

**LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD**  
**BOARD OF DIRECTORS MEETING**  
June 17, 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, June 17, 2024, at 12:00pm.

**MEMBERS PRESENT**

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

**STAFF PRESENT**

Jason Tavenner, Tara Glenn, Lee Anders, Beth Wilson, Kayla Haymes, and Courtney Gunter.

**CALL TO ORDER**

The meeting was called to order by the Board Chairman at 12:15pm.

**WELCOME AND INTRODUCTIONS**

Everyone was welcomed to the June 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. Bud Marchant seconded the motion. The motion passed by a vote of 6-0.

**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**

LCDSNB “Dancing With The Stars” Prom, Tuesday 6/18 @ 6pm  
Board Members are invited to attend the 2024 Prom Night event at Evergreen Skills.

Board of Directors’ Meeting, Monday 7/8 @ 5:30pm

The next BOD meeting is scheduled for July 8<sup>th</sup> at the regular afternoon time.

**APPROVAL OF MAY 2024 BOARD MINUTES**

Nicole Firmin motioned to approve the May 13, 2024, meeting minutes. Courtney Snow seconded the motion. The motion passed by a vote of 6-0.

## EXECUTIVE DIRECTOR'S REPORT

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

## THANK YOU NOTE RECOGNITION

Seven (7) Thank You Note Card names were drawn for the recognition program for the month of March.

## BOARD MEMBER COMMENTS

The Board discussed that, per the bylaws, there is a minimum requirement of ten (10) BOD meetings that are to be held each fiscal year. Due to scheduling conflicts, the BOD was only able to successfully meet 9 out of those 10 scheduled meetings. Peter Littlefield motioned that the Board Members agree to complete the July 2023-June 2024 year with only having met 9 times. Bud Marchant seconded the motion to approve. The motion was passed by a vote of 6-0.

## ITEMS FOR INFORMATION

### Information Memorandum: Marketing Plan Solicitation Packet Summary

The Executive Director reminded the BOD of the 2022-2024 Strategic Planning goals that included marketing, rebranding, and website revitalization. A Request For Purchase (RFP) was published in January 2024 for bids to be placed in these marketing areas.

The Associate Director presented information on Marketing Bids that have been received, giving examples of ranges in services and fees. Access to an electronic packet will be e-mailed to the BOD along with a summary of information for them to review. This information is being presented as information only at this time. There will be more in-depth discussion requested at a future meeting.

## ITEMS FOR BOARD DECISION

### Decision Memorandum 26-24: FY 2024-2025 Budget

The Financial Director presented the Fiscal Year 2024-2025 Budget, detailing all increases and decreases as compared to the 2023-2024 Budget. Peter Littlefield motioned to approve the Decision Memorandum. Joyce Rambo seconded the motion to approve. The motion was passed by a vote of 6-0.

### Decision Memorandum 27-24: FY 2024-2025 Purchase Order Register

The Financial Director presented the PO Register for annualized or blanket purchase orders. Peter Littlefield motioned to approve the Decision Memorandum. Courtney Snow seconded the motion to approve. The motion passed by a vote of 6-0.

### Decision Memorandum 28-24: FY 2024-2025 Executive Spending Authority

The Finance Director presented the FY 2024-2025 Executive Spending Authority outlined in Policy 15.0: General Financial Management Policies and Policy 15.1.1: Purchase Orders. Bud Marchant motioned to approve the Decision Memorandum. Brenda Ligon seconded the motion to approve. The motion passed by a vote of 6-0.

## ADJOURNMENT

As there was no further business, Bud Marchant motioned to adjourn the June 17, 2024 Board Meeting of the Laurens County Disabilities and Special Needs Board. Brenda Ligon seconded the motion. The motion passed by a vote of 5-0. The meeting was adjourned at 1:14pm.