

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD  
BOARD OF DIRECTORS MEETING  
FEBRUARY 13, 2018

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 13<sup>th</sup>, 2018.

**MEMBERS PRESENT**

Peter Littlefield, Brenda Ligon, Joyce Rambo, Janis Tribble and Sam Stoddard.

**MEMBERS ABSENT**

Betty Beasley and Maureen Tiller.

**STAFF PRESENT**

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

**CALL TO ORDER**

Peter Littlefield called the meeting of the Board of Directors to order at 9:25am.

**INVOCATION**

Joyce Rambo gave the invocation.

**WELCOME AND INTRODUCTIONS**

Peter Littlefield 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 13, 2018 agenda. Sam Stoddard made a motion add a brief Executive Session to the agenda to discuss a personnel matter. Joyce Rambo 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**

- March Board Meeting – March 19<sup>th</sup> at 5:30pm at the Administration Office.

## APPROVAL OF JANUARY 8, 2018 BOARD MINUTES

The Board of Directors reviewed the January 8, 2018 board minutes. Peter Littlefield made a motion to approve the minutes as presented. Sam Stoddard 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

There were no comments.

## ITEMS FOR BOARD DECISION

### Decision Memorandum 12-18 2<sup>nd</sup> Quarter Financial Statements

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

Janis Tribble moved that the Board of Directors approve the 2<sup>nd</sup> Quarter Financial Statements as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 13-18 Property and Tort Insurance Renewal

The Finance Director reviewed the Property and Tort Insurance Renewal with the Board of Directors.

Janis Tribble moved that the Board of Directors approve the Property and Tort Insurance Renewal as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.

### Decision Memorandum 14-18 Policy 8.18 Infection Control

The Residential Director reviewed the proposed changes to Policy 8.18 Infection Control with the Board of Directors.

Janis Tribble moved that the Board of Directors approve Policy 8.18 Infection Control as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

## ITEMS FOR BOARD INFORMATION

### Informational Memorandum 7-18 Letter from Board of Directors to SCDDSN Director and Commission

The Executive Director reviewed the draft of the letter the Board of Directors requested to be sent on their behalf.

### Informational Memorandum 8-18 Payroll Error on 12/15/2017

The Executive Director reviewed the information related to the Payroll Error on 12/15/2017.

Informational Memorandum 9-18 Statewide Internal and External Audit Findings from SCDDSN

Statewide Internal and External Audit Findings were shared with the Board of Directors as information.

As a matter of discussion, Board Members agreed that they supported providing turkeys for all employees in November 2017.

Informational Memorandum 10-18 Water Damage at Davidson Street

Information related to the Water Damage at Davidson Street was shared with the Board of Directors.

**EXECUTIVE SESSION**

Janis Tribble moved that the members go to into Executive Session to discuss a personnel matter. Joyce Rambo seconded the motion. The vote was approved 5-0. The presiding officer, Peter Littlefield, announced that the members would go into Executive Session for a personnel matter.

**RETURN TO REGULAR SESSION**

Janis Tribble moved that the members return to the regular session of the board meeting. Joyce Rambo seconded the motion. The vote was approved 5-0.

During Executive Session, members discussed a personnel matter but no action was taken.

**ADJOURNMENT**

As there was no further business, Janis Tribble made a motion to adjourn the February 13, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Joyce Rambo seconded the motion. The motion passed by a vote of 5-0.