

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS
Programs for Exceptional People (PEP)
10 Oak Park Drive – Box 2
Hilton Head Island, SC 29926
January 19, 2010

4:00 P. M.

MEMBERS PRESENT: Jonathan W. Brown, Beverly Smith-Dore, Jim Mathews, Carol Myers, Elizabeth Santagati, Ann Wirz and Gardenia Simmons-White

MEMBERS ABSENT: Grace Dennis, Margaret Gatch, Helene Gruber, Nancy Pinkerton, and Morris Campbell (Ex-Officio)

STAFF PRESENT: Mitzi Wagner, Freda Schroeder and Joe Anne King

GUESTS PRESENT: Harold Watson, PEP Executive Director, and Ellen Mathews

I. CALL TO ORDER – Elizabeth Santagati, Vice Chair

The meeting was called to order at 4:00 p.m.

II. WELCOMING GUESTS

Ms. Santagati welcomed Mr. Watson, PEP Executive Director and Ms. Mathews.

Mr. Watson thanked board members for the opportunity to attend today's meeting. He said PEP was now serving 35 members daily and are looking for new program opportunities. He said we are currently working on a grant to develop a gardening program. We began a cooking program earlier this year and are looking to increase employment opportunities. He mentioned PEP had their first family association meeting and had about twenty-one families present. He said they were excited about the program and felt they needed to step forward and take ownership and enhance the programs in PEP. He said a lot of good things are happening and appreciates the involvement and support they receive from Beaufort and thanked Ms. Wagner for being the great resource that she has been to him.

III. MINUTES OF THE DECEMBER 15, 2009 BOARD MEETING

MOTION WAS MADE BY GARDENIA SIMMONS-WHITE AND SECONDED BY CAROL MYERS TO APPROVE THE DECEMBER 15, 2009 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE JANUARY 19, 2010 AGENDA

MOTION WAS MADE BY ANN WIRZ AND SECONDED BY JIM MATHEWS TO ADOPT THE JANUARY 19, 2010 AGENDA AS WRITTEN. PASSED UNANIMOUSLY.

V. CHAIRMAN'S REPORT, - Elizabeth Santagati, Chair

Ms. Santagati said she had nothing to report at this time.

VI. EXECUTIVE DIRECTOR'S REPORT – Mitzi Wagner

Ms. Wagner introduced Freda Schroeder, Quality Assurance Coordination for Beaufort County DSN. Ms. Schroeder distributed information on some of the types of information she reviews. She said it is a privilege to have the opportunity to speak with the advisory board members and share the achievements of Beaufort DSN during her tenure under the leadership of Ms. Wagner and the vision she has brought to the Quality Assurance (QA) function and the dedication of managers and staff. She said there are number of different domains we look at and the outcomes of services and look for opportunities for improvement. She mentioned all levels of staff are involved, managers, consumers and a large involvement in our activities with consumers and consumer review teams of which several board members are involved in those activities. Ms. Wagner also brought the training manuals used for staff training and a manual with training information that consumers have access to. Ms. Schroeder said we are charged with monitoring, tracking and trending issues relative to medication and medication errors. She said we give thousands of medications on an annual basis and over the course of the last 18 months we identified that our medication accuracy is greater than or equal to 99% consistently and said our medication program has been identified as a model by the state agency. Ms. Schroeder answered several questions and thanked board members for their comments.

Ms. Wagner said effective January 1, 2010 DSN had another 5% reduction in revenue from SCDDSN and reviewed the programs affected by this last reduction. She said we are also expecting another 10 to 15% cut effective July 1, 2010 on top of everything else. She said life has been difficult trying to come up with how we are going to make it with that cut and faced with developing a five-year budget with Beaufort County by February 1, 2010. She said normally we do our annual budget starting in February and takes about four months to develop as it is very complicated. She said County Council is presenting the five-year budget at their retreat in February. Ms. Wagner said then we will have to put together our annual budget that will be more detailed. She said in this budget she is asking for two additional full time positions at the Port Royal Community Residence and one part time position and additional staff for the CTH's. She said we are paying an enormous amount of overtime when staff are out on personal leave, Workers Comp. leave, Family Medical Leave or takes vacation. Therefore, in the long run it makes more sense to have the additional staff rather than paying the overtime rate. She said she is also asking for another Administrative Technician to help cover the paperwork in residential and allow current administrative staff to do their jobs in the service coordination and early intervention program. She said we are also asking to put the Supervised Living Program staff back under a position requiring a college degree and return it to a full time position. She said the program needs someone with a higher educational level as some questionable things has occurred having a part time mental retardation specialist monitor the program and we are also adding another consumer to that program. She said in her best judgment the added staff is essential. She said we are moving into a 26,000 square foot building which will mean costs will be going up and probably triple. Hopefully it will be more efficient.

