

FINANCE AND AUDIT COMMITTEE AGENDA

Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Conference Room 251 (SKYPE)
Columbia, South Carolina

December 7, 2020

3:00 p.m.

In attendance: Robin Blackwood, Chair; Barry Malphrus; Ed Miller; Stephanie Rawlinson; Gary Lemel; Mary Poole; Pat Maley; Chris Clark; Kevin Yacobi; and Debbie Wilson

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

[The meeting was called to order at 3:05pm.](#)

2. Statement of Announcement *Robin Blackwood, Committee Chair*

3. 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 accept the agenda as presented, seconded by Commissioner Malphrus and unanimously approved by the committee.

4. Review Minutes of the November 2, 2020 Meeting

[Brief Summary:](#) The November 2, 2020 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 Miller, seconded by Commissioner Malphrus, the committee unanimously approved the November minutes as written.

5. Directives Referred to Committee *Chris Clark*

200-01-DD – Personal Funds Maintained at Residential Level

200-09-DD – Fees for Residential Services in ICF/IID Facilities

200-12-DD – Management of Funds for Individuals Participating in Community Residential Programs

250-09-DD – Calculation of Room and Board for Non-ICF/IID Programs

[Brief Summary:](#) Mr. Clark noted that the Policy Committee has referred the above directives to the Finance and Audit Committee Meeting for review. Staff is in the process of reviewing 800-07-CP, DSN Commission Committee Procedures, specifically the Finance and Audit Committee Procedures. Directives are being reviewed to see if some of the directives can be combined to

reduce the number of directives and create a single source of information for users. After review, these documents will go out for public comment and then brought back to the Finance and Audit Committee and then to the full Commission for approval.

Committee Member(s) Guidance (if any): Commissioner Blackwood stated that she approves the process and is looking forward to reviewing these documents soon.

Committee Vote(s) (if any): None.

6. Directives for Review – Added to Policy Committee Agenda/Listing *Chris Clark*

275-04-DD – Procedures for Implementation of SCDDSN Provider Audit Policy for DSN Boards

275-06-DD – Procedures for Implementation of SCDDSN Provider Audit Policy for Contracted Service Providers

250-10-DD – Funding for Services

604-01-DD – Individual Clothing and Personal Property

Brief Summary: At the request of the CFO, the Policy Committee was asked to add these directives to their plan for FY 2021. These directives were not on their slate for review but need to be addressed in FY 2021's project list.

Committee Member(s) Guidance (if any): Commissioner Blackwood requested that this Committee receive the directives for review a minimum of three (3) days prior to a meeting. Mr. Clark agreed and stated that he will make sure the Committee receives a red-line and clean version for comparison.

Committee Vote(s) (if any): None.

7. Information Regarding Next Steps for At-home Bands Fee-for Service Implementation Plan *Chris Clark*

Brief Summary: Mr. Clark commenced by stating that after the Commission voted to approve Option 1 of the Band B and I Conversion, the staff immediately repurposed their monthly Finance Statewide Work Group meeting to discuss the implementation plan and requested that Executive Directors include in the meeting their financial managers and their day staff, at a minimum. A detailed and lengthy discussion was held regarding the "Financial Managers FFS Implementation Plan Discussion" handout that was presented at that meeting. State Director, Mary Poole, spoke to the Committee about the process for CTH 2 and CRCF residential placements, which will be a three step process. Mr. Clark informed the Committee that there will be at least three training sessions with staff. Commission members will be invited to the trainings.

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

Committee Vote(s) (if any): None.

8. Chief Financial Officer Report *Chris Clark*

Brief Summary: Mr. Clark reiterated that he and Susan Beck are working on the 800-07-CP Procedures document. He has made some changes/recommendations and has sent those amendments to Mary Poole and Pat Maley for their review. This Committee will review soon.

Regarding the financial statement for the month of December, the agency is approximately 5% below budget. Mr. Clark thanked all staff involved in submitting documentation for Phase I of the Cares Act. The agency was approved for approximately \$500,000, primarily for hazard pay funding. The agency has requested in excess of \$1 million for Phase II funding. We have not heard anything regarding our request.

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

Committee Vote(s) (if any): None.

9. Director of Internal Audit Report

Kevin Yacobi

Brief Summary: Mr. Yacobi and his staff are working on a total of 50 Agreed Upon Procedures Reports; they have received 47; two have extensions and one is late. Seven of these reports are being sent back to the CPA firm; and three had moderate revisions. An update on the Internal Audit training was provided. In the past six months, there have been 421 people who have completed the various trainings offered by the Internal Audit division in the past six months. The Commission should receive a verification of calculation for room and board rates for one provider. Internal Audit division also completed an audit for DDSN looking at the procurement process and the procurement card. That report will be discussed further in the coming year.

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

Committee Vote(s) (if any): None.

10. Adjournment

Commissioner Gary Lemel asked if all members would respond to the email he sent out this morning regarding scheduling.

Commissioner Miller motioned to adjourn and seconded by Commissioner Malphrus at 4:12 P.M.