

# **SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS**

## **MINUTES**

April 17, 2014

The South Carolina Commission on Disabilities and Special Needs met on Thursday, April 17, 2014, at 10:00 a.m. at the Department of Disabilities and Special Needs Central Office, 3440 Harden Street Extension, Columbia, South Carolina.

The following were in attendance:

### **COMMISSION**

#### **Present:**

Fred Lynn, Chairman  
Christine Sharp, Vice Chairman  
Harvey Shiver, Secretary  
Katherine Davis  
Katherine Finley – Via Teleconference  
Deborah McPherson  
Eva Ravenel

### **DDSN Administrative Staff**

Dr. Buscemi, State Director; Mrs. Susan Beck, Associate State Director, Policy; Mr. David Goodell, Associate State Director, Operations; Mr. Tom Waring, Associate State Director, Administration; Mrs. Tana Vanderbilt, General Counsel (For other Administrative Staff see Attachment 1 – Sign In Sheet).

### **Guests**

(See Attachment 1 Sign-In Sheet)

### **Coastal Regional Center (via videoconference)**

(See Attachment 2 Sign-In Sheet)

### **Pee Dee Regional Center (via videoconference)**

(See Attachment 3 Pee Dee Regional Center Sign-In Sheet)

### **Whitten Regional Center (via videoconference)**

(See Attachment 4 Whitten Regional Center Sign-In Sheet)

### **York County DSN Board (via videoconference)**

(See Attachment 5 York County Sign-In Sheet)

### News Release of Meeting

Chairman Fred Lynn called the meeting to order and Commissioner Harvey Shiver read a statement of announcement about the meeting that had been mailed to the appropriate media, interested persons, and posted at the Central Office and on the website in accordance with the Freedom of Information Act.

### Invocation

Commissioner Eva Ravenel gave the invocation.

### Adoption of the Agenda

The Commission adopted the April 17, 2014 Meeting Agenda by unanimous consent. (Attachment A)

### Approval of the Minutes of the March 20, 2014 Commission Meetings

The Commission approved the minutes of the March 20, 2014 Commission Meeting by unanimous consent.

### Public Input

Ms. Susan Maner of SC Special Olympics introduced Mr. Travis Luthren. He spoke on behalf of the SC Special Olympics.

### Report from DSN Boards

Ms. Leanne Johnston spoke on behalf of the SC Human Service Providers Association.

### Commissioners' Update

Commissioners Christine Sharp, Deborah McPherson and Fred Lynn spoke of events in their districts.

### SC Assistive Technology Program (SCATP)

Dr. Carol Page, Program Director with the SC Assistive Technology Program, spoke of the different activities and services they provide. These included the Assistive Technology Exchange, Reutilization of Equipment, free demonstrations, the annual Assistive Technology Expo, two to four week device loans, and workshops, seminars and trainings. She also stated that they can keep services free because they are federally funded under the Assistive Technology Act of 1998. The collaboration with SCATP and DDSN for Emergency Preparedness was stated. Discussion followed.

### Autism Awareness Month

Mr. Daniel Davis, DDSN Autism Division Director, spoke about how DDSN is forging relations with other organizations that serve individuals with autism. Mr. Davis also gave acknowledgement to the statewide autism staff.

### Waiting List Report

Mrs. Susan Beck provided a report of the Head and Spinal Cord Injury (HASCI) waiting list stating 80 new consumers were removed from the list due to allocation from July 1, 2013 to March 31, 2014; 53 new consumers were served in FY 2012 and 32 consumers were served in FY 2013, with a total of 85 for the last two-year timeframe. Dr. Buscemi spoke of the HASCI workgroup with DHHS to plot strategies to expedite the movement of the HASCI waiting list. DDSN began prep work with DHHS in October 2013, for the HASCI Waiver Waiting List Reduction Project funded by DHHS recurring savings designated in the fiscal year 2014 budget. In February 2014, DDSN began allocating slots in good faith based on DHHS intentions to begin funding to move this waiting list. Pending approval of funds requested by Governor Haley for fiscal year 2015, an additional project to reduce the ID/RD and CS Waiver waiting lists will begin on July 1, 2014. Preliminary work for this effort has already begun. Mrs. Beck also provided a report on the community waiting lists and the critical list. Discussion followed. At the Commissioners' request, Mrs. Beck will provide a breakdown of the number of individuals living with aging caregivers on the Waiver Waiting Lists. (Attachment B)

### Budget Update

Mr. Tom Waring reported the budget process for 2015 is still very positive for the department. As stated at the last Commission Meeting, the budget bill has passed out of the House with \$13.3 million in additional state funds to meet the waiting list demands of consumers in needs of our services. At least 1,400 individuals on the waiting list will receive services with these funds. DDSN is very thankful for the acknowledgement of the waiting list need and the funding to meet this need. The budget is now with the Senate Finance Committee for their deliberations. The Committee has worked through the provisos associated with the bill and will take up dollars associated with the budget the week of April 28, as the Senate is on furlough next week. The Board of Economic Advisors will be presenting new revenue data at their upcoming meeting.

