

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
January 8, 2024

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held in the Training Room at the Evergreen Campus on Monday, January 8, 2024, at 5:30pm.

MEMBERS PRESENT

Peter Littlefield, Bud Marchant, Courtney Snow, Brenda Ligon, and Nicole Firmin.

STAFF PRESENT

Jason Tavenner, Michelle Stone, Tara Glenn, Keely Simmons, Beth Wilson, Katina Cunningham, and Lee Anders.

CALL TO ORDER

The meeting was called to order by the Board Chairman at 5:35pm.

WELCOME AND INTRODUCTIONS

Everyone was welcomed to the January Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

APPROVAL OF AGENDA

Brenda Ligon motioned to approve the agenda as presented. Nicole Firmin 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 internally and on the agency website. The notice of the meeting was also sent to the Laurens Advertiser, Clinton Chronicle and WLBG for announcement. A copy of this notice was included in the BOD Member packet.

PUBLIC COMMENT

None

UPCOMING EVENTS

Individuals will be participating in the Bags of Love program with United Way of Laurens County. This will be a part of the Bring-N-Build dates at Evergreen. Individuals will bring the supplies for the bags and put the gifts together during programming.

Individuals are also planning to visit the Spartanburg Science Center during programming in February.

APPROVAL OF NOVEMBER 13, 2023 BOARD MINUTES

Nicole Firmin motioned to approve the November 13, 2023 minutes. Peter Littlefield seconded the motion. The motion passed by a vote of 4-0.

EXECUTIVE DIRECTOR'S REPORT

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

THANK YOU NOTE RECOGNITION

Nine (9) Thank You Note Card names were drawn for the recognition program for the month of November. Nine (9) Thank You Note Card names were also drawn for the recognition program for the month of December.

NOVEMBER FINANCIAL INFORMATION

The Finance Director reviewed the November Financials with the Board of Directors.

BOARD MEMBER COMMENTS

None

ITEMS FOR BOARD DECISION

Decision Memorandum 13-24 Agency Room and Board Rate

The Financial Director reviewed the updated Room and Board rate for LCDSNB. Peter Littlefield motioned to approve the Decision Memorandum. Brenda Ligon seconded the motion to approve. The motion passed by a vote of 5-0.

Decision Memorandum 14-24 Policy 5.0 Quality Management

The Quality Management and Special Projects Director presented the revised Policy 5.0 Quality Management. Brenda Ligon motioned to approve the Decision Memorandum. Bud Marchant seconded the motion to approve. The motion passed by a vote of 5-0.

Decision Memorandum 15-24 Policy 13.13 Vehicle Safety

The Human Resources Director presented the revised Policy 13.13 Vehicle Safety. Bud Marchant motioned to approve the Decision Memorandum. Nicole Firmin seconded the motion to approve. The motion passed by a vote of 5-0.

EXECUTIVE SESSION

Peter Littlefield motioned for the Board of Directors to enter into Executive Session to discuss Employment and Contract Matters for information only and to complete the Executive Director Evaluation. Brenda Ligon seconded the motion to approve. The motion passed by a vote of 5-0.

Peter Littlefield motioned for the Executive Session to adjourn. Bud Marchant seconded the motion. The motion passed by a vote of 5-0.

Brenda Ligon motioned to approve the Executive Director's compensation. Peter Littlefield seconded the motion. The motion passed by a vote of 5-0.

Bud Marchant motioned to approve the Executive Director's use of an Agency vehicle for limited personal purposes. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0.

ADJOURNMENT

As there was no further business, Brenda Ligon motioned to adjourn the January 8, 2024 Board Meeting of the Laurens County Disabilities and Special Needs Board. Nicole Firmin seconded the motion. The motion passed by a vote of 5-0. The meeting was adjourned.