SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

MINUTES

July 18, 2013

The South Carolina Commission on Disabilities and Special Needs met on Thursday, July 18, 2013, at 10:30 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

<u>Present</u>: Fred Lynn, Chairman Christine Sharp, Vice Chairman Katherine Davis Katherine Finley Deborah McPherson Eva Ravenel

<u>Absent:</u> Harvey Shiver, Secretary

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).

<u>Guests</u>

(See Attachment 1 Sign-In Sheet)

Coastal Regional Center (via videoconference)

(See Attachment 2 Coastal Regional Center Sign-In Sheet)

Pee Dee Regional Center (via videoconference)

(No one in Attendance)

Whitten Regional Center (via videoconference)

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

York County DSN Board (via videoconference)

(See Attachment 5 York County Sign-In Sheet

July 18, 2013 DDSN Commission Meeting Minutes Page 2 of 5

News Release of Meeting

Chairman Fred Lynn called the meeting to order and Commissioner Christine Sharp 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 Katherine Davis gave the invocation.

Adoption of the Agenda

The Commission adopted the July18, 2013 Meeting Agenda by unanimous consent. (Attachment A)

Approval of the Minutes of the June 20, 2013 Meeting

The Commission approved the minutes of the June 20, 2013 Commission Meeting as corrected by unanimous consent.

Public Input

Mrs. Mary Leitner spoke representing herself and a group/organization.

Report from DSN Boards

Mr. Jimmy Burton spoke on behalf of the SC Human Service Providers Association.

Commissioners' Update

Commissioners Christine Sharp, Eva Ravenel, Deborah McPherson, Katherine Finley and Fred Lynn spoke of events and meetings that they attended and shared news of upcoming events in their district.

Waiting Lists

Mrs. Susan Beck provided a handout and presentation discussing the movement of waiver waiting lists interpretation guide and the planned rotation of monthly Commission reports on quarterly waiting list progress. The critical list updates will be provided monthly. Mrs. Beck reported that 925 new waiver slots have been awarded for FY 2013 and 1,050 total slots awarded for FY 2012 with a total of 1,975 for a two year timeframe. (Attachment B)

July 18, 2013 DDSN Commission Meeting Minutes Page 3 of 5

Policy Committee Report

Commissioner Deborah McPherson, Chairman of the Policy Committee, gave a report of the Policy Committee Meeting held prior to today's Commission Meeting. She stated the consensus of the Committee is to not make any changes to the five Commission Policies. She also reported that it was recommended that if there are substantial changes to directives and standards the Commission should be able to review them approximately two weeks prior to a Commission Meeting. Commissioner McPherson made the motion to approve the five Commission policies currently in place with cosmetic changes. The motion was seconded and passed.

Golden Palmetto Award

Ms. Lois Park Mole presented a recommendation for the 2012 Golden Palmetto Award which is given annually to a county in South Carolina that has best demonstrated exemplary support of citizens with disabilities and special needs during the previous year. Ms. Mole stated that both Newberry and Fairfield County did exceptional jobs in their support of citizens with disabilities and special needs. Commissioner Eva Ravenel made the motion to accept the recommendation to award both Newberry County and Fairfield County the 2012 Golden Palmetto Award. The motion was seconded and passed. Chairman Fred Lynn will present the award August 5, 2013 at the South Carolina Association of Counties' Annual Conference in Hilton Head.

