

BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS ADVISORY BOARD
100 Clear Water Way
Beaufort, SC 29906
December 4, 2018

MEMBERS PRESENT: Wendy Bukowski, Grace Dennis, David Green, Frankie Middleton, Nancy Pinkerton, Lynn Russo, Scott Scobey, Gardenia Simmons-White, Monica Spells (Ex-officio)

MEMBERS ABSENT: Pamela Brandon-Hennigh

STAFF PRESENT: Bill Love, Wanda Mayse, Janice Beach, Beth Cody, Gail Brown

GUESTS PRESENT: George Pinkerton, Beth Dennis, Alice Howard

I. CALL TO ORDER – Nancy Pinkerton, Chairman

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

II. WELCOMING GUESTS

Ms. Pinkerton welcomed our guests to the meeting.

III. APPROVAL OF THE MINUTES OF THE SEPTEMBER 25, 2018 BOARD MEETING

MS. PINKERTON ASKED FOR A MOTION TO APPROVE THE SEPTEMBER 25, 2018 MINUTES. A MOTION WAS MADE BY LYNN RUSSO AND SECONDED BY WENDY BUKOWSKI TO ACCEPT THE MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE DECEMBER 4, 2018 AGENDA

MS. PINKERTON ASKED FOR A MOTION TO ADOPT THE DECEMBER 4, 2018 AGENDA. A MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY LYNN RUSSO TO ACCEPT THE AGENDA. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT – Nancy Pinkerton, Chairman

Ms. Pinkerton stated that we have two new members today. Ms. Wendy Bukowski and Mr. Scott Scobey. Mr. Scobey said that he is self-employed. He has been working in the field of medical assistive technology geared for people with disabilities for 20 years. His company has a website called functionabilities.com.

Ms. Pinkerton talked about the death of President George Bush. He is the one who made it possible for us to have the Disabilities Act in 1990. He did a lot of good things.

VI. EXECUTIVE DIRECTOR'S REPORT –Bill Love

Budget Update, Beth Cody – This is your second quarterly budget report. We are 42% through FY 2019. Revenues are 25%, Personnel are 28%, Purchased Services (water, electricity, grounds maintenance, etc.) is 35%, Supplies are 26%, and Capital Outlay is 4%. The reason for revenue and capital outlay being low is because the homes are not physically purchased yet. The money is in the budget for that. Revenue is at 25% and

expenses are at 24% so we are doing well. Renovations for existing buildings are for repairs to our residential homes. Mr. Love passed out a copy of the state budget request for the Board to review.

Update on Homes – Mr. Love said that two homes have been completed, Waddell and Center. There are some problems with the home on Center. The water pressure is not strong enough to support a sprinkler system. We are in the process of working to correct it. Mark Sutton and BJWSA are working closely on what we can do to correct the situation. Once that is taken care of we will be able to move into that home. Mark Sutton is meeting with the engineer at Deanne. We will be moving into Waddell first, then Center. Ms. Mayse added that with the new homes we will be able to move consumers into a home with others with similar needs - high medical needs, high behaviors, low supervision.

Employment Challenges – Mr. Love said that our turnover rate is around 17%. That is really low compared to the state which is 46%. We have done a good job trying to attract people. We have gone to job fairs. We've gone to TCL. We've done a number of things to try to recruit people. Miss Vera, our nurse, has agreed to work with us part time until we find a nurse. We have seen a significant increase in children referrals. In October we had 13 and in November we have had 18 referrals. That is 30 referrals over the last two months. We have a total of 138 children in Early Intervention. We have contacted the state and asked for additional funding for another position. We get referrals for pediatricians, schools, and parents. The age group is birth to age three. These are children who live in their own homes and the services are provided in their homes.

Executive Leadership Academy – Mr. Love said that Wanda Mayse has been accepted to participate in the Executive Leadership Academy. The state is finding because of all the federal regulations we need to keep people educated on what is going on at the state level, what is required to be an effective administrator, budget issues, political issues and that type of thing. This has been going on for three or four years. They are looking at this as a resource for future EDs. It is a nine month program, one week per month on Tuesdays and Thursdays.

Gift Giving – Mr. Love said that he hopes that everyone had a good Thanksgiving. This will be the last time he will see you before the holidays and he has a small gift for each of you as his thank you for being on our Board.

VII. DEPUTY DIRECTOR'S REPORT – Wanda Mayse

Staffing/Vacancies/Satisfaction Survey Results - Ms. Mayse said that we have has some challenges staff-wide for different reasons so we have done a satisfaction survey and have put a number of processes in place. We have discovered there is a small pocket of people who are dissatisfied but are reluctant to say what they are dissatisfied about and not willing to work on it. That makes it very challenging but overall people are satisfied with their job. One concerning thing is we have two supervisors that expressed some discontentment. We are working on them because they lead people and in order to keep your team satisfied, you have to be satisfied. We had three of our supervisors attend a job fair and we got nobody out of that. We screened the applications and out of five, three did not show up for the interview. Last week I don't know where they came from but we had five dynamic candidates. The applications are being processed. We have two more interviews and if they work out we will be down to two vacancies.

Preparation for Moves – Ms. Mayse said we have done a lot of strategic planning involving the moves. We are placing consumers with similar challenges and trying to fix some challenges with staff at the same time. We are putting people together to give some balances where strengths will play off of weaknesses. We are moving four consumers now, but overall we will be moving twelve people. The only ones who will not be moving will be the ones from Bluffton because we have worked hard to establish relationships with those families and we don't want to mess that up.

Compliance Review – Ms. Mayse said that we are preparing for our compliance review. We are expecting them in April. I don't expect any surprises because we have been reviewing charts and everything looks good.

VII. POLICY COMMITTEE - Grace Dennis

Ms. Mayse said there are two internal policies but they are not ready yet.

VIII. COMMITTEE REPORTS

- Hospitality Committee, Lynn Russo – Nothing
- Personnel Committee, Lynn Russo, Chair – Nothing
- Public Relations/Legislative Committee, David Green, Chair – Nothing

IX. PUBLIC COMMENT

Ms. Bukowski got her letter from the governor making her official now. The Board members went around the room to introduce themselves to Mr. Scobey.


The next board meeting will be held on **Tuesday, January 15, 2018** at 4:00 p.m. at:

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

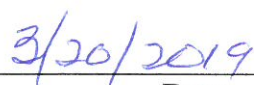
X. ADJOURNMENT

MOTION WAS MADE BY LYNN RUSSO AND SECONDED BY WENDY BUKOWSKI TO ADJOURN THE DECEMBER 4TH MEETING. PASSED UNANIMOUSLY.

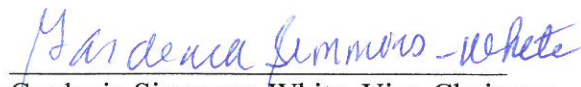
The meeting was adjourned at 4:40 p.m.



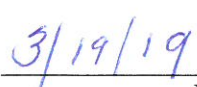
Nancy Pinkerton, Chairman



Date



Gardenia Simmons-White, Vice-Chairman



Date