

BEAUFORT COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS
100 CLEAR WATER WAY
BEAUFORT, SC 29906

January 17, 2012

MEMBERS PRESENT: Grace Dennis, Margaret Gatch, David Green, Helene Gruber, Nancy Pinkerton, Gardenia Simmons-White, Ann Wirz and

MEMBERS ABSENT: Jonathan Brown, Algredda Ford, Marion McCall and Morris Campbell (Ex-Officio)

STAFF PRESENT: Mitzi Wagner, Beth Cody and Joe Anne King

GUESTS PRESENT: None present

I. CALL TO ORDER – Helene Gruber, Chair

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

II. WELCOMING GUESTS

No guests present.

III. MINUTES OF THE NOVEMBER 15, 2011 BOARD MEETING

MOTION WAS MADE BY DAVID GREEN AND SECONDED BY GRACE DENNIS TO APPROVE THE NOVEMBER 15, 2011 BOARD MINUTES AS WRITTEN. PASSED UNANIMOUSLY.

IV. ADOPTION OF THE AGENDA

Ms. Gruber said she would like to add Beth Cody, Fiscal Operations Manager, to the agenda directly after the approval of the agenda.

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY ANN WIRZ TO ADOPT THE JANUARY 17, 2011 AGENDA AS AMENDED. PASSED UNANIMOUSLY.

Ms. Cody distributed copies of the budget summary through the second quarter of 2011. She explained the layout of the spreadsheet with the first page that lists the programs and what is budgeted on the left hand side and the right hand side is what has actually been spent. She mentioned that we are currently at 47%, which is good, however we do not know what the expenses for the new building will be, but as of January 3rd, we are right on target. Ms. Wagner said we are concerned about what will happen in the next six months. She said obviously it will cost us more; we have gotten estimates for cleaning the building at \$3,000 monthly and grounds maintenance will be much more expensive. Also, heating and air will be more. Ms. Cody said with the new efficiencies it should not be as bad and we thought. Ms. Wagner said we have been told that we should not be concerned. Ms. Cody met with Mr. Starkey, County Finance, who said it would all work itself out. Ms. Wagner said County Council plans to have their annual retreat here in February. Ms. Cody and Ms. Wagner answered questions regarding personnel and overtime. Ms. Wagner said Ms. Cody will be attending our meetings on a regular bases.

V. CHAIRMAN'S REPORT, Helene Gruber, Chair

Ms. Gruber said the dedication ceremonies will be held on February 3, 2012 beginning at 9:00 a.m. She mentioned that it will not be an event designed for the families; however all of the boards would be invited. Mr. Green will provide music; there will be an invocation, a blessing and a tour of the building. Refreshments will not be provided. Ms. Wagner said plans are to have a party later in the year, possibly when the courtyard is completed and an email would be circulated with copies sent home to families.

Ms. Gruber said she would be out of town for the February meeting. Jonathan Brown will be asked to chair the meeting. She requested that the February meeting be held in Beaufort and the March meeting at PEP with the approval of board members.

Ms. Gruber said Murray Weiner resigned due to health reasons and asked Jonathan Brown and the Personnel Committee to meet to interview and select a replacement. Ms. McCall has not responded to calls or emails regarding her intentions on actively continuing as a board member. Ms. Wagner received four applications for individuals interested in board membership. She suggested that all four of them be invited to meet with the personnel committee to talk with them about who we are and what we do so we don't end up with someone that doesn't really want to be part of this board. Ms. Wagner said she would get in touch with Mr. Brown, Ms. Ford and Ms. Dennis to set up a convenient time to meet.

Ms. Gruber asked the Public Relations committee to meet and come up with a plan as to what the committee would like to do. She said during the retreat we came up with an action plan to develop Facebook and a web page to publish DSN activities and develop a video. The committee can look into that to see how that could be worked into your plans.

VI. EXECUTIVE DIRECTOR'S REPORT – Mitzi Wagner

Ms. Wagner said we are all happy to be in the new building. She said we want the community to understand what we have here and if there is anyone in the community that you would like to bring by to let us know. We really want it to be a public place and would be happy for other boards to use our facility.

Ms. Wagner said with the move, one of the things we are trying to do is to get rid of paper as much as we can. She said she looked at some of the things we have been doing for a long period of time. One of those is making copies of directive/policies for each facility, program director and the policy committee. SCDDSN said as long as we have one hard copy in case computers were down, therefore, we will no longer make copies for everyone. We will email the directives to the Policy Committee for review if that meets with the committee approval. She also said that some of our personnel files go back many years and has all their training records on file. She said we no longer have to keep all of the older training information in the files and mentioned that our new performance evaluations list all the trainings staff has attended throughout the year with backup in the files.

Ms. Wagner said we also have a committee made up of a representative from every program area that makes decisions on what you can hang on the walls so we can preserve our building as best we can. So far, clocks and information required by law are the only things we will put on the walls

VII. COMMITTEE REPORTS

- Personnel Committee, Jonathan Brown, Chair
Mr. Brown was not present.
- Policy Committee, Grace Dennis, Chair
No Policies/Directives to review
- Public Relations Committee, David Green, Chair
Nothing to report.

VIII. PUBLIC COMMENT

The February board meeting will be held at the following location at 4:00 p.m.
100 Clear Water Way
Beaufort, SC 29906

IX. ADJOURNMENT

MOTION WAS MADE BY NANCY PINKERTON AND SECONDED BY GRACE DENNIS TO
ADJOURN THE NOVEMBER 15, 2011 MEETING. PASSED UNANIMOUSLY.

The meeting was adjourned at 5:10 p.m.



Helene Gruber, Chair,

2/21/12

Date



Nancy Pinkerton, Secretary

2/21/12

Date