Consideration of Bids

Mr. Tom Waring presented information for Commission approval on the bid for renovations of the Pecan Dorms of the Pee Dee Center. Discussion followed. On motion of Commissioner Katherine Davis, seconded and passed, the Commission approved to accept the recommendation to award the contract to the lowest bidder, Carolina Construction, Inc. of Cheraw, South Carolina, to include the base bid and alternates number one, two and three in the amount of \$132,725.000 and to send out for re-bidding if the lowest bidder is determined non-responsible. (Attachment C)

Mr. Waring presented information for Commission approval on the bid for upgrades to the kitchen building at the Coastal Center. Discussion followed. On motion of Commissioner Deborah McPherson, seconded and passed, the Commission approved to accept the recommendation to award the contract to the lowest bidder, Emory J. Infinger & Associates Construction Co., of Charleston, South Carolina, in the amount of \$79,800.00 and to award to the second lowest bidder should the lowest bidder be determined nonresponsible. (Attachment D)

Mr. Waring stated the bid to replace the HVAC at the Whiten Center Chapel was originially scheduled to be presented for consideration at today's Commission Meeting, however, discovery of issues delayed the bid. Bids will be received July 25, 2013. Since the Chapel is not functioning presently and is

July 18, 2013 DDSN Commission Meeting Minutes Page 4 of 5

used for many activities, Mr. Waring would like to request review and approval prior to the August Commission Meeting. Dr. Buscemi recommended the Commission conduct a teleconference meeting compliant with FOIA for the sole purpose of approving the bid. The Commission agreed to Dr. Buscemi's recommendation.

Targeted Case Management

Mr. Tom Waring gave an update on TCM activity. Mr. Waring also provided charts discussing the minutes logged and payment to providers versus revenue generated. He reported that June activity of service coordination is down somewhat from the previous months. The decrease could be from the change in the definition of home visits and waiver budget rollovers. Mr. Waring stated there are many uncertainties where service coordination is going with the main concern of the \$47 rate for 15 minute of service. Mr. Waring stated DDSN is working on issues with DHHS and DDSN needs to obtain more information so it can be shared with our provider network. Dr. Buscemi added that the \$47 per 15 minute rate is on par with our sister agencies. DDSN and DHHS are still in discussion regarding the \$47 versus \$27 rate as it has a negative impact on DDSN's financial stability and to our service delivery system. (Attachment E)

State Director's Report

Dr. Buscemi stated the Affordable Care Act Statewide Conference scheduled to take place in July has been canceled and tentatively scheduled for sometime in January. The delay is due to the Federal government's decision to delay the next phase of the Affordable Care Act.

Dr. Buscemi spoke of the recent agreed-upon procedures audit conducted by the Office of the State Auditor. Nine areas were looked at with no findings. This speaks very well of the agency and specifically of Mr. Martin Taylor and his staff.

Dr. Buscemi stated DHHS informed DDSN a few months ago that they would be conducting an audit of DDSN systems and yesterday sent the scope of objectives of the audit. Dr. Buscemi added that she will send the objectives to the Commission and the provider network in the next few days.

Dr. Buscemi reported that the DHHS audit of DDSN's oversight of the Greenville County DSN Board is in the very final stages and should be released soon. A copy will be provided upon the release.

Dr. Buscemi reported the LAC audit objectives have been received which were previously provided to Commission Members. A final report is expected in March 2014.

July 18, 2013 DDSN Commission Meeting Minutes Page 5 of 5

Dr. Buscemi stated an issue regarding Certificate of Needs has been in the news lately. She stated this issue does not impact DDSN. The only area it would impact is if we were developing or expanding new ICF beds. DDSN has not added ICF beds in years and does not intend to so in the future.

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.

Next Regular Meeting Date

Chairman Fred Lynn announced the next regular Commission Meeting is scheduled for Thursday, August 15, 2013 with the starting time to be determined.

