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**COMMISSION**  
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Title of Document: South Carolina Commission on Disabilities and Special Needs Committee Procedures

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**Purpose:**

The purpose of this Commission Policy is to provide a standing committee framework to include meeting frequency, committee scope and procedures. This policy pertains to the Finance and Audit Committee, Legislative Committee, Personnel Committee and Policy Committee.

**Committee Meeting Frequency:**

The South Carolina Commission on Disabilities and Special Needs (DSN Commission) committees, in coordination with the respective committee chairpersons, will determine the meeting frequency as determined by the workflow volume of the standing committee.

**Committee Scope:**

Finance and Audit Committee:

The Committee provides assistance to the Commission in fulfilling its oversight responsibilities relating to budgeting, accounting and financial reporting processes, and the performance of the internal audit function. The Committee will oversee South Carolina Department of Disabilities and Special Needs (DDSN) management processes and activities relating to:

- a. Maintaining the reliability and integrity of DDSN accounting policies, financial reporting practices, and internal controls;
- b. Review significant accounting and reporting developments and issues;

- c. The performance and work plan of the internal audit function in accordance with DDSN Directive 275-05-DD: General Duties of the DDSN Internal Audit Division;
- d. Compliance with applicable laws, regulations, and DDSN directives;
- e. Review and approval of the annual operating and capital budgets, as well as any amendments;
- f. Analyzing financings and capital transactions being considered by DDSN and the adequacy of its capital structure; and
- g. Review of DDSN fiscal regulatory and oversight reports.

The Committee also provides an open avenue of communication between DDSN management, Internal Audit, and the Commission.

Consistent with the annual audit plan, the Committee has the authority to authorize investigations into any matters within its scope of responsibility. Inquiry and briefings on all significant financial matters along with related presentations and motions for full Commission approval originate from the Committee.

#### Legislative Committee:

The DSN Commission Legislative Committee initiates, reviews and revises new and existing state statutes and regulations to bring to the full DSN Commission. Formal, prescribed state level promulgation procedures are followed. The Legislative Committee also reviews and approves for full Commission approval pertinent directives referred from the Policy Committee. Lastly, the Committee receives inquiries and briefings on all significant legislative issues and carries forward to the full Commission motions, approvals and presentations.

#### Personnel Committee:

The Personnel Committee appoints the State Director. It also serves to draft and complete the State Director's annual evaluation.

#### Policy Committee:

Commission Policy 800-03-CP, "Executive Limitation Policy," sets forth the retention of DSN Commission authority to revise and approve all existing and new Commission policies, Department Directives, and Service Standards. However, the DSN Commission delegates authority and responsibility to the Policy Committee to establish procedures to coordinate the review, revision, and recommendation to the full DSN Commission.

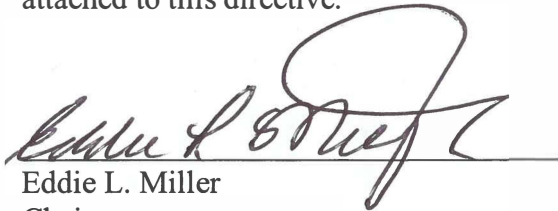
The Policy Committee Chairman, in conjunction with the Associate State Director of Policy, will determine the proper review process for all existing, and newly proposed, Commission Policies, Department Directives and Service Standards using two options, which are:

- 1) The Policy Committee retains the Policy/Directive/Standard for exclusive review and makes recommendations to the DSN Commission. Any Policy/Directive/Standard with content specific to a particular area (i.e., engineering/finance) will be presented to the Policy Committee by those staff with the expertise to provide guidance. The Chairman of the other applicable Committee will be invited to participate, but will not be allowed to vote on any changes; or


2) The Policy Committee delegates directives/standards to staff who in turn make recommendations to the DSN Commission. This includes edits necessary to align with Medicaid and Home and Community Based Waiver requirements. During Commission presentation, if any two Commission members request formal Policy Committee review, the directive/standard will be sent back to Policy Committee for consideration at the next scheduled meeting.

**COMMITTEE PROCEDURES:**

Committee procedures are developed by the individual committees, voted upon at the committee level and presented for approval of the full DSN Commission. Annual review and updating of these procedures is suggested each July or when a new Committee Chair is assigned. These procedures are attached to this directive.



Eddie L. Miller  
Chairman



Michelle Woodhead  
Vice Chairman

*To access the following attachments, please see the agency website page “Current Directives” at:*  
<https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

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| Attachment A: | Finance and Audit Committee Procedures |
| Attachment B: | Legislative Committee Procedures       |
| Attachment C: | Personnel Committee Procedures         |
| Attachment D: | Policy Committee Procedures            |