

From: [Linguard, Christie](#)
Subject: Meeting Notice - The Commission of the SCDDSN - Commission Meeting - Monday, January 13, 2025
Date: Friday, January 10, 2025 9:55:41 AM
Attachments: [Commission Packet - Monday, January 13 2025 Commission Meeting.pdf](#)
Importance:

Everyone,

The South Carolina Commission on Disabilities and Special Needs will hold its regularly scheduled monthly meeting in-person on **Monday, January 13, 2025, at 1:30 p.m.** in conference room 251 at the SC Department of Disabilities and Special Needs, Central Administrative Office, 3440 Harden Street Extension, Columbia, SC. To access the live audio stream for the 1:30 p.m. meeting, please visit <https://ddsn.sc.gov>.

Attached is the Commission Packet for the meeting.

For further information or assistance, contact (803) 898-9769 or (803) 898-9600.

Thank you,

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**

January 13, 2025

1:30 P.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 David Thomas*
6. Approval of the October 17, 2024 Commission Meeting Minutes **Pages 2-7**
7. Commissioners' Update *Commissioners*
8. Public Input
9. Commission Committee Business
 - A. Policy Committee *Committee Chairman Gary Kocher, MD*
 - 133-22-DD: Freedom of Information Act Requests **Pages 8-12**
10. Old Business
 1. Regional Center Renovations Update *Ms. Courtney Crosby*
 2. Legislative Update *Ms. Carol Stewart*
11. New Business
 - FY25 YTD Spending Plan Budget vs. Actual Expenditures *Mr. Bruce Busbee*
Page 13
12. Director's Update *Ms. Constance Holloway*
13. Executive Session
 - Personnel Matter – Director of Internal Audit Position
 - Contractual Matter – Regional Center Security Contract
14. Rise Out of Executive Session
15. Action on Item(s) Discussed in Executive Session, if needed
16. Next Regular Meeting – February 20, 2025 at 10:30 AM
17. Adjournment

SOUTH CAROLINA COMMISSION ON DISABILITIES AND SPECIAL NEEDS

MINUTES

October 17, 2024

The South Carolina Commission on Disabilities and Special Needs met on Thursday, October 17, 2024, 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

Present In-Person

Eddie Miller - Chairman

Gary Kocher, MD - Secretary

Barry Malphrus

David Thomas

Microsoft Teams

Michelle Woodhead – Vice Chairman

DDSN Administrative Staff

Constance Holloway, State Director; Mary Long, Interim Chief Financial Officer; Greg Meetze, Chief Information Officer; Lori Manos, Associate State Director of Policy; Melissa Ritter, Director of Head and Spinal Cord Injury Division; Robert McBurney, Program Manager for Emergency Operations & Special Projects; Erin Oehler, Staff Attorney; Jessica Benson, Staff Attorney; Joseph Shakibanasab, Staff Attorney; Reyhan Miller, Senior Consultant; Janá Brown; 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 Malphrus and seconded by Commissioner Thomas, the agenda was unanimously approved as written by the Commission. (Attachment A)

Invocation

Commissioner Malphrus gave the invocation.

Approval of the September 16, 2024, Commission Meeting Minutes

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

Commissioners' Updates

Commissioner Woodhead shared that she traveled to Georgia for an adaptive sports tennis tournament.

Commissioner Thomas spoke briefly on the Agency's budget request as it relates to Greenwood Genetics Center (GGC). Commissioner Thomas noted that he and Mr. McBurney will get together to discuss GGC in more detail and hopefully fill the Commission in at a later date. Director Holloway and Mr. McBurney confirmed that the Agency's budget director, Mr. Bruce Busbee, along with Mr. McBurney and Brad Bundrick of the SC Department of Administration visited Greenwood Genetics last month and met with Dr. Steve Skinner, GGC Director.

Commissioner Kocher spoke about a book he recently read, The Autobiography of Mary McLeod Bethune. Amongst other major accomplishments, Dr. McLeod Bethune established Bethune-Cookman University in Florida. She is the only African American to have her statute in the National Statuary Hall in Washington, DC. Commissioner Kocher presented an autographed copy of the book to Chairman Miller. Chairman Miller announced that his wife is the grand niece of Dr. McLeod Bethune.

