

FINANCE AND AUDIT COMMITTEE AGENDA

Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Conference Room 180 (TEAMS)
Columbia, South Carolina

June 6, 2022

3:00 p.m.

In attendance: Robin Blackwood, Chair; Barry Malphrus; Michelle Woodhead; Michelle Fry; Courtney Crosby; Tracey Hunt; Janet Priest; Candis Golston; Debra Leopard; Rob McBurney; Debbie Punzirudu; Nancy Rumbaugh; Preston Southern; Andrew Tharin; and Kimberly Cochran.

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

[The meeting was called to order at 3:02 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 May 4, 2022 Meeting

[Brief Summary:](#) The May 4, 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 unanimously approved.

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

[Brief Summary:](#) Ms. Golston presented Solicitation 5400019193 – LPN/RN Support Service: A fixed priced bid contract was solicited on 2/12/2020 for Supplemental License Nursing

Personnel. The contract period for this was established as a one (1) year contract with four (4) renewals. At the current time, one additional vendor has applied to be qualified and awarded a fixed price bid contract. This vendor will be added to provide the Regional Centers and option to procure services as needed. This is a routine solicitation and does not require a formal vote from the commission; only approval from the committee.

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

Committee Vote(s) (if any): Commissioner Malphrus made a motion to approve the fixed price bid, seconded by Commissioner Woodhead and unanimously approved by the committee.

6. Financial Update

Nancy Rumbaugh

Ms. Rumbaugh presented the spending plan vs actual expenditures as of May 31, 2022. To date, the agency is 5.79% under budget. This information will be presented and voted on at the June 16, 2022 Commission meeting.

7. Administration for Community Living (ACL) and Department of Transportation (DOT) Grants

Rob McBurney

Mr. McBurney briefed the committee on a Federal grant introduced by the Administration for Community Living (ACL) Traumatic Brain Injury (TBI) State Partnership Program. The four-year project period would begin on August 1, 2022 and include a single award of \$200,000 with a 2:1 state match. In the application, DDSN proposes to support the work of the South Carolina Brain Injury Leadership Council (SCBILC) to best serve those with a traumatic brain injury in the underserved populations of SC through new partnerships. The goals of the project include expanding SCBILC membership, conducting a needs assessment to identify gaps in data collection, prevention, service delivery, trainings and support provision to drive revisions to our state's TBI plan, and implementation of resource facilitation (RF), trainings, service delivery, and screening for TBI in coordination with the SCBIL and Brain Injury Association of South Carolina (BIASC). It is also planned to revive our state's TBI registry in order to better collect data on those with TBI, their health outcomes, and their services to ensure data driven decisions are made to best support those with TBI and their families. DDSN, in coordination with its partners, hopes to develop new services, trainings, and screenings, coordinate provision of resources, and disseminate updates on the proposed project to local, regional, and national audiences. The federal funding will be used to support contracts (for the needs assessment) and to hire a full-time staff member, as required by the grant. The deadline for the grant application is June 10, 2022.

In addition, Mr. McBurney briefed the committee on announcement of the Enhanced Mobility of Seniors and Individuals with Disabilities Program. The grant will award monies for the purchase of a purpose-built vehicle that is compliant with the Americans with Disabilities Act of 1990. The grant award includes an 85 percent federal share and 15 percent local match. The deadline for the grant application is June 10, 2022.

8. Sale of Property

Andrew Tharin

Mr. Tharin stood before the committee to request an updated approval for the surplus of two lots of DDSN-owned land located on Diane Road in York County. The Commission had previously approved the surplus of the lots in 2019; however due to the COVID-19 pandemic and delayed processes, the surplus of the land did not take place. Due to the time lapse in the previous approval by the Commission an updated approval is required. DDSN has no plans to use the lots on Diane Road. An appraisal from April 2019, gave an opinion of the market value of \$20,000.

