

**LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD**  
**BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 25, 2017**

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held in the Conference Room of the Administration Building on September 25, 2017.

**MEMBERS PRESENT**

Brenda Ligon, Joyce Rambo, Peter Littlefield, Sam Stoddard and Betty Beasley

**MEMBERS ABSENT**

Maureen Tiller and Janis Tribble

**STAFF PRESENT**

Beth Wilson, Michelle Stone, Jean Ramage, Keely Simmons, Jason Tavenner and Monica Taylor

**CALL TO ORDER**

Sam Stoddard called the meeting of the Board of Directors to order at 12:08 pm.

**INVOCATION**

Brenda Ligon gave the invocation.

**WELCOME AND INTRODUCTIONS**

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

**APPROVAL OF AGENDA**

The Board of Directors reviewed the September 25, 2017 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 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**

- Next Board Meeting – October 9<sup>th</sup> at noon
- Disability Employment Awareness Luncheon – October 17<sup>th</sup> from 11:30am to 1pm at the Laurens County Museum

## APPROVAL OF AUGUST 14, 2017 BOARD MINUTES

The Board of Directors reviewed the August 14, 2017 board minutes. Peter Littlefield made a motion to approve the minutes as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

## EXECUTIVE DIRECTOR'S REPORT

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

## BOARD MEMBER COMMENTS

Peter Littlefield reminded the members that next month they will be forming a committee for the purpose of the Executive Director's performance review that will take place in January.

## ITEMS FOR BOARD DECISION

### Decision Memorandum 1-18 Policy Manual

Peter Littlefield moved that the Board of Directors approve the Policy Manual as presented. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 2-18 Policy 3.32 Progressive Disciplinary Action Guidelines

The Human Resource Director reviewed the proposed changes to Policy 3.32 Progressive Disciplinary Action Guidelines with the Board of Directors.

Betty Beasley moved to approve the changes to Policy 3.32 Progressive Disciplinary Action Guidelines as presented. Peter Littlefield seconded the motion. The motion passed by a vote of 5-0.

## ITEMS FOR BOARD INFORMATION

### Informational Memorandum 3-18 Data on Abuse, Critical and Death Reports

The Executive Director reviewed this data with the Board of Directors.

### Informational Memorandum 4-18 Alliant Compliance Review

The Executive Director reviewed is information with the Board of Directors.

## ADJOURNMENT

As there was no further business, Brenda Ligon made a motion to adjourn the September 25, 2017 Board Meeting of the Laurens County Disabilities and Special Needs Board. Betty Beasley seconded the motion. The motion passed by a vote of 5-0.