

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO	DATE
Meliss	6-19-07

DIRECTOR'S USE ONLY		ACTION REQUESTED	
1. LOG NUMBER	000787	<input checked="" type="checkbox"/> Prepare reply for the Director's signature	DATE DUE <u>9/30/07</u>
2. DATE SIGNED BY DIRECTOR	<u>cc: Ms. Bowling</u> <u>Cleaned approval letter</u> <u>attached.</u>	<input type="checkbox"/> Prepare reply for appropriate signature	DATE DUE _____
		<input type="checkbox"/> FOIA	DATE DUE _____
		<input type="checkbox"/> Necessary Action	

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
Approval letter for Aftencio is attached. Due 9/30/07			
2.			
3.			
4.			



**RECEIVED**

JUN 19 2007

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

## State of South Carolina

### Office of the Governor

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

MARK SANFORD  
GOVERNOR

June 15, 2007

Susan B. Bowling, Acting Director  
SC Dept. of Health & Human Services  
1801 Main Street  
Columbia, SC 29201

Dear Ms. Bowling:

In order to emphasize the use of minority small businesses per Article 21 of the South Carolina Consolidated Procurement Code, each agency director shall develop and submit to the Governor's Office of Small and Minority Business Assistance (OSMBA) their agency's Minority Business Enterprise Utilization Plan for fiscal year 2008 by July 30, 2007.

On June 13, 2006, the Consolidated Procurement Code was amended to require agencies to set the goal for spending with certified MBE's and WBE's at ten percent (10%). As a result, OSMBA will no longer accept Letters of Intent (LOI) in lieu of a goal.

"Section 11-35-5240. (1) To emphasize the use of minority small businesses, each agency director shall develop a Minority Business Enterprise (MBE) Utilization Plan. The MBE Utilization Plan must include, but not be limited to:

- (a) the name of the governmental body;
- (b) a policy statement expressing a commitment by the governmental body to use MBEs in all aspects of procurement;
- (c) the name of the coordinator responsible for monitoring the MBE Utilization Plan;

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Governor's Office of Small and Minority Business Assistance  
1205 Pendleton Street -- Edgar Brown Building  
Columbia, South Carolina 29201  
Telephone: (803) 734-0657 \* FAX: (803) 734-2498

- (d) goals that include expending with Minority Business Enterprises certified by the Office of Small and Minority Business Assistance an amount equal to ten percent of each governmental body's total dollar amount of funds expended;
- (e) solicitation of certified minority vendors, a current list of which must be supplied by the Office of Small and Minority Business Assistance, in each commodity category for which the minority vendor is qualified. The current listing of qualified minority vendors must be made available by the Office of Small and Minority Business Assistance on a timely basis;
- (f) procedures to be used when it is necessary to divide total project requirements into smaller tasks which will permit increased MBE participation;
- (g) procedures to be used when the governmental body subcontracts the scope of service to another governmental body; the responsible governmental body may set goals for the subcontractor in accordance with the MBE goal and the responsible governmental body may allow the subcontractor to present a MBE Utilization Plan detailing its procedure to obtain minority business enterprise participation."

In the event that your agency can not submit the Utilization Plan by July 30, 2007, a written request for an extension must be submitted to our Office prior to the deadline. Include in your request for an extension the date your agency plans to submit the MBE Utilization Plan to OSMB. The MBE Utilization forms for FY 2008 can be downloaded from our web site at [www.govoepp.state.sc.us/osmba](http://www.govoepp.state.sc.us/osmba).

Thank you for your support of South Carolina's small & minority businesses.

Respectfully,



Margaret Woodson  
OSMBA Director

cc: Procurement Director



# State of South Carolina

Office of the Governor

MARK SANFORD  
GOVERNOR

July 3, 2007

*Re: Log  
7/8/07*

Ms. Susan B. Bowling  
Acting Director  
SC Department of Health & Human Services  
PO Box 8206  
Columbia, SC 29202

Dear Ms. Bowling:

The Governor's Office of Small and Minority Business Assistance has received and accepted SC Department of Health & Human Services' request for an extension to submit to OSMBA your agency's annual MBE Utilization Plan by September 30, 2007.

