

MINUTES OF

Budget and

Control Board

Meeting

September 20, 1979

MINUTES OF BUDGET AND CONTROL BOARD MEETING

SEPTEMBER 20, 1979

POLL

Deputy Executive Director William A. McInnis on this date polled the following Budget and Control Board members on the item of business described below:

Governor Richard W. Riley (through  
Executive Assistant Clarke)  
Mr. Earle E. Morris, Jr.  
Representative Tom G. Mangum

COMMISSION ON AGING - CONSULTANT CONTRACT - As a follow-up to a decision of the Board at its September 18 meeting, Mr. McInnis advised the members polled that the federal funds involved in the basic Title III program of the Commission on Aging had been processed through the grants and contracts review system and had been approved by both the Board and the Joint Appropriations Review Committee. He further advised that the Commission on Aging has received an additional \$100,000 for administrative purposes on which the final processing through the grants and contract review system had not yet been completed. He further advised that staff of the Grants and Contracts Review Unit indicated that no additional personnel are involved in or supported by these additional funds.

Mr. McInnis indicated that the Commission on Aging has requested approval of a consultant contract with Frank Newton Associates of Atlanta, Georgia covering the provision of a comprehensive "Manual of Policies and Procedures" at a maximum cost of \$20,000 which is to be paid from the referenced funds.

2 - 9/20/79 Poll

The members polled agreed to approve the referenced contract on the condition that the supplementary \$100,000 of federal funds be processed through the grants and contracts review system and approved by the Board and the Joint Appropriations Review Committee.

Information relating to this matter has been retained in these files and is identified as Exhibit I.



915 MAIN STREET COLUMBIA, SOUTH CAROLINA, 29201  
TELEPHONE (803) 758-2576

EXHIBIT

SEP 20 1979

NO. 01

STATE BUDGET & CONTROL BOARD

SOUTH CAROLINA COMMISSION ON AGING

September 18, 1979

The Honorable Richard W. Riley  
Chairman  
Budget & Control Board  
State House  
Columbia, South Carolina 29211

Dear Governor:

The Commission on Aging respectfully requests permission of the Budget & Control Board to enter into the following two contracts on a sole source provider basis:

- Frank Newton Associates, Atlanta, Georgia, to provide a comprehensive "Manual of Policies and Procedures"; maximum cost, \$20,000.
- William L. McRae, C.P.A., Columbia, South Carolina, to provide a comprehensive "Audit and Accounting Manual"; maximum cost, \$5000.

Our reasons for making this request are included in the attached "Report on Consultants" forms. If you or your staff have questions about this request, please contact me, Jim Dubs, or Bill Camp.

Thank you.

Sincerely,

*Harry R. Bryan*  
HARRY R. BRYAN  
Director

HRB/lgn

Attachment

CC: Mr. William Putnam  
Mr. Ed Vaughn  
Dr. Ernest Finney

DR. ERNEST A. FINNEY, Chairman  
HARRY R. BRYAN, Director



# EXHIBIT

STATE AUDITOR'S OFFICE

REPORT ON CONSULTANTS

SEP 20 1979

NO. 01

STATE BUDGET & CONTROL BOARD

Name of State Agency: S. C. Commission on Aging

Date of Report: 9-17-79 Prepared by: James D. Dubs

Name of Consultant or Firm: Frank Newton Associates

Address of Consultant or Firm: P. O. Box 98122, Atlanta, Georgia 30329

## Terms of Consultant Contract:

Beginning Date: September 30, 1979 Ending Date December 31, 1979

Rate of Pay: \$            per           ; Maximum under this contract: \$ 20,000

Source of Funds: Federal ( 100 );            (    );            (    ).

## Purpose or Goal of Consultant:

Preparation of a Comprehensive Manual of Policies and Procedures for agencies receiving grants and contracts from the Commission for aging programs. Such manual is required by Section 1321.15 (6) of the draft regulations for the Older Americans Act, and we anticipate the requirement will be included in the first regulations. All applicable State and Federal regulations and policies must be included in the comprehensive manual.

Was this Individual or Firm Selected through the Submission of Bids or Proposals?

Yes            No X

If yes, How many Bids or Proposals were Received? N/A

The Commission hereby requests authorization to contract with Frank Newton Associates as a sole source provider. This company has developed similar manuals for State aging offices in North Carolina and Florida. Both State offices highly recommended the firm, and North Carolina has retained the firm to up-date its manual. We know of no other consultant either in-state or out-of-state, who has the experience and capability of preparing this manual in a few month's time.

Federal funds are available for this purpose from a recent 1979 supplemental appropriation; these funds must be obligated by September 30, 1979. Sole source provider contracts are allowable under Section 74.165 of Title 45 Part 74 of the Code of Federal Regulations pertaining to these funds.

