

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

December 13, 2021

3:00 p.m.

In attendance: Robin Blackwood, Chair; Barry Malphrus; Ed Miller; Michelle Fry, Pat Maley; Candis Golston; Debra Leopard; Debbie Punzirudu; Nancy Rumbaugh; Mark Kaminer; and Christie Linguard

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

The meeting was called to order at 3:01 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):

Committee Vote(s) (if any): Commissioner Malphrus made a motion to table item 7, Legacy Homes Process, until next month; seconded by Commissioner Miller and unanimously approved by the committee. Commissioner Malphrus made another motion to approve the agenda with the tabling of the Legacy Homes Process discussion, which was seconded by Commissioner Miller and unanimously approved.

4. Review Minutes of the October 18, and November 15, 2021 Meetings

Brief Summary: The October 18, and November 15, 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 Malphrus, seconded by Commissioner Miller, both sets of minutes were approved as written.

5. Financial Approval & Threshold Report for December 2021

Pat Maley

Brief Summary: There were no contracts that triggered reporting requirements; therefore, there is nothing to report.

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

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

6. Monthly Band B & I Report (Outliers and Band Changes) *Pat Maley*

Brief Summary: Mr. Maley noted that this will be the last Band B & I report. Mr. Maley noted that there was only one preliminary staff recommendation that he recommends be denied.

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

Committee Vote(s) (if any): Commissioner Malphrus made a motion to deny the one (1) outlier increase that was presented, seconded by Commissioner Miller and unanimously approved by the committee.

7. Fee-For-Service (FFS) Update *Pat Maley*

Mr. Maley presented a documented entitled, "Transition to Fee-for-Service (FFS) Information for Finance Directors", which gave a broad overview of all areas encompassed all areas. He spoke on the most significant impacts to the agency and answered any questions. Mr. Maley has been working closely with DHHS' staff member Jeff Saxon. Mr. Saxon advised that he will be adjusting the waiver case management rate by an increase of 7.32%. As well, the ICF Community rates will go up as well, but we are not sure how much as of yet. Mr. Saxon is also looking at a Leave Day Policy, which has not been disclosed yet. Mr. Maley noted that there are still a lot of details that need to be worked out before January 1, 2022. The agency is organizing an FAQ list for everyone.

8. Financial Update *Pat Maley*

Mr. Maley presented the spending plan vs actual expenditures as of November 30, 2021. To date, the agency is .16% under budget.

9. Internal Audit Update *Courtney Crosby*

Ms. Crosby started with the Agreed-Upon Procedures Report.

- At our last meeting, we noted that the review of 2020 AUP reports for the DSN Boards was complete, but we had four (4) remaining 2020 reports for providers to review. Contract reductions related to 2020 reports total \$20,300.
- October 31st was the deadline for 2021 reports for the DSN Boards. We have received 39 reports, and 1 Board was granted an extension.
- Of the nine (9) providers with June 30 year ends resulting in Oct. 31st reporting deadlines, we have received eight (8) AUP reports; the other one (1) is on an extension.

Internal Audit division is still working to complete the FY 2021 audits that carried over into FY 2022 and anticipate issuing the Environmental Modifications report later this month. The exit

conference is scheduled to take place this Wednesday. The division should have the final report sent to the commissioners soon after. The field work has been completed for the IT audit and the division will be moving into the second phase of this audit. An exit conference should be taking place in January.

The tracking report has been populated beginning in 2018. Ms. Crosby paused for a moment to thank Kimberly Cochran for assisting with this project. She is currently reviewing the report and will distribute to the commissioners within the next few days.

10. Chief Financial Officer Report

Pat Maley

Mr. Maley announced that the agency has completed payment of the 1% retirement funding. Everyone signed their grants in advance noting that they will use the monies for employee benefits. Lastly, he noted that the providers are completing their room and board submissions and the finance area is working on this information.

11. Next Meeting

The next committee meeting will take place on Monday, January 17, 2022 at 3:00 PM.

12. Adjournment

At 3:34 PM on a motion by Commissioner Miller and seconded by Commissioner Malphrus, the meeting was adjourned.