Respectfully,

  
Margaret A. Woodson  
Director, OSMBA

Cc: Patty H. Larimore

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JUL 06 2007

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

Governor's Office Small and Minority Business Assistance  
1205 Pendleton Street, Edgar Brown Building  
Columbia, SC 29201  
(803) 734-0657p, (803) 734-2498f  
[mwoodson@oepp.sc.gov](mailto:mwoodson@oepp.sc.gov)



*State of South Carolina*  
*Department of Health and Human Services*

Merk Sanford  
Governor

Emma Forkner  
Director

September 28, 2007

Ms. Margaret Woodson, Director  
Governor's Office of Small and  
Minority Business Assistance  
1205 Pendleton Street, Suite 444  
Columbia, South Carolina 29201

Dear Ms. Woodson:

Enclosed is the 2007-2008 Minority Business Utilization Plan for the South Carolina Department of Health and Human Services. The extension of our due date was greatly appreciated.

Should you need additional information, or have any questions, please do not hesitate to contact Ms. Patty Larimore, Procurement Director at (803) 898-2667.

Sincerely,

A handwritten signature in cursive script, appearing to read "Emma Forkner".

Emma Forkner  
Director

EF/wch

Cc: Patty Larimore

MINORITY BUSINESS UTILIZATION PLAN

FISCAL YEAR 2007-2008

Agency Name: SC Department of Health & Human Services

Agency Address: 1801 Main Street, Columbia, SC 29201

Contact Person: Patty H. Larimore

Telephone: 803-898-2667

**GOAL**

TOTAL AMOUNT BUDGETED: 3,691,076,206.57

TOTAL DOLLAR AMOUNT OF FUNDS EXPENDED: 7,581,407.88

DOLLAR GOAL FOR MBE: 833,954.87

PERCENT: 11

*Erma Jiles*

Approved: Agency Head or Chairperson  
of Board

Title: *Dir*

Date: *Sep 27, 2007*

Approved: Director, Office of Small and  
Minority Business Assistance

Title:

Date:

**AGENCY PROFILE FOR FY 2007-2008**

Agency Name: SC Department of Health & Human Services

Address of Agency: 1801 Main Street, Columbia, SC 29201

Agency Head Name: Emma Forkner

Telephone: 803-898-2500

MBE Liaison Officer: Patty H. Larimore

Telephone: 803-898-2667

Procurement Director: Patty H. Larimore

Telephone: 803-898-2667

*PHL*  
*PHL*

**Mission of Agency:**

Our mission is to manage the Medicaid program to provide the best healthcare value for South Carolina.

**Major Types of Goods and Services Purchased:**

**Services:**

**Supplies:**

**Equipment:**

**Construction:**

Moving Services	Misc. Office Supplies	Office Furniture	Renovations
Data Processing Services		Phone Systems	

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES (J02)  
 EXCESS OF REVENUES OVER EXPENDITURES BY FUND (UNAUDITED)  
 FOR THE PRIOR YEAR  
 AS OF 06/31/2007

FY: 2007

\*\*\*\*\* PAGE 1 \*\*\*\*\*

REVENUES:  
 -----

5000	0650	HOSPITAL TAX ASSESSMENTS	364,923,340.89
5000	2822	FEDERAL OPERATING GRANT REVENUE - RESTRI	3,064,962,337.57
5000	3302	ALLOCATIONS FROM COUNTIES	12,987,869.25
5000	3801	REFUNDS PRIOR YR EXPENDITURE	144,705,973.71
5000	4001	ALLOCATIONS FROM STATE AGENCIES	106,372,874.98
5000	4505	CONTRACT EMPLOYEE PARKING FEE	5.00
5000	5714	HOSPITAL & NURSING HOME PENALTY	657,081.16
5000	6601	INVESTMENT EARNINGS	2,372,635.82
5000	7221	TRANSFERS FROM OTHER FUNDS	-3,000,000.00
5000	7503	CONTRIBUTIONS - HOSPITALS & OTHER PROVID	-3,095,787.81
5000	7505	OTHER GRANTS - UNRESTRICTED	189,531.00
5000	7854	SALE OF MACHINERY AND EQUIPMENT - CAPITA	345.00
TOTAL REVENUES			3,691,076,206.57

