

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

MINUTES

July 18, 2024

The South Carolina Commission on Disabilities and Special Needs met on Thursday, July 18, 2024, at 10:00 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

Present In-Person

Eddie Miller - Chairman

Gary Kocher, MD - Secretary

Barry Malphrus

Microsoft Teams

David Thomas

Excused Absence

Michelle Woodhead – Vice Chairman

DDSN Administrative Staff

Constance Holloway, State Director; Courtney Crosby, Internal Audit Director; Quincy Swygert, Chief Financial Officer; Janet Priest, Associate State Director of Operations; Carolyn Benzon, General Counsel; Greg Meetze, Chief Information Officer; Pacifico Perea, Public Information; Janá Brown, Information Technology Division; and Christie Linguard, Executive Assistant.

Notice of Meeting Statement

Chairman Miller called the meeting to order, and Commissioner Kocher read the 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.

Welcome

Chairman Miller welcomed everyone to the meeting. He announced that Commissioner Woodhead's father passed away, and she will not be in attendance this morning. The Commission members send their condolences to Commissioner Woodhead and family.

Adoption of the Agenda

Since Commissioner Woodhead is absent from today's meeting, Commissioner Thomas made a motion to carryover the meeting frequency discussion until the August meeting. This motion was seconded by Commissioner Malphrus. The agenda minus the meeting frequency discussion was unanimously approved by the Commission. (Attachment A)

Invocation

Commissioner Kocher gave the invocation.

Approval of the June 20, 2024, Commission Meeting Minutes

Commissioner Thomas made a motion to approve the minutes from the June 20, 2024, Commission meeting as presented. This motion was seconded by Commissioner Kocher and unanimously approved by the full Commission. (Attachment B)

Commissioners' Updates

Commissioner Malphrus noted that the Governor of South Carolina has proclaimed July 22nd to be Fragile X Syndrome Awareness Day. A ceremony will be held at the statehouse on that day, beginning at 10:30 AM. Former Commissioner Robin Blackwood has a son with this Syndrome, and she helped to organize this ceremony. With the primary elections over and the upcoming elections in November, Commissioner Malphrus noted he is hopeful that this Commission and other healthcare commissions will be treated in a more appropriate manner going forward and will be given the respect they deserve.

Public Input

There was no public input.

Programs and Services

Mr. Daniel Rogers, Scout Executive and Chief Executive Officer for the Georgia-Carolina Council Boy Scouts of America gave a brief overview of the "Essentials in Serving Scouts with Special Needs and Disabilities". He talked about their national objectives, course topics, what they offer to support scouts, ways to emphasize character development, and planning events, amongst other topics. He discussed the mathematical formula for scouting. (Attachment C)

Commission Committee Business

Chairman Miller announced the 2024-2025 Commission Committees and their Chairs:

Finance and Audit Committee

Michelle Woodhead, Chair
Gary Kocher, MD
Eddie Miller

Policy Committee

Gary Kocher, MD
David Thomas
Michelle Woodhead

Legislative Committee

David Thomas, Chair
Barry Malphrus
Eddie Miller

Commissioner Malphrus made a motion to approve the committee assignments; seconded by Commissioner Kocher and unanimously approved by the Commission. (Attachment D)

Old Business

Commission Recommendations for Meeting Frequency

The Commission voted at the beginning of this meeting to carryover this discussion until the August Commission meeting.

New Business

FY24 YTD Spending Plan Budget vs. Actual Expenditures

Mr. Swygert began by noting the total YTD expenditures for the Agency is \$345,908,585, which is over budgeted by 4.30%. He also noted that FY24 does not fully close until next Friday. There are still several transactions that need to be entered; however, this should not change much from the information presented this morning. (Attachment E)

Director's Update

Director Constance Holloway gave her Director's Update on the Agency. Commissioner Malphrus noted that he will have several topics for discussion for the August Commission meeting. (Attachment F)

Executive Session

At 10:41 AM, Commissioner Kocher made a motion to enter into executive session to discuss personnel matters to include the Internal Audit Director's Performance Evaluation and the State Director's Salary Increase. This motion was seconded by Commissioner Malphrus and unanimously approved by the Commission.

