

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
AUGUST 8, 2016

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held at the Administration Building in the Conference Room on August 8th, 2016.

MEMBERS PRESENT

Peter Littlefield, Maureen Tiller, Brenda Ligon and Betty Beasley.

STAFF PRESENT

Michelle Stone, Jean Ramage, Beth Wilson, Jason Tavenner, Savannah Thibodeau, Brenda Glenn and Monica Taylor.

CALL TO ORDER

Maureen Tiller called the meeting of the Board of Directors to order at 12:04 pm.

INVOCATION

Maureen Tiller gave the invocation.

WELCOME AND INTRODUCTIONS

Maureen Tiller welcomed everyone to the August Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

APPROVAL OF AGENDA

The Board of Directors reviewed the August 8th, 2016 agenda. Peter Littlefield made a motion to approve the agenda as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 4-0.

NOTICE OF MEETING STATEMENT

The notice of the meeting of the Board of Directors was posted at each location of the Board and the agency website. The notice of the meeting was also sent to the Laurens Advertiser, Clinton Chronicle and WLBG for announcement.

PUBLIC COMMENT

There were no public comments.

UPCOMING EVENTS

- 3rd Annual Cruisin' for a Cause – August 20th

APPROVAL OF JUNE 13, 2016 BOARD MINUTES

The Board of Directors reviewed the June 13, 2016 board minutes. Peter Littlefield made a motion to approve the minutes as submitted. Betty Beasley seconded the motion. The motion passed by a vote of 4-0.

DISCUSSION - BOARD TRAINING FOR NOVEMBER 2016

Topic: The Board of Directors Role in Developing the Community's Perception of the Agency
Possible Dates: November 1st or November 15th from 5:30 – 7:30pm

ITEMS FOR BOARD ACTION

Decision Memorandum 1-17 – SCDOT Title VI Plan

The SCDOT Title VI Plan was discussed with the Board of Directors.

Peter Littlefield made a motion to approve the SCDOT Title VI Plan. Betty Beasley seconded the motion. The motion passed by a vote of 4-0.

Decision Memorandum 2-17 – Policy 5.11 Mechanical Restraints

The Executive Director reviewed recommendation to remove Policy 5.11 Mechanical Restraints with the Board of Directors.

Betty Beasley made a motion to approve the removal of Policy 5.11 Mechanical Restraints from the Policy and Procedure Manual. Peter Littlefield seconded the motion. The motion passed by a vote of 4-0.

Decision Memorandum 3-17 – Policy 8.35 Reporting of Seizure Activity of Individual

The Quality Assurance Coordinator reviewed the recommended revisions and addendum (Policy 8.35.1) to Policy 8.35 Reporting of Seizure Activity of Individual.

Betty Beasley made a motion to approve the changes to Policy 8.35 Reporting of Seizure Activity of Individual and add Policy 8.35.1 Seizure Management and Documentation Vagus Nerve Stimulator (VNS) Protocol. Peter Littlefield seconded the motion. The motion passed by a vote of 4-0.

Decision Memorandum 4-17 – Policy 9.12 Drug Incident Reporting Protocol

The Quality Assurance Coordinator reviewed the recommended changes to Policy 9.12 Drug Incident Reporting Protocol. The recommendation is to adopt the DDSN Directive (100-29-DD) and to rename the policy as Medication Error/Event Reporting.

Peter Littlefield made a motion to approve the updates to Policy 9.12 Drug Incident Reporting Protocol and the name change as indicated. Brenda Ligon seconded the motion. The motion passed by a vote of 4-0.

Decision Memorandum 5-17 – Policy 15.2 Financial Management and Funds of People We Support

The Finance Director and the Executive Director reviewed the payback amount due to changes in the regulation changes for the calculation of room and board, suggested changes to Policy 15.2 Financial Management and Funds of People We Support and recommended the addition of Policy 15.2.1 (SCDDSN Directive 250-09-DD) with Appendix B.

Betty Beasley made a motion to approve the payback of \$132,586 over three years, approve changes to Policy 15.2 Financial Management and Funds of People We Support, and the addition of Policy 15.2.1 as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 4-0.

BOARD INFORMATION

Informational Memorandum 1-17 – Contract Compliance Reviews

The Executive Director reviewed the Contract Compliance Reviews with the Board of Directors.

Informational Memorandum 2-17 – By-Laws

The Grants & Community Relations Director reviewed the changes made to the By-Laws by email vote on July 13th in response to the Housing Trust Fund Application. For the purposes of disclosure, votes indicated yes by email included the following members: Duane Dennie, Peter Littlefield, Janis Tribble and Brenda Ligon.

Informational Memorandum 3-17 – Department of Labor Change to the Exempt Status Category

The Executive Director reviewed changes to the Department of Labor regulations regarding salaried employees.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed his monthly report with the Board of Directors.

ADJOURNMENT

As there was no further business, Brenda Ligon a motion to adjourn the August 8th, 2016 Board Meeting of the Laurens County Disabilities and Special Needs Board. Betty Beasley seconded the motion. The motion passed by a vote of 4-0.