

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

February 12, 2024

3:30 p.m.

In attendance: Michelle Woodhead, Chair; Ed Miller; Gary Kocher, MD; Courtney Crosby; Quincy Swygert; Chanel Cooper and Kimberly Cochran.

1. Call to Order *Michelle Woodhead, Committee Chair*

The meeting was called to order at 3:30 p.m.

2. Statement of Announcement *Michelle Woodhead, Committee Chair*

Commissioner Woodhead 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. Invocation *Michelle Woodhead, Committee Chair*

Commissioner Woodhead gave the invocation.

4. 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 approve the agenda as written; seconded by Commissioner Kocher. The agenda was unanimously approved by the Committee.

5. Review Minutes from the September 13, 2023, Meeting

Brief Summary: The minutes from the September 13, 2023, meeting were presented to the committee for approval.

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

Committee Vote(s) (if any): Commissioner Kocher made a motion to approve the minutes as written; seconded by Commissioner Miller. The minutes were unanimously approved by the Committee.

6. Financial Approval & Threshold Report

Quincy Swygert

Brief Summary: Quincy Swygert presented three (3) items for review by the committee. The first item was the renewal of the linen contract for the Coastal, Pee Dee, and Saleeby Regional Centers. The current spending plan for this service is \$935,000; however, an estimated increase of \$300,000 is anticipated. Mr. Swygert requested approval for the anticipated increase and approval for the agency to solicit for a new 5-year contract. The second item was the increase of shift differentials for the regional center staff. Mr. Swygert proposed a new shift differential plan that would increase the current shift differential of \$0.50 to a range of \$2.00 (weekday 2nd and 3rd and weekend 1st shifts) to \$3.50 (weekend 2nd and 3rd shifts). The last item for approval is the Comprehensive Permanent Improvement Plan (CPIP) to purchase new retherm equipment for the Coastal Regional Center. This equipment is required to ensure the consumer meal trays meals are maintained at an optimum temperature. The total estimated cost for the new equipment is \$1.1 million.

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

Committee Vote(s) (if any): On a motion by Commissioner Miller, seconded Commissioner Kocher, the Committee approved the aforementioned three budget proposals. These budget proposals will be brought to the full commission for approval at the Thursday, February 15th meeting.

7. Chief Financial Updates:

Quincy Swygert

FY24 YTD Spending Plan Budget vs. Actual Expenditures – Thru January 2024

Brief Summary: Mr. Swygert presented the FY24 Spending Plan Budget vs. Actual Expenditures through January 31, 2024. To date, the Agency has expended \$196.8 million, which is 60.05% of the Agency’s proposed spending plan of \$327.7 million, with 39.95% of the spending plan remaining. The agency is 1.72% over budget.

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

Committee Vote(s) (if any): None

8. 800-07-CP – SC Commission on Disabilities and Special Needs Committee Procedures
Attachment A – Finance and Audit Committee Procedures

Courtney Crosby

Brief Summary: Courtney Crosby presented on the proposed changes to Attachment A of 800-07-CP – South Carolina Commission on Disabilities and Special Needs Committee Procedures. The most substantial change would be to move the meeting frequency from monthly to quarterly every year during the months of April, July, October, and January.

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

Committee Vote(s) (if any): On a motion by Commissioner Miller, seconded Commissioner Kocher, the proposed changes were approved by the Committee. The proposed changes will be brought to the full commission for approval at the Thursday, February 15th meeting.

9. Internal Audit Update

Courtney Crosby

Brief Summary: Ms. Crosby provided an update on the Internal Audit (IA) Division 2023 Audit Plan. In September, the Committee was briefed on the Medicaid Resource Limit Review. IA is working with 52 residential habilitation providers to review the financial records of individuals to determine whether resources have been managed in a manner that will not jeopardize Medicaid eligibility. IA is in the process of drafting final engagement communications (memos). Once complete, these memos will be shared with the provider's boards and leadership teams. An audit report will be issued to the Commission and DDSN leadership team at the conclusion of the full engagement, which is comprised of individual reviews with 52 providers.

The Audit Plan allocates hours to follow-up on outstanding corrective action plans. The fieldwork portion of follow-up procedures with Chester/Lancaster, Cherokee, and Marlboro County DSN Boards was recently completed. Follow-up memos to the boards, and the March tracking report will be issued to reflect the results of these follow-up procedures.

IA has been working on their 2024 Audit Plan. An email containing a 2024 Audit Planning Questionnaire was sent to the Commission in late December. The IA standards require consideration of the Commission's input. Ms. Crosby reminded those who have not returned the survey to please provide their feedback. Ms. Crosby will be reaching out to Commissioners individually to follow up on responses.

10. Next Meeting Date and Time: April 10, 2024 @ 3:30 PM

11. Adjournment

There being no further business, at 3:55 PM, Commissioner Miller made a motion to adjourn the meeting; seconded by Commissioner Kocher and unanimously approved by the Committee.