Commissioner Blackwood requested Mr. Tharin provide the committee with new/updated appraisal. Mr. Tharin will update the committee on findings of the new appraisal once it has been completed. Once the lots are fully approved as surplus property by all involved parties and approval is made by the Commission, DDSN will work with staff at the Division of Real Property Services and the State Fiscal Accountability Authority (SFAA) to list the property with the state contracted realtor for marketing and selling the property. The property has to be sold on the open market at or above the appraised value. Proceeds from the sale will be split between DDSN and the State after reimbursing DDSN for its outlay for the appraisal.

9. Interdisciplinary Technical Advisory Team

Janet Priest

Ms. Priest presented to the committee a proposal to form the Interdisciplinary Technical Advisory Committee (ITAC). ITAC would consist of five (5) specially trained and educated individuals that would review and discuss and better understand the unique needs and often challenging behaviors of consumers with an intellectual or intellectually-related disability (ID/RD), autism spectrum disorder (ASD), traumatic brain injury (TBI), and/or spinal cord injury (SCI). The diagnosis alone of an individual with an ID/RD, ASD, TBI and/or SCI is not sufficient to completely understand how to safely and appropriately support the individual. ITAC would advise the agency on the best course to take in order to safely provide services to the individual and inform DDSN of policies and standards that govern service delivery. The committee would meet for approximately four (4) hours each week to review consumer information, discuss the individual or topic, assess why the negative behavior is occurring and from that discussion produce recommendations. The estimated annual cost for this ITAC is approximately \$128,000.

10. Internal Audit (IA) Update

Courtney Crosby

Ms. Crosby began with the Agreed-Upon Procedures (AUP) Report; IA has completed the review of 34 of the 40 reports and six (6) are in process. The review is completed for seven (7) of the nine (9) private providers with a year end of June 30th. There are three (3) private providers with a year end of September 30th. Reports were due on April 30th for 32 private providers with a year end of December 31st. IA has received 31 of these reports; 23 are complete and reviews for eight (8) are in process. IA is working to complete several ongoing audits, Technical Assistance Visits (TAVs), and follow up procedures. Members of the IA department

have been involved in a number of professional development opportunities within the last month. Ms. Crosby is continuing to work on the FY 2023 audit plan and has requested that any Audit Planning Surveys that have not already been returned be done so as soon as possible to ensure the information is considered in the audit plan development.

11. Chief Financial Update

Tracey Hunt

Ms. Hunt began by discussing the 2021 cost report. The 2021 cost report is being reviewed by the cost report consultant and will be submitted for approval on June 10, 2022. After Ms. Hunt has signed the cost report it will then be sent to the Department of Health and Human Services (HHS). Ms. Hunt hopes to have the FY2020 cost report completed before August 15, 2022.

In regards to the FMAP funds, DDSN is continuing to meet regularly with the Department of Health and Human Services (HHS). The Commission and the providers will be updated once an update from HHS has been received. This far, \$4,633,000 (92.7%) of FMAP funds have been paid out to 79 providers. In January 2022, \$5 million was offered to providers for the retention of staff. DDSN has disbursed 6.2% of those funds. Of the providers that remain unpaid, there are 35 private providers and this represents \$367,000 (7.3%) of the \$5 million, with many them being under \$1000. Two (2) memos went out to the providers to request funds. The majority of the funding not requested from private providers is from seven (7) providers equaling \$297,000 (6%) of the total. The other 31 providers will be sent an email by the of the week inquiring on their intent to request the funds.

The House Ways and Means' and Senate approved all of DDSN priorities for recurring and non-recurring budget requests. The executive staff will meet to review the divisional budget and how the administrative division costs relate to the DDSN/HHS administration contract, review the FY23 spending plan and discuss earmarked state appropriated dollars.

The State Auditors submitted workpaper to their supervisor for review. DDSN is waiting on the results of the submission and will update the committee once that report is received.

A revised quote from a state contract approved vendor for the Financial Strengthening Project for providers has been received and is being reviewed. DDSN staff will meet to review the deals and discuss the next step. Ms. Hunt will provide the committee with an update at the next month's meeting.

11. Next Meeting Date and Time: July 6, 2022 at 3:30 p.m.

12. Adjournment

There being no further business, at 4:18 PM on a motion by Commissioner Malphrus and seconded by Commissioner Woodhead, the meeting was adjourned.