Rise Out of Executive Session

At 11:10 AM, Chairman Miller noted that there were no motions made and no votes taken during executive session. Commissioner Kocher made a motion to rise out of executive session; seconded by Commissioner Malphrus and unanimously approved by the Commission. Chairman Miller then asked if there was any other business for the Commission.

Action on Item(s) Discussed in Executive Session, if needed

Commissioner Kocher made a motion to approve the salary increase for State Director Constance Holloway and to submit to the Agency Head [Salary] Commission for final approval. Commissioner Thomas seconded this motion, and it was unanimously approved by the Commission.

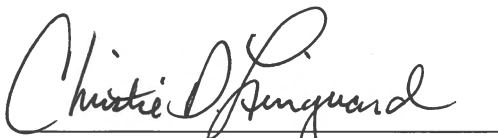
Next Regular Meeting

August 15, 2024, at 10:00 AM.

Adjournment

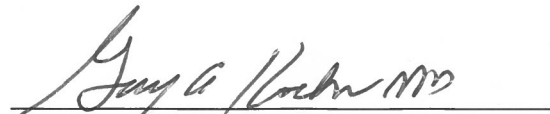
There being no further business, the meeting adjourned at 11:12 A.M.

Submitted by:



Christie D. Linguard
Executive Assistant

Approved by:



Commissioner Gary Kocher, M.D.
Secretary

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

A G E N D A

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

July 18, 2024

10:00 A.M.

1. Call to Order *Chairman Eddie Miller*
2. Notice of Meeting Statement *Commissioner Gary Kocher, MD*
3. Welcome
4. Adoption of Agenda
5. Invocation *Commissioner Gary Kocher*
6. Approval of the June 20, 2024 Commission Meeting Minutes
7. Commissioners' Update *Commissioners*
8. Public Input
9. Programs and Services
Georgia-Carolina Council – Boy Scouts of America *Daniel Rogers
Scout Executive/Chief Executive Officer*
10. Commission Committee Business
Committee Chair Assignments *Chairman Eddie Miller*
11. Old Business:
Commission Recommendations for Meeting Frequency *Ms. Courtney Crosby*
12. New Business:
FY24 YTD Spending Plan Budget vs. Actual Expenditures *Mr. Quincy Swygert*
13. Director's Update *Ms. Constance Holloway*
14. Executive Session
 - Personnel Matters
 - Internal Audit Director's Performance Evaluation
 - State Director's Salary Increase

15. Rise Out of Executive Session
16. Action on Item(s) Discussed in Executive Session, if needed
17. Next Regular Meeting – August 15, 2024, at 10:00 AM
18. Adjournment

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

MINUTES

June 20, 2024

The South Carolina Commission on Disabilities and Special Needs met on Thursday, June 20, 2024, at 10:00 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

Present In-Person

Eddie Miller - Chairman

Michelle Woodhead – Vice Chairman

Gary Kocher, MD - Secretary

Barry Malphrus

Microsoft Teams

David Thomas

DDSN Administrative Staff

Constance Holloway, State Director; Lori Manos, Associate State Director of Policy; Courtney Crosby, Internal Audit Director; Quincy Swygert, Chief Financial Officer; Janet Priest, Associate State Director of Operations; Carolyn Benzon, General Counsel; Robert McBurney, Program Manager for Emergency Operations & Special Projects; Chanel Cooper, Information Technology Division; Janá Brown, Information Technology Division; and Christie Linguard, Executive Assistant.

Notice of Meeting Statement

Chairman Miller called the meeting to order, and Commissioner Kocher read the 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.

Welcome

Chairman Miller welcomed everyone to the meeting.

Adoption of the Agenda

On a motion by Commissioner Kocher, seconded by Commissioner Malphrus, the meeting agenda was unanimously approved as written by the Commission. (Attachment A)

Invocation

Commissioner Thomas gave the invocation.

