

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228

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ALICE G. HOWARD
STEWART H. RODMAN
ROBERTS "TABOR" VAUX

TELEPHONE: (843) 255-2000

FAX: (843) 255-9401

www.bcgov.net

GARY T. KUBIC
COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
DEPUTY COUNTY ADMINISTRATOR
SPECIAL COUNSEL

THOMAS J. KEAVENY, II
COUNTY ATTORNEY

ASHLEY M. BENNETT
CLERK TO COUNCIL

AGENDA
COMMUNITY SERVICES COMMITTEE

Monday, January 23, 2017

3:00 p.m.

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

Committee Members:

Alice Howard, Chairman
Rick Caporale, Vice Chairman
Michael Covert
Steve Fobes
York Glover
Roberts "Tabor" Vaux

Staff Support:

Monica Spells, Assistant County Administrator
Civic Engagement and Outreach

1. CALL TO ORDER – 3:00 P.M.
2. UPDATE / INDIVIDUAL (FEMA DISASTER) ASSISTANCE FOR RESIDENTS AND SURVIVORS
3. UPDATE / BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS (DSN) DEPARTMENT
 - A. 10-YEAR CAPITAL IMPROVEMENT NEEDS FOR DSN FACILITIES ([backup](#))
 - B. DISCUSSION / DRAFT RESOLUTION TO BEAUFORT COUNTY LEGISLATIVE DELEGATION REGARDING STATUS OF THE COMMUNITY RESIDENTIAL CARE FACILITY OPERATED IN PORT ROYAL BY DSN DEPARTMENT ([backup](#))
4. UPDATE / BEAUFORT COUNTY LIBRARY SYSTEM
 - A. PROGRAMS AND SERVICES
 - B. REVISED COMPREHENSIVE PLAN / 10-YEAR CAPITAL IMPROVEMENT NEEDS FOR LIBRARY FACILITIES ([backup](#))
5. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS
 - A. Alcohol and Drug Abuse Board
 - B. Beaufort Memorial Hospital Board
 - C. Disabilities and Special Needs Board
 - D. Library Board
6. ADJOURNMENT



| Name of Project | Description (Include Location and size) | Justification for Improvement | Estimated Cost | Estimated Funding Source |
|--|--|---|--|--|
| Ongoing renovations and rehabilitation of existing residential homes | Repairs and renovations to include HVAC, flooring, painting (interior/exterior) roofing | To maintain the value of the residential facilities and to meet compliance standards as per CMS-HCBS Final Rule, DHEC, SCDDSN, to prevent deterioration of homes, to ensure health and safety of residents. | \$200,000.00 In the event the replacement of the CRCF is not timely, an additional \$200,000 for renovations to the CRCF. | 80 % SCDDSN 20% Beaufort County General Fund |
| Expansion of residential facilities (CTH II) | Purchase of at least two new homes. (at least 1 South of the Broad) | To accommodate increased needs for placement for individuals with Intellectual Disabilities To maintain compliance with Home and Community Based Services Final Rule HCBS | \$800,000.00 | SC Housing Trust Fund SCDDSN Beaufort County General Fund |
| Replacement of Port Royal Community Residential Facility (CRCF) | Purchase two six bedroom homes to replace the existing 15 bed facility | To meet compliance regarding HCBS Final Rule, To be able to provide reasonable accommodations within best practice health and safety guidelines | \$1,100,000.00 | Funds obtained from sale of exhibiting facility SCDDSN Beaufort County General Fund SC Housing Trust Fund |
| Purchase and Replace Vehicles | Replacement vehicles: Existing CTH II Homes (7) CRCF (3) Purchase of new vehicles for expansion (2) Add Vehicle for SLP (1) | To meet transportation compliance guidelines and maintain safe vehicles. If vehicles are not replaced the operating cost to maintain vehicles will increase and the down time of vehicles will increase | \$300,000.00 | 80 % SCDDSN 20 % Beaufort County General Fund |
| Increase the use of technology to assist with consumer monitoring | Various locations within the arena of residential services | To increase the ability to provide services to residents in the least restrictive environment through the use of technology. Camera monitoring will replace staff monitoring where safe and appropriate. | \$30,000.00 | 80 % SCDDSN 20 % Beaufort County |