Commissioner Malphrus recently met with someone who is in charge of donations at Shriners Hospital. He indicated that he aged out of this facility and its benefits years ago but felt mentioning the facility in hopes that someone listening can contact them if they need them. He encouraged anyone with questions to contact him via email, which is on the Agency's website.

Chairman Miller announced Berkeley County DSN Board as the winners of the 2023 Golden Palmetto Award. Both Chairman Miller and Commissioner Malphrus will attend a luncheon later this afternoon to present the award. He thanked Director Holloway, the executive staff and all Agency employees who help ease the burden and make the Agency a success.

Ms. Erin Oehler introduced Ms. Jessica Benson and Mr. Joseph Shakbanasab as the two new attorneys here at the agency.

Public Input

Mr. Bruce Hudson spoke to the Commission during public input.

At 10:56 AM, Commissioner Malphrus made a motion to have a ten-minute recess to assist Mr. Hudson with his wheelchair. This motion was seconded by Commissioner Thomas and unanimously approved by the Commission.

At 11:04 AM, the Commission meeting resumed.

Programs and Services

National Disability Employment Awareness Month (NDEAM)

Mr. Reyhan Miller spoke briefly about NDEAM and what the Agency does to assist individuals with disabilities gain opportunities of employment. A short video of Sammie Mcalilly, a consumer that has worked at a local Walmart for 30 years in Cheraw, South Carolina.

Commission Committee Business

Policy Committee

Commissioner Kocher noted that the Committee did not meet recently; however, below there are three (3) policies that the staff wanted to submit to make obsolete and one (1) policy that was out for public comment and now needs approval:

100-12-DD: AIDS Policy; 101-03-DD: Procedures for Providing Genetic Services in DDSN Regional Centers; 335-01-DD: Diet Manual for DSN – On a motion by Commissioner Kocher, seconded by Commission Thomas and unanimously approved by the full Commission, the above referenced directives were approved to make them obsolete. (Attachments C, D & E)

535-08-DD: Concerns of People Who Receive Services – Ms. Manos indicated that this policy has gone out for public comment and there were no changes requested. Commissioner Malphrus asked if one change, add “without delay” at the end of the sentence, on the second page of the second complete sentence. Commissioner Kocher made a motion to approve the directive with the change discussed today; this motion was seconded by Commissioner Thomas and unanimously approved by the Commission. (Attachment F)

Old Business

Commission Recommendation for Meeting Frequency

Director Holloway commenced by stating that she spoke with Commissioner Thomas regarding this topic last month. After a brief discussion, Commissioner Malphrus made a motion to not have a Commission meeting during the months of November and December of this year; this motion was seconded by Commissioner Thomas and unanimously approved by the Commission.

Regional Center Renovations Update

Director Holloway gave the Commission an update on the Joint Bond Review Committee (JBRC) and the plan to renovate all five Regional Centers. The plan identifies \$154 million in total expenses with \$95 million in funding support the plan leaving a deficiency of almost \$60 million. JBRC has encouraged the Agency to engage with financial committees of the House of Representatives and the Senate to promote an awareness of those financial needs. This process has already started with Director Holloway and Mr. McBurney meeting with several Senators weeks ago. JBRC also established an expectation of calendar quarterly reporting on the progress of the plan with the first report due as of December 31, 2024, which would take place at the January 2025 meeting.

Director Holloway began by thanking external and internal persons or entities who assisted in helping with this project. External persons who assisted the Agency that Director Holloway thanked were, Mr. Rick Harmon, Senator Sean Bennett, the Department of Administration, the State Office of Engineering, and Materials Management Office. Internal personnel who Director Holloway thanked included Courtney Crosby, Carolyn Benzon, Robert McBurney, Mary Long and Bruce Busbee. They each worked countless hours to get this project approved by JBRC.

Phase One will begin at Coastal Center with the renovation of two buildings. Commissioner Thomas requested that the Agency work to give Senator Bennett and others a certificate of appreciation for all of their help. Chairman Miller asked that Commissioner Thomas discuss further with Director Holloway to present him and others with a token of appreciation and perhaps invite him to a future meeting. Commissioner Kocher requested that before and after pictures be taken of each project phase.