EXPENDITURES:  
 -----

4000	0114	EXECUTIVE DIRECTOR	146,517.40
4000	0158	CLASSIFIED POSITIONS	35,364,973.19
4000	0160	UNCLASSIFIED POSITIONS	330,629.55
4000	0165	TEMPORARY GRANT POSITIONS	4,633,394.43
4000	0166	TERI SECOND ANNUAL LEAVE PAYOUT	69,331.24
4000	0171	TEMPORARY POSITIONS	312,866.46
4000	0172	PER DIEM	210.00
4000	0201	OFFICE EQUIPMENT REPAIR	4,629.77
4000	0203	PHOTOCOPY EQUIPMENT REPAIR	268.86
4000	0204	DATA PROCESSING SERVICES - OTHER	35,448,884.83
4000	0205	MEDICAL AND HEALTH SERVICES	90,133.73
4000	0206	HOUSEHOLD, LAUNDRY, JANITORIAL, & SECURITY	124,762.78
4000	0207	EDUCATION AND TRAINING NON-STATE	101,711.60
4000	0208	MOTORIZED VEHICLE REPAIR	6.00
4000	0209	PRINTING, BINDING, ADVERTISING-COMMERCIAL	316,135.40
4000	0210	MICROFILM, MICROFILE AND MICROFICHE PROCE	6,141.54
4000	0211	FILM PROCESSING	1,250.00
4000	0212	PROMOTIONAL	90,498.18
4000	0213	UTILITIES	883.69
4000	0215	FREIGHT, EXPRESS DELIVERY	204,461.93
4000	0216	TELEPHONE AND TELEGRAPH	1,029,419.86
4000	0217	BUILDING RENOVATION	86,547.07
4000	0219	AUDITING, ACCOUNTING, FINANCE	595,719.23
4000	0221	LEGAL SERVICES	7,302.00
4000	0223	RESEARCH, SURVEY, AND APPRAISALS	3,727.64

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF HEALTH AND HUMAN SERVICES (J02)  
EXCESS OF REVENUES OVER EXPENDITURES BY FUND (UNAUDITED)  
FOR THE PRIOR YEAR  
AS OF 06/31/2007