| Name of Project | Description (Include Location and size) | Justification for Improvement | Estimated Cost | Estimated Funding Source |
|---|---|---|--|--|
| Replacement of electronic locking doors | Replacement of 5-7 doors with electronic locks | To increase safety of staff and consumers who utilize the building | Approximately \$900 each for a total cost of \$8100.00 | BCDSN Fund balance SCDDSN Medicaid County General Fund |
| River Walk Day Program | Develop a secondary training program at the River Walk complex in Okatie | To provide space for expansion of Day Program as waivers continue to increase and to extend services South of the Broad to meet the needs of those families | Initial upfit of building including ADA restrooms, fire sprinkler system, moveable dividers and creation of office space approx. \$68,000 then \$60,000 annual lease | BCDSN Fund balance SCDDSN Medicaid County General Fund |
| Purchase and Replace Vehicles | Replacement of existing ADA busses and possible addition to fleet as needs increase | To meet transportation compliance guidelines and maintain safe vehicles. If vehicles are not replaced the operating cost to maintain vehicles will increase and the down time of vehicles will increase | \$60,000 per unit (approx. two per year) | BCDSN Fund balance SCDDSN Medicaid County General Fund |
| Remodeling of Cafeteria | Remodel existing cafeteria | To replace outdated appliances and furniture and to allow for reconfiguring of the design to accommodate a training module centered around food service and hospitality | \$30,000 to \$45,000 | BCDSN Fund balance SCDDSN Medicaid County General Fund |
| Remodeling of Laundry | Expansion of Laundry Room and addition of commercial units | To provide appropriate space and equipment for the current amount of cleaning and laundry services and to allow for growth and the establishment of a training module around hospitality industry | \$15,000 -\$30,000 | BCDSN Fund balance SCDDSN Medicaid County General Fund |
| Expansion of Changing Rooms | Additional 10'x15' changing room | To provide appropriate space and equipment for the current amount of services and to allow for growth and more adaptive equipment | \$20,000-\$50,000 depending on expansion methods | BCDSN Fund balance SCDDSN Medicaid County General Fund |

RESOLUTION 2017 / X

A RESOLUTION TO THE BEAUFORT COUNTY LEGISLATIVE DELEGATION REQUESTING A PROVISIO BE WRITTEN TO RETAIN THE TOTAL AMOUNT OF PROCEEDS FROM THE SALE OF THE PORT ROYAL COMMUNITY RESIDENTIAL CARE FACILITY TO BE APPLIED TO THE PURCHASE, CONSTRUCTION AND/OR RENOVATION OF RESIDENTIAL HOMES TO BE MANAGED BY BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS

WHEREAS, The Beaufort County Disabilities and Special Needs (DSN) Board sent a resolution regarding the Beaufort County Community Residential Care Facility (CRCF) located in the Town of Port Royal (County Council District 4) to the Beaufort County Legislative Delegation on December 17, 2014; and

WHEREAS, the DSN Board passed this resolution on December 16, 2014 in hopes that the Delegation will consider moving it forward during the legislative session; and

WHEREAS, the DSN Board is appointed by Beaufort County Council and both bodies have concerns regarding the future of this facility, which is owned by the South Carolina Department of Disabilities and Special Needs (SCDDSN) and leased by Beaufort County Council for its DSN Department; and

WHEREAS, this facility is aging and no longer meets the needs of those it is meant to serve as the State had the facility constructed more than 20 years ago as an Intermediate Care Facility, which is institutional in nature and contrary to current SCDDSN program standards, and approved converting the facility to a 15-bed CRCF about 17 years ago; and

WHEREAS, current State standards call for a CRCF to accommodate no more than 6 to 8 individuals, and the 15 individuals residing at this facility have developmental disabilities, to include high-behavior needs, high-physical needs, and issues associated with aging, such as Alzheimer's and other dementias; and

WHEREAS, given the diverse, over-population in this facility, the ability of the County to best meet the needs of these individuals is adversely impacted, compromising the health and safety of the County employees and the individual residents; and

WHEREAS, based on current best practices established by SCDDSN and the South Carolina Department of Health and Human Services (SCDHHS), including the "Final Rule" (which looks at not only where a person lives, but how and with whom they spend their day), the facility prevents Beaufort County from coming into compliance with required home and community-based services; and

WHEREAS, the facility does not offer residents a homelike setting which is prescribed, thereby diminishing the care provided to the individuals living at the facility; and

WHEREAS, the location of the facility next to marshes and tidal waterways does not provide a safe setting for the residents, many of whom have communication disabilities; and

WHEREAS, these individuals deserve to reside in a home which affords them the opportunity to be in a place which is better integrated into the fabric of Beaufort County, enabling them to live as normal a life as possible; and

WHEREAS, Beaufort County DSN is facing challenges in transitioning these individuals per compliance requirements due to the facility being owned by SCDDSN; and

WHEREAS, should the property be sold, half of the proceeds will return to the State according to State law, thereby removing critical funding, which would be available to Beaufort County to develop appropriate housing for these individuals under its care and lead to the transfer of these individuals from Beaufort County and away from their loved ones to an alternate facility in a different county; and

