

BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS ADVISORY BOARD  
100 Clear Water Way  
Beaufort, SC 29906  
August 20, 2024

MEMBERS PRESENT: Lea Cifranick-McFadden, Frankie Middleton, Nancy Pinkerton, Mary Ann Radke, Lynn Russo, Galen Sturup Comeau, Andy Thacker

MEMBERS ABSENT: Wendy Bukowski, Priscilla Drake, Fredricka Williamson, Audra Antonacci (Ex-officio)

STAFF PRESENT: Bill Love, Janice Beach, Wanda Mayse, Terry Geitner, Cherie Scoggins, Ava White

GUESTS PRESENT: None

I. CALL TO ORDER – Lynn Russo, Chairman

Ms. Russo 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 FEBRUARY 20 AND APRIL 16, 2024, BOARD MEETING

A VOTE WAS TAKEN TO APPROVE THE MINUTES OF THE MEETINGS OF FEBRUARY 20 AND APRIL 16, 2024. A MOTION WAS MADE BY MARY ANN RADKE AND SECONDED BY ANDY THACKER TO APPROVE THE MINUTES. APPROVED UNANIMOUSLY.

IV. ADOPTION OF THE AUGUST 20, 2024, AGENDA

A VOTE WAS TAKEN TO APPROVE THE AGENDA OF THE MEETING OF AUGUST 20, 2024. A MOTION WAS MADE BY GALEN STURUP COMEAU AND SECONDED BY ANDY THACKER. APPROVED UNANIMOUSLY.

V. CHAIRMAN'S REPORT – Lynn Russo, Chairman

Ms. Russo discussed the ribbon cutting for the new walking path at DSN. She said it was a very nice ceremony, although it was very hot. After the ceremony some of them walked the path. She commented on how nice everything was decorated along the pathway.

Ms. Russo announced that she will be leaving the Board at the end of this year.

VI. EXECUTIVE DIRECTOR'S REPORT –Bill Love

A. Department Updates – Nursing – Ava White – Ms. White said from April – August there has been an increased incidence of communicable disease (Covid/RSV/Flu). Recently there has been a spike in Covid among staff and clients. We continue to follow community-based guidelines for infection precautions, to include quarantine. The next flu clinic will take place 9/3/24 at the Day Program Conference Room.

We continue responsible and effective oversight of psychotropic medication management for our clients. All bloodwork to monitor toxicity levels were conducted between July and the beginning of August and adjustments to psych meds were made as needed by Dr. Gonzalez. All psychotropic drugs are at acceptable levels at present. Dr. Gonzalez updated and/or renewed all prescriptions on 8/13/24. There have been no signs of abnormal involuntary movements.

Ms. White conducted a med audit/review in May at the CTH II homes and they all did well. The next med audit will take place on August 28<sup>th</sup> and 29<sup>th</sup>, and then again in November with a pharmacist from Palmetto Rx.

There were 37 med errors in May. Two were red flags and 22 were in documentation. In June there were 12 med errors with 2 red flags and 7 in documentation. In July we had 15 med errors. One red flag and 13 in documentation.

There was a total of 25 falls over the last three months: five in May, six in June, and nine in July. Most falls resulted in minor scrapes/abrasions. Two resulted in head injuries. Clients were taken to ER and found to be in stable condition.

Training is ongoing with staff. Ms. White has added an additional portion of training on risks for falls to med certification training. House Managers reiterate the Post Fall Risk Procedure Checklist in their monthly meetings. All high fall risk individuals currently work with a physical therapist per their PCP and our exercise specialist is now focusing on enhancing the education and skills of our staff in the homes. We have Melanie French on board as a contract RN to assist with some of the nursing duties.

Budget – Beth Cody was not able to be here today but Bill Love shared information about the budget. Ms. Cody provided a printout of the up-to-date budget so far this fiscal year. Everything is going well. The county did have to give us \$2.6 million to supplement our budget.

Day Program – Mr. Geitner said the ribbon cutting ceremony for the walking path went well. There was good attendance, and the weather was good. Staffing is in really good shape. Day Program only has one part time position open. Mr. Love said he appreciates day program staff helping to get the path ready for the ribbon cutting and for getting the refreshments set up for everyone to enjoy. Mr. Geitner added that his staff are already talking about decorating the path for Halloween.

