. She said in 2008, when the state started cutting case loads, we were to reduce the number of service coordinators because the revenue was reduced. We held fast and did not reduce any staff. In 2011 we did reduce our staff by one service coordinator. She said our current case loads are 35/38, statewide they are more like 60. With the changes effected on January 1<sup>st</sup> and we are getting half of what we got for the previous year the amount is going down for service coordination so it is very likely that we will cut service coordination by one or two service coordinators to make the budget work by the end of the year. That will bring the case loads up to about 60. She said we have identified a couple of things to reduce the budget. We budgeted for three new vehicles due to high mileage but will not be replacing them this year. She said we have one vacant position in Respite Providers that we will cut back and not fill the position. She also mentioned that we are looking at ways internally to move staff and increase some responsibilities so they are doing more than one thing. She said we can not cut much more off of operational expenses so the only way left to go is to cut personnel. .

#### VII. DEPUTY DIRECTOR'S REPORT – Bill Love

Mr. Love said we have received requests from different organizations for training on disabilities and autism and are scheduled to go to the library for training. He also mentioned that we have received two additional slots in day program from the state and we are continuing to grow.

#### VIII. COMMITTEE REPORTS

- Hospitality Committee, Helene Gruber, Chair  
Nothing to report.

- Personnel Committee, Jonathan Brown, Chair  
Mr. Brown said he spoke to Ms. Childs who is extremely interested. He invited her to attend the meeting today, however, she has the flu and will not be able to attend and stated she would be going out of the country for three months. Mr. Brown said he felt we should continue looking.
- Policy/Directives Committee, Grace Dennis, Chair  
Nothing to report
- Public Relations Committee, David Green, Chair  
Nothing to report.
- 2013 Goals Committee reports
  1. Communications among boards – Ms. Wirz said they plan to make the directory available to all of those who signed up to be listed
  2. Grant money and funding – Mr. Brown spoke with the ABLE Foundation and told them that board members would be available to help them in whatever endeavor they have for the sale of ornaments and raising funds. Ms. Wagner said ABLE is in need of a Treasurer. The current treasurer received a full time position and could not get off to attend the meetings, therefore submitted his resignation. She said it is not a difficult job and should take only about 4 hours each month that would include attending the monthly ABLE Foundation meetings. ABLE has a laptop, printer and QuickBooks. She said it would be a great service to ABLE if board members could recommend someone to fill the position. They are also in need of members.
  3. Communications with County and State  
Mr. Brown said he still plans to attend a Commission meeting.

#### IX. PUBLIC COMMENT

Mr. Green asked if the board would hold their regularly scheduled October meeting and the October 25<sup>th</sup> retreat. Vote was taken and board members were in favor of foregoing the October 17<sup>th</sup> board meeting and having only the retreat on October 25<sup>th</sup>. Mr. Collar said that updates on the Retreat will be sent by email

The next board meeting will be held on **Tuesday, November 19, 2013** at 4:00 p.m. at:  
Disabilities and Special Needs Department  
100 Clear Water Way  
Beaufort, SC 29906

#### X. ADJOURNMENT

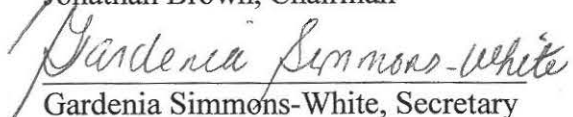
MOTION WAS MADE BY HELENE GRUBER AND SECONDED BY BOBBY COLLAR TO ADJOURN THE SEPTEMBER 17, 2013 MEETING. PASSED UNANIMOUSLY.

The meeting was adjourned at 5:00 p.m.

  
Jonathan Brown, Chairman

Date

10/19/13

  
Gardenia Simmons-White, Secretary

Date

11/19/2013