### Comprehensive Permanent Improvement Plan

Mr. Tom Waring presented detailed information on ten capital projects for the department's 2015 Comprehensive Improvement Plan. Discussion followed. On motion of Commissioner Katherine Davis, seconded, the Commission approved the ten capital improvement projects in the amount of \$2,997,000.00 for FY 2015. (Attachment C)

### Statewide Waiver Respite

Mr. Tom Waring gave the background of the Statewide Waiver Respite program whereas the IRS determined respite caregivers were considered employees, not independent contractors. DDSN became compliant July 1, 2010. Issues have arisen with the rollout and DDSN boards have expressed concern about the liability issues and the continued potential risk in providing respite services. In order to take the burden off boards, DDSN is working with the Respite Coalition to take over the training of the family in regards to respite services; training of the respite caregivers, and the recruitment of respite caregivers. Also, proposals were requested from the boards to perform the payroll functions on a statewide basis. Charles Lea Center and the Jasper DSN Board have been selected as the "Household Employer Payroll Agent" for District I and II, respectfully. The anticipated implementation date is July 1, 2014.

### State Director's Report

Dr. Buscemi reported on the request to MMO to eliminate the minimum salary requirements for case managers included in the QPL RFP. DDSN will send contract amendments to boards then remove requirement upon approval from MMO.

Dr. Buscemi stated that the 2013 Employee of the Year Awards will take place at the May 15, 2014 Commission Meeting and asked the Commission members to please let her know if they would like to attend the luncheon after the meeting.

Dr. Buscemi spoke of the upcoming Regional Meetings targeting board members to discuss system changes. She will eventually conduct similar meetings targeting families. Beaufort County DSN Board has been an added video conference location for the May 13, 2014 meeting being held at DDSN. Please contact the board for details.

Dr. Buscemi stated the projected date for the new DDSN Coordinated Care Division to begin the DDSN intake process is July 1, 2014. Interviewing is taking place and she will send out a memo with more information in the near future.

Dr. Buscemi stated that DDSN training on MTCM will take place at the end of April. Changes will be effective May 1 and updated standards to be effective May 1 as well. She stated that DDSN cannot go through its normal open review process of the standards before changes are implemented. DDSN will take the month of May to solicit additional feedback and further clarifications from DHHS. Expect a finalized version of standards effective June 30, 2014.

Nominating Committee

Chairman Fred Lynn stated he will be appointing members to the Nominating Committee for the election of new Commission officers at the May 15, 2014 Commission Meeting. He asked the Commission Members to please let him know if they are interested in serving on the Committee. The election will be at the June 19, 2014 Commission Meeting.

Next Regular Meeting Date

Chairman Fred Lynn announced the next regular Commission Meeting is scheduled for Thursday, May 15, 2014 with the starting time to be determined.

Executive Session

On motion of Commissioner Christine Sharp, seconded and passed, the Commission entered into Executive Session to receive legal advice.

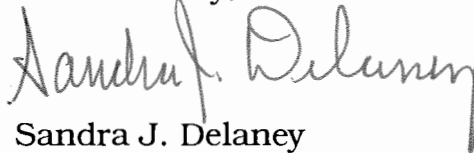
Enter into Public Session

The Commission entered into Public Session. It was noted that no action was taken in the Executive Session.

Adjournment


With no further business, Chairman Fred Lynn adjourned the meeting.

Submitted by,



Sandra J. Delaney

Approved:

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Commissioner Harvey Shiver  
Secretary