WHEREAS, should this property be sold and all revenue be made available to Beaufort County to help develop compliant, smaller residential settings throughout the County, these residents will be able to remain in Beaufort County, their home, where they will be afforded an enhanced quality of life; and

NOW, THEREFORE, BE IT RESOLVED, that Beaufort County Council requests that the Beaufort County Legislative Delegation introduce and work diligently to pass a proviso to the South Carolina General Assembly session that would require the return of 100% of the proceeds of the future sale of the Port Royal CRCF property to Beaufort County for the express purpose of purchasing, constructing, or renovating several new smaller residential facilities for its residents with developmental disabilities that would both conform to compliance directives on appropriate residential settings for these persons and better enable Beaufort County to provide the necessary ongoing care for these residents in safer, more appropriate housing.

DONE this 23rd day of January, 2017

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

Thomas J. Keaveny, II, County Attorney

ATTEST:

Ashley M. Bennett, Clerk to Council

Libraries

Beaufort County has a countywide system of libraries that service the unincorporated county and its municipalities. The system consists of five branches with a total of 111,647 square feet of building space. Collectively, the branch facilities house 399,477 items, which include books, DVD's, and CDs.

The Beaufort County Library system operates as a fiscal and administrative department of County government and employs 60 full time and 21 part time persons. The Beaufort County Library Board of Trustees acts as an advisory body to County Council. The Board establishes library policy, monitors library operations, and makes recommendations to County Council concerning budget, planning and development.

LIBRARY FACILITIES

Three of the County's five branches are located in northern Beaufort County and two are in southern Beaufort County. Table 11-4 provides a summary of Beaufort County's Library System.

Table 11-4: Summary of Library Facilities in Beaufort County

| Facility | Square Ft. | Staffing (Full-time/Part-time) | Collection Items |
|--------------|----------------|--------------------------------|------------------|
| Beaufort* | 32,747 | 28/3 | 105,591 |
| Lobeco | 4,000 | 3/1 | 23,799 |
| St. Helena | 23,000 | 9/4 | 40,835 |
| Bluffton | 25,000 | 11/6 | 112,318 |
| Hilton Head | 26,900 | 11/5 | 116,934 |
| Total | 111,647 | 62/19 | 399,477 |

*Includes administrative and technical office space and staff & special collections.

LIBRARY FACILITIES SIZE AND LOCATIONAL CRITERIA

Library Size (1.25 square feet/population)

| Facility/Age | Current Size | State Standard | Beaufort County Standard |
|--------------------|-----------------------|----------------------------|---------------------------|
| Beaufort (1993) | 32,747 | 56,679 | 43,226 |
| Bluffton (2002) | 25,000 | 65,451 | 33,000 |
| Hilton Head (1998) | 26,900 | 47,761 | 35,508 |
| Lobeco (2003) | 4,000 | 5,336 | 5,280 |
| St. Helena (2013) | 23,000 | 27,565 | 30,360 |
| Totals = | 111,647 (.68 sq. ft.) | 202,791 (1.25 square feet) | 147,374 (1.0 square feet) |

LIBRARY FACILITIES SIZE AND LOCATIONAL CRITERIA

The Library's updated and revised policy is to favor three options in order of priority: 1) joint use facilities (facilities co-located with another county facility), 2) a public/private partnership facility, 3) a smaller stand-a-lone library (maximum 15,000 square feet). Any one of these options should be designed to provide a mix of public meeting space, computer lab space, online public access catalogs and delivery of materials without physically housing the traditional number of books/DVD's/CD's and

without the traditional staffing requirements/operating costs of a larger regional facility. Locational criteria should include a centralized population (whenever possible), site location that include access and visibility from an arterial highway, proximity to commercial properties, access to sewer and water and avoidance of flood prone areas.

LEVEL OF SERVICE STANDARDS

The State of South Carolina does not require county library systems or library districts to comply with minimum standards. Instead, local governments are allowed to establish their own library needs.

It should be noted that the South Carolina State Library Board has developed a fairly comprehensive set of standards and guidelines for public libraries in the state. See South Carolina Public Library Stands (Revised 2012/13). That document, however, is a planning and budgeting tool to compare library services with similarly-sized communities (as reported by member library districts). Because the responsibility for the provision of library services is reserved for local authorities, the guidelines are not intended to be regulatory, but rather to identify measurable objectives and suggest level of service standards that may be appropriate for individual communities.

Four components are included in the LOS for public libraries: building space (square feet of library buildings) per capita; the number of items in the library collection per capita; the amount of land (acres) per capita; and the average replacement value of fixtures, furnishings, and equipment (FF&E) per capita.