Approval of Commission Meeting Minutes

Commissioner Kocher made a motion to approve the minutes from the May 23, 2024, Special Called Commission meeting, and the May 16, 2024, Commission meeting as presented. This motion was seconded by Commissioner Malphrus and unanimously approved by the full Commission. (Attachment B)

Commissioners' Updates

Vice-Chairman Woodhead announced that the Clemson Wheelchair Tennis Tournament from July 19 – 21, 2024. For anyone who would like to have more information, please connect to the [Clemson Adaptive Sport link](#).

Chairman Miller commended the executive staff as well as all Agency staff in general for their willingness to assist with replies to emails he has received over the past year.

Nominations for Officers

On a motion by Commissioner Thomas, seconded by Commissioner Kocher, the Commission approved to nominate officers.

Commissioner Thomas made a motion to nominate Chairman Miller to remain Chairman of the Commission. Commissioner Kocher seconded the nomination. Individual votes were taken. Commissioners Thomas, Woodhead and Kocher voted Aye, while Commissioner Malphrus abstained from voting.

Commissioner Kocher made a motion to re-elect Vice-Chairman Woodhead to remain as Vice-Chairman of the Commission. This motion was seconded by Commissioner Thomas and unanimously approved by the Commission.

Commissioner Malphrus made a motion to re-elect Commissioner Kocher to remain as Secretary of the Commission. This motion was seconded by Commissioner Woodhead and unanimously approved by the Commission.

Public Input

There was no public input.

Commission Committee Business

Commissioner Woodhead noted that the Finance and Audit Committee meeting took place on June 12, 2024. She called on Mr. Swygert to brief the Commission on some of the agenda items up for approval.

FY24 YTD Spending Plan Budget vs. Actual Expenditures

Mr. Swygert began by noting the total YTD expenditures for the Agency is \$314,639,063, which is over budgeted by 3.84%. He also noted that once the Agency receives reimbursement for administrative costs for waivers, which equates to almost \$5 million, from the SC Department of Health and Human Services (SCDHHS), the over budgeted amount will decrease to 2.78%. (Attachment C)

Financial Approval and Threshold Report

There are two items on the Report for approval. Mr. Swygert noted that based on recommendations several years ago from the House Legislative Oversight Committee, the Agency should extricate itself from owning real estate. The Agency will stop receiving reoccurring funds for these properties very soon. Therefore, the first item is a proposal to hire a third-party assessment company to document the current conditions of each of the Agency's owned community properties. (Currently, there are 57 properties). Mr. Swygert thinks that a third-party assessment contract of this nature will be more than \$200,000. A final assessment report will be issued for each property which the Agency will use as supporting documentation for either a capital reserve fund request or a non-recurring request in the FY26 budget request. It is the Agency's hope that our providers will buy into accepting these properties. Coming out of Committee with a motion and a second, the full Commission approved the request for solicitation of bids to hire a third-party assessment company. (Attachment D)

The second item on the Report is renewal of an existing contract at the Coastal Regional Center for janitorial/housekeeping services. This is a proposed three-year contract with a total value of \$250,000 (\$83,000 per year). Coming out of Committee with a motion and a second, the full Commission approved the request to renew the existing janitorial contract for Coastal Regional Center.

FY25 Contracts Over \$200,000 Approval

Mr. Swygert presented seven contracts over \$200,000 for renewal. The only contract that has a different previous year amount is the University of South Carolina Center for Disabilities Resources Attendant Care contract. The new contract amount for FY25 has been increased by \$25,000. Commissioner

Malphrus asked if the Agency ever put out bids for the psychiatry contract. Mr. Swygert answered by stating that the Agency uses several different psychiatrists at our Regional Centers; however, this company's contract generally exceeds \$200,000, whereas the psychiatrist companies do not. Commissioner Kocher asked for more explanation about funding for Greenwood Genetics, which Mr. Swygert explained. Mr. Swygert also stated that he can put together utilization information on Medicaid past billing. Coming out of Committee with a motion and a second, the full Commission approved the contracts presented. (Attachment E)

FY25 Audit Plan

Ms. Crosby explained the Audit Plan that was given to the Commissioners. She also explained the process for developing the Plan. A couple of the engagements are direct recommendations from the Legislative Audit Council (LAC). There are some hours reserved for some unplanned audits. All significant changes will be brought before the Commission for review and approval. Ms. Crosby was excited to report that three new auditors will be starting on Monday. Coming out of Committee with a motion and a second, the full Commission approved the FY25 Audit Plan.