Adjournment

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

Submitted by, Dandru J. Delany

Sandra J. Delaney

Approved:

M. INV

Commissioner Harvey Shiver Secretary

SC COMMISSION ON DISABILITIES AND Commission Meeting

Attachment 1

July 18, 2013

Guest Registration Sheet (PLEASE PRINT) Name and Organization KICHARD WHER JAY ALTMAN ('Inester -LAncos 3. Nanay McCounick P+A-DHUS)ah. Lazoo Bright Start Bunge Center for Disablency to saurce 6. Mighan Troubridge Mary REDONA DAN Conto 41TIEW CENTER_ PARENTS (LUB RTHEEEN NBORTS 9. Ú 1210 SCHSP 10. REAMIL lanet Think SCODSK 12. LOGI Manos SCODSN BIASC 13. Heather Joy 14. WC. HORder Family Connection S.C. COLLETIN COUNT BOSN 15. DEAL READ 16. Courtney Phillips LAC 17. Alts Keith Marion-Dillon DSN 18. (DG11 hord 19. VEIDHEER NOA DQSN

SC COMMISSION ON DISABILITIES AND SPECIAL NEEDS Commission Meeting

July 18, 2013

	Guest Registration Sheet
(PLEASE PRINT) Name and Organization
21.	Eng MAKE DHHS
	MALTER TATLE BASK
23.	Ralph Country Hiken Bb
24.	Marge Williamson The Arc of SC
25.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	
34.	
35.	
36.	
37.	
38.	
39.	
40.	

Attachment 2

SC COMMISSION ON DISABILITIES AND S Commission Meeting

July 18, 2013

Guest Regist	ration Sheet
DIEASE DDIN	7
(PLEASE PRIN	Name and Organization
1 GLORIA M. James	Bamberg Co. DSNBd,
1. GLORIA M. James 2. HARRIS CAPPS	PGA EVOR
3. Rufus Britt III	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

SC COMMISSION ON DISABILITIES AND :

J

Commission Meeting July 18, 2013

Guest Registration Sheet			
(PLEASE PRI	NT) Name and Organization		
2. PAT FKAN	DDSN DDSN MCBING		
3. Jennifer Broks	NCOSNB		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
17			
19			
20			

SC COMMISSION ON DISABILITIES AND S Commission Meeting July 18, 2013

	Gu	est Regis	tration Shee		
(PLEASE F	'KIN			
1	Michelle Shaffer	-	YCBOSN		
2	JANICE FOULD	R	YEBDAN	~	and a second
			\mathcal{O}		
7.					
8. ,					
9			and the second	ter bener bester an som en som at 18 at det at det at det som en som en s om en som en som en som en som en som	en serven mana dan adalah Maran g kang kang kang kang kang kang kang kan
10.		g type with the state of the st	an an a star and a star and a star and a star a	and a start of a start of the	
11.					······
12.					
13.					
				an an an an an an Alla Alla Alla Alla Al	

18.					
19.			and and a second se		
20.			11. J	enned 8., 134 23.8.8.8.8.8.9.9.9.9.9.9.9.9.9.9.9.9.9.9.	

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

AGENDA

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

July 18, 2013

10:30 A.M.

Chairman Fred Lynn

Mr. Jimmy Burton

Ms. Lois Park Mole

Mr. Tom Waring

Mr. Tom Waring

Dr. Beverly Buscemi

Commissioners

Commissioner Harvey Shiver

Commissioner Katherine Davis

1. Call to Order

- 2. Welcome Notice of Meeting Statement
- 3. Invocation
- 4. Introduction of Guests
- 5. Adoption of Agenda
- 6. Approval of the Minutes of the June 20, 2013 Meeting
- 7. Public Input
- 8. Report from DSN Boards
- 9. Commissioners' Update
- 10. Business:
 - A. Waiting Lists Mrs. Susan Beck B. Policy Committee Report Commissioner Deborah McPherson Discussion/Approval of Commission Policies
 - C. Golden Palmetto Award
 - D. Consideration of Bids
 - *Pee Dee Center -* Pecan Dorms Toilet Room Renovations and Loading Dock Repairs
 - Coastal Center Upgrades to Kitchen Building Ceilings/Windows and Doors
 - E. Targeted Case Management
- 11. State Director's Report
- 12. Executive Session
- 13. Next Regular Meeting Date (August 15, 2013)
- 14. Adjournment

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 last date of this period, the next person awarded a slot was # on the waiting list as of July 1, 2012.
- 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.

