

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR**

**ACTION REFERRAL**

<b>TO</b> <i>Mells</i>	<b>DATE</b> <i>10-22-07</i>
---------------------------	--------------------------------

<b>DIRECTOR'S USE ONLY</b>	<b>ACTION REQUESTED</b>
1. LOC NUMBER <b>000216</b>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>Ref: Log # 787</i> 	<input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____
	<input type="checkbox"/> FOIA DATE DUE _____
	<input checked="" type="checkbox"/> Necessary Action

	APPROVALS <small>(Only when prepared for director's signature)</small>	APPROVE	* DISAPPROVE <small>(Note reason for disapproval and return to preparer.)</small>	COMMENT
1.				
2.				
3.				
4.				



**RECEIVED**

OCT 22 2007

## State of South Carolina

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

MARK SANFORD  
GOVERNOR

October 16, 2007

Ms. Emma Forkner  
Executive Director  
SC Department of Health & Human Services  
1801 Main Street  
Columbia, SC 29201

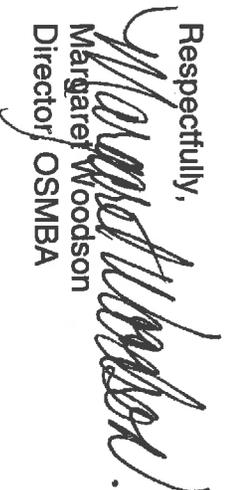
Dear Ms. Forkner:

The Governor's Office of Small and Minority Business Assistance has received and approved your agency's Minority Business Utilization Plan for FY 07-08. Thank you for submitting your plan in a timely manner.

Our MBE Quarterly Progress reporting forms can be down loaded from our website at [www.oepp.sc.gov/osmba](http://www.oepp.sc.gov/osmba) under agency forms. We are available to assist your agency and answer questions concerning the MBE program.

In an effort to make the reporting process for agencies more efficient, SC.gov is developing for OSMBa a new electronic quarterly MBE contracting progress reporting system that will reduce the amount of preparation time and paperwork required by agencies to process reports and increase the accuracy of contracting data. We expect to have the new system in place for use by November 2007. Training information will be made available to the MBE Liaisons on how to use the new system.

Respectfully,



Margaret Woodson  
Director OSMBa

cc: MBE Liaison

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

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

*Suma Jhau*

Approved: Agency Head or Chairperson  
of Board

Title: *Dir* Date: *Sep 27, 2007*

Approved: *[Signature]*  
Director, Office of Small and  
Minority Business Assistance

Title: *Director* Date: *Oct 1, 2007*

MBE UTILIZATION PLAN CHECKLIST FY 07/08

AGENCY DEPT.OF HEALTH & HUMAN SERVICES

Contact Person PATTY LARIMORE Phone (803) 898-2667

Agency MBE Utilization Documents Received

- I. Agency Policy Statement  yes  no
- II. Name-Address-Telephone-Liaison Officer  yes  no
- III. Operational Procedures Definition  yes  no
- IV. Duties of Liaison Officer  yes  no
- V. Designation and Negotiation Procedures  yes  no
- VI. Division of Larger Projects into Smaller Units  yes  no
- VII. Income Tax Credit  yes  no
- VIII. Progress Payment  yes  no
- IX. Quarterly Reporting Procedures  yes  no
- X. Subcontracting Procedures  yes  no
- XI. Goals  yes  no
- XII. Agency Profile Sheet  yes  no

Recommend:  approval  disapproval

  
Margaret A. Woodson  
Director, OS MBA

Date 10/8/07

Comments 11/10