

**VIRTUAL MEETING**  
BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS ADVISORY BOARD  
100 Clear Water Way  
Beaufort, SC 29906  
June 23, 2020

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

MEMBERS ABSENT: Pamela Brandon-Hennigh, Andy Thacker

STAFF PRESENT: Bill Love, Janice Beach, Wanda Mayse, Beth Cody, Cherie Scoggins, Terry Geitner

GUESTS PRESENT: York Glover

I. CALL TO ORDER – Lynn Russo, Chairman

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

II. WELCOMING GUESTS

Ms. Russo welcomed everyone.

III. APPROVAL OF THE MINUTES OF THE FEBRUARY 18, 2020 BOARD MEETING

A MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY WENDY BUKOWSKI TO APPROVE THE MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE JUNE 23, 2020 AGENDA

A MOTION WAS MADE BY WENDY BUKOWSKI AND SECONDED BY NANCY PINKERTON TO APPROVE THE AGENDA. PASSED UNANIMOUSLY.

V. APPROVAL OF RESOLUTION TO HOLD VIRTUAL MEETINGS

A MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY WENDY BUKOWSKI TO APPROVE THE RESOLUTION AS WRITTEN. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT – Lynn Russo, Chairman

Ms. Russo asked if anyone knew when we would be opening back up to visitors. Mr. Love said we are still not sure.

Ms. Russo stated that she had wanted to talk about volunteers, but that should be something we talk about when we are all back together. We should probably wait to discuss having an open house for the new homes that have been built when we get back together also. It is too difficult to try to plan through this venue. Monica added that it should be postponed, but

something to keep in mind that needs to be done. Ms. Russo asked that anyone who would like to volunteer to be on the hospitality committee to help with the open house to please email her and let her know.

Ms. Russo mentioned that we had bookmarks made to give out to everyone. We need to pass them out to anyone we may speak to so that we can be on their radar so they know who we are and what we do.

## VI. EXECUTIVE DIRECTOR'S REPORT –Bill Love

Mr. Love started by saying that this is our first virtual meeting and we are all new at this. Hopefully we will get better at it as we are not sure when we will be able to get back to in-person meetings. We have no idea when we will get back to some kind of “normal”. Mr. Love said he appreciates everyone making this work.

Mr. Love said he would like to take this opportunity to applaud and congratulate so many people who have made the last couple of months do-able. People have been working very hard at DSN to make things work – the staff, consumers, consumers' families and all of you. It has been a tremendous effort to get past all the difficulties. Unlike other agencies, we have a hard time getting consumers to understand why they can't do certain things. Everyone has done really well. I am going to ask each department head to talk a few minutes about their program and what they are doing to get ready to re-open.

Budget Update - Ms. Cody presented a brief overview of our 2020 budget. We should be at 94% overall for this point in the fiscal year. Revenue is at 91%. Personnel is 67%, Purchased services is 83%, and supplies are 73%. Our total expenditures are 68%. We are through the bulk of 2020 budget and are moving on to the 2021 budget. FY21 will be a little different for us from the County perspective as well as South Carolina DDSN perspective. We have historically been paid prospectively every other week. By October/November, we will be moving some of our consumers to a retrospective payment. That will be like what we are doing now with Case Management and Early Intervention. It was a little rough for the first few months but we got really good at it just before COVID. We have had to learn a few things in the last three months so I am anticipating a transition time and it will look a little different but it will sort itself out. It will begin with band B & I who are the community folks that receive things like Day Program and Respite services. It will not be our residential consumers to begin. It will affect our Day Program first for this fiscal year. We will have to learn it as we go.

Evergreen Solutions – Mr. Love told the Board that the County has hired Evergreen Solutions to conduct a classification and compensation study. All County employees are documenting their job responsibilities this week. The next couple of weeks will be next level review. I think this is a real positive for the employees.

Hurricane Prep – June 1 hurricane season started. Mr. Love said he contacted Greenwood, where we will be going, to find out if they will still be able to take us with all the virus stuff going on. They said they are ready for us.

Mr. Love has asked each department head to talk briefly about reopening and what they are doing.

Mr. Terry Geitner started by saying three months have passed. There have been a lot of changes, a lot of adjustments, and a lot of preparation had to be put in place dealing with our population. Communication was one of the biggest as far as reaching out to families in the community and residential and informing them of our gradual approaching re-entry date of June 15<sup>th</sup>. We consider that Phase 1 for us. We sent letters to the families and release waivers to acknowledge the liability. We sent check off sheets for them to fill out indicating their temperatures were checked every day. We also had a station set up in the Day Program where we checked their temperature when they walked in the door. We did have some stumbling blocks with transportation on the first day. We had our vehicles in place, but OWL did not have drivers. By the second day we had everything worked out. A typical day we have our drivers go out in the community and pick up the consumers. As soon as they come in we have arrows down, 6 ft. markers down, they are required to wear masks, and our vehicles are sanitized before and after. Once they come in the building their temperature is checked by the nurse. Those going out on contract are redirected back out of the building through a different door on the other side of the building and they get back on the vehicle for their contract. We have made some adjustments to the contracts by reducing the number of consumers. We have four or five consumers here in the building because we close some of the homes during the day because we have staff here.

