

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

MEMBERS PRESENT: Wendy Bukowski, Lea Cifraničk-McFadden, Nancy Pinkerton, Lynn Russo,

MEMBERS ABSENT: Priscilla Drake, Frankie Middleton, Mary Ann Radke, Galen Sturup Comeau, Andy Thacker 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 10:00 a.m.

II. WELCOMING GUESTS

There were no guests present.

III. APPROVAL OF THE MINUTES OF THE OCTOBER 15, 2024, BOARD MEETING

A QUORUM WAS NOT PRESENT AT THE MEETING SO THE MINUTES WERE TABLED UNTIL THE JANUARY MEETING. A VOTE WAS TAKEN TO APPROVE THE MINUTES OF THE MEETING OF AUGUST 20, 2024 BY EMAIL AND WAS APPROVED UNANIMOUSLY. ANOTHER VOTE WILL BE TAKEN IN JANUARY.

IV. ADOPTION OF THE DECEMBER 20, 2024, AGENDA

NO VOTE WAS TAKEN TO APPROVE THE AGENDA OF THE MEETING OF DECEMBER 20, 2024 AS THERE WAS NOT A QUORUM PRESENT.

V. CHAIRMAN'S REPORT – Lynn Russo, Chairman

Ms. Russo has decided to stay on the Advisory Board but step down as chairman.

VI. EXECUTIVE DIRECTOR'S REPORT –Bill Love

A. Department Updates – Budget – Beth Cody said we are 46% of the way through the fiscal year. Revenue is 43% so that is coming in good. Personnel is 43%, purchased services is 26%, and supplies are 24%. Our total expenditure is 41%. Everything is going smoothly.

EI/Case Management – Ms. Scoggins said both departments are going well. We are seeing continued referrals in both EI and CM. EI had 12 referrals in November. Case management had 4 new Medicaid Targeted Case Management and 1 new intake. Brakes for Less reached out to us wanting to collect toys for the kids we serve. We created a box and took them to collect the toys. We continue to see individuals that have language barriers. The Hispanic population continues to trickle up. Making sure we provide

services for those families is important. There are not a lot of interpreters available. Case Management is working closely with the school district. There are a number of children that are having a difficult time getting services in the school. Bill allowed us to help the family of a boy who is in middle school who is only able to get services for 30 minutes.

Nursing – Ava White – Ms. White said since our October meeting there has not been an increased occurrence of infectious diseases and no major hospitalizations due to injury or illness

The last PDR clinic with our psychiatric healthcare provider, Dr. Gonzalez, took place on 12/19/24 with one medication modification. Due to concerns over lethargy, weakness and increased falls the client's Klonopin dose has been temporarily decreased. At present, the client is also diagnosed with an upper respiratory infection, so he will be monitored over the next couple of weeks for a change in status. There were three med modifications during the 10/24 PDR clinic (with 2 being made permanent and 1 being discontinued) and no changes during the 11/26 PDR clinic. There have been no suspected or observed concerns or cases of possible TD/AIMS (Tardive dyskinesia) reported.

In September there were 63,411 meds passed across the agency. Out of those opportunities for error, there were 26 errors with 14 in charting, 10 treatment/orders not properly followed, and 2 red flags (with medications missing). In October there were 67,375 meds passed across the agency. Out of those opportunities for error, there were 17 errors with 13 in charting and 4 medications not given (meds were not available). In November 27,311 meds passed across the agency. Out of those opportunities for error, there were 54 errors with 44 in documentation, 3 treatment/orders not properly followed, 5 medications not given (meds were not available) and 2 red flags (with one refusal and one medication missing).

Ms. White completed an audit in each of the CTH II residential homes on 11/1, which included reviewing hard copy MARS (medication administration records) and controlled medications and their count sheets. On 11/4 our contracted pharmacy (Palmetto Rx Solutions) conducted their semi-annual med audit at each CTH II home, and all the homes did well during both audits, with minimal to no discrepancies cited.

There was a total of 29 falls over the last three months: 9 in October ranging from loss of balance to complications with illness to environmental factors. There were seven in November ranging from loss of balance to complications with illness to environmental factors to client negligence or noncompliance. There were 5 falls in December due to loss of balance and client negligence or noncompliance. Most falls resulted in minor scrapes/abrasions. No major injuries or hospitalizations, although there were approximately 2 ER and Urgent Care visits to further assess clients' conditions.

Medication Recertification training took place on 11/6, and Medication Certification took place on 11/14 and 11/15, with all certification criteria being met by both current staff and new hires.

Extensive training on Med Errors and Fall Prevention/Management was conducted by Ms. White on 11/5, 11/13, 11/21, 11/25, 11/27, 12/2, and 12/9 with the Day Program as well as Residential homes.

DSN will have a new part-time RN starting 12/30/24. This nurse will assist with training, MAR reviews, medication audits, and overall monitorship of client status and conditions.

Day Program – Mr. Geitner said they have had a good year.

- B. Acknowledge Staff - Mr. Love said we are going to send staff to conferences to acknowledge them for their contributions to DSN.
- C. Generators – Mr. Love said the federal government is giving money for generators. We have requested 11 for the homes.
- D. Parade – Mr. Love said DSN had a float in the parade. It was well done, and the staff were great.
- E. Community Review – Mr. Love thanked Ms. Bukowski and Ms. Russo for their participation on the community review team.
- F. Quarterly Meetings – After our December meeting we will be meeting quarterly beginning in January.

VII. DEPUTY DIRECTOR’S REPORT – Wanda Mayse

- A. Staffing – Residentially things are going well. We have had a good year even with being in a constant battle with trying to remain staffed. There are some things we kind of did not raise to a level of an issue because my main concern was making sure the integrity of the program was intact, and the health and safety of the individuals remained intact. Now that we’re in a more manageable situation with staff, our plans for the year and our strategic plan for residential is to put some things back in place. I don’t think we need to restructure a lot but put some things back in place. Beginning to hold people accountable for things they are not following through on is our focus. Individuals have been busy in the community participating in Christmas activities. We have pictures to show they are having a great time. Overall things are going well.

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 - NA

X. PUBLIC COMMENT

The meeting was adjourned, and everyone went to the Day Program for the Christmas dinner and activities.

XI. The next board meeting will be held on January 21, 2025, at 4:00 PM:

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

XII. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 11:00 AM.

Lynn Russo
Lynn Russo, Chairman

2/4/24
Date

Nancy Pinkerton
Nancy Pinkerton, Vice-Chairman

2/12/25
Date