EI/Case Management – Ms. Scoggins said EI is going well. Last month they got 9 new kids. Mr. Krebs with ABLE has applied for another grant to help with providing educational toolkits for our kids. Case Management has had a lot going on. The state released 900 Community Support Waivers over past two months, and a number of individuals got and accepted waivers. A lot of them were younger children. We are currently processing 16 waivers. We have four individuals on a critical waiting list for state placement. We have one that we are going to be submitting to be added to the residential list for placement. We had a few community connections. Ms. Scoggins went to the Back to School Expo, met with the school district, attended the principals meeting, and met with the board president of the Beaufort Housing Authority. We created an

Excel document where she is filtering in all our client's information into an email spreadsheet to more easily communicate with them. With our clientele and population, we are seeing a lot of autism diagnoses. With the excel spreadsheet she can filter them by diagnosis, and we have 100 children aged 6 to 16 with an Autism diagnosis. We provide case management to surrounding areas. We are looking to reduce those because we have two case managers who carry waiver caseloads. We are looking to reduce the caseloads to the surrounding areas so that we can concentrate on the new waivers.

- B. Meeting with County Administrator - Mr. Love said the new County Administrator, Michael Moore, came over and walked around and met everyone on this side and in the Day Program. He is very knowledgeable and respectful, very impressive. His plan is to visit all the homes like Gary Kubic did.
- C. WTOC – Mr. Love asked if anyone had seen the advertisement about DSN on WTOC. Several people saw it and said it was well put together.
- D. Disability Scoop – Mr. Love said he has been sending the board articles from the Disability Scoop and asked if they wished to continue to receive them. They agreed.

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

- A. Licensing – Ms. Mayse said we are doing well with licensing. Our scores are consistently 90% compliant with our licensing standard. The most common error is in documentation. We have put some things in place to rectify that.
- B. Staffing – Staffing is better than we have been. We have a steady influx of applicants. With the pay increase we are being more selective.
- C. Protection and Advocacy – They used to exist but they kind of went away. DHHS has contracted with another agency. Other providers are pushing back because they don't want them to come unannounced. We are being transparent.
- D. TS Debby – Tropical Storm Debby was intrusive. We were closed for two days. Crisis management plan was implemented. We lost power for a few hours, but we did not have any damage to the homes. There were several electronics that were affected.

#### VIII. POLICY/DIRECTIVES COMMITTEE – Frankie Middleton, Chair, Wendy Bukowski, Co-Chair

Nothing to report on.

#### IX. COMMITTEE REPORTS

- Hospitality Committee, Wendy Bukowski, Chair – N/A
- Personnel Committee, Lynn Russo, Chair – N/A
- Public Relations/Legislative Committee, Galen Sturup-Comeau, Chair – Subminimum wage law carryover period ended in August.

X. PUBLIC COMMENT

Mr. Love mentioned that all county employees received a raise in July.

Mr. Love passed out a flier that one of Mr. Geitner's staff created and asked for comments. There is a QR code that will direct people to our website. One suggestion was to expand on DSN. Some people may not know what it stands for.

Mr. Love asked Ms. Mayse to speak about automation technology. She said it is not much different than what we have had for the past year. It is to help individuals be more independent in the homes. We asked the company to provide us with a list of people in South Carolina who are using it already and we are going to contact them to see how it is working for them.

Mr. Geitner said Port Royal Library is having their "soft opening" tomorrow. He is pleased to announce that we have received the contract to clean that facility. We have just employed three more individuals to clean it five days a week.

Mr. Love asked if the Board would be okay with having our meetings quarterly. We are required to have no less than four meetings per year. A vote was taken, and all agreed to change to quarterly. This will begin the first of the year.


XI. The next board meeting will be held on **October 15, 2024, at 4:00 PM:**

**100 Clear Water Way  
Beaufort, SC 29906**

XII. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 5:00 PM.

  
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Lynn Russo, Chairman

  
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Date

  
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Nancy Pinkerton, Vice-Chairman

  
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Date