New Business

Head and Spinal Cord Injury (HASCI) Drop-In Centers Update

Ms. Manos gave a brief overview of the Drop-In Centers (Centers) in Charleston, Columbia, Horry, and Greenville. The Commission voted last November to

continue funding for these Centers. Ms. Manos explained that she has been trying for years to move these Centers to Fee-For-Service. We were initially waiting on the implementation of the independent living skills on an hourly service. This service is just now getting off the ground and providers are now able to enroll. Ms. Manos is recommending that that Commission approve the funding for these Centers as is for the first two quarters of next year (approximately \$288,000 per Center). After the first two quarters, she will come back to the Commission for another recommendation based on each Center's need. Commissioner Thomas made a motion to approve Ms. Manos' recommendation to fund the first two quarters of the HASCI Drop-In Centers; this motion was seconded by Commissioner Malphrus and unanimously approved by the Commission.

Director's Update

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

Commissioner Malphrus asked if the Agency has submitted the annual Subminimum Wage report. Ms. Janet Priest confirmed that the Agency has submitted this Report. Commissioner Malphrus would like copies sent to him.

Chairman Miller thanked and congratulated Ms. Ronda Ritchie on her years of service and recent retirement. He also wished everyone a happy holiday season.

Director Holloway announced that the Holiday Market will take place on Thursday, December 5th her at Central Office.

Commissioner Malphrus reiterated that if a meeting is needed prior to the next scheduled meeting in January, the Commission will convene via Microsoft Teams to conduct business.

Lastly, Commissioner Malphrus wanted to make sure everyone was aware that Mr. Hudson was not injured, he only had a wheelchair malfunction.

Next Regular Meeting

Commissioner Kocher made a motion to start all future Commission meetings at 10:30 AM; this motion was seconded by Commissioner Thomas and approved by the Commission. The next scheduled meeting will take place on Thursday, January 16, 2025.

Adjournment

On a motion by Commissioner Kocher, seconded by Commissioner Thomas, and unanimously approved by the Commission, the meeting adjourned at 11:47 A.M.

Submitted by:

Approved by:

Christie D. Linguard
Executive Assistant

Commissioner Gary Kocher, M.D.
Secretary

Reference Number: 133-02-DD

Title of Document: Freedom of Information Act Requests

Date of Issue: April 18, 1989

~~Last Review Date: March 18, 2021~~

Date of Last Revision: ~~March 18, 2021~~ XXXX, 2025 (REVISED)

Effective Date: ~~April 18, 1989~~ XXXX, 2025

Applicability: DDSN Central Office, DDSN District Offices, DDSN Regional Offices and DDSN Regional Centers

PURPOSE and POLICY:

The South Carolina Department of Disabilities and Special Needs (DDSN) follows the South Carolina Freedom of Information Act (FOIA) Title 30, Chapter 4 S.C. Code Ann. §30-4 (Supp. 2024) to respond to requests ~~received in writing for information~~. This directive outlines specifics related to Agency DDSN's response to requests and includes a standardized fee schedule.

I. DDSN Response to FOIA Requests

- A. All FOIA requests shall be submitted in writing to the DDSN ~~Public Information Officer~~ General Counsel.

HOW TO SUBMIT A FOIA REQUEST

All FOIA requests must be in writing and can be submitted by email, fax, U.S. mail or hand delivered.

EMAIL

FOIA@ddsn.sc.gov

FAX

803-898-9656

MAIL and HAND DELIVERY

South Carolina Department of Disabilities and Special Needs

~~ATTN: Public Information Officer/FOIA Request~~ ATTN: General Counsel/FOIA

~~P.O. Box 4706~~

~~Columbia, SC 29240~~

HAND DELIVERY

3440 Harden Street Extension

Columbia, SC 29203

~~Attn: Public Information Officer/FOIA~~

- B. Fees will not be charged when ~~the Agency~~ DDSN determines that waiver of fees is in the public interest ~~because furnishing the information can be considered as primarily benefitting the general public.~~ S.C. Code Ann. § 30-4-30 (B) (Supp. 2024).
- C. Fees will not be charged to members of the General Assembly when their requests relate to their legislative duties. S.C. Code Ann. § 30-4-30 (B) (Supp. 2023).
- ~~D. Fees will not be charged to Disabilities and Special Needs Boards, DDSN Qualified Providers, the South Carolina Human Service Providers Association or the South Carolina Disability Service Provider Coalition when that information requested is directly related to the scope of the providers' role in the service delivery system.~~
- E.D. Fees will not be charged to a ~~DDSN-client~~ supported person, the person's spouse, the ~~client's~~ person's parent with legal custody, or the person's legal guardian, ~~or spouse requesting that client's DDSN records.~~ A request for records other than those of the client person is subject to fees.

