

**From:** [Linguard, Christie](#)  
**Subject:** Meeting Notice - The Commission of the SCDDSN - Finance and Audit Committee Meeting - May 4, 2022  
**Date:** Monday, May 2, 2022 4:12:38 PM  
**Attachments:** [Finance and Audit Commission Meeting Packet - May 2022.pdf](#)

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**Everyone,**

**The South Carolina Commission on Disabilities and Special Needs will hold an in-person Finance and Audit Committee meeting on Wednesday, May 4, 2022, at 1:00 p.m. The Committee Meetings are held at the SC Department of Disabilities and Special Needs Central Administrative Office, 3440 Harden Street Extension, Columbia, SC. This meeting can also be viewed via a live audio stream at [www.ddsn.sc.gov](http://www.ddsn.sc.gov).**

**Please see the attached meeting packet for the Finance and Audit Committee Meeting.**

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

**Thank you.**

**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**

**May, 4 2022**

**1:00 p.m.**

1. Call to Order *Robin Blackwood, Committee Chair*
2. Statement of Announcement *Robin Blackwood, Committee Chair*
3. Adoption of the Agenda
4. Review Minutes from the April Meeting **Pages 2-5**
5. Financial Approval & Threshold Report **Page 6** *Candis Golston*
6. Fee-for-Service Update *Lori Manos*
7. Financial Update **Page 7** *Nancy Rumbaugh*
8. Cost Reports Update *Debbie Punzirudu*  
March Reconciliations for Residential Habilitation Providers
9. Five (5) Year Capital Improvement Plan **Pages 8-9** *Andrew Tharin*
10. Internal Audit Update *Courtney Crosby*
11. Chief Financial Update *Tracey Hunt*  
Consultant Report **Pages 10-12**
12. Next Meeting Date – TBD
13. Adjournment

**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**

**April 6, 2022**

**3:00 p.m.**

**In attendance: Robin Blackwood, Chair; Barry Malphrus; Michelle Wood; Michelle Fry; Lori Manos; Tracey Hunt; Janet Priest; Leslie Seth; Greg Meetze; Debra Leopard; Debbie Punzirudu; Nancy Rumbaugh; Preston Southern; and Christie Linguard.**

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

*The meeting was called to order at 3:04 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 March 8, 2022 Meeting

*Brief Summary: The March 8, 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 approved.*

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

*Brief Summary: There were no items for financial threshold approval for the month of April.*

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

Committee Vote(s) (if any): None

Commissioner Blackwood paused to welcome Commissioner Woodhead and asked that she introduce herself.

6. Fee-For-Service (FFS) Update *Lori Manos*

Ms. Manos commenced by stating that the full reconciliation for FFS will take place in the next couple of weeks, immediately after the billing closeout for the month of March. As of April 1, 2022, we have gone full direct bill with the Department of Human Services (DHHS), who will accept claims every day but will only adjudicate them once a week. All claims submitted by Therap system were accepted. Claims were also submitted by the web tool; some were rejected because they did not have a National Provider Identifier (NPI) number. Both DDSN and DHHS meet on a daily basis right now. Our staff is working with providers on a regular basis to make sure everything is running smoothly. She spoke briefly about the attendance module grid and their enhancements, which should be available by July 1, 2022.

7. Financial Update *Nancy Rumbaugh*

Ms. Rumbaugh presented the spending plan vs actual expenditures as of March 30, 2022. To date, the agency is 1.71% under budget. Ms. Rumbaugh stated that the report was pulled early due to the early scheduling of this meeting. She will present the final report at the Commission meeting. This item was received as information only.

8. Cost Reports Update *Debbie Punzirudu*

Ms. Punzirudu briefed the committee on the status of the cost reports. The FY2018 reports were submitted to DHHS last week. The currently leaves the agency with FY2020 and 2021 left to submit to DDSH. DHHS has asked that we submit FY 2021 before submitting FY2020; therefore, we currently have four staff members working full-time on these two reports. The FY2021 Cost Reports should be submitted by June 30, 2022 to DHHS; and the FY2020 Cost Reports should be completed and submitted by August 12, 2022.

9. Information Technology Upgrades *Greg Meetze*

Mr. Meetze reported that the agency needs to upgrade new technology in all regional centers. We need to replace end of life personal computer workstations. The agency is looking at digital signage installation for all regional centers for various communication efforts. The Whitten Center conference room needs an upgrade; and lastly, central office is looking to upgrade laptops for remote working of staff members.

Mr. Meetze noted that collectively, the total is more than \$200,000 but individually, none of them should total that amount.