The County has adopted the following levels of service for the county library system:

- 0.60 square feet of building space (square feet) per capita
- 3.5 items in the library collection per capita
- \$11.43 of fixtures, furniture & equipment (FF&E) per capita and
- 0.00011 acres of land per capita

In the past, Beaufort County adopted a level of service for library building space as 0.60 square feet per capita for planning purposes. Several trends are driving the need to revise this figure. The influx of technology in libraries has created the need for more space for computer workstations and a computer lab space. Also, public libraries are increasingly becoming centers for community activities requiring large meeting spaces and smaller conference rooms. National and state standards recommend a level of service of 1.25 square feet per capita. Both standards are *recommendations* and clearly state that counties must set their own standards within the limits of their resources. It is recommended that the Library Facilities Master Plan adopt a realistic standard of 1.0 square foot per capita building space level of service. In 2012/13 the South Carolina State Standards were revised and a new level of service standard was adopted which lowered the collection items per capita from 3.5 to 2.

Staffing

- Essential - .5 FTE/1000 population (81.12)
- Target - .79 FTE/1000 population (121.67)
- BCL – 73.01 FTE

Hours open

- Essential: 68 hours/week
- Target: 70 hours/week

- BCL – 55 hours/week @ Beaufort, Bluffton and Hilton Head branches
40 hours/week @ St. Helena and Lobeco branches

Library Card Registration

- Essential: 30% of population (49,700)
- Target: 50% - 75% of population (88,331 – 121,745)
- BCL – 120,287

Library Collections: Print items

- Essential – 2 volumes/capita (324,466)
- Target – 4 volumes/capita (649,328)
- BCL – 324,788

Public Computers

- Essential – 1 PC/1000 population (162)
- Target - 3 PCs/1000 population (487)
- BCL - 203

Standards are based on 2010 census

BCL stats are from the FY 2016 State Report

LIBRARY FACILITIES MASTER PLAN

The Beaufort County Library Facilities Master Plan should adopt a realistic standard of 1.0 square foot per capita building space level of service (even this level may be unrealistic due to budget realities and the changing role of libraries). Applying the higher level of service, the plan would propose repairs/renovation at Beaufort, Hilton Head, Lobeco and Bluffton facilities over the next 3 years and planning construction of two additional facilities of no more than 12,000 to 15,000 square feet at appropriate locations over the next 10 years to meet existing deficiencies and future population growth. The cost of these proposed facilities along with the necessary collection of materials and furniture, fixtures and equipment is estimated to be approximately \$12 to \$15 million (This figure is much more realistic and achievable than previous CIP figures).

FUNDING

Approximately 90% of the Beaufort County Public Library's funding comes from County funds. Operations and maintenance costs are paid from the County's general funds. Capital costs are funded with impact fees. In 1999, Beaufort County passed an impact fee ordinance for libraries which was later revised in 2006. The fees pay for the impact of future development on library facilities; specifically building space, collection materials, furniture/fixtures & equipment, and land. Based on projected population growth, the fees are estimated to generate approximately \$16 million in revenue. The Friends of the Library also helps through cash contributions, book sales, and volunteer services. Funding is a critical issue.

CONCLUSION

Funding the repair & renovation of existing facilities is critical for the near term and must be a primary focus. Existing facilities (except Bluffton library) are busy but not stressed. Growth in the Bluffton area will continue for the foreseeable future. The Bluffton library saw 16,000 visits per month in 2016 and is projected to have 20,000 visits per month by 2018. Secondary focus should be on

review/research/planning for new facilities that meet the needs of the county. No more than two 15,000 square foot facilities based on 1.0 square foot of library space per capita. Even at this level, funding operating & staffing will be a challenge that will not be overcome in the near future. The county library system must balance future facilities, staffing and services with a realistic budget projection.

RECOMMENDATIONS

Recommendation 11-13: Level of Service

- There are no nationally-recognized standards for public libraries.
- Statewide standards are untenable because of the vast differences between small, underfunded rural libraries and large well-supported urban libraries.
- Therefore, Beaufort County should adopt a realistic service standard of 1.0 square foot per capita in building space (147,374 square feet) and in collection materials adopt the new state standard of 2 items per capita (Essential Standard of 324,000 print items).

Recommendation 11-14: Address the Funding Gap

This plan recommends the following strategy to meet the projected funding requirements for existing and future needs for library facilities:

- Utilize Library Impact Fees where and when appropriate.
- Initiate capital campaigns to solicit funding for individual library building projects from corporate and private donors; and
- Utilize the Capital Projects Sales Tax or Bond issuance to fund capital needs for libraries. This would be pursued via countywide referendum once the existing Capital Projects Sales Tax expires.