Planned Rotation of Monthly Commission Reports on Quarterly Waiting List Progress

July: 2013 Annual Report August: Community Supports September: Pervasive Developmental Disorder October: Head and Spinal Cord Injury and Intellectual Disability/Related Disability

*Critical list updates will be provided monthly

MOVEMENT OF WAIVER WAITING LISTS: ANNUAL REPORT FOR FISCAL YEAR 2013 (JULY 1, 2012 TO JUNE 30, 2013)

WAIVER WAITING LIST	SLOTS AWARDED (new awards)	NEXT PERSON TO BE AWARDED A SLOT ON THE WAITING LIST WAS THIS NUMBER ON JULY 1, 2012
COMMUNITY SUPPORT	422	467
PERVASIVE DEVELOPMENT DISORDER	407	399
HEAD AND SPINAL CORD INJURY	32	41
INTELLECTUAL DISABILITY/RELATED DISABILITY	64	50
TOTAL FISCAL YEAR 2013	925	957

FISCAL YEAR TOTALS: MOVEMENT OF WAIVER WAITING LISTS

WAIVER WAITING LIST	SLOTS AWARDED (new awards)	NEXT PERSON TO BE AWARDED A SLOT ON THE WAITING LIST WAS THIS NUMBER ON JULY 1, 2012
TOTAL FISCAL YEAR 2012 (July 1, 2011 to June 30, 2012)	1,050	1,350
TOTAL FISCAL YEAR 2012 and 2013 (2 YEAR TOTAL)	1,975	2,307

South Carolina Department Of Disabilities Special Needs Critical List Activity For 7/1/2012 Through 6/30/2013

	As Of 7/1/2012	Added During The Period	Removed During The Period	As Of 6/30/2013
Coastal	6	61	63	4
Midland	24	70	79	15
Pee Dee	5	42	40	7
Piedmont	15	80	76	19
Total:	50	253	258	45

Commi	unity Waiting List	36 11	
	6/30/11	6/30/12	6/30/13
Critical	31	50	45
Priority One	327	321	297
Other	1654	1677	1679
Total	1981	1998	1976
Day Sup	oports Waiting List		
nationananan ar shinada ya	6/30/11	6/30/12	6/30/13
Day Program (Center Based)	970	987	968
Job Coach	174	183	175
Other	179	182	175
Total - Unduplicated	1264	1288	1259
	Centers Waiting List	miller 1	
	6/30/11	6/30/12	6/30/13
Priority One	0	1	1
Other	24	23	21
Total	24	24	22
Intellectual Disability/Related	Disabilities (ID/RD) Wai	ver Waiting List	Participa -
en e	6/30/11	6/30/12	6/30/13
ID/RD – Critical	0	0	0
Autism - Critical	0	0	0
Total - Critical	0	0	0
ID/RD – Regular	2080	2726	3399
Autism – Regular	460	614	856
Total - Regular	2540	3340	4255
Total	2540	3340	4255
Head & Spinal Cord Inj	ury (HASCI) Waiver W	aiting List	
	6/30/11	6/30/12	6/30/13
HASCI - Critical	0	0	0
HASCI - Regular	448	393	385
Total	448	393	385
Pervasive Developmental	Disorder (PDD) Waiver	Waiting List	
	6/30/11	6/30/12	6/30/13
Total	568	812	1009
	ports Waiver Waiting Li	ist	S
containing out	The second s		
	6/30/11	6/30/12	6/30/13

Waiting List Update

Commission Report

SC DDSN

Movement of Waiver Waiting Lists

NEXT PERSON TO BE AWARDED A SLOT ON THE WAITING LIST WAS THIS NUMBER ON JULY 1, 2012	1,350	957	2,307
SLOTSAWARDED (new awards)	1,050	925	1,975
WAIVER WAITING LIST	TOTAL FISCAL YEAR 2012 (July 1, 2011 to June 30, 2012)	TOTAL FISCAL YEAR 2013 (July 1, 2012 to June 30, 2013)	TOTAL FISCAL YEAR 2012 and 2013 (2 YEAR TOTAL)