Dr. Fry recommended that the agency move forward with these upgrades because all costs associated is within the existing budget. If we have to wait until the next committee meeting, then we will be delaying these projects and we need to move forward as quickly as possible. Tommy McDaniel and Pacifico “PJ” Perea would be responsible for the content of the digital signage system. Ms. Lemmond, Director of Human Resources, will also assist with anniversary and birthday content.

Commissioner Malphrus asked Mr. Meetze to bring this item to the April commission meeting.

10. **Regional Centers Improvements Update** *Seth Leslie*

Mr. Leslie talked about a proactive budget to handle some of the regional centers needs to enhance or revitalize occupied spaces and living conditions for our consumers. We are working concurrently at the regional centers to begin these projects by the end of this fiscal year. Two Hundred Thousand dollars has been allocated to each Regional Center, with Saleeby being allocated a total of Fifty Thousand dollars for these aesthetic and beautification projects.

11. **DDSN Owned Properties** *Seth Leslie*

Per Proviso 36.6, the engineering division is actively developing a comprehensive plan to address some of the deferred maintenance improvement projects for properties we own. Field assessments were conducted and a survey was done during the fall of last year to determine which projects needed priority.

12. **Chief Financial Officer Update** *Tracey Hunt*

**Procedures Engagement from State Auditors**

Ms. Hunt stated that she has been in contact with the State Auditor’s Office (SAO) regarding an audit of the agency’s financials. After submitting a scope of work to the SAO, we will proceed with aligning our calendars with theirs to begin this process. Procurement disbursements, reporting for our year-end packages, reviewing revenue accounts to make sure the coding and labeling are down correctly, are a few of the things the SAO will be looking at. This is a free service from the SAO; however, if there is a next step, they will assist us in finding auditors to fulfill our requirements. We are expecting the audit to take at least six months, starting in July (the beginning of the new fiscal year).

**Financial Management Strengthening Projects for Boards**

Ms. Hunt announced that we are still working on a summary and details for an outside contractor for board trainings. We are working to get a little more specific than we have done in the past.

**Proviso for Maintenance of State-owned facilities**

Ms. Hunt discussed briefly some of the projects and timing of the maintenance at these facilities. The projected budget between \$2.7 to \$3.0 million. Dr. Fry stated that, until we are successful in getting recurring funding for this project, we can certainly pull in some of the 6.2% FMAP funding to help with these improvement projects. When the time is appropriate, we can bring this up in the Legislative Committee.

12. **Next Meeting Date: May 4, 2022 at 1:00**

13. Adjournment

There being no further business, at 3:53 PM on a motion by Commissioner Malphrus and seconded by Commissioner Woodhead, the meeting was adjourned.

**Monthly DDSN Staff Report - Financial Approval & Threshold Reporting for May 2022**

The purpose of this monthly report is to ensure staff comprehensively reports on all Executive Limitation Policy (800-CP-03) financial transactions for approval and financial threshold reporting requirements. The Finance and Audit Committee will decide which items require presentation to the Commission for a formal vote, as well as which items need only be reported via this monthly report to the Commission to ensure transparent reporting. After the Finance and Audit Committee’s decisions, this report will highlight items in blue to notify Commission this will not need a formal vote and highlight items in yellow indicating item will require a formal Commission vote to approve.

- I. **New Non-Service Contracts \$200,000 or Greater:**  
None
  
- II. **Existing Service Contracts Increasing \$200,000 or Greater (simple list if based on indiv. choice; detail summary if not):**  
None
  
- III. **\$200,000 or Greater Increase in Personnel Positions for a Program or Division:**  
None
  
- IV. **New CPIP or Re-Scoping of an Existing CPIP:**
  
- V. **New Consulting Contract:**  
None
  
- VI. **New Federal Grant:**  
None

(NOTE: In July of each year, a report of all prior FY non-service expenditures by vendor over \$200,000 will be presented as a “post-payment” review. This will add visibility for expenditures from contracts originated in prior FYs and vendors with separate purchases aggregating over \$200,000 in current FY.)

## FY22 Spending Plan VS Actual Expenditures as of 4/30/2022

Category	Spending Plan	Cash Expenditures YTD	SCDHHS Monthly "Wash" Expenditures with Revenue YTD *	Total Monthly Expenditures YTD	Remaining Spending Plan	Spending Plan Deviation with Actual
DDSN spending plan budget	\$ 851,170,837	\$ 564,730,179	\$ 116,777,685	\$ 681,507,864	\$ 169,662,973	<b>REASONABLE</b>
Percent of total spending plan remaining	100.00%	66.35%	13.72%	80.07%	19.93%	
% of FY Remaining					16.67%	
Difference % - over (under) budgeted expenditures					-3.27%	

\* In Apr 2022, providers billed & paid by SCDHHS for approximately \$154.6 million in services (waiver services + state plan services). DDSN paid the \$37.8 million state match to SCDHHS recorded as a cash expenditure and the \$116,777,685 difference was the "wash" Medicaid reimbursement revenue & expense added to maintain "apples to apples" comparison to FY22 spending plan.

