

## 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

October 12, 2022

3:30 p.m.

In attendance: Robin Blackwood, Chair; Ed Miller; Michelle Woodhead; Michelle Fry; Lori Manos; Nancy Rumbaugh; Courtney Crosby; Harley Davis; Greg Meetze; Carolyn Benzon; Andrew Tharin; Quincy Swygert; Virginia Goodson; Valerie Duncan; Preston Southern; and Kimberly Cochran.

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

The meeting was called to order at 3:31 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. Invocation *Robin Blackwood, Committee Chair*

Commissioner Blackwood 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 Woodhead. The agenda was unanimously approved by the committee.

5. Review Minutes of the September 7, 2022 Meeting

Brief Summary: The September 7, 2022 minutes were presented to the committee for approval.

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

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

6. Financial Approval & Threshold Report

*Virginia Goodson*

Brief Summary: Ms. Goodson provided an update on Solicitation 5400022621 – SC DDSN Strategic Planning. A consulting firm was solicited on 03/09/2022 for long-range strategic planning. The contract period is for one (1) year period with four (4) renewals. There were seven (7) proposals submitted. The contract was awarded to Sage Squirrel Consulting, LLC in the amount of \$283,180.00.

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

Committee Vote(s) (if any): Commissioner Miller made a motion to approve the solicitation, seconded by commissioner Woodhead and unanimously approved by the committee.

7. Sale of Landrum I and II

*Andrew Tharin*

Brief Summary: Mr. Tharin presented on the two (2) state-owned properties on Bomar Avenue in Landrum. The properties were previously operated by the Charles Lea Center. A MAI full appraisal of 710 & 722 S. Bomar Avenue was finalized on March 30, 2022, and summarized the “as-is” market value of the fee simple estate for each home at \$270,000, with the total value appraised at \$540,000. Once the properties are fully approved as surplus properties by all involved parties, the Department of Administration will move forward with using the state-contracted realtor (CBRE) for marketing and selling the properties. Proceeds from the eventual sale(s) of 710 & 722 S. Bomar Avenue in Landrum will be split between the department and the state, per Proviso 93.15.

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

Committee Vote(s) (if any): Commissioner Miller made a motion to approve the sale of the two (2) properties, seconded by commissioner Woodhead and unanimously approved by the committee.

8. CPIP Project Status/Move Up on List

*Andrew Tharin*

Brief Summary: Mr. Tharin presented on three (3) high priority projects from the 5-Year CPIP that would provide needed repairs and improvements to buildings at the Pee Dee Regional Center and Midlands Regional Center. The Mulberry and Pecan Dorms at the Pee Dee Center need a complete roof replacement. The bathrooms in the Pecan Dorm at the Pee Dee Center require a large-scale renovation. The bathrooms in the Walnut Dorm at Midlands Center requires a complete renovation of the resident and staff bathrooms. The renovation of the Walnut Dorm at Midlands Center is necessary to prepare Walnut as a new triage facility.

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

Committee Vote(s) (if any): Commissioner Miller made a motion to approve the next phase of the process for the three (3) projects, seconded by commissioner Woodhead and unanimously approved by the committee.

9. 275-05-DD: General Duties of the Internal Audit Division *Courtney Crosby*

Brief Summary: Ms. Crosby presented on directive 275-05-DD.

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

Committee Vote(s) (if any): Commissioner Miller made a motion to approve the directive as written and edited and advance to public comment, seconded by commissioner Woodhead and unanimously approved by the committee.

10. Financial Update *Quincy Swygert*

After a brief introduction, Mr. Swygert presented the FY23 Spending plan vs Actual Expenditures as of September 30, 2022. To date, the Agency has expended \$232.2 million, which is 24.74% of the Agency's approved spending plan of \$938.5 million. The Agency is 0.26% under budget.

11. Chief Financial Update *Quincy Swygert*

Mr. Swygert gave an update on the agency's budget submission. The commission approved initiatives were submitted to the Executive Budget Office on Friday September 23<sup>rd</sup> and the agencies first hearing of this year's legislative budget process was scheduled for Tuesday October 25<sup>th</sup> at 2pm in the Governor's conference room in the Wade Hampton Bldg. He also stated that agency leadership will have about 15 minutes to present the \$32M total fund request to Executive Budget Office and Governor's Office staff and would keep the commission informed of the budget request as it moves through the legislative process.

Mr. Swygert also gave the commission an update on the current status of the FY22 Cost Reports. As of the afternoon of October 19<sup>th</sup>, the agency had received 32 cost reports and also 31 audited financial statements from the 40 or so Boards. Also, that work continues and the agency is on track to meet the deadline to submit the combined cost report to DHHS.

12. Internal Audit *Courtney Crosby*

Ms. Crosby began with the Agreed Upon Procedures (AUP) Report; IA has completed 85% of the 2021 reports. The department has begun receiving the 2022 Agreed Upon Procedures (AUP) Reports from the county DSN board and contracted providers. As of yesterday, IA has received 17 reports and the review of those reports are underway. IA will continue to update the committee and the Commission on the status of those reports.

In advance of the October Commission meeting, the IA department will send out an updated Internal Audit Observation Tracking Report. This report will include the follow-up procedures that the department has completed within the last quarter.

13. Next Meeting Date and Time:

November 9, 2022 at 3:30 p.m.

14. Adjournment

There being no further business, at 3:59 p.m. the meeting was adjourned.