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State Director

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Operations*

Susan Kreh Beck

*Associate State Director
Policy*

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*Associate State Director
Administration*



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Website: www.ddsn.sc.gov

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Last Review Date: August 21, 2014

Date of Last Revision: August 21, 2014 **(REVISED)**

The State Director of the South Carolina Department of Disabilities and Special Needs (DDSN) is selected and appointed by the Commission and serves at its pleasure. The Director is responsible for department operation, subject to Commission policies and actions applied through department directives. The State Director shall:

1. Maintain ethics and prudence in the administration of DDSN and to conform DDSN to all federal, state, and Commission requirements, and to protect DDSN assets.
2. Prescribe DDSN organizational structure, adequate qualified personnel, and effective programs necessary to carry out the legislative mandate and Commission policies of DDSN.
3. Use resources effectively and efficiently and maintain transparency and accountability with the Commission through reports on services, finances, and other monitoring data necessary to the Commission's policy governance.
 - a. Is authorized to approve any contracts or purchases below \$250,000.00 per fiscal year.
 - b. Bring any contracts or purchases over \$250,000.00 per fiscal year to the Commission for approval.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

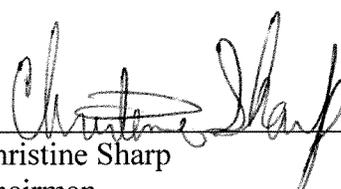
9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pec Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

4. Follow the personnel grievance procedures of the Office of Human Resources of the Budget and Control Board.
5. Communicate effectively with the Commission, staff and the public, allow the Commission to be aware of relevant trends, anticipated adverse media coverage, material change, or assumptions on which Commission policy has been established.
6. Present information clearly necessary for monitoring, making decisions, and for policy deliberations.
7. Inform the Commission if, in the Director's opinion, the Commission is not in compliance with its own policies.
8. Develop directives for the receipt of gifts, establishment of fees, and promote funding and support for DDSN and its agents.
9. Enforce directives concerning eligibility of applicants and make final decisions on sequence of admissions.
10. Oversee the Audit Director administratively according to an annual work plan, while not restricting the auditor's independence or the functional oversight of the Commission. The State Director shall obtain Commission consent before hiring or firing the Audit Director.
11. Deal with the Commission as a whole except when individuals are specifically authorized to speak for the Commission.



Fred Lynn
Vice Chairman
(Originator)



Christine Sharp
Chairman
(Approved)