

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
July 8, 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, July 8, 2024, at 5:30pm.

MEMBERS PRESENT

Peter Littlefield, Bud Marchant, Courtney Snow, and Nicole Firmin.

STAFF PRESENT

Jason Tavenner, Tara Glenn, Lee Anders, Keely Simmons, Beth Wilson, Kayla Haymes, Katina Cunningham, and Courtney Gunter.

CALL TO ORDER

The meeting was called to order by the Board Chairman at 5:32pm.

WELCOME AND INTRODUCTIONS

Everyone was welcomed to the July Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

APPROVAL OF AGENDA

Bud Marchant motioned to approve the agenda as presented. Nicole Firmin seconded the motion. The motion passed by a vote of 4-0.

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

APPROVAL OF JUNE 2024 BOARD MINUTES

Nicole Firmin motioned to approve the June 17, 2024, meeting minutes. Bud Marchant seconded the motion. The motion passed by a vote of 4-0.

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 June.

BOARD MEMBER COMMENTS

The Board Chair expressed that when the BOD is notified of the death of a supported individual that it would be appreciated to also receive a photo of the individual. This would help BOD members connect and remember those we have served. The Associate Director will add a photo to correspondence when informing the BOD of a death.

It was also discussed that residents served in the same house as any resident that passes should be recognized as family and included in memorial services, celebrations, meals, etc. The Executive Director ensured that residents and staff are included in the ceremonies and celebrations and that this will continue to be a tradition for those supported by LCDSNB.

The BOD requested that the Executive Director discuss the meeting requirements of the LCDSNB Directors. The Executive Director shared with the BOD that the Laurens County Administration requires a minimum of four (4) meetings of the agency each year. The LCDSNB bylaws state that the BOD must meet a minimum of ten (10) times for the July-June year. Members expressed appreciation for the information and requested that the BOD and Executive Director discuss all options at the strategic planning meeting scheduled for Fall 2024.

ITEMS FOR INFORMATION

Information Memorandum: Marketing Plan Solicitation Packet Summary

The Associate Director reviewed the summary packet of Marketing Bid information that the BOD received electronically. The BOD members created parameters for the Associate Director and Executive Director to review in narrowing down the proposed list of available agencies. These parameters included location (travel considerations), availability of all services listed on the RFP, and a suggested budget.

The Associate Director and Executive Director will present a new list at the August meeting with agencies that fall within the set parameters. Agencies that do not make that list will be notified.

ITEMS FOR BOARD DECISION

Decision Memorandum 01-25: FY 2024-2025 Budget Amendment #1

The Financial Director presented a Fiscal Year 2024-2025 Budget Amendment to include pay increases for all LCDSNB employees. Bud Marchant motioned to approve the Decision Memorandum. Peter Littlefield seconded the motion to approve. The motion was passed by a vote of 4-0.

Decision Memorandum 02-25: Clinton Manor Kitchen – Change Order Approval

The Financial Director presented a list of change orders and costs for the approved Clinton Manor Kitchen Renovations. The project has now been approved by DHEC and is nearing completion. Bud Marchant motioned to approve the Decision Memorandum. Peter Littlefield seconded the motion to approve. The motion passed by a vote of 4-0.

ADJOURNMENT

As there was no further business, Bud Marchant motioned to adjourn the July 8, 2024 Board Meeting of the Laurens County Disabilities and Special Needs Board. Courtney Snow seconded the motion. The motion passed by a vote of 4-0. The meeting was adjourned at 6:30pm.