Fiscal Year 2013 Totals at Year End

Waiting List	Total at Fiscal Year End
Community	1,976
Day Supports (Unduplicated)	1,259
Regional Centers	22
Intellectual Disability/Related Disability	4,255
Head and Spinal Cord Injury	385
Pervasive Developmental Disorder	1,009
Community Supports	3,787

CONSIDERATION OF BIDS

PEE DEE CENTER PECAN DORMS 203, 204, 205 – TOILET REOOM RENOVATIONS AND WAREHOUSE LOADING DOCK REPAIR

STATE PROJECT NO: J16-9852-(J)

The project scope includes the reconfiguration of residential bathrooms into toilet rooms in Pee Dee Center Dorms 202, 203, 204, and 205. The work scope also includes replacement of damaged dock leveler devices at the Warehouse loading dock. Pecan Dorm toilet room modifications include new doors, flooring, wall finishes and ceiling finishes as well as plumbing work required for new fixture placement. Loading dock repairs include cutting out sections of existing loading docks slabs and replacing slabs, then installing EOD devices to embedded steel at concrete.

It is recommended that a contract be awarded to **Carolina Construction, Inc. of Cheraw, SC** to include the base bid and alternates number one, two, and three amount of <u>\$132,725.00</u>. While no problem is anticipated, permission is requested to award to the second low bidder should the low bidder be determined non-responsible.

Base Bid One:	<u>\$</u>	105,025.00
Alternate No. One:	<u>\$</u>	22,000.00
Alternate No. Two:	<u>\$</u>	3,950.00

Alternate No. Three: <u>\$ 1,750.00</u>

Contract Amount: <u>\$ 132,725.00</u>

ATTACHMENT: Bid Tabulation

FUNDS: Excess Debt Service

BID DATE: 07/09/13

DATE: <u>07/09/13</u>

PROJECT NO .: J16-9852 (J) PROJECT NAME: Pee Dee Center **PROJECT DESCRIPTION:** PD Pecan Dorms Toilet Room Renovations & Loading Dock Repair ARCHITECT/ENGINEER: Goforth, Brown & Assoc.

BID DATE: Tues., 7/9/13 TIME: 3:00 PM LOCATION: SCDDSN, Centrol Office, Room 247

1

5

BID TABULATION

TOTAL SUBCONTRACTORS Adden. Adden CONTRACTOR NAME NO SEC BASE BID ALTERNATE #1 ALTERNATE #2 ALTERNATE #3 No. 1 No. 2 (ADD/DEDUCT) Base Bid Plumbing: Carolina Construction Jacob Plumbing ✓ Cheraw, SC 29520 ~ √ \$105,025,00 \$ 22,000.00 \$3,950.00 \$1,750.00 \$132,725.00 Alternate #1 Plumbing: Jacob Plumbing Base Bid Plumbing: 2 Gilbert-Fields Construction City Plumbing, Inc. ✓ Florence, SC 29501 1 -\$186.302.00 \$ 46,363.00 \$ 17,156.00 \$5.756.00 \$255,577.00 Base Bid Plumbing: City Plumbing, Inc. 3 4

ran Cooper Joan Cooper, Project Manager Hilson Witness



SCODSN Engineering and Manning 3440 Harden St. Extension

Columbia, SC 29203 Phone: (603) 898-9796

Fox: (808) 896-9653

CONSIDERATION OF BIDS

COASTAL CENTER UPGRADES TO KITCHEN BUILDING – CEILINGS, WINDOWS & DOORS

STATE PROJECT NO: J16-9851-(H)

The project scope includes the replacement of aging doors and windows, and the replacement of damaged ceiling over the tray line preparation area in the Coastal Center Kitchen Building. Door and frame replacement consist of hollow metal frames and hollow metal and FRP doors. Window replacements shall be aluminum framed, fixed glass storefront windows. Ceiling replacement shall be with aluminum capped grid system and cleanable ceiling tiles. Lighting replacement and other miscellaneous electrical work is included.