Methodology & Report Owner: DDSN Budget Division



**Year 1 - (2022 - 2023)**

CC	Drain line and Flooring Repairs at Highlands Dorms	\$500,000
CC	Highlands 710, 810, 910 Roof Replacement	\$650,000
MC	Pool Infill	\$200,000
PD	Campus Wide Fire Alarm Replacement	\$500,000
PD	Dorm 302 Renovations (Paint, Flooring, Bathrooms, etc.)	\$225,000
PD	Physical Therapy Building Renovation (Abatement, flooring, bathrooms, IAQ, etc.)	\$350,000
SW	Statewide Paving and Site Work	\$500,000
WC	New Floor Covering / Abatement at Sloan, Hallett, and Program Health	\$225,000
WC	Warehouse Roof / Demo Old Kitchen / Repair Exterior Wall	\$1,000,000
		<b>\$4,150,000</b>

**Year 2 - (2023 - 2024)**

CC	Maintenance Building - Building Envelope and HVAC Repairs	\$500,000
CC	Drain line and Flooring Repairs at Hillside Dorms Highlands	\$500,000
CC	220 HVAC Replacement	\$275,000
CC	Highlands 620 - HVAC Replacement	\$275,000
MC	Magnolia Roof Replacement	\$350,000
MC	Palm Roof Replacement	\$350,000
MC	Campus Wide Fire Alarm Replacement	\$500,000
MC	Juniper/ Walnut- Generator Replacement	\$200,000
SC	Saleeby Generator Replacement	\$300,000
WC	Building 204- Roof Replacement	\$250,000
WC	Building 101- Renovation (HVAC, Roof, minor interior work)	\$350,000
WC	Building 204- Generator Replacement	\$150,000
		<b>\$4,000,000</b>

**Year 3 - (2024 - 2025)**

CO	Parking Lot Resurfacing	\$400,000
CC	Indoor Pool Building Roof Replacement	\$300,000
MC	Walnut Bathroom Renovation	\$249,000
MC	Cedar Dorm-Roof/ Renovation	\$475,000
PD	Roof Replacement for all Mulberry Dorms	\$500,000
PD	Pecan Dorm 201 Renovations (Paint, Flooring, Bathrooms, etc.)	\$300,000
SC	Complete Window Replacement	\$200,000
SW	Statewide Paving and Site Work	\$500,000
WC	Building 202- Relocation of Campus Communication Hub	\$450,000
WC	Building 204- Boiler Replacement	\$175,000
WC	Auditorium Roof Replacement	\$300,000
		<b>\$3,849,000</b>

**Year 4 - (2025 - 2026)**

CC	Staff Dev, Conf. Center, Lake Side Bldgs. 230, 330, 430, 530- Demolition	\$500,000
CC	Highlands Development Bldg.- Generator Replacement	\$175,000
MC	Admin. Bldg.- Roof Replacement	\$200,000
MC	Chestnut & Program Bldgs.- Generator Replacement	\$150,000
PD	Roof Replacement for all Pecan Dorms	\$500,000
SW	State Wide Energy Management and Controls Upgrades	\$200,000
WC	Rear Property Line- Security Fencing	\$125,000
WC	Dorms 102 & 104, 103 & 105- Generator Replacements	\$225,000
MC	Chestnut, Juniper, Walnut- Roof Replacement	\$900,000
WC	Campus Wide Fire Alarm Replacement	\$500,000
WC	Building 202- Demolition	\$300,000

**\$3,775,000**

**Year 5 - (2026 - 2027)**

CC	Chiller Replacement at Gym	\$250,000
CC	Retherm Replacement	1,000,000
SC	Campus Wide Fire Alarm Replacement	\$200,000
SW	State-wide Rekeying and access Control Upgrades	\$150,000
SW	Statewide Window Replacements at Campus Dormitories	\$500,000
SW	Statewide Paving and Site Work	\$500,000
PD	Campus Wide Exterior Siding/Repairs	\$249,000
MC	Walkway Covering and Fencing at Dormitories	\$249,000