## EXHIBIT

SEP 20 1979

NO. 01

## STATE AUDITOR'S OFFICE

## REPORT ON CONSULTANTS

STATE BUDGET &amp; CONTROL BOARD

Name of State Agency: S. C. Commission on AgingDate of Report: 9-17-79 Prepared by: W. E. CampName of Consultant or Firm: William L. Mc Rae C.-P. A.Address of Consultant or Firm: Suite 340, Dutch Center, Columbia, S. C. 29210

## Terms of Consultant Contract:

Beginning Date: September 30, 1979 Ending Date December 31, 1979Rate of Pay: \$            per           ; Maximum under this contract: \$5,000Source of Funds: Federal (100%);            (    %);            (    %).

Purpose or Goal of Consultant: To prepare a comprehensive audit and accounting manual encompassing all aspects of program accounting and detailed instructions as to the proper use of same. This manual will also include an audit guide containing specifications required by the U. S. General Accounting office to obtain a detailed audit of all financial transactions of sub-contractors of the S. C. Commission on Aging, with auditor's comments on service and programs being delivered and comparative costs. This manual will also furnish a complete layout of the manner in which the audit is to be submitted. One-hundred printed copies of this manual are to be provided to the Commission on Aging.

Was this Individual or Firm Selected through the Submission of Bids or Proposals?

Yes            No XIf yes, How many Bids or Proposals were Received? N/A

The Commission hereby requests authorization to contract with William L. Mc Rae C. P. A. as a sole source provider. This C. P. A. has assisted the Commission in developing a recommended program accounting system and has done training on the use of such a system. A manual has not yet been developed but is badly needed to be distributed to all sub-contractors to obtain uniform accounting and reporting procedures from all recipients of State and Federal funds. This audit guide would also insure the receipt of uniform audits of all funds. Mr. Mc Rae has exhibited outstanding ability in the development of such material and is very thorough in his presentations. He is also knowledgeable of Federal requirements because of his prior work with the Commission. We know of no other consulting C. P. A. who has the knowledge of aging programs and has the capability of preparing this manual in a few month's time.

Federal funds are available for this purpose from a recent 1979 supplemental appropriation; these funds must be obligated by September 30, 1979. Sole source provider contracts are allowable under Section 74.165 of Title 45 Part 74 of the Code of Federal Regulations pertaining to these funds.



915 MAIN STREET COLUMBIA, SOUTH CAROLINA, 29201  
TELEPHONE (803) 758-2576

SEP 18 1979

EXHIBIT

SEP 20 1979

NO. 01

STATE BUDGET & CONTROL BOARD

SOUTH CAROLINA COMMISSION ON AGING

September 18, 1979

The Honorable Daniel L. McLeod  
Attorney General  
Wade Hampton Office Building  
Columbia, South Carolina 29211

ATTENTION: Mr. Ray Halford

Dear Mr. McLeod:

The Commission on Aging has asked permission of the Budget & Control Board to enter into two "sole source provider" contracts. A copy of the request to the Budget & Control Board is attached.

The office of the Executive Director of the B & C Board has advised us that the Board usually requires verification from the Attorney General's office of the necessity for "sole source provider" contracts. We are therefore submitting this material to you with the request that you provide us with this verification as soon as possible. You will note that the funds available for these proposed contracts must be obligated by September 30, 1979.

Thank you.

Sincerely,

HARRY R. BRYAN  
Director

HRB/lgn

Attachment

CC: Dr. Ernest A. Finney, Chairman, SCCOA  
Mr. Bill McInnis, B&C Board ✓

DR. ERNEST A. FINNEY, Chairman  
HARRY R. BRYAN, Director





EXHIBIT

SEP 20 1979

NO. 01

STATE OF SOUTH CAROLINA

STATE BUDGET & CONTROL BOARD

EDGAR A. VAUGHN, JR., CPA  
STATE AUDITOR

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

September 20, 1979

Mr. Harry Bryan  
Commission on Aging  
915 Main Street  
Columbia, S. C. 29201

Dear Mr. Bryan:

I have reviewed the revised CGR-1 for the Title III Program which reflects the additional \$100,000 received for administration. In order to prevent the lapse of these funds, the CGR-1 is approved contingent upon final approval of the Budget and Control Board and Joint Appropriations Review Committee. This action is taken because the additional \$100,000 do not have a significant impact of the CGR-1 previously approved since the funds are to be used for contractual services.

Please contact me if you have any questions.

Sincerely,

Elmer C. Whitten, Jr.  
Grants Coordinator

ECWjr/cs

TELEPHONES (AREA CODE 803)

ADMINISTRATION  
758-3106

BUDGET DIVISION  
758-7415

AUDITING DIVISION  
758-8406

GRANTS AND CONTRACTS  
758-7707

ENGINEERING  
758-2657



**THE END**