



**Santee Lynches Regional Council of Governments  
Board of Directors Executive Committee Meeting  
Monday, January 7, 2019 – 5:30pm  
CCTC Advanced Manufacturing Technology Training Center  
853 Broad Street, Room A101, Sumter, South Carolina**

**MINUTES**

**Members Present**

Alexander Boyd, Alfred Mae Drakeford, Vivian McGhaney, Jim McCain, Julia Nelson, Dr. Bill Painter, Dwight Stewart, Sammie Tucker, Travis Windham

**Member Absent**

Senator Kevin Johns (excused)

1. **Welcome and Call to Order:** Chairman Travis Windham called the meeting to order at 5:28pm and thanked everyone for attending.
2. **Invocation/ Pledge of Allegiance:** Mr. Dwight Stewart provided the invocation and all attendees participated in the pledge.
3. **Quorum Determination:** Chairman Travis Windham determined there was a quorum with 90% attendance due to absence of Senator Kevin Johnson. A motion was made by Mr. Jim McCain to approve quorum which was passed unanimously.
4. **Adoption of Agenda:** A motion was made by Mr. Jim McCain to approve the Agenda. Mr. Alexander Boyd seconded the motion which passed unanimously.
5. **Approval of Previous Meeting Minutes:** A motion was made by Mr. Jim McCain to approve the December 3, 2018 meeting minutes. Mrs. Vivian McGhaney seconded the motion which was passed unanimously.
6. **Approval of Policies and Procedures:** A motion was made by Dr. Bill Painter to approve the Policies and Procedures Manual. Mr. Jim McCain seconded the motion which was passed unanimously.

Mr. Chris McKinney went over the changes made to the SLCOG Policies and procedures manual to include:

- **P 12, Safety and Equity in the Workplace,** which now address Sexual Harassment and Reporting Procedures which were not previously in the policy. Ms. Julia Nelson inquired if the COG Insurance covers the Board Members as well as Employees, additional Insurance Coverage may be warranted. Mr. McKinney will check with the Finance Department to see if COG

Insurance does or does not cover Board Members and Staff when sexual harassment is involved.

- **P31, Flexible Work Schedule**, giving staff the ability to adjust their day by 2 hours, coming in 2 hours later or 2 hours earlier, with Core Working Hours being 10:30 a.m. to 3:00 p.m. Chairman Travis Windham inquired if employees clocked in and out. Chris McKinney informed Committee Members that in the past a sign in/out book was used, however never a time clock. Mr. McKinney discussed how Department Chiefs are held accountable for ensuring their staff are working assigned hours when utilizing flex schedule. Mr. Sammie Tucker recommended Mr. McKinney to have the labor attorney look over p31, item E. 2<sup>nd</sup> paragraph regarding salaries and deductions from employee paychecks.
- **P34 Annual Leave Accrual Rates**, have been adjusted to focus on allowing people more time off in hopes to maintain morale and employee a specific type of employee.
- **P38 Per Diem Rates** were rates and brought up to date with South Carolina rates. Change also include State specific rates.
- **P42 Ethics and Conflicts of Interest**. Discussion about how reports are made. Dr. Bill Painter brought up that persons elected that serve are the same as those not elected chosen by council that serve receiving the \$25 and not having to sign an Ethics Report because it is a reimbursement.
- **P45 Substance Abuse Testing and Drug Free Workplace Policy** was updated per Labor Attorney. Discussion if test can be offered at will and does SLCOG offer EAP and who they contract with for services. Mr. Sammie Tucker asked how one would determine if they have alcohol in their system. Discussion about SLCOG having a way to conduct random drug testing, especially for persons who drive. Mr. McKinney indicated he was looking into this. Committee recommends Policy be adjusted to include drug testing shall be performed if employee is involved in an accident while conducting official SLCOG business.
- **P15, Section B, Consequences of Violating this Policy**. Recommendation made by Mrs. Vivian McGhaney that wording be changed to reflect “obligations” instead of “reserving the right to.”
- Committee discussed about procedures for motions made during executive session and how those motions would be further approved during full Board Meeting.
- Chairman Travis Windham discussed still not having received all the evaluation forms back on Executive Director Chris McKinney, that were sent out by Mrs. Julia Nelson in December.

7. **Adjournment:** Mr. Sammie Tucker motioned to adjourn Executive Committee and motion was passed unanimously. Meeting was adjourned at 5:55pm.

Respectfully Submitted,

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Christopher McKinney  
Executive Director