

## FINANCE AND AUDIT COMMITTEE AGENDA

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

**April 6, 2022**

**3:00 p.m.**

**In attendance: Robin Blackwood, Chair; Barry Malphrus; Michelle Wood; Michelle Fry; Lori Manos; Tracey Hunt; Janet Priest; Leslie Seth; Greg Meetze; Debra Leopard; Debbie Punzirudu; Nancy Rumbaugh; Preston Southern; and Christie Linguard.**

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

[The meeting was called to order at 3:04 p.m.](#)

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 Malphrus made a motion to approve the agenda as written, seconded by Commissioner Woodhead and unanimously approved by the committee.

4. Review Minutes of the March 8, 2022 Meeting

[Brief Summary:](#) The March 8, 2022 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 Malphrus, seconded by Commissioner Woodhead, the minutes were approved.

5. Financial Approval & Threshold Report for April 2022 *Candis Golston*

[Brief Summary:](#) There were no items for financial threshold approval for the month of April.

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

Committee Vote(s) (if any): None

Commissioner Blackwood paused to welcome Commissioner Woodhead and asked that she introduce herself.

6. Fee-For-Service (FFS) Update *Lori Manos*

Ms. Manos commenced by stating that the full reconciliation for FFS will take place in the next couple of weeks, immediately after the billing closeout for the month of March. As of April 1, 2022, we have gone full direct bill with the Department of Human Services (DHHS), who will accept claims every day but will only adjudicate them once a week. All claims submitted by Therap system were accepted. Claims were also submitted by the web tool; some were rejected because they did not have a National Provider Identifier (NPI) number. Both DDSN and DHHS meet on a daily basis right now. Our staff is working with providers on a regular basis to make sure everything is running smoothly. She spoke briefly about the attendance module grid and their enhancements, which should be available by July 1, 2022.

7. Financial Update *Nancy Rumbaugh*

Ms. Rumbaugh presented the spending plan vs actual expenditures as of March 30, 2022. To date, the agency is 1.71% under budget. Ms. Rumbaugh stated that the report was pulled early due to the early scheduling of this meeting. She will present the final report at the Commission meeting. This item was received as information only.

8. Cost Reports Update *Debbie Punzirudu*

Ms. Punzirudu briefed the committee on the status of the cost reports. The FY2018 reports were submitted to DHHS last week. The currently leaves the agency with FY2020 and 2021 left to submit to DDSH. DHHS has asked that we submit FY 2021 before submitting FY2020; therefore, we currently have four staff members working full-time on these two reports. The FY2021 Cost Reports should be submitted by June 30, 2022 to DHHS; and the FY2020 Cost Reports should be completed and submitted by August 12, 2022.

9. Information Technology Upgrades *Greg Meetze*

Mr. Meetze reported that the agency needs to upgrade new technology in all regional centers. We need to replace end of life personal computer workstations. The agency is looking at digital signage installation for all regional centers for various communication efforts. The Whitten Center conference room needs an upgrade; and lastly, central office is looking to upgrade laptops for remote working of staff members.

Mr. Meetze noted that collectively, the total is more than \$200,000 but individually, none of them should total that amount.

Dr. Fry recommended that the agency move forward with these upgrades because all costs associated is within the existing budget. If we have to wait until the next committee meeting, then we will be delaying these projects and we need to move forward as quickly as possible. Tommy McDaniel and Pacifico "PJ" Perea would be responsible for the content of the digital signage system. Ms. Lemmond, Director of Human Resources, will also assist with anniversary and birthday content.

Commissioner Malphrus asked Mr. Meetze to bring this item to the April commission meeting.

10. **Regional Centers Improvements Update** *Seth Leslie*

Mr. Leslie talked about a proactive budget to handle some of the regional centers needs to enhance or revitalize occupied spaces and living conditions for our consumers. We are working concurrently at the regional centers to begin these projects by the end of this fiscal year. Two Hundred Thousand dollars has been allocated to each Regional Center, with Saleeby being allocated a total of Fifty Thousand dollars for these aesthetic and beautification projects.

11. **DDSN Owned Properties** *Seth Leslie*

Per Proviso 36.6, the engineering division is actively developing a comprehensive plan to address some of the deferred maintenance improvement projects for properties we own. Field assessments were conducted and a survey was done during the fall of last year to determine which projects needed priority.

12. **Chief Financial Officer Update** *Tracey Hunt*

**Procedures Engagement from State Auditors**

Ms. Hunt stated that she has been in contact with the State Auditor's Office (SAO) regarding an audit of the agency's financials. After submitting a scope of work to the SAO, we will proceed with aligning our calendars with theirs to begin this process. Procurement disbursements, reporting for our year-end packages, reviewing revenue accounts to make sure the coding and labeling are done correctly, are a few of the things the SAO will be looking at. This is a free service from the SAO; however, if there is a next step, they will assist us in finding auditors to fulfill our requirements. We are expecting the audit to take at least six months, starting in July (the beginning of the new fiscal year).

**Financial Management Strengthening Projects for Boards**

Ms. Hunt announced that we are still working on a summary and details for an outside contractor for board trainings. We are working to get a little more specific than we have done in the past.

**Proviso for Maintenance of State-owned facilities**

Ms. Hunt discussed briefly some of the projects and timing of the maintenance at these facilities. The projected budget between \$2.7 to \$3.0 million. Dr. Fry stated that, until we are successful in getting recurring funding for this project, we can certainly pull in some of the 6.2% FMAP funding to help with these improvement projects. When the time is appropriate, we can bring this up in the Legislative Committee.

12. **Next Meeting Date: May 4, 2022 at 1:00**

13. Adjournment

There being no further business, at 3:53 PM on a motion by Commissioner Malphrus and seconded by Commissioner Woodhead, the meeting was adjourned.