FY: 2007

\*\*\*\*\* PAGE 2 \*\*\*\*\*

4000	0225	OTHER PROFESSIONAL SERVICES	6,820,001.98
4000	0226	INTERGOVERNMENTAL SERVICES	26,963,618.53
4000	0230	GENERAL REPAIR	2,324.15
4000	0231	PRINTING - PUBLIC/ANNUAL REPORTS	341.70
4000	0232	NON STATE EMPLOYEE TRAVEL	361,336.93
4000	0236	TEMPORARY SERVICES	1,846,832.11
4000	0237	REPORTABLE MEALS-NON-STATE EMPLOYEES	112.52
4000	0238	TELECOMMUNICATIONS SERVICES	81,601.80
4000	0239	CELLULAR TELEPHONE SERVICES	109,281.77
4000	0240	ATTORNEY FEES	89,302.30
4010	0247	CONTRACTUAL AGREEMENTS WITH SCHOOL DISTR	10,684,055.00
4000	0295	TUITION ASSISTANCE	2,556.00
4000	0299	OTHER CONTRACTUAL SERVICES	8,462,552.66
4000	0301	OFFICE SUPPLIES	372,871.67
4000	0303	PHOTOCOPY	91,098.34
4000	0304	DATA PROCESSING	236,143.33
4000	0305	MEDICAL,SCIENTIFIC AND LABORATORY	4,950.59
4000	0306	HOUSEHOLD,LAUNDRY, AND JANITORIAL	599.37
4000	0309	PRINTING COMMERCIAL	201,140.77
4000	0311	PHOTOGRAPHIC AUDIOVISUAL	420.35
4000	0312	PROMOTIONAL SUPPLIES	12,389.22
4000	0315	POSTAGE	3,827,762.36
4000	0317	BUILDING,CONSTRUCTION, AND RENOVATION	51,587.07
4000	0321	MAINTENANCE SUPPLIES	232.41
4000	0335	COMMUNICATION SUPPLIES	7,226.62
4000	0346	EMPLOYEE RECOGNITION AWARDS	1,273.54
4000	0355	PURCHASING CARD EXPENDITURES	608,159.24
4000	0399	OTHER SUPPLIES	456.01
4000	0401	RENTAL OFFICE EQUIPMENT	92,589.98
4000	0403	RENTAL-PHOTOCOPY EQUIPMENT	2,518.09
4000	0408	CONTINGENT RENTAL PAYMENTS	436,756.44
4000	0413	RENT-NON STATE OWNED REAL PROPERTY	4,470,211.68
4000	0416	RENT-OTHER	40,934.94
4000	0417	DUES AND MEMBERSHIP FEES	16,638.00
4000	0418	INSURANCE - STATE	157,848.22
4000	0419	INSURANCE NON STATE	5,601.00
4000	0435	FEES & FINES	10,144.00
4000	0499	OTHER FIXED CHARGES	10.00
4000	0501	IN STATE MEAL	27,247.23
4000	0502	IN STATE LODGING	73,687.04
4000	0504	IN STATE PRIVATE AUTOMOBILE MILEAGE	397,426.08
4000	0506	IN STATE MISCELLANEOUS TRAVEL EXPENSE	1,467.72
4000	0507	IN- STATE REGISTRATION FEES	91,940.50
4000	0511	OUT OF STATE MEALS	3,175.00
4000	0512	OUT OF STATE LODGING	10,598.83
4000	0513	OUT OF STATE AIR TRANSPORTATION	16,824.13
4000	0514	OUT OF STATE PRIVATE AUTOMOBILE MILEAGE	532.68
4000	0515	OUT OF STATE OTHER TRANSPORTATION	871.04

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES (J02)  
 EXCESS OF REVENUES OVER EXPENDITURES BY FUND (UNAUDITED)  
 FOR THE PRIOR YEAR  
 AS OF 06/31/2007

