

**LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD**  
**BOARD OF DIRECTORS MEETING**  
September 9, 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, September 9, 2024, at 5:30pm.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Brenda Ligon

**STAFF PRESENT**

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

**CALL TO ORDER**

The meeting was called to order by the Board Chairman at 5:31pm.

**WELCOME AND INTRODUCTIONS**

Everyone was welcomed to the September Board of Directors meeting of the Laurens County Disabilities and Special Needs Board. Dr. Brenda Schrantz joined the meeting, again, as a nomination for Board of Directors membership.

**APPROVAL OF AGENDA**

Bud Marchant motioned to approve the agenda as presented. Courtney Snow seconded the motion. The motion passed by a vote of 5-0.

**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 AUGUST 2024 BOARD MINUTES**

Nicole Firmin motioned to approve the August 12, 2024, meeting minutes. Peter Littlefield seconded the motion. The motion passed by a vote of 5-0.

**EXECUTIVE DIRECTOR'S REPORT**

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

**BOARD OF DIRECTORS' WORKSHOP**

The LCDSNB Board of Directors agency strategic planning session is scheduled for Thursday,

October 3, 2024 from 10am-2pm. The location will be announced at a later date. This meeting will be outside of the regular scheduled BOD meeting for October, but will also be posted as a public meeting.

The Executive Director informed the Board of Directors that the number of meetings held by the LCDSNB Board of Directors is determined by the agency by-laws, as long as they do not meet fewer than four (4) times per year. The group agreed to address any changes at the October strategic planning meeting.

#### MARKETING VENDOR SELECTION COMMITTEE

The Executive Director requested that the Board of Directors create a Selection Committee to interview the final three (3) agencies that submitted bids for the Marketing/Rebranding plan. The BOD Members requested a date and times to be e-mailed to the group for sign up. The Associate Director will e-mail the information and set up the interviews.

#### THANK YOU NOTE RECOGNITION

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

#### BOARD MEMBER COMMENTS

The Board of Directors' Chairman requested that "Members Absent" be placed back in the monthly meeting minutes. The Executive Director confirmed that would be done.

#### ITEMS FOR INFORMATION

##### Information Memorandum: Fundraising Report for Fiscal Year 2023-2024

The Associate Director reviewed the Fundraising Report for Fiscal Year 2023-2024 with the Board of Directors. Each BOD member received a copy of the report.

#### ITEMS FOR BOARD DECISION

##### Decision Memorandum 04-25: Policy Manual Approval

The Executive Director reviewed the Decision Memorandum with the Board of Directors. Peter Littlefield motioned to approve the Decision Memorandum. Bud Marchant seconded the motion. The motion passed by a vote of 5-0.

#### ADJOURNMENT

As there was no further business, Bud Marchant motioned to adjourn the September 9, 2024 Board Meeting of the Laurens County Disabilities and Special Needs Board. Courtney Snow seconded the motion. The motion passed by a vote of 5-0. The meeting was adjourned at 6:20pm.