

**LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD**  
**BOARD OF DIRECTORS MEETING**  
**FEBRUARY 14, 2017**

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held at the Laurens County Higher Education Center on February 14, 2017.

**MEMBERS PRESENT**

Sam Stoddard, Janis Tribble, Duane Dennie, Peter Littlefield and Maureen Tiller.

**STAFF PRESENT**

Jean Ramage, Beth Wilson, Keely Simmons, Kirk Garrett, Jr, Monica Taylor and Jason Tavenner.

**CALL TO ORDER**

Sam Stoddard called the meeting of the Board of Directors to order at 9:15am.

**INVOCATION**

Peter Littlefield gave the invocation.

**WELCOME AND INTRODUCTIONS**

Sam Stoddard welcomed everyone to the February Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

**APPROVAL OF AGENDA**

The Board of Directors reviewed the February 14, 2017 agenda. Janis Tribble made a motion to approve the agenda as presented. Peter Littlefield seconded the motion. The motion passed by a vote of 5-0.

**NOTICE OF MEETING STATEMENT**

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

**PUBLIC COMMENT**

No public comments.

**UPCOMING EVENTS**

- Monday, February 27<sup>th</sup> at 10 am – Ribbon Cutting for Sweet Skills Mart at the Evergreen Campus

**APPROVAL OF JANUARY 9, 2017 BOARD MINUTES**

The Board of Directors reviewed the January 9, 2017 minutes. Peter Littlefield made a motion to approve the minutes as submitted. Duane Dennie seconded the motion. The motion passed by a vote of 5-0.

## MARCH MEETING DATE

Due to a conflict, the next meeting will be held on Monday, March 20<sup>th</sup> at noon.

## EXECUTIVE DIRECTOR'S REPORT

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

## BOARD MEMBER COMMENTS

No comments were made during this time.

## ITEMS FOR BOARD DECISION

### Decision Memorandum 18-17 Policy 3.34 Employee Absenteeism and Tardiness

The Executive Director reviewed the proposed changes with the Board of Directors.

Duane Dennie made a motion to approve the changes to Policy 3.34 Employee Absenteeism and Tardiness as presented. Peter Littlefield seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 19-17 2017-2018 Insurance Renewal

The Finance Director reviewed the 2017-2018 Insurance Renewal with the Board of Directors.

Janis Tribble made a motion to approve the 2017-2018 Insurance Renewal as presented. Duane Dennie seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 20-17 2<sup>nd</sup> Quarter Financial Statements

The Finance Director reviewed the 2<sup>nd</sup> Quarter Financial Statements with the Board of Directors.

Duane Dennie made a motion to approve the 2<sup>nd</sup> Quarter Financial Statements as presented. Peter Littlefield seconded the motion. The motion passed by a vote of 5-0.

## ITEMS FOR INFORMATION

### Informational Memorandum 8-17 Agency By-Laws

The most current Agency By-Laws were provided to the board members for their review.

### Informational Memorandum 9-17 DDSN Quality Assurance Scores

The Quality Assurance Scores for the agency were shared with the board members.

### Informational Memorandum 10-17 Greenville News Article

The articles that have appeared in the Greenville News over the last 6 months were shared with the Board of Directors.

## EXECUTIVE SESSION

Peter Littlefield moved that the members go to into Executive Session to discuss the Executive Director's yearly evaluation. Duane Dennie seconded the motion. The vote was approved 5-0.

#### RETURN TO REGULAR SESSION

Peter Littlefield moved that the members return to the regular session of the board meeting. Duane Dennie seconded the motion. The vote was approved 5-0.

Peter Littlefield made a motion to approve the Executive Director's yearly evaluation and compensation as discussed. Maureen Tiller seconded the motion. The vote was approved 5-0.

#### ADJOURNMENT

As there was no further business, Janis Tribble made a motion to adjourn the February 14, 2017 Board Meeting of the Laurens County Disabilities and Special Needs Board. Duane Dennie seconded the motion. The motion passed by a vote of 5-0.