**SC COMMISSION ON DISABILITIES AND  
Commission Meeting  
April 17, 2014**

**Guest Registration Sheet**

**(PLEASE PRINT)** Name and Organization

- |     |   |                   |
|-----|---|-------------------|
| 1.  | Sue Maner, Travis Luthren, Barry Coats - Special Olympics |                   |
| 2.  | Suey Johnson  |                   |
| 3.  | Stephanie William   | Calhoun DSWTS     |
| 4.  | Dike Moss   | Calhoun DSWTS     |
| 5.  | Bheanne Johnston  | SCITSP            |
| 6.  | Carol Page  | SCATP             |
| 7.  | Daniel Davy   | Art -             |
| 8.  | Kathy Martin  | PVA               |
| 9.  | Macie Smith   | DDSN              |
| 10. | Ann Dalton  | DDSN              |
| 11. | Mike Keith  | Marion-Diller DSU |
| 12. | Cathi Brander   | DDSN              |
| 13. | Andrea Keller   | DDSN              |
| 14. | Tamara Hammond  | DDSN              |
| 15. | Renata Franks   | DDSN              |
| 16. | Shannon Finell  | DDSN              |
| 17. | Dino Eppanly  | SCSCIA            |
| 18. | Joy Hunter  | DDSN              |
| 19. | Kelmo YACOBI  | DDSN              |
| 20. | Beth Bunge  | Bright Start      |

SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS  
**Commission Meeting**  
April 17, 2014

**Guest Registration Sheet**

**(PLEASE PRINT)** Name and Organization

- 21. Allison Rowe Florence DDSN
- 22. Claire Wise Florence Autism
- 23. LINDA Veldheer SEDDSN
- 24. Joyce Davis BIASC
- 25. DEAN RSON CEROSN
- 27. George MAKY DHH5
- 28. Mary B. Ruschkofski Midlands Center
- 29. \_\_\_\_\_
- 30. \_\_\_\_\_
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- 40. \_\_\_\_\_

SC COMMISSION ON DISABILITIES AND  
Commission Meeting  
April 17, 2014

Attachment 2

**Guest Registration Sheet**

**(PLEASE PRINT)** Name and Organization

1. Ronda Ritchie - DDSN Dist. II

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**SC COMMISSION ON DISABILITIES AND  
Commission Meeting  
April 17, 2014**

**Guest Registration Sheet**

**(PLEASE PRINT)** Name and Organization

1. *J. H. [Signature]*

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SC COMMISSION ON DISABILITIES AND S  
Commission Meeting  
April 17, 2014

**Guest Registration Sheet**

**(PLEASE PRINT)** Name and Organization

- 1. John King DDSN
- 2. PAT FRISAN DDSN
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SC COMMISSION ON DISABILITIES AND  
Commission Meeting  
April 17, 2014

**Guest Registration Sheet**

**(PLEASE PRINT)** Name and Organization

1. Janice Fowler YCBDSN
2. Michelle Shaffer YCBDSN
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**SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS**

**A G E N D A**

**South Carolina Department of Disabilities and Special Needs  
3440 Harden Street Extension  
Conference Room 251  
Columbia, South Carolina**

**April 17, 2014**

**10:00 A.M.**

1. Call to Order *Chairman Fred Lynn*
2. Welcome - Notice of Meeting Statement *Commissioner Harvey Shiver*
3. Invocation *Commissioner Eva Ravenel*
4. Introduction of Guests
5. Adoption of Agenda
6. Approval of the Minutes of the March 20, 2014 Commission Meeting
7. Public Input
8. Report from DSN Boards *Mr. Jimmy Burton*
9. Commissioners' Update *Commissioners*
10. Business:
  - A. SC Assistive Technology Program *Dr. Carol Page  
Program Director  
SC Assistive Technology Program*
  - B. Autism Awareness Month *Mr. Daniel Davis*
  - C. Waiting List Report *Mrs. Susan Beck*
  - D. Budget Update *Mr. Tom Waring*
  - E. Comprehensive Permanent Improvement Plan *Mr. Tom Waring*
  - F. Statewide Waiver Respite *Mr. Tom Waring*
11. State Director's Report *Dr. Beverly Buscemi*
12. Executive Session
13. Next Regular Meeting Date (May 15, 2014)
14. Adjournment

**PLEASE SILENCE CELL PHONES DURING THE MEETING. THANK YOU.**

Planned Rotation of Monthly Commission Reports on Quarterly Waiting List Progress

FY 2014	Community Supports	PDD	HASCI	ID/RD
July (Annual Report)	X	X	X	X
August	X			
September		X		
October			X	X
November	X			
December		X		
January			X	X
February	X			
March		X		
April			X	
May	X	X		
June		X		

\*Critical List updates will be provided monthly

**South Carolina Department of Disabilities and Special Needs**

**Waiting List Updates**

**Movement of Waiver Waiting Lists Interpretation Guide**

1. Column 2: For the given time period, # of slots were awarded to new consumers.
2. Column 3: As of the earliest date of this period, the next person awarded was # on the waiting list.
3. In general, some individuals on the waiting list were not able to be located, no longer wanted the slot or have been served some other way and so the list has moved more than the designated # of slots awarded when these individuals were removed from the list.

**MOVEMENT OF WAIVER WAITING LISTS:  
HASCI Waiver Waiting List Quarterly Report  
(July 1, 2013 TO March 31, 2014)**

<b>WAIVER WAITING LIST</b>	<b>NEW CONSUMERS Removed from the Waiting List Due to Slot Allocation</b>	<b>NEXT PERSON TO BE AWARDED A SLOT ON THE WAITING LIST WAS THIS NUMBER ON JULY 1, 2013</b>
Head and Spinal Cord Injury	80	41

**Total Individuals Removed from the HASCI Waiting List = 193**

**Individuals Removed Due to Slot Allocation = 80**

**Individuals Removed For Other Reasons = 113**

Examples of Other Reasons include death, moved out of state, entered NF permanently, ineligible, declined, cannot be located

**PREVIOUS FISCAL YEAR TOTALS:**

<b>HASCI WAIVER WAITING LIST</b>	<b>NEW CONSUMERS SERVED (slot movement)</b>
TOTAL FISCAL YEAR 2012 (July 1, 2011 to June 30, 2012)	53
TOTAL FISCAL YEAR 2013 (July 1, 2012 to June 30, 2013)	32
TOTAL FISCAL YEAR 2012 and 2013 (2-YEAR TOTAL)	85

**South Carolina Department Of Disabilities & Special Needs**

<b>Community Waiting List</b>			
	<b>6/30/12</b>	<b>6/30/13</b>	<b>3/31/14</b>
<b>Critical</b>	50	45	40
<b>Priority One</b>	321	297	286
<b>Other</b>	1677	1679	1651
<b>Total</b>	1998	1976	1937
<b>Day Supports Waiting List</b>			
	<b>6/30/12</b>	<b>6/30/13</b>	<b>3/31/14</b>
<b>Day Program (Center Based)</b>	987	968	970
<b>Job Coach</b>	183	175	173
<b>Other</b>	182	175	181
<b>Total - Unduplicated</b>	1288	1259	1260
<b>Regional Centers Waiting List</b>			
	<b>6/30/12</b>	<b>6/30/13</b>	<b>3/31/14</b>
<b>Priority One</b>	1	1	0
<b>Other</b>	23	21	20
<b>Total</b>	24	22	20
<b>Intellectual Disability/Related Disabilities (ID/RD) Waiver Waiting List</b>			
	<b>6/30/12</b>	<b>6/30/13</b>	<b>3/31/14</b>
<b>ID/RD – Critical</b>	0	0	0
<b>Autism - Critical</b>	0	0	0
<b>Total – Critical</b>	0	0	0
<b>ID/RD – Regular</b>	2726	3399	4013
<b>Autism – Regular</b>	614	856	1063
<b>Total - Regular</b>	3340	4255	5076
<b>Total</b>	3340	4255	5076
<b>Head &amp; Spinal Cord Injury (HASCI) Waiver Waiting List</b>			
	<b>6/30/12</b>	<b>6/30/13</b>	<b>3/31/14</b>
<b>HASCI - Critical</b>	0	0	0
<b>HASCI - Regular</b>	393	385	330
<b>Total</b>	393	385	330
<b>Pervasive Developmental Disorder (PDD) Waiver Waiting List</b>			
	<b>6/30/12</b>	<b>6/30/13</b>	<b>3/31/14</b>
<b>Total</b>	812	1009	1285
<b>Community Supports Waiver Waiting List</b>			
	<b>6/30/12</b>	<b>6/30/13</b>	<b>3/31/14</b>
<b>Total</b>	3233	3787	4066



South Carolina Department Of Disabilities Special Needs  
 Critical List Activity For 2/28/2014 Through 3/31/2014

	As Of 2/28/2014 -----	Added During The Period -----	Removed During The Period -----	As Of 3/31/2014 -----
Coastal	6	4	7	3
Midlands	17	6	8	15
Pee Dee	6	4	5	5
Piedmont	17	11	11	17
	-----	-----	-----	-----
Total:	46	25	31	40
	=====	=====	=====	=====

