

LOWCOUNTRY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS
THURSDAY, JUNE 25, 2020 6:00 P.M.
ZOOM – FACEBOOK LIVE
POINT SOUTH, SOUTH CAROLINA

MINUTES

PRESENT:

ABSENT:

BEAUFORT COUNTY:

Philip Cromer
Herbert Glaze
Joseph McDomick
Mary Beth Heyward
Brian Flewelling
Dan Wood
Tamara Becker
Chris Hervochon
Gerald Dawson

Mark Lawson
Paul Sommerville

COLLETON COUNTY:

Joe Flowers
Phillip Taylor, Sr.
Esther Black
Tim Grimsley

Gene Whetsell
Greg Pryor
Crawford Moore
Tommy Mann

HAMPTON COUNTY:

J.L. Goodwin
Pete Hagood
Buddy Phillips

Charles Savino
Nat Shaffer
Pete Mixson

JASPER COUNTY:

John Carroll
Danny Lucas
Tom Johnson

Gwen Johnson Smith
Chris DuBose

GUESTS: York Glover

STAFF: Sabrena Graham, Sherry Smith, Mike Butler, Ginnie Kozak, Letisha Scotland, Kira Fuller

1. **Call to Order** Chairman Hagood called the meeting to order at 6:02 pm.
 - 1.1. Roll Call
 - 1.2. Invocation
 - Led by Phillip Taylor, Sr.
 - 1.3. Proxies
 - Charles Savino to Pete Hagood
 - Tommy Mann to Dr. Joe Flowers
 - 1.4. Approval of May 28, 2020 Minutes
 - MOVED by Phillip Taylor, seconded by Judge Joseph McDomick to approve the minutes as presented.
Motion carried.
2. **Presentation:**
 - 2.1. Presentations to Former Board Members – Sabrena Graham
 - We thank Bobby Bonds, Joey Malphrus and William Harkins for their service to LCOG.

3. New Business:

3.1. Approval of the FY 2020-2021 Agency Budget – Sabrena Graham

- The FY 2020-2021 budget is balanced at \$8.1M. Travel and training have been reduced agency wide due to COVID-19. This year, the state did not increase the employer's retirement contribution amount. Emergency grant funds awarded the Aging Department and the Community and Economic Development departments contributed to the increase in the budget this year.
- As for personnel changes, we have budgeted for a full-time Developer II for C&ED due to additional EDA funding. Our Planning Director, Ginnie Kozak, has retired and a new director will be hired. We were also able to hire a Principal Planner, Maleena Parkey, to the LCOG staff in place of a Planner II we previously had.
- The Workforce budget presented challenges, but it is presented and balanced at the amount we had last year. We have been working daily to identify funding sources to cover the deficit; however, we believe the next round of stimulus funding will include lots of dollars for Workforce. Under the direction of the State Board, we have applied for two grants of about \$200,000 that will help cover the deficit.
- MOVED by Brian Flewelling, seconded by Philip Taylor, for the approval of FY 2020-2021 Agency Budget. **Motion carried.**

3.2. Election of Board Officers – Ms. Esther Black, Nominating Committee Chairwoman

- Thank you to the Nominating Committee and Ms. Graham for their input. Thank you to the current officers who have agreed to transition up to the next office. Hampton County caucused and selected Charles Savino for the Secretary position. Here are the recommended officers: Brian Flewelling, Chairman (Beaufort County), John Carroll, Vice-Chairman (Jasper County), Phillip Taylor Sr., Treasurer (Colleton County), and Charles Savino, Secretary (Hampton County). There were no nominations from the floor.
- MOVED by Judge Joseph McDormick that the nominations be closed, and we accept the recommendations of the Nominating Committee by acclamation. Seconded by Mary Beth Heyward. **Motion carried.**
- MOVED by Gerald Dawson, seconded by Mary Beth Heyward, that the nominations be accepted for the FY 2020-2021. **Motion carried.**

4. Department Reports:

4.1. Finance Report April 2020 – Ms. Sherry Smith

- The Finance Report goes through the end of May which represents 11 months of our fiscal year. The revenues over expenditures are at \$108,264, which is \$50,000 higher than we budgeted for this year. A couple of fixed assets, accounting software and a replacement vehicle, due to COVID-19, we were unable to get either of those things done. We have budgeted the purchase of both items in next year's budget.
- Phillip Taylor asked, for clarification on the 1% variance between budget and actual amounts for Supplies. Another question, what exactly is the bad debt expense?
- Sherry responded, "We have only gone over the supply budget by \$320, which is 1% over the budget. The bad debt is for a little staff time. Occasionally, there are projects in Community and Economic Development that involve writing grants for jurisdictions who do not complete the grant process. The incompleteness of the grant incurs bad debt for the staff time that would have been charged to a grant the department hoped to get funded.

4.2. Community & Economic Development – Ms. Michelle Knight

- Information only.

4.3. Planning Report – 208 Report & Regional Unemployment Chart – Ms. Maleena Parkey

- Information only.

4.4. Director's Report – Ms. Sabrena Graham

- Thank you to the Executive Committee for meeting with us on June 18 to review the proposed budget. LCOG's total budget of \$8.1 M increased by \$891,082 over last year. Much of the increase is a result of new federal and state grants for programs and services due to COVID-19. We are hard at work bringing every dollar possible to our local governments in the region.
- A Technology Committee was recently formed and have been busy at work. We have upgraded our computer system – replacing the server and migrating to Microsoft 365. The committee is working on an update to our Website and Smart equipment for our board room. Palmetto Rural Telephone Cooperative

(PRTC) is installing fiber at Point South and the committee is reviewing opportunities to bring fiber to LCOG to improve our internet speeds.

- The Aging Department is renewing all provider contracts for next fiscal year.
- Letters of Intent were distributed to all providers (Meal Vendors, Legal Services, Homemaker Services, Councils on Aging, Evidence-based Services).
- Increases in the Meal Vendors rates for FY 20-21 have been approved by Department on Aging.
- We intend to continue all Councils on Aging, Homemaker and Evidence-based Services at current rates.
- Hampton County Council on Aging has met all the special conditions placed in their contract last year and will have a regular contract, with the high-risk status removed. Beaufort County Council on Aging will remain a high-risk contractor with special conditions in their contract.
- We generally do not have a July meeting unless there is action needed by the board. Enjoy the July 4th holiday, safely. Thank you for your support of LCOG.
- Judge Joseph McDomick asked, "What were some issues with the Beaufort contractor that caused them to be high-risk?"
- Sabrena answered, "The major issue is inaccurate and timely reporting. Contractors are to report the activities performed, number of clients served, etc. to us. We need their information timely, so that we may report it to the State. We have had challenges with activity and financial reports being submitted late. There are also concerns about the financial their financial stability.

5. **Council Time:** No comments.

6. **Adjourn**

- MOVED by Dr. Joe Flowers, seconded by Mary Beth Heyward, to adjourn the June 25, 2020 LCOG Board of Directors Meeting. **Motion carried unanimously.** The meeting adjourned at 6:35 pm.

Caucus: Members will caucus by county to select (1) representative to serve on the Executive Committee for the upcoming fiscal year.

Result: Hampton County selected Buddy Phillips, Beaufort County selected Dan Wood, Jasper County selected Tom Johnson, and Colleton County selected Ester Black.

Minutes submitted by Kira Fuller.

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