II. FOIA Request Fee Schedule

The following fee schedule will be applied to FOIA requests. These fees will not exceed the actual cost of compiling/searching for or making copies of records.

- a. Fees will be invoiced to the person making the FOIA request.

Search Fee	\$30.00 <u>\$25.00</u> /hour
Redaction Fee	\$30.00 <u>\$25.00</u> /hour
Copies	\$0.15/page - first 20 pages free
CD <u>Hardware Fee</u>	\$5.00/disk <u>Actual cost – determined at time of request</u>

- b. There is no charge for copies transmitted in an electronic format ~~consistent with~~ S.C. Code Ann. § 30-4-30 (Supp. 2023).
- c. Prior to beginning the searching for or gathering of the requested materials, DDSN shall require a 25% deposit of the reasonably anticipated cost for gathering and producing the requested documents.

d. The full amount of the total cost must be paid at the time the requested information is produced, per S.C. Code Ann. § 30-4-30 (Supp. 2024).

e. All payments should be made by either check or money order and made out to the “South Carolina Department of Disabilities and Special Needs.” Payments may be dropped off or mailed to the address provided above, with the designation that the payment is made to the care of the General Counsel.

~~Barry D. Malphrus~~

~~Vice Chairman~~

Eddie L. Miller

Chairman

~~Gary C. Lemel~~

~~Chairman~~

Michelle Woodhead

Vice Chairman

Constance Holloway, Esq.
State Director
Courtney Crosby
Chief of Staff
Carolyn Benzon
General Counsel
Janet Brock Priest
Associate State Director
Operations
Lori Manos
Associate State Director
Policy
Mary Long
Interim Chief Financial Officer
Greg Meetze
Chief Information Officer



COMMISSION
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MAIL and HAND DELIVERY

South Carolina Department of Disabilities and Special Needs
 ATTN: General Counsel/FOIA
 3440 Harden Street Extension
 Columbia, SC 29203

- B. Fees will not be charged when DDSN determines that waiver of fees is in the public interest. S.C. Code Ann. § 30-4-30 (B) (Supp. 2024).
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Eddie L. Miller
Chairman

Michelle Woodhead
Vice Chairman

FY2025 EXPENDITURES SUMMARY – DEC 2024

DRAFT

FY25 SPENDING PLAN BUDGET - APPROVED		\$ 378,895,420
YTD EXPENDITURES BY CATEGORY		EXPENDITURES THRU 12/31/2024
501000 - PERSONAL SERVICES - PAYROLL		\$ 45,983,528
502000 - CONTRACTUAL SERVICES		\$ 99,087,750
503000 - SUPPLIES AND MATERIALS		\$ 4,169,993
504000 - FIXED CHARGES AND CONTRIBUTIONS (RENT/LEASE)		\$ 2,640,180
505000 - TRAVEL		\$ 171,987
506000 - FIXED ASSETS (CAPITALIZED)		\$ 623,052
507000 - LAND & BUILDINGS		\$ 1,146,656
511000 - PUBLIC ASSISTANCE		\$ 4,589,009
513000 - EMPLOYER CONTRIBUTIONS - FRINGE BENEFITS		\$ 20,922,029
515000 - UTILITIES		\$ 931,317
517000 - ALLOCATIONS		\$ 2,900,000
518000 - AID TO SUBDIVISIONS (STATE AID)		\$ -
520000 - FIXED ASSETS(NON-CAPITALIZED)		\$ 81,401
DHHS RECLASSIFICATION JOURNAL ENTRY TO REIMBURSE EXP		\$ -
TOTAL YTD EXPENDITURES		\$ 183,246,904
% OF YTD EXPENDITURES		48.36%
% OF SPENDING PLAN REMAINING		51.64%
% OF FISCAL YEAR REMAINING		50.00%
% DIFFERENCE - OVER (UNDER) BUDGETED EXPENDITURES		-1.64%

Notes: