

**MEETING SUMMARY OF THE POLICY COMMITTEE**  
**Commission of the South Carolina Department of Disabilities and Special Needs**  
**3440 Harden Street Extension**  
**Columbia, South Carolina**  
**November 8, 2022**

**IN ATTENDANCE: Chairman, Barry Malphrus; Commissioner David Thomas, and  
Commissioner Michelle Woodhead  
Dr. Michelle Fry, Lori Manos, Ann Dalton, Quincy Swygert, PJ Perea and Colleen Honey**

**1. Adoption of Agenda**

Chairman Malphrus requested committee members to adopt the agenda.

As there were no objections, agenda was adopted.

**2. Approval of Summary Notes from the October 11, 2022 Meeting**

Chairman Malphrus requested committee members to adopt the summary notes.

As there were no objections, the summary notes from the September 6, 2022 meeting were adopted.

**3. Old Business:**

**A. Administrative Agency Standards**

The Standard was posted for external review. Several comments were received and staff made additional changes. The Chairman requested several additional changes. As there were no objections, the Standard will be presented to the full Commission for approval.

**4. New Business:**

**A. 367-08-DD: Central Office Telephone Call Coverage Backup Policy**

Staff presented to the Committee for approval to declare OBSOLETE as the directive has been incorporated to other directives. As there were no objections, the directive will be declared OBSOLETE in conjunction with 367-11-DD and 367-20-DD after they have gone out for external review.

**B. 367-11-DD: Telephone Policy**

Staff presented to the Committee for approval to post for external review. The Chairman requested one change. As there were no objections, the directive will be posted for public comment (10-day review) and will be presented at the next Policy meeting.

**C. 367-20-DD: Portable Computing Devices**

Staff presented to the Committee for approval to post for external review. As there were no objections, the directive will be posted for public comment (10-day review) and will be presented at the next Policy meeting.

D. 104-01-DD: Certification and Licensure of DDSN Residential and Day Facilities

Staff presented to the Committee for approval to post for external review. As there were no objections, the directive will be posted for public comment (10-day review) and will be presented at the next Policy meeting.

E. 100-28-DD: Quality Management

Staff presented to the Committee for approval to post for external review. The Chairman requested one change. As there were no objections, the directive will be posted for public comment (10-day review) and will be presented at the next Policy meeting.

**5. Adjournment**

The next meeting will take place on January 10, 2023.