Old Business

Legislative Update

Commissioner Thomas has spoken to several legislators regarding Senate Bill 915. There has not been much movement and currently not on any future agendas. He talked briefly about the recent elections. Mr. McBurney noted that we are in a period of waiting regarding Senate Bill 915. He went on to give a synopsis on where the budget is right now as far as being approved by both the House and Senate. The State could potentially operate on a continuing resolution, which would mean that state businesses operate as usual and there will be no changes from the previous budget. Lastly, the Proviso that Senator Bennett assisted with has been approved by both the House and the Senate.

Meeting Frequency/Legislative Audit Council (LAC) Recommendation

Ms. Crosby recited the LAC's Recommendation regarding the meeting frequency for this Agency's Commission. She gave a brief rundown of how many meetings took place over the years as well as the cost for having the meetings. Ms. Crosby researched the meeting frequency of full boards/commission meetings at other state agencies. There were 13 state agencies reviewed. On average, these boards/commissions met approximately 6.6 times per year. Based on this research and the LAC recommendations, the Agency wanted to get the Commission's feedback and/or guidance to staff on meeting frequency going

forward. Ms. Crosby also stated that this discussion is for informational purposes only, no vote is required today. Chairman Miller requested that Commissioner Kocher speak with each Commission member and then with Ms. Crosby on the recommendations to present at the next meeting. He also reiterated that any time there is a need for a meeting, the Commission will have a meeting.

Director's Update

Director Constance Holloway gave her Director's Update on the Agency. (Attachment F)

Chairman Miller announced that he will be Atlanta, Georgia to attend sporting and athletic camps hosted by Otis Nixon (baseball), Lawrence Taylor (football), and Shaquille O'Neal (basketball).

Next Regular Meeting

July 18, 2024, at 10:00 AM.

Adjournment

On a motion by Commissioner Kocher seconded by Commissioner Woodhead and approved by the full Commission, the meeting was adjourned at 11:08 A.M.

Submitted by:

Approved by:

Christie D. Linguard
Executive Assistant

Commissioner Gary Kocher, M.D.
Secretary

BOY SCOUTS OF AMERICA
NATIONAL SPECIAL NEEDS & DISABILITIES COMMITTEE

**Essentials in Serving Scouts with
Special Needs & Disabilities**





National Objective

Assist leaders in developing a positive and inclusive program that caters to all youth in the Scouting program, including those with diverse abilities and challenges.





Course Topics

- Recognizing Disabilities
- Inclusive Practices
- Collaborative Efforts
- Adaptive Approaches
- Advancement Support
- Conflict Resolution
- Training & Resources
- Available Support





“We are more alike than we are different”

- Maya Angelou

It is essential to recognize that youth with disabilities share the same requirements for success and acceptance, both socially and emotionally, as their peers.





What is a disability?

A disability is a condition that may limit a person's movements, senses, or activities.

Examples of Disability Categories

- Physical
- Learning
- Cognitive or Developmental
- Emotional
- Social





Offering Support to Scouts

- Be proactive
- Seek ways to support Scouts facing difficulties, even if they have not received a diagnosis or if their situation has not been disclosed to you.





Offering Support to Scouts

- Encourage Positive Interactions
- Provide Clear Instructions
- Develop Individualized Strategies
- Promote Inclusivity



Emphasizing Character Development

- **Trustworthy:** Encourage all Scouts to be dependable in their interactions with others, regardless of their abilities.

- **Helpful:** Promote a culture of helpfulness and support, where scouts willingly assist each other without regard to differences in abilities.

- **Brave:** Instill courage in scouts to stand up for inclusivity and to advocate for the needs of all individuals, regardless of their abilities.

- **Reverent:** Foster an environment of respect and reverence for all individuals, regardless of their abilities, backgrounds, or challenges.





Every Scout Deserves a Leader

Who exemplifies the Scout Law and Oath by being...