Ms. Wagner said we were awarded a sixth early intervention position in December. She said we lost two of our early interventionist and hired two candidates. We had some difficulties with the person we selected for the third position so we have to go back to the drawing board. We plan to have three staff on Hilton Head and three staff in Beaufort. We only have space for two in the Hilton Head office and are looking for office space for the third, possibly in the Bluffton area. There is a greater need for services in the Bluffton area so two staff will be housed in Bluffton and the third in the Hilton Head office.

Ms. Wagner said Broad River is an older home and is located on a very busy street. The house is very close to the street and needs some major repairs and the septic system and the HVAC system need to be replaced. There is a DSN contingency fund; money unspent over the years has gone into this fund. She said there is enough in the fund to fund selling Broad River and purchasing a new home. She said she has looked at houses over the past few weeks and found a home that would work well located in Battery Shores. She said getting the home is not the problem; it is getting SCDDSN to pay for it. This purchase will not create any new payment for SCDDSN. We have the same thing; we are just taking people out of one home and putting them in a more appropriate one. She said our goal has been to build two homes in Hilton Head. And this is not taking away from Hilton Head development; that is still in the plan. Hopefully things will recover and we will get there.

Ms. Wagner said the contractors were suppose to have broken ground on January 4th; however there was a problem with the Town of Port Royal issuing permits. She said one of things they are looking at is preserving some of the trees and having a place to lay down construction materials. There are negotiations on what we can cut down to place the construction material. As soon as there is a date for ground breaking we will get the information out. She said we are hoping for a large group of people for the ceremonies. MR. Kubic will give the benediction and several other dignitaries will be invited

Ms. Wagner said plans to relocate several of our consumers from our day program that have some behavior issues and poses a threat to the health and safety of others in the day program. She said we have located a place in Broomfield Park with PALS on Lady's Island. We will have double staff there and space for everyone to work on their objectives. It will give us a way to isolate them. We plan to relocate them on February 1, 2010 and will keep board member updated on the move.

VII. FOUNDATION REPORT – Ann Wirz

Ms. Wirz said ABLE foundation had their retreat last week. There were a number of attendees and some potentially good candidates for ABLE, which is greatly needed. She said we had a number of DSN staff. To attend and said the retreat was very worthwhile.

VIII. COMMITTEE REPORTS

~Personnel Committee, Jonathan Brown, Chair

- Nothing to report

~Policy/Directives Committee, Gardenia Simmons-White, Chair

- Nothing to report

~Public Relations Committee, Ann Wirz, Chair

- Ms. Wirz said the committee met earlier and felt that all the boards, Advisory Board, ABLE Foundation and the Human Rights Committee should get to know each other and have planned an informal social. The social is scheduled for February 19th from 6:00 until 7:30 p.m. at the Sea Island Presbyterian Church. Invitations will be mailed.

~Legislative Committee – Beverly Smith-Dore, Chair

- Ms. Dore said the Legislative Committee met on January 7th and looked at staff concerns that were presented at the December meeting. She reviewed the topics and presented an agenda along with a list of topics to be discussed with Representative Erickson. Target date for the meeting is scheduled for February 12th at 11:00 a.m. in the Beaufort county Executive Conference Room

IX. PUBLIC COMMENT
No comments noted

X. ADJOURNMENT

MOTION WAS MADE BY BEVERLY SMITH-DORE AND SECONDED BY JIM MATHEWS TO
ADJOURN THE JANUARY 19, 2010 MEETING. PASSED UNANIMOUSLY

The meeting was adjourned at 5:00 p.m.

Elizabeth Santagati, Chair

Date

Beverly Smith-Dore Secretary

Date

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