

FINANCE AND AUDIT COMMITTEE AGENDA

Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Conference Room 251 (SKYPE)
Columbia, South Carolina

April 6, 2021

3:00 p.m.

In attendance: Robin Blackwood, Chair; Barry Malphrus; Ed Miller; Stephanie Rawlinson; Gary Lemel; Constance Holloway; Pat Maley; Rufus Britt; Candis Golston; Debra Leopard; Debbie Detroia; Debbie Wilson; and Christie Linguard

1. Call to Order *Robin Blackwood, Committee Chair*

The meeting was called to order at 3:04 pm.

2. Statement of Announcement *Robin Blackwood, Committee Chair*

Commissioner Blackwood read a statement of announcement about the meeting that was distributed to the appropriate media, interested persons, and posted at the Central Office and on the website in accordance with the Freedom of Information Act.

3. Adoption of the Agenda

Brief Summary: Agenda was presented.

Committee Member(s) Guidance (if any): None

Committee Vote(s) (if any): Commissioner Miller made a motion to accept the agenda as presented, seconded by Commissioner Malphrus and unanimously approved by the committee.

4. Review Minutes of the February 1, 2021 Meeting

Brief Summary: The February 1, 2021 minutes were presented to the committee for approval.

Committee Member(s) Guidance (if any): None

Committee Vote(s) (if any): On a motion by Commissioner Miller, seconded by Commissioner Malphrus, the committee unanimously approved the November minutes as written.

5. Capital Purchases – Regional Center Vehicle Replacement *Pat Maley/Debbie Detroia*

Brief Summary: Mr. Maley gave an overview of the State Fleet vehicles at the Regional Centers. The recommendation from staff at this time is to purchase 10 ADA compliant wheelchair vans and buses for our four Regional Centers at an approximate cost of \$674,650. DDSN will not pursue using the State's Master leasing Program this year. Ms. Detroia noted that the price quotes are

from state contract pricing which includes: three (3) Starcraft buses (\$71,707 each); five (5) Transit X2X vans (\$69,969 each); and two (2) Transit K1C vans (\$54,842 each).

Committee Member(s) Guidance (if any): Commissioner Blackwood.

Committee Vote(s) (if any): On a motion by Commissioner Malphrus, seconded by Commissioner Miller, the committee unanimously approved the agency purchasing 10 ADA compliant wheelchair vans and buses for an approximate cost of \$674,650.

6. Third Quarter Provider Contracts Summary *Pat Maley*

Brief Summary: Mr. Maley presented the Third Quarter FY 21 Commission Summary of contracts. This summary will be presented to the full commission at the next meeting.

Committee Member(s) Guidance (if any): None.

Committee Vote(s) (if any): None.

7. Financial Audit Discussion *Robin Blackwood, Committee Chair*

Brief Summary: Commissioner Blackwood commenced by stating that since the agency is in the process of hiring a new executive director and chief financial officer, it is standard procedure to initiate a financial audit of services. .

Committee Member(s) Guidance (if any): Commissioner Malphrus asked that the state interim director, Constance Holloway, contact the Governor's Office as well as the State Auditor's Office for direction. Chairman Lemel spoke briefly about the agency's 2015 overall financial audit that was not very helpful in its findings; therefore, he is asking that the audit's specificities be laid out in advance. Commission members asked that the 2015 audit be sent to them after the meeting.

Committee Vote(s) (if any): Commissioner Miller made a motion to have Ms. Holloway research audit options and give the commission members an update at the next full commission meeting. This motion was seconded by Commissioner Malphrus and approved unanimously by the committee.

8. Chief Financial Officer Report *Pat Maley*

a. Cost Reports

Brief Summary: Cost report for 2013 has been received by DDSN. The agency is optimistic that cost reports 2014 and 2015 should be received by the end of May. Fiscal year 2019 is promised to the agency by early to mid-June. Now that we have the 2013 cost report, the agency will pull Medicaid billable revenue for the same services and then meet with SCDHHS to determine cost settlement liability for reconciliation.

Committee Member(s) Guidance (if any): None.

Committee Vote(s) (if any): None.

b. Administrative Contract with SCDHHS

Brief Summary: Pat Maley stated that the Administrative Contract from SCDHHS is on his desk. Once he looks it over, he will send it to Ms. Holloway for her approval. Once it has been signed, he will prepare the first three quarter invoices to SCDHHS for payment. He reminded the committee that this is a brand new contract that passes through all of the agency's waiver rates.

Committee Member(s) Guidance (if any): None.

Committee Vote(s) (if any): Commissioner Malphrus made a motion to present the SCDHHS Administrative Contract to the full commission meeting for a final vote; this motion was seconded by Commissioner Miller and unanimously approved by the committee.

c. Non-Service Provider Contracts over \$200,000

Brief Summary: Mr. Maley presented the FY20 report of "non-service" invoices organized by vendor that the agency paid over \$200,000. Going forward, Mr. Maley suggested that the committee approve annual post payment reviews for contracts over \$100,000.

Committee Member(s) Guidance (if any): Commissioner Rawlinson asked how many contracts the agency has that involve former DDSN employees and/or commission members. Mr. Maley suggested that guidance be written in a policy to outline consultative contracts with former employees and/or commission members. Commissioner Malphrus asked for a summary of each contract that the commission needs to be approved. Commissioner Miller suggested that once the Policy Committee writes the guidance in a policy, that policy is sent back to the Finance & Audie Committee before going to the full Commission.

Committee Vote(s) (if any): Commissioner Miller made a motion for staff to pull a report listing all contracts that pay consulting fees since July 1, 2019 to now to include any contracts with former employees or commission members; the motion was seconded by Commissioner Malphrus and unanimously approved by the committee. Commissioner Malphrus also asked that Mr. Maley denote the amount of money saved since the termination of the contracts.

9. Next Meeting Date

Going forward, the Finance & Audit Committee will meet every first Tuesday of each month at 3:00 PM. The next committee meeting will take place on Tuesday, May 4, 2021 at 3:00 PM.

10. Adjournment

At 4:11 PM on a motion by Commissioner Miller and seconded by Commissioner Malphrus, the meeting was adjourned.