- Inclusive and Supportive
- Effective Communicator
- Empathetic and Compassionate
- Adaptable and Flexible
- Safety-Conscious

But most of all.... Is passionate about Scouting





Partner with Parents

“How can we ensure the Scout is successfully experiencing all that Scouting has to offer?”

- Have a Joining Conference for Scouts
- Meet regularly with parents
- Praise successes and encourage
- Encourage parents to become active in the unit





Partner with the Scout

- Communicate respectfully with the Scout
- Collaborate to gain insight
- Encourage the Scout to help create solutions
- Encourage self-advocacy
- Offer flexibility
- Do not gossip or complain





Partner with Peers

Peer buddy is an ongoing, supportive relationship between Scouts.

It is **NOT** the same as the Buddy System.





Planning Events

When planning events, consider the following:

- Accessibility
- Sensory Considerations
- Clear Communication
- Peer Involvement
- Safety Measures
- Individualized Support





Adaptive Approaches

Unit leaders can make accommodations for **timing, scheduling, setting, presentation, and response** when helping a Scout with his/her advancement.





Possible Adaptations

- Materials Adaptation
- Architectural Adaptation
- Leisure Companion Adaptation
- Cooperative Group Adaptation
- Scheduling Adaptation
- Environmental Adaptation





Advancement Support

- Cub Scout, Scouts BSA and Venturing advancement
- [Alternate Rank Requirement](#)
- [Application for Alternative Eagle Scout Rank Merit Badges](#)
- [Participation Beyond the Age of Eligibility](#)
- Time extensions to earn the Eagle Scout rank





When Conflicts Occur

- Don't make snap decisions.
- Remain Calm
- Communicate Clearly
- Offer Support
- Find Solutions Together
- Seek Guidance





Corrective Action

A disability is not an automatic excuse for poor behavior. Corrective action should build...

- Self-awareness
- Coping and adaptation skills
- Maturity
- Wisdom





Resources

- National Special Needs and Disabilities Committee
 - <https://www.scouting.org/resources/disabilities-awareness/>
- National Special Needs and Disabilities Roundtables
 - <https://ablescouts.org/tag/snd-roundtable/>
- Inclusion Toolbox
 - <https://ablescouts.org/toolbox/>
- Able Scouts website
 - <https://ablescouts.org/>
- Able Scouts Newsletter - Abilities Digest
 - <https://ablescouts.org/subscribe/>





Support

- Social Media Accounts
 - Facebook: No Scout Left Behind: A Guide to Working with Scouts with Disabilities
 - Instagram: No_Scout_Left_Behind
- National Special Needs and Disabilities Committee Chair email (for answers and assistance for any Special Needs questions/issues)
 - SpecialNeedsChair@scouting.org





In Conclusion

- Thinking about this experience,
 - Does my Scouting unit, district, or council practice this type of inclusiveness?
 - How can I change my current approach or prepare others to be better prepared to support the youth in our program?



