

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD  
BOARD OF DIRECTORS MEETING  
JUNE 11, 2018

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held in the Conference Room at the Administration Building on June 11, 2018.

**MEMBERS PRESENT**

Peter Littlefield, Janis Tribble, Sam Stoddard, Maureen Tiller, Betty Beasley, Brenda Ligon and Joyce Rambo

**MEMBERS ABSENT**

None

**STAFF PRESENT**

Jason Tavenner, Kayla Haymes, Beth Wilson, Michelle Stone, Kirk Garrett Jr, Alex Barrett, Keely Simmons and Monica Taylor

**OTHERS PRESENT**

Jennifer Madden, James Briggs, Essie Powers, Lavonne Powers, Abraham Dendy, Demetrius Briggs, James Boyter, Barbara Simpson and Amelia Gasque

**CALL TO ORDER**

Peter Littlefield called the meeting of the Board of Directors to order at 5:33 pm.

**INVOCATION**

Peter Littlefield gave the invocation.

**WELCOME AND INTRODUCTIONS**

Peter Littlefield welcomed everyone to the June Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

**APPROVAL OF AGENDA**

The Board of Directors reviewed the June 11, 2018 agenda. Brenda Ligon made a motion to approve the agenda as presented with the addition of an Executive Session to discuss a contractual matter. Joyce Rambo 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.

## SPECIAL RECOGNITIONS

Amelia Gasque, Retiring Human Rights Committee Member  
National Special Olympics Team

## PUBLIC COMMENT

No Public Comments

## UPCOMING EVENTS

### Camp Building Dreams

Lucas Avenue Baptist Church

9am – 3pm

June 11-15 and July 9-13

### Camp Good Times

Camp Fellowship at Lake Greenwood

9am – 3pm

July 23-27

### Upcoming Board Meetings

Monday, July 9<sup>th</sup> at 5:30pm

Monday, August 13<sup>th</sup> at 5:30pm

## APPROVAL OF MAY 14, 2018 BOARD MINUTES

The Board of Directors reviewed the May 14, 2018 board minutes. Joyce Rambo made a motion to approve the minutes as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 7-0.

## APRIL FINANCIAL STATEMENTS

The Finance Director reviewed the April Financial Statements with the Board of Directors.

## EXECUTIVE DIRECTOR'S REPORT

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

## BOARD MEMBER COMMENTS

Peter Littlefield thanked all the board members for their service.

## ITEMS FOR BOARD DECISION

### Decision Memorandum 22-18 Information Technology Resources Use and Procedures

The Information Technology Director and Assistant reviewed the proposed changes to Policy 17.0 Information Technology Resources Use and Procedures.

Brenda Ligon moved to approve changes to Policy 17.0 Information Technology Resources Use and Procedures with the addition of the "User ID" added to the Password section of the policy. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 23-18 Policy 3.21 Use of Personal Cell Phones

The Human Resources Director reviewed the proposed changes to Policy 3.21 Use of Personal Cell Phones with the Board of Directors.

Janis Tribble moved that the Board of Directors approve the changes for Policy 3.21 Use of Personal Cell Phones as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 24-18 Fiscal Year 2018 - 2019 Budget

The Finance Director reviewed the proposed Fiscal Year 2018 – 2019 Budget and Wage Scale with the Board of Directors

Joyce Rambo moved that the Board of Directors approve the Fiscal Year 2018 – 2019 Budget and Wage Scale as presented. Betty Beasley seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 25-18 Fiscal year 2018 - 2019 Purchase Order Register

The Finance Director reviewed the proposed Fiscal Year 2018 – 2019 Purchase Order Register with the Board of Directors

Maureen Tiller moved that the Board of Directors approve the Fiscal Year 2018 – 2019 Purchase Order Register as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 26-18 Executive Director Spending Authority

The Finance Director reviewed the proposed Executive Director Spending Authority with the Board of Directors

Joyce Rambo moved that the Board of Directors approve the Executive Director Spending Authority, which includes credit cards, as presented. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 27-18 Vehicles to Purchase

The Finance Director reviewed the proposed Vehicles to Purchase with the Board of Directors

Brenda Ligon moved that the Board of Directors approve the Vehicles to Purchase as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 28-18 SCDOT Title VI Plan

The Grants and Community Relations Director reviewed the SCDOT Title VI Plan with the Board of Directors.

Brenda Ligon moved that the Board of Directors approve SCDOT Title VI Plan as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

#### EXECUTIVE SESSION

Sam Stoddard moved that the Board of Directors move into an Executive Session to discuss a Contractual Matter. Maureen Tiller seconded the motion. The motion pass by a vote of 7-0.

#### RETURN TO REGULAR SESSION

Joyce Rambo moved that the Board of Directors return to Regular Session. Sam Stoddard seconded the motion. The motion pass by a vote of 7-0.

During the Executive Session a contractual matter was discussed. No action or vote was taken during or after the Executive Session.

#### ADJOURNMENT

As there was no further business, Joyce Rambo made a motion to adjourn the June 11, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.