It is recommended that a contract be awarded to Emory J. Infinger & Associates Construction Co., Inc. of Charleston, SC to include the base bid amount of <u>\$79,800.00</u>. While no problem is anticipated, permission is requested to award to the second low bidder should the low bidder be determined non-responsible.

Base Bid: <u>\$ 79,800.00</u>

Contract Amount: <u>\$ 79,800.00</u>

ATTACHMENT: Bid Tabulation FUNDS: Excess Debt Service BID DATE: <u>07/09/13</u> DATE: 07/09/13

PROJECT NO.:	J16-9851-(H)		
PROJECT NAME:	Caastal Center	SCODSN Engineering and Fianning	
PROJECT DESCRIPTION:	Upgrades to Kitchen Bldg Ceilings/Windows & Doors	3449 Harden St. Extension Columbia, SC 27203 Phone: (803) 898-9796	
ARCHITECT/ENGINEER:	Goforth, Brown & Assoc.	Fax: (803) 898-9653	NORED FOR CARDINAL 100 DESERTEMENTE
ARCHIECT/LINGINEER.	GOIONN, BIOWN & ASSOC.		
QUOTE / BID DATE:	Tues., 7/9/13		 A Lide Materia
TIME:	2:00 PM		September 1997 and 1997 and 1997
LOCATION:	SCDDSN, Central Office, Conf Room 247		

BID TABULATION										
	CONTRACTOR NAME		ADDENDUM NO.		BASE BID NO. 1	SUBCONTRACTORS				
1	Emory J. Infinger & Assoc. Charleston, SC	SEC V	1	4	\$79,800.00	Electrical Star Electric Co.				
2	IPW Construction Group, LLC N. Charleston, SC 29418	4	~	7	\$104,176.00	Electricat Reserve Electric				
3	M.C. Dean Charleston, SC	4	4	4	\$146,789.00	Electrical M.C. Dean				
4	Church Creek Construction Charleston, SC 29407	J	1	J	\$123,687.00	Electrical Palmetto Electrical Contracting, LLC				

Joan Cooper, Project Manager

Wilness

SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS TARGETED CASE MANAGEMENT - JUNE 2013

Active Service Coordination - Level 1

Total Minutes Logged		60 8,982	
Minutes Reportable - Medicaid Eligible - Not at Home		462,383	75.93%
Minutes Reportable - Medicaid Eligible - At Home		67,7 85	11.13%
Minutes - Non Reportable - Medicaid Eligible		42,955	7.05%
Minutes - Non Medicaid Eligible		35,859	5.89%
		608,982	100.00%
Billable Minutes Based on Proposed Partial Units	2	*******	
Estimated Billable Minutes - Not at Home		462,383	100.00%
Minutes Reportable - Medicaid Eligible - Not at Home		462,383	
Estimated Billable Minutes - At Home		67,785	100.00%
Minutes Reportable - Medicaid Eligible - At Home		67,785	
Projected Revenue - June 2013			
Estimated Billable Units - Not at Home		31,669	
Rate	\$	15	
Revenue	\$	475,035	
Estimated Billable Units - At Home		4,573	
Rate	\$	20	
Revenue	\$	91,460	
Total Projected June 2013 Revenue per New Payment Structure	\$	566,495	
Actual DDSN Payment to Service Providers for June 2013	\$	1,285,047	
Percentage of June 2013 Projected Revenue to			
Payments to Service Providers for June Services		44.08%	

Data as of Juiy 15, 2013





