

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

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

STAFF PRESENT

Jason Tavenner, Tara Glenn, Beth Wilson, Kayla Taylor, Keely Simmons, and Katina Cunningham.

CALL TO ORDER

The meeting was called to order by the Board Chairman at 5:30pm.

WELCOME AND INTRODUCTIONS

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

APPROVAL OF AGENDA

Courtney Snow motioned to approve the agenda as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

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 OCTOBER 2024 BOARD MINUTES

Nicole Firmin motioned to approve the November 11, 2024, meeting minutes. Peter Littlefield seconded the motion. The motion passed by a vote of 7-0.

BOARD OFFICER SLATE OF NOMINATIONS

The Board Chair called for a vote on the slate of nominations, as presented.

Chairman: Peter Littlefield
Vice Chairman: Bud Marchant
Treasurer: Brenda Ligon
Secretary: Joyce Rambo

Courtney Snow motioned to approve the slate of nominations as presented. Bud Marchant seconded the motion. The slate for BOD Officer nominations was approved by a 7-0 vote.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed the monthly report with the Board of Directors. The Board of Directors did concur with the Executive Director attending the ANCOR Conference in April 2025.

BOARD MEMBER COMMENTS

The Board Chair officially welcomed Dr. Brenda Schrantz as an approved member representing District 6 of Laurens County.

The Board Chair recognized and thanked Mrs. Nicole Firmin for her commitment and hard work with the LCDSNB Board of Directors. Mrs. Firmin's seat will be vacant as of January 1, 2025.

The Board of Directors discussed the presentation of an updated meeting schedule. The Executive Director provided a draft of a meeting schedule allowing 6 meetings per year instead of the current 10 meetings on schedule. Board Members were in support of this transition. This change will require an approved edit to the LCDSNB bylaws. No official decision was confirmed at this time.

The Board Chair requested that data from the agency dashboard reports be provided at each meeting, to monitor any trends noticed. The Associate Director will include that report in all meeting packets.

ITEMS FOR BOARD INFORMATION

Information Memorandum: Employee and Family Satisfaction Survey Results

The Executive Director reviewed summarized data of the recent surveys conducted with consumers, family members, and staff members. No vote necessary – information only.

ITEMS FOR BOARD DECISION

Decision Memorandum 08-25: Marketing Agency Selection

The Executive Director reviewed the Marketing Agency Selection process. There were 31 submitted bids for the project. After the Board of Directors narrowed the submissions to the final four (4), the Marketing Selection Committee interviewed the agencies and announced that the committee selected Emily Revolutionary Marketing out of Newberry, SC. The winning bid amount and contract agreement with Emily Revolutionary is presented as \$19,000.00. The Executive Director requested that the Board of Directors approve the purchase order up to \$25,000 should any change orders arise during the progression of the project. Bud Marchant

motioned to approve the Decision Memorandum. Brenda Schrantz seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 09-25: Room and Board Rates

The Finance Director reviewed the DDSN approved rates used by the LCDSNB agency for room and board charges. Brenda Schrantz motioned to approve the rates presented. Bud Marchant seconded the motion. The motion was approved by a 7-0 vote.

Decision Memorandum 10-25: 1st Quarter Financial Statements for FY 24-25

The Finance Director reviewed the July – September 2024 quarterly financial statements. The decision memo was motioned for approval by Bud Marchant. Brenda Schrantz seconded the motion. The motion was passed by a vote of 7-0.

Decision Memorandum 11-25: 2025-2027 Agency Goals

The Executive Director reviewed the 2025-2027 Agency Goals that were developed from the recent strategic planning process with staff and Board Members. Bud Marchant motioned to approve the agency goals as presented. Courtney Snow seconded the motion. The motion was passed by a 7-0 vote.

ADJOURNMENT

As there was no further business, Peter Littlefield motioned to adjourn the December 9, 2024, Board Meeting of the Laurens County Disabilities and Special Needs Board. Bud Marchant seconded the motion. The motion passed by a vote of 7-0. The meeting was adjourned at 6:30pm.