

6BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS MEETING

February 15, 2011

1804 Old Shell Road

Port Royal, South Carolina 29935

4:00 P.M.

AGENDA

- | | | |
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| 4:00 P.M. | 1. | Call to Order |
| | 2. | Welcoming Guests |
| | 3. | Minutes of the January 18, 2011 Board Meeting |
| | 4. | Adoption of the Agenda |
| 4:10 P.M. | 5. | Chairman's Report – Liz Santagati, Chair |
| | A. | For Information |
| | | <ul style="list-style-type: none"> • Disabilities Awareness Month Proclamations (Attachment 1) • Bylaws update |
| 4:20 P.M. | 6. | Executive Director's Report - Mitzi H. Wagner |
| | A. | For Information |
| | | <ul style="list-style-type: none"> • Alicia Holland, Beaufort County Finance Dept • New Building • Budget for 2012- Both SCDDSN and Beaufort DSN • Staff issues and corrective actions |
| 4:30 P.M. | 7. | Committee Reports |
| | | <ul style="list-style-type: none"> • Personnel Committee - ,Jonathan Brown, Chair • Policy/Directives Committee - Gardenia Simmons-White, Chair • Public Relations Committee, Ann Wirz, Chair |
| 4:50 P.M. | 8. | Public Comment |
| 4:55 P.M. | 9. | <p><u>Reminder:</u> <u>The March 15, 2011 Board Meeting will be held at 4:00 p.m.</u></p> <p>at the following location:</p> <p>Beaufort County Disabilities and Special Needs Department</p> <p>1804 Old Shell Road</p> <p>Port Royal, SC 29935</p> |
| 5:00 P.M. | 10. | Adjournment |

Council Meeting dates to pick up the proclamations

City of Beaufort *March 8th or 22rd at 6:00 pm Municipal Court Room
1901 Boundary Street

Will be picked up by: _____

Ivette Burgess 525-7070
iburgess@cityofbeaufort.org

.....
Town of Port Royal *March 9th at 6:30 pm Port Royal Town Hall
700 Paris Avenue

Will be picked up by: _____

Tonya Payne 986-2211
tpayne@portroyal.org

.....
Town of Bluffton *March 8th at 6:00 pm Bluffton Council Chambers

Will be picked up by: _____

Sandra Lunceford 706-4500
townclerk@townofbluffton.com

.....
Hilton Head Town Council *March 1st or March 15th at 4:00 pm
Hilton Head Council Chambers

Will be picked up by: _____

Vicki Pfannenschmidt 341-4701
VickiP@hiltonheadislandsc.gov

.....
Beaufort County Council *March 14th at 4:00 pm County Council Chambers
March 28th at 4:00 pm Hilton Head Branch of the
Beaufort County Library

Will be picked up by: _____

Sue Rainey 255-2184
suer@bcgov.net

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS
Programs for Exceptional People
10 Oak Park Drive – Box 2
Hilton Head Island, SC 29926
January 18, 2011

4:00 P. M.

MEMBERS PRESENT: Jonathan W. Brown, Grace Dennis, Margaret Gatch, Helene Gruber, Jim Mathews, Marion McCall, Nancy Pinkerton, Gardenia Simmons-White,

MEMBERS ABSENT: Algredda Ford, Elizabeth Santagati Ann Wirz and Morris Campbell (Ex-Officio)

STAFF PRESENT: Mitzi Wagner and Joe Anne King

GUESTS PRESENT: None present

I. CALL TO ORDER – Jonathan Brown, Personnel Committee Chair

The meeting was called to order at 4:05 p.m.

II. WELCOMING GUESTS

No guests present.

III. MINUTES OF THE OCTOBER 19, 2010 BOARD MEETING

MOTION WAS MADE BY HELENE GRUBER AND SECONDED BY GRACE DENNIS TO APPROVE THE OCTOBER 19, 2010 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE JANUARY 18, 2011 AGENDA

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY HELENE GRUBER TO ADOPT THE JANUARY 18, 2011 AGENDA AS WRITTEN. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, Jonathan Brown

Ms. Wagner said she received a message from Mr. Campbell that they are still waiting for Mr. Howell to supply some additional information on updating the Bylaws and hope to have that ready for the next meeting.