FY: 2007

\*\*\*\*\* PAGE 3

4000	0516	OUT OF STATE MISCELLANEOUS TRAVEL EXPENS	618.00
4000	0517	OUT-OF-STATE REGISTRATION FEES	4,777.00
4000	0520	REPORTABLE MEALS	14,405.00
4000	0550	LEASE CAR STATE OWNED	490,372.69
4000	0601	OFFICE EQUIPMENT	9,346.45
4000	0604	DP EQUIPMENT	158,898.02
4000	1101	CLIENT PAYMENTS	390,660.24
4000	1102	MEDICAL SERVICES - INDIVIDUAL PROFESSION	1,354,228,207.56
4000	1103	MEDICAL SERVICES - INSTITUTIONS	3,193,548,040.00
4000	1301	STATE RETIREMENT STATE EMPLOYEE	4,363,889.22
4000	1303	RETIREMENT POLICE OFFICERS	7,237.20
4000	1308	RETIREMENT - OPTIONAL RETIREMENT PROGRAM	189,232.83
4000	1331	SOCIAL SECURITY-STATE EMPLOYEES	2,934,394.12
4000	1340	WORKERS COMPENSATION INSURANCE	297,338.00
4000	1350	UNEMPLOYMENT COMPENSATION INSURANCE	107,781.00
4000	1361	HEALTH INSURANCE STATE EMPLOYEE	4,103,883.27
4000	1367	DENTAL INSURANCE STATE EMPLOYEES	178,015.42
4000	1371	PRE-RETIREMENT DEATH BENEFIT STATE EMPLO	57,421.57
4000	1373	PRE-RETIREMENT DEATH BENEFIT-POLICE OFFI	105.84
4000	1375	ACCIDENTAL DEATH BENEFIT	105.84
4000	1378	PRE-RETIREMENT DEATH BENEFIT-OPT RETIREM	2,491.25
4000	1711	ALLOCATIONS TO MUNICIPALITIES- RESTRICTE	48,328.25
4000	1770	ALLOCATIONS TO OTHER STATE AGENCIES	340,298.50
4000	1775	ALLOCATIONS TO OTHER ENTITIES	104,779.50
4000	1870	AID TO OTHER STATE AGENCIES	1,375,803.00
4000	1875	AID TO OTHER ENTITIES	1,895,337.00
4000	1880	AID TO PRIVATE SECTOR	100,000.00
4000	2002	PETTY CASH FUND	-1,600.00
4000	2305	NATURAL GAS	3,343.71
4000	2307	ELECTRICITY	10,121.37
4000	2401	GASOLINE	789.83
4000	5001	OFFICE EQUIPMENT - NON-CAPITALIZABLE	29,255.59
4000	5004	DP EQUIPMENT - NON-CAPITALIZABLE	332,744.25
4000	5011	PHOTOGRAPHIC AND AUDIO-VISUAL - NON-CAPI	1,142.68
*TOT		NOT ON TABLE	

4,710,995,221.52

TOTAL EXPENDITURES	-----	4,710,995,221.52	-----
EXCESS OF REVENUES OVER EXPENDITURES		-1,019,919,014.95	
OPERATING TRANSFERS IN(OUT)		.00	
NET INCOME		-1,019,919,014.95	
RETAINED EARNINGS BEGINNING BALANCE		199,352,674.43	
RETAINED EARNINGS AT END OF PERIOD		-820,566,340.52	