Ms. Russo asked if anyone knew when we would begin doing the community review of the houses again. Mr. Love said that is still on hold and we will notify you when it picks back up.

Wanda Mayse said we still have a considerable amount of vacancies in Residential. During this period that the Day Program has been closed, we have been able to move the Day Program staff into Residential to help out and keep overtime decreased. This was possible because of Appendix K which is a standalone appendix that can be utilized by states during emergency situations. This allowed day program services to be provided in the homes. Consumers have been doing very well being at home. Staff have been very creative in ensuring that they are stimulated. We had the nurse go into the homes and help staff train regarding safe distancing, wearing a mask, disinfecting and sanitizing the home and proper handwashing. They are doing very well with that. Family contacts were maintained by the use of WebEx, Zoom, Skype, etc. We are working with families with limited face to face contact. With Day Program staff returning to the Day Program, we are back covering residential with overtime and managers and admin staff helping out. Finally, Port Royal CRCF is in the process of being turned over to the state.

Mary Frame started by saying DSN is a great place to work. It has been very challenging for everybody but we have really pulled together and made it work. At the beginning of this crisis in mid-March, I knew that my path was going to change. I immediately put into my schedule that I was going to visit each home and at that monthly visit would contain a nursing assessment on each consumer. During the assessment we put COVID monitoring in place which I feel has helped with us not having any cases of COVID. Documentation by staff and I is ongoing. During this time we have really beefed up the education which has helped a lot. The consumers coming into the Day Program are well prepared and follow protocol really well.

Cherie Scoggins reported that Early Intervention is serving 189 children. We were fortunate that when COVID came out DHHS approved for us to provide telehealth with our little ones. We had to make a hard transition with all our Early Interventionists and all our little ones in the community to assist them so they would not lose services. We have children anywhere from 3 months old up to 5 years old. Typically we would go into the homes or the day cares and provide services anywhere from 30 minutes to an hour. That is difficult when trying to do something with a parent and child over a computer screen. We learned lots of techniques. We worked with physical therapists and occupational therapists and incorporated their therapy with the little one. In April 75% of our training was being done by telehealth. In June we started going back into the homes and 24% of our training is done by telehealth. We are direct bill so we have to provide services in order to get paid. Our billing has not dropped much since COVID. All our EIs are still working from home but they come into the office some.

Cherie Scoggins reported that Case Management has over 600 individuals we are providing services to in the community. We are finding that they are needing more assistance from us. As Mr. Geitner said, we did a poll of all the consumers and asked three questions. We asked if they had any health concerns, had they been exposed to COVID or anyone with COVID, and if they were ready to come back to the Day Program. We found about 75% were ready to come back. We had one Case Manager retire during COVID so we have two active Case Managers and one lead and myself that are providing Case Management services to over 600 people. The Case Managers are working remotely and because of the increased need we are billing at a higher rate than we were.

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

See Ms. Mayse' comments above.

#### VIII. POLICY/DIRECTIVES COMMITTEE – Grace Dennis, Chair

Ms. Dennis reviewed the policies and they are for information.

#### IX. COMMITTEE REPORTS

- Hospitality Committee, Wendy Bukowski, Chair – Ms. Bukowski had nothing to report
- Personnel Committee, Lynn Russo, Chair – Nothing to report
- Public Relations/Legislative Committee, David Green, Chair – There is a lot going on in other organizations in the area. PEP, Osprey Village, and Pockets Full of Sunshine have been starting, stopping and re-starting and stopping again. Right now they are trying to coordinate their efforts with each other.

#### X. PUBLIC COMMENT

Ms. Pinkerton thanked whoever put the pamphlet about re-opening together on doing a great job on it.

Mr. Love thanked the Board for all they did to get us where we are with Port Royal.



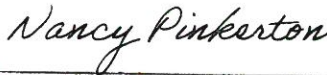
- XI. The next board meeting will be held on Tuesday, August 18, 2020 beginning at 4:00 p.m.  
at:

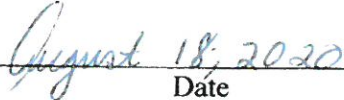
VIRTUALLY

XII. ADJOURNMENT

A MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY WENDY BUKOWSKI TO ADJOURN THE MEETING. THE MEETING WAS ADJOURNED AT 5:04 PM.

  
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Lynn Russo, Chairman

  
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Nancy Pinkerton, Vice-Chairman

  
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Date

8/18/2020  
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Date