VI. EXECUTIVE DIRECTOR'S REPORT – Mitzi Wagner

Ms. Wagner said she is visiting the new building worksite every Friday to do a walk-through with the county project manager. She said we are taking two or three staff each week to see the building. We are only able to take a few at the time because of the limited number of hard hats available. She mentioned that if board members are interested in visiting the worksite to please call the office and schedule a time with Robin at 255-6300. Walk-throughs are scheduled each Friday at 8:30 a.m. She said there are some great things and some, not so great. The day program area looks fantastic.

Ms. Simmons-White said the committee reviewed the following directives and asked for board approval of the directives as presented.

- 100-25-DD Disaster Preparedness Plan for DDSN and Other Agencies Providing Services to Persons with Disabilities and Special Needs. (Revised)
- 100-30-DD Eligibility, Diagnostic Criteria Screening and Intake Processes for Eligibility, And Appeal Procedures (Revised)
- 367-02-DD Acquiring Information Technology (IT) Products and Services (No Revisions)
- 367-04-DD Proprietary Software (No Revisions)
- 367.09-DD Acceptable Use of Network Services and the Internet (No Revisions)
- 406-04-DD Criminal Record Checks and reference Checks of Direct Caregivers (Revised)
- 533-02-DD sexual Assault Prevention and Incident Procedure Follow-up (Revised)
- 534.02-DD Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contract Provider Agency (Revised)
- 534-03-DD The Long Term Care Ombudsman Program (New)
- 700-02-DD Compliance with Title VI of the Civil Rights Act of 1964, American's with Disabilities Act of 1990, Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973 and Establishment of a Complaint Process (Revised)
- 700-04-DD Levels of Service Coordination (Revised – Draft)
- 734-01-DD Individual and Family Support Stipend and Respite State Funding (Revised)

Community Service Standards
Service Coordination Manual

MOTION WAS MADE BY GRACE DENNIS AND SECONDED BY NANCY PINKERTON TO ADOPT THE DIRECTIVES AS PRESENTED. PASSED UNANIMOUSLY.

VIII. COMMITTEE REPORTS

~Personnel Committee, Jonathan Brown, Chair

- Mr. Brown spoke to Ms. Pinkerton in regards to filling the vacant Board Secretary position. Ms. Pinkerton agreed to accept the position. Mr. Brown asked for a motion to approve Ms. Nancy Pinkerton as the board secretary until the next board election.

MOTION WAS MADE BY MARION McCall AND SECONDED BY GARDENIA SIMMONS-WHITE TO APPROVE THE APPOINTMENT OF NANCY PINKERTON AS BOARD SECRETARY UNTIL THE NEXT BOARD ELECTION. PASSED UNANIMOUSLY.

~Public Relations Committee, Ann Wirz, Chair

- Nothing to report

IX. PUBLIC COMMENT

Reminder that the next board meeting will be held in the DSN Conference Room beginning at 4:00 p.m.

Ms. Dennis asked for an ABLE Foundation update. Ms. Wagner said they are moving forward with the art auction in March. They are working on getting a web page up for ABLE to advertise the art show and auction AND are also going to do the ornaments and will start them within the next month or two. They recognized that it is something that everyone knows ABLE for. They also have two new members; Ron Gardner, who teaches business in the Bluffton school district and Roger Elliott who is a CPA and has taken over the management of ABLE money.

Mr. Brown said this is the time to get involved in selling bricks so they could be engraved by the time they need to be put in. He said that could be a good fund raiser for ABLE to pursue. Ms. Pinkerton suggested having an application to purchase a brick that could be distributed during the art show in March. She said if they don't buy a piece of art they may be willing to purchase a brick. Ms. McCall said we would need to find out the cost to make the brick and have it engraved in order to sell them for a profit.

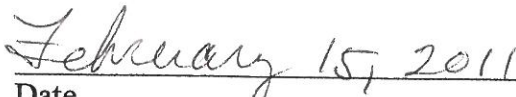
X. ADJOURNMENT

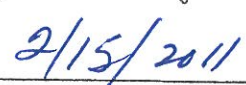
MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY GRACE DENNIS TO ADJOURN THE JANUARY 18, 2011 MEETING. PASSED UNANIMOUSLY

The meeting was adjourned at 5:15 p.m.


Elizabeth Santagati, Chair


Nancy Pinkerton, Secretary


Date


Date