J02	DAFR9710	90	J02	4000	201 OFFICE EQUIPMENT REPAIR	\$	4,629.77
J02	DAFR9710	90	J02	4000	203 PHOTOCOPY EQUIPMENT REPAIR	\$	268.86
J02	DAFR9710	90	J02	4000	205 MEDICAL AND HEALTH SERVICES	\$	90,133.73
J02	DAFR9710	90	J02	4000	206 HOUSEHOLD,LAUNDRY,JANITORIAL, & SECURITY	\$	124,762.78
J02	DAFR9710	90	J02	4000	207 EDUCATION AND TRAINING NON-STATE	\$	101,711.60
J02	DAFR9710	90	J02	4000	208 MOTORIZED VEHICLE REPAIR	\$	6.00
J02	DAFR9710	90	J02	4000	209 PRINTING,BINDING,ADVERTISING-COMMERCIAL	\$	316,135.40
J02	DAFR9710	90	J02	4000	210 MICROFILM,MICROFILE AND MICROFICHE PROCE	\$	6,141.54
J02	DAFR9710	90	J02	4000	211 FILM PROCESSING	\$	1,250.00
J02	DAFR9710	90	J02	4000	212 PROMOTIONAL	\$	90,498.18
J02	DAFR9710	90	J02	4000	217 BUILDING RENOVATION	\$	86,547.07
J02	DAFR9710	90	J02	4000	219 AUDITING, ACCOUNTING, FINANCE	\$	595,719.23
J02	DAFR9710	90	J02	4000	221 LEGAL SERVICES	\$	7,302.00
J02	DAFR9710	90	J02	4000	223 RESEARCH, SURVEY, AND APPRAISALS	\$	3,727.64
J02	DAFR9710	90	J02	4000	225 OTHER PROFESSIONAL SERVICES	\$	682,000.20
J02	DAFR9710	90	J02	4000	230 GENERAL REPAIR	\$	2,324.15
J02	DAFR9710	90	J02	4000	231 PRINTING - PUBLIC/ANNUAL REPORTS	\$	341.70
J02	DAFR9710	90	J02	4000	236 TEMPORARY SERVICES	\$	1,846,832.11
J02	DAFR9710	90	J02	4000	240 ATTORNEY FEES	\$	89,302.30
J02	DAFR9710	90	J02	4000	299 OTHER CONTRACTUAL SERVICES	\$	846,255.27
J02	DAFR9710	90	J02	4000	301 OFFICE SUPPLIES	\$	372,871.67
J02	DAFR9710	90	J02	4000	303 PHOTOCOPY	\$	91,098.34
J02	DAFR9710	90	J02	4000	304 DATA PROCESSING	\$	236,143.33
J02	DAFR9710	90	J02	4000	305 MEDICAL,SCIENTIFIC AND LABORATORY	\$	4,950.59
J02	DAFR9710	90	J02	4000	306 HOUSEHOLD,LAUNDRY, AND JANITORIAL	\$	599.37
J02	DAFR9710	90	J02	4000	309 PRINTING COMMERCIAL	\$	201,140.77
J02	DAFR9710	90	J02	4000	311 PHOTOGRAPHIC AUDIOVISUAL	\$	420.35
J02	DAFR9710	90	J02	4000	312 PROMOTIONAL SUPPLIES	\$	12,389.22
J02	DAFR9710	90	J02	4000	317 BUILDING,CONSTRUCTION, AND RENOVATION	\$	51,587.07
J02	DAFR9710	90	J02	4000	321 MAINTENANCE SUPPLIES	\$	232.41
J02	DAFR9710	90	J02	4000	346 EMPLOYEE RECOGNITION AWARDS	\$	1,273.54
J02	DAFR9710	90	J02	4000	355 PURCHASING CARD EXPENDITURES	\$	608,159.24
J02	DAFR9710	90	J02	4000	399 OTHER SUPPLIES	\$	456.01
J02	DAFR9710	90	J02	4000	401 RENTAL OFFICE EQUIPMENT	\$	92,589.98
J02	DAFR9710	90	J02	4000	403 RENTAL-PHOTOCOPY EQUIPMENT	\$	2,518.09
J02	DAFR9710	90	J02	4000	408 CONTINGENT RENTAL PAYMENTS	\$	436,756.44
J02	DAFR9710	90	J02	4000	416 RENT-OTHER	\$	40,934.94

J02 DAFR9710 90 J02 4000	499 OTHER FIXED CHARGES	\$	10.00
J02 DAFR9710 90 J02 4000	601 OFFICE EQUIPMENT	\$	9,346.45
J02 DAFR9710 90 J02 4000	604 DP EQUIPMENT	\$	158,898.02
J02 DAFR9710 90 J02 4000	5001 OFFICE EQUIPMENT - NON-CAPITALIZABLE	\$	29,255.59
J02 DAFR9710 90 J02 4000	5004 DP EQUIPMENT - NON-CAPITALIZABLE	\$	332,744.25
J02 DAFR9710 90 J02 4000	5011 PHOTOGRAPHIC AND AUDIO-VISUAL - NON-CAPI	\$	1,142.68
J02 DAFR9710 90 J02	TOTAL EXPENDITURES	\$	7,581,407.88

833,954.87 11%  
208,488.72 gtr

TRANSMISSION VERIFICATION REPORT

TIME : 10/02/2007 15:50

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State of South Carolina  
Department of Health and Human Services

Mark Sanford  
Governor

Robert M. Karr  
Director

FAX COVER SHEET

“CONFIDENTIAL INFORMATION ENCLOSED”

DATE: 10-1-07

TO: Jerry Babbitt

Telephone #: \_\_\_\_\_

Fax #: 734-0505

FROM: Jerry / Emma Jenkins

Total Number of Pages Transmitted: 9 (Including Cover Sheet)

COMMENTS:

Sorry - we lost the  
black-up when we  
scanned the first copy

Confidentiality Note

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10/02 16:00  
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