**\$3,098,000**

**TOTAL = \$18,872,000**

# Consultant Agreements Fiscal Year 2022

**DRAFT**



Location	Funding for FY 22	Name of Vendor	Description of Service
Whitten Center	\$6,000 max	Palmetto Bone and Joint	Monthly Onsite Orthopedic Clinic
Whitten Center	\$100,000 max	NHC Rehab	Speech Pathology
Whitten Center	\$3,700/max	Foot Clinic of SC	Quarterly Podiatry Clinic
Whitten Center	\$142,500/max	Theratage Rehab Services	Physical Therapy Services
Whitten Center	\$500/max	Trident Care	Xrays for staff related to history of positive ppds; Xrays and EKGS
Whitten Center	\$20,000/max	William Burn	Dental Care
Whitten Center	\$1,000/max	Prisma Health-Laurens County Hospital	Lab work
Pee Dee Center	\$36,000/ max	Dr. Joseph Healy	Neurology
Pee Dee Center	\$76,700/ max	Hutto Rehab Services	Speech Pathology
Pee Dee Center	\$1,400-\$1,050 month	Lowe's Rehabilitation	Occupational Therapy
Pee Dee Center	\$116,880/max	Morphis Pediatric Group	Comprehensive Medical Care
Pee Dee Center	\$3,000 max	Pee Dee Speech and Hearing Center	Audiological Evaluations
Coastal Center	\$5,000/max	Charleston ENT	ENT
Coastal Center	\$42,000/max	Robert P. Turner	Neurology
Coastal Center	\$32,400/max	Dr. McLeod Gwynette	Psychiatric
Midlands Center	\$10,000/max	Dr. Thomas Talbert	Dental Care
Midlands Center	\$5,000/max	Dr. John Baker	Neurological Consultation
Midlands Center	\$150,000 max	Dr. Mark Ayers	Professional Physician Servies
Midlands Center	\$1,080/max	Mobilex USA	X-Ray, EKG
Midlands Center	\$5,000/year	Audiology Services	Audiological Evaluations
Midlands Center	\$9,000/max	Altman Footcare	Footcare
Central Office	\$148,000/max	Dr. Raley	Psychiatric
Central Office	\$6,000/month	Tallon Group	Legislative Consultant
Central Office	\$40,000/max	Chris Legourd	Cost Report Consultant
Central Office	\$25,000/max	Leanne Graham	Med Tech Train the Trainer classes



Location	Annualized	Name of Vendor	Description of Service
Regional Centers	\$ 134,751	Advanced Healthcare Services	Nursing/Staffing
Central Office	\$ 3,100	Kelly Services	Temp employees
Regional Centers	\$ 115,079	Florence Nursing Services	Nursing/Staffing
Regional Centers	\$ 81,370	Alternative Staffing	Nursing/Staffing
Regional Centers	\$ 477,910	Medfirst Staffing	Nursing/Staffing
Regional Centers	\$ 184,329	Maxim Healthcare	Nursing/Staffing
Central Office	\$ 24,419	Appleone	Nursing/Staffing
Regional Centers	\$ 47,460	Guardian Healthcare	Nursing/Staffing
Regional Centers	\$ 156,027	Consolidated Medical Staffing	Nursing/Staffing
Regional Centers	\$ 405,176	Condustrial	Nursing/Staffing
Regional Centers	\$ 716,112	Open Door Personnel	Nursing/Staffing
Regional Centers	\$ 60,371	Quality Placement Authority	Nursing/Staffing
Regional Centers	\$ 73,087	Health Force	Nursing/Staffing
	<b>\$ 2,479,190</b>	<b>TOTAL FY 21</b>	



Location	FY to date	Name of Vendor	Description of Service
Regional Centers	\$ 210,354	Advanced Healthcare Services	Nursing/Staffing
Regional Centers	\$ 174,655	Roper Personel	Nursing/Staffing
Regional Centers	\$ 67,804	Florence Nursing Services	Nursing/Staffing
Regional Centers	\$ 101,243	Alternative Staffing	Nursing/Staffing
Central Office	\$ 194,470	Tapfin	Central Office Professional Services
Regional Centers	\$ 401,527	Medfirst Staffing	Nursing/Staffing
Regional Centers	\$ 251,139	Maxim Healthcare	Nursing/Staffing
Central Office	\$ 43,154	Appleone	Nursing/Staffing
Regional Centers	\$ 242,711	Consolidated Medical Staffing	Nursing/Staffing
Regional Centers	\$ 362,740	Condustrial	Nursing/Staffing
Central Office	\$ 10,271	Carolina Legal Associates	Legal Services
Regional Centers	\$ 628,466	Open Door Personnel	Nursing/Staffing
Regional Centers	\$ 18,339	Quality Placement Authority	Nursing/Staffing
Regional Centers	\$ 76,743	Health Force	Nursing/Staffing
Regional Centers	\$ 26,945	Federal Staffing Resources	Nursing/Staffing
Regional Centers	\$ 61,981	Hire Power	Nursing/Staffing
Regional Centers	\$ 85,828	Share Staff	Nursing/Staffing
Regional Centers	\$ 20,992	Automation Personnel Services	Nursing/Staffing
	\$ 2,979,362	TOTAL FY 22 to date	