## FY 2014-2015 CAPITAL IMPROVEMENT PROJECT LIST

For April 17, 2014 Commission Meeting

<b>1</b>	<b><u>Pee Dee &amp; Saleeby Centers - Preventive Maintenance</u></b>	<b>\$ 522,000.00</b>
	The project scope includes life cycle repair and replacement of various building components in dormitories and other buildings at Pee Dee Center campus and satellite Saleeby Center campus. The work includes bathroom renovation replacing damaged fixtures and finishes in six Mulberry dorms, totaling 24 bathrooms; replacement of worn out cooking equipment in the PD Center Central Kitchen where all consumer meals are prepared; replacement of failing HVAC equipment at the PD Central Kitchen and one Mulberry Dorm; replacement of wall wainscoting, accessible handrails, and damaged ceiling tiles at Saleeby Center; replacement of worn out floor finishes at PD Admin and Program buildings; replacement of worn out commercial laundry equipment at Saleeby Center; and miscellaneous preventive maintenance repairs.	
<b>2</b>	<b><u>Statewide - Emergency Generators</u></b>	<b>\$ 225,000.00</b>
	Project funds will be used to repair, replace, and maintain aging emergency generators statewide, in order to provide reliable emergency power.	
<b>3</b>	<b><u>Statewide - Community Facilities - Preventive Maintenance &amp; License Conversion</u></b>	<b>\$ 400,000.00</b>
	Project funds will be used to replace building components that require life cycle replacement, such as HVAC equipment, water heaters, windows & doors, roofing, life safety systems, and other identified needs, including energy efficient lighting and building envelope insulation. Funds will be used to construct code compliance upgrades in order to convert from ICF-ID to CRCF license.	
<b>4</b>	<b><u>Midland Center- Preventive Maintenance</u></b>	<b>\$ 390,000.00</b>
	The project scope includes life cycle repair and replacement of various building components in dormitories and other buildings at Midlands Center campus. The work includes removal of underground storage tank and fueling equipment; painting of exterior entrances of residential buildings; exterior lighting and interior lighting controls; administration building ceiling remediation; replacement of carpeting in corridor and renovation of bathrooms for ADA compliance in Developmental Pediatrics; and miscellaneous preventive maintenance repairs.	
<b>5</b>	<b><u>Whitten Center - Preventive Maintenance</u></b>	<b>\$ 325,000.00</b>
	Project funds will be used to upgrade existing dormitory fire alarm systems to include carbon monoxide detection in 13 residential Dorms; window replacement at Dorm 106; Sloan Building day activity renovations; boiler replacement at Dental Clinic; tree trimming and removal in various areas of campus to mitigate potential storm damage; landscaping at Sensory Garden; and other identified needs that enhance the safety and welfare of Whitten Center residents. WC Trust Funds of \$110,000 will be utilized for tree trimming and Sensory Garden landscaping.	
<b>6</b>	<b><u>Coastal Center- Preventive Maintenance</u></b>	<b>\$ 250,000.00</b>
	The project scope includes kitchen renovations at Hillside 220, 320, 420, 520, 620, Highlands 710, 810, 910; and emergency replacement of HVAC equipment and commercial appliances with new, more energy efficient equipment at run-to-failure demise.	
<b>7</b>	<b><u>Coastal Center - Dental Clinic Renovations</u></b>	<b>\$ 250,000.00</b>
	Project funds will be used to refurbish existing dental clinic area to provide safety, wheelchair and stretcher access, replace obsolete dental equipment, and to bring dental clinic into compliance with regulatory requirements.	
<b>8</b>	<b><u>Whitten Center -Demolition of Regional Office Building (Add to CPIP 13-14 WC demolition project)</u></b>	<b>\$ 50,000.00</b>
	Project funds will be used to demolish unsafe two story staff residence located on Whitten Center campus. Funds will be added to last year's project to demolish the WC Regional Office Building.	
<b>9</b>	<b><u>Statewide -Network Infrastructure/ Telephone System Replace (Add to exist. project J16-9874)</u></b>	<b>\$ 340,000.00</b>
	Second year funding will fully fund project to replace agency network equipment and add wireless access points to residential and administration buildings at each campus to reduce the annual maintenance cost of old systems, and provide and install Voice over IP telephone systems at each regional center (Whitten, Coastal, Pee Dee and Midlands), thus replacing 25 year old telephone systems at Whitten and Coastal Centers and replacing State Legacy system at Midlands and Pee Dee Centers, moving all four campuses to the new State telephone system.	
<b>10</b>	<b><u>Regional Centers- Energy Mgmt. Controls System Replacement- (Add to exist. project J16-9868)</u></b>	<b>\$ 245,000.00</b>
	Project funds will be used to replace existing energy management systems that are failing due to obsolete hardware and software. These systems reduce energy consumption and provide safety at regional centers by controlling HVAC equipment, water temperatures, emergency generators weekly exercise, etc. DDSN staff recommends that this project be procured as a 5 year contract consisting of five one-year optional renewals. This request represents year two of potential five year funding.	

Total **\$ 2,997,000.00**