

BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS ADVISORY BOARD  
100 Clear Water Way  
Beaufort, SC 29906  
December 5, 2017

MEMBERS PRESENT: Pamela Brandon-Hennigh, David Green, George Marshall, Marcia Metzger, Frankie Middleton, Nancy Pinkerton, Lynn Russo, Gardenia Simmons-White, Monica Spells (Ex-officio)

MEMBERS ABSENT: Grace Dennis, Gregory Hall, Jane Sidwell

STAFF PRESENT: William Love, Janice Beach, Beth Cody, Wanda Mayse

GUESTS PRESENT: Mr. Metzger

I. CALL TO ORDER – Nancy Pinkerton, Chairman

Mrs. Pinkerton called the meeting to order at 3:57 p.m.

II. WELCOMING GUESTS

Ms. Pinkerton welcomed Mr. Metzger to the meeting.

III. APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2017 BOARD MEETING

MRS. PINKERTON ASKED FOR A MOTION TO APPROVE THE SEPTEMBER 19, 2017 MINUTES. A MOTION WAS MADE BY DAVID GREEN AND SECONDED BY FRANKIE MIDDLETON TO ACCEPT THE MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE DECEMBER 5, 2017 AGENDA

MRS. PINKERTON ASKED FOR A MOTION TO ADOPT THE DECEMBER 5, 2017 AGENDA. A MOTION WAS MADE BY MARCIA METZGER AND SECONDED BY LYNN RUSSO TO ACCEPT THE AGENDA. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT – Nancy Pinkerton, Chairman

Ms. Pinkerton asked the Board for input about the November and December meetings in 2018. The November meeting falls on the week of Thanksgiving and the December meeting the week before Christmas. She recommended we combine the November and December meeting again next year the same as we did this year. A motion was made by Marcia Metzger to change the meeting to the first Tuesday in December 2018. Passed unanimously.

There is a Conflict of Interest form in everyone's packet. Please fill out and sign and give to Janice at the end of the meeting.

VI. EXECUTIVE DIRECTOR'S REPORT – Bill Love

Quarterly Update on Budget – Beth Cody reported that we are 42% of the way through our fiscal year. Our revenue is coming along nicely at 26%. The reason Port Royal looks so low is because it includes the fund balance for the new homes. Personnel is doing okay at 30%.

Purchased Services is at 37%. Supervised Living is a little over budget but it is because of a one-time purchase of things like smoke detectors. Supplies are well under budget at 29%. Capital Outlay is okay because we have not spent any of that money yet. We are getting one new Admin vehicle (a sedan), 2 CTH vehicles to replace damaged ones, and 2 new transit vans for Day Program. Included in this budget is enough to replace the 15 passenger vans with mini vans once Port Royal is transitioned to CTH homes. We have enough money in the budget to purchase the four houses.

Mr. Love stressed how much he really appreciates the support at the Bazaar from the Board. A lot of you were there and saw how crowded it was. We have received a lot of positive press. My mission was accomplished by having people coming here and seeing our building and knowing that we exist. Frankie won one month of free Jazzercise lessons. The bazaar made \$1600 to \$1700.

Mr. Love said he is putting together a strategic plan for DSN. We want the Board's input on where you think we should be going in terms of an agency. Some of the things we talked about were increasing community awareness. The County has done a video for us. Wanda and I have both been out and spoken to churches. Final Rule is an ongoing thing to make sure we are doing what they expect us to do. The Federal government can make an impromptu visit at any time. I think we are in really good shape. They did come visit our Day Program and all our homes. We are waiting on their report to let us know how we did. A stable workforce is a challenge for everyone. The state gave us \$13,000 to do a promotional for recruitment and I am going to ask them again for extra money. Another thing I am looking at is specialized training for staff. We have had two families come here in the last six months to interview us because they are planning on moving to the area. They want to know what services we offer and that type of thing.

Dr. Beverly Buscemi is resigning effective December 8<sup>th</sup>. Pat Maley is replacing her for the next four months. Dr. Buscemi is staying in South Carolina and will be working in the area. We have two large boards, Badcock being one of them, whose ED is retiring. I expect that she will be moving into one of those positions. A lot of things are happening at the Federal level. One thing they talked about was band rate. Band rate is the amount of money we are paid for each consumer depending on their needs. Case Management and Early Intervention don't make money but they provide a valuable service. There is a lot going on at the State level.

At our last meeting, Pamela Brandon suggested we do something to recognize Mr. Kubic's contributions to DSN. We decided to name our garden for him. It will be called Gary's Garden. We had a plaque made that hangs on the wall going to the Day Program. We had a smaller one made that he can put on his desk.

Mr. Love thanked the Board for their continued support and for advocating for DSN. He presented each member with a small gift that was made by the consumers.

## VII. DEPUTY DIRECTOR'S REPORT – Wanda Mayse

Risk Management/QA/Alliant – Alliant came in November to do our QA review. We were excited to have the review done. I am always excited to see how we are doing. Residentially we had no citations. Early Intervention we have a number related to one issue and the state is prepared to back us on that. We are going to challenge that one. Case Management had a

number of issues but they were related to the same issue as EI. There are some recoupables related to those. Day had minimal issues and Admin were minimal. Overall we did very well. We are still waiting on our final report which is due mid-December and we will have 30 days to respond to it. I am hoping we will be in the same eighteen month cycle again based on our scores.

ABLE Accounts – This is a Special Needs Trust. People here are reluctant to get this. I think this is because they don't understand what it is. We have two people we support that have an account.

Final Rule – Final Rule is ongoing. They did come out and evaluated our programs to see how we are doing as far as meeting compliance. They put out a report but it is general so we are trying to get something that is specific to Beaufort. The general report was not good and I don't think that is us. Some of the things they say are not happening I know we are doing so I think they just lumped everyone together.

EMARS – We are transitioning to electronic billing. It will be linked to the pharmacy and we hope to have fewer med errors.

We have a nutritionist that started working with us this week. She will be working 20 hours a week and helping with shopping and menu planning. She will also be providing training for staff members that will assist with better meal planning for consumers. We hope the outcome will be healthier staff members and consumers.

The consumer satisfaction surveys went out. We have gotten a good many back and they are mostly positive. Hopefully by the next meeting I will be able to report on that.

#### VII. POLICY COMMITTEE - Grace Dennis

Ms. Dennis was not present at the meeting.

#### VIII. COMMITTEE REPORTS

- Hospitality Committee, Lynn Russo – Nothing
- Personnel Committee, Lynn Russo, Chair – Nothing
- Public Relations/Legislative Committee, David Green, Chair – Nothing. The Legislative Committee meeting was cancelled for this month.

#### IX. PUBLIC COMMENT

Mr. Love mentioned that the proviso is only for one year. We need to find out what we need to do to renew it.

The next board meeting will be held on **Tuesday, January 16, 2018** at 4:00 p.m. at:

Disabilities and Special Needs Department  
100 Clear Water Way, Beaufort, SC 29906

X. ADJOURNMENT

MOTION WAS MADE BY PAMELA BRANDON AND SECONDED BY DAVID GREEN  
TO ADJOURN THE DECEMBER 5<sup>TH</sup> MEETING. PASSED UNANIMOUSLY.

The meeting was adjourned at 5:10 p.m.

Nancy Pinkerton  
Nancy Pinkerton, Chairman

2-12-2018  
Date

Gardenia Simmons-White  
Gardenia Simmons-White, Vice-Chairman

1/16/18  
Date