2024-2025 Commission Committees

Effective July 12, 2024

Finance and Audit Committee

Michelle Woodhead, Chair
Gary Kocher, MD
Eddie Miller

Legislative Committee

David Thomas, Chair
Barry Malphrus
Eddie Miller

Policy Committee

Gary Kocher, MD, Chair
David Thomas
Michelle Woodhead

FY24 SPENDING PLAN BUDGET - APPROVED	\$ 331,660,780
---	-----------------------

YTD EXPENDITURES BY CATEGORY - PRELIMINARY	EXPENDITURES THRU 6/30/2024
501000 - PERSONAL SERVICES - PAYROLL	\$ 77,388,410
502000 - CONTRACTUAL SERVICES	\$ 210,275,641
503000 - SUPPLIES AND MATERIALS	\$ 7,781,532
504000 - FIXED CHARGES AND CONTRIBUTIONS (RENT/LEASE)	\$ 4,387,384
505000 - TRAVEL	\$ 453,350
506000 - FIXED ASSETS (CAPITALIZED)	\$ 1,356,776
507000 - LAND & BUILDINGS	\$ 3,124,748
511000 - PUBLIC ASSISTANCE	\$ 8,386,093
513000 - EMPLOYER CONTRIBUTIONS - FRINGE BENEFITS	\$ 35,256,465
515000 - UTILITIES	\$ 1,987,162
517000 - ALLOCATIONS	\$ -
518000 - AID TO SUBDIVISIONS (STATE AID)	\$ -
520000 - FIXED ASSETS(NON-CAPITALIZED)	\$ 213,215
DHHS RECLASSIFICATION JOURNAL ENTRY TO REIMBURSE EXP	\$ (4,702,191)
TOTAL YTD EXPENDITURES	\$ 345,908,585
% OF YTD EXPENDITURES	104.30%
% OF SPENDING PLAN REMAINING	-4.30%
% OF FISCAL YEAR REMAINING	0.00%
% DIFFERENCE - OVER (UNDER) BUDGETED EXPENDITURES	4.30%

ITEMS NOT IN SPENDING PLAN (RECEIVED FUNDING APPROX, 9/30/2023)	
561000 - SPECIAL OPERATIONS (LEGISLATIVE PASS THRU)	\$ 12,685,000

**Monthly Commission Meeting
Update for Commissioners
Constance Holloway
July 18, 2024**

Good morning, everyone. Thank you for giving me a few moments to talk about the exciting things we've been doing.

Employee Spotlight

- Dr. Michelle Zila, Facility Administrator for the Coastal Regional Center, is retiring after 26 plus years of faithful service to the SCDDSN. A demonstrated subject matter expert in the facilitation and delivery of mental health support, Dr. Zila has mentored, educated and served consumers, families, and staff with excellence and a driven focus on quality, continuous improvement, and the pursuit of superior performance. A caring leader, Dr. Zila championed the Coastal Regional Center's Angel Tree providing gifts to families during the holiday season and is recognized for her outstanding character and courage with a "heart of a lion." Dr. Zila leaves an indelible mark on this agency, facility operations, and most importantly our state's most vulnerable citizens.

DDSN Regional Centers

- We would like to announce the hiring of Sam Price as the new Facility Administrator at Pee Dee Regional Center, effective July 1, 2024. Mrs. Price has extensive experience with special education services and the implementation of specialty-designed instruction meeting the needs of persons with disabilities. Mrs. Price possesses expertise in transition and work-based learning and has served as a professional educator in South Carolina since 1998. Her most recent role includes the Executive Director for Exceptional Children for the Marlboro County School District.
- Whitten Regional Center celebrated July 4th with a star-studded Independence Day Parade with Miss South Carolina USA Gracen Grainger as the Grand Marshal and special floats from the Clinton Fire and Police Departments, Clinton Mayor's Office, Shriners Club, Woodlawn Ramblers Motorcycle Club and many local businesses.
- Midlands Regional Center celebrated July 4th by beating the heat with a wet, cool and fun Splash Bash. A great way to enjoy the summer weather despite the sweltering temperatures.

Christmas in July

- I am happy to let everyone know that the 5th annual DDSN Holiday Market will be held on December 5th at the Central Office. Providers and partners will receive a Save-the-Date announcement, along with vendor and registration information in the coming months. The Holiday Market attracts consumer-owned businesses from across the state and serves as a festive and fun day for our visitors, staff and disability community.

Training Tuesdays

- We would like to remind everyone that DDSN will offer Case Management Training Opportunities from 10 AM until 12 PM, on the second Tuesday of every month. The training will occur virtually via Teams, using the same link for each monthly opportunity. The upcoming training topics include, Waiver Service, Enrollment, Therap, Residential Needs and Abuse/Neglect/Exploitation. Case Management providers and staff are encouraged to attend any or all the scheduled training sessions.

Golden Palmetto Award

It is time to recognize your county government if it has provided outstanding support to citizens with disabilities during 2023! The Golden Palmetto Award is our way of thanking county governments who put people with disabilities and special needs first. If you believe your county is deserving of this award, we encourage you to submit a nomination. A memo will be released in the coming days with nomination details. The deadline for nominations will be September 16, 2024.

The Golden Palmetto award will be presented at the South Carolina Association of Counties Fall Advocacy meeting in Columbia on October 17, 2024.