

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.

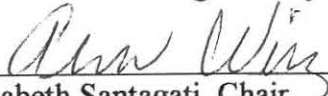
Ms. Dennis asked for an ABLE Foundation update. Ms. Wagner said they are moving forward with the art auction in March. They are working on getting a web page up for ABLE to advertise the art show and auction AND are also going to do the ornaments and will start them within the next month or two. They 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.

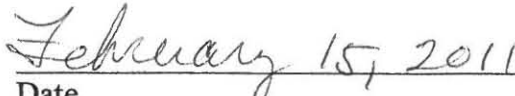
X. ADJOURNMENT

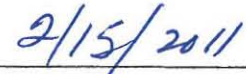
MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY GRACE DENNIS TO ADJOURN THE JANUARY 18, 2011 MEETING. PASSED UNANIMOUSLY

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

  
Elizabeth Santagati, Chair

  
Nancy Pinkerton, Secretary

  
Date

  
Date