



**Board of Directors
Sumter High School Auditorium
2580 McCrays Mills Rd.
Sumter, SC 29154**

MINUTES

Members Present

Clarendon County: Benton Blakeley, Shirley Keels, Julia Nelson, Dwight Stewart

Kershaw County: Alfred Mae Drakeford, Jeffery Graham, Brad Hanley

Lee County: Grady Brown, Travis Windham

Sumter County: Eugene Baten, Steve Corley, James Blassingame, Jim McCain, Vivian McGhaney, Roland Robinson, Chuck Wilson, Earl Wilson

Members Absent

Clarendon County: Kevin Johnson

Kershaw County: Julian Burns, Penry Gustafson, John Lee, Kenneth McCaskill, Sammie Tucker

Lee County: Jackie Josey, Will Wheeler

Sumter County: Jay Davis, David Merchant, David Weeks, Gifford Shaw

1. **Welcome and Call to Order:** Chairman Julia Nelson called the meeting to order at 6:20pm.
2. **Invocation:** Mr. James Blassingame provided the invocation.
3. **Pledge of Allegiance:** All attendees participated in the pledge.
4. **Quorum Determination:** The Board Clerk, Linda Jackson, informed Chairman Julia Nelson we had reached a quorum with 17 of 29 board members present. Later an additional board member showed up to make the total 18 of 29.
5. **Adoption of Agenda:** Chairman Nelson made an amendment to move agenda item #10 to follow after executive session. Mr. Travis Windham made the motion to adopt the amended agenda and was seconded by Mr. Jim McCain. All were in favor and the motion pass unanimously.
6. **Approval of Previous Minutes:** Chairman Julia Nelson called a motion to approve the previous minutes. Mr. Chuck Wilson made the motion and was seconded by Mr. Eugene Baten. All were in favor and the motion pass unanimously.
7. **Public Presentations:** N/A

8. Staff Reports:

- a. **Finance-** Mrs. Rachel Katorkas stated: The financial report you were sent, which was Enclosure # 3, runs through the end of October. At that point, we were 33% of the way thru the fiscal year. Overall, we have brought in 10% of budgeted revenue and expended 24% of budgeted expenses. She reminded the board that we operate primarily on a reimbursable basis and the intervals at which we can request payments vary by program. Under expenses, Insurance is at 94% because we make pay the bulk of that expense at the same time every year in August.

9. Committee Reports:

- a. **Executive Committee:** Chairman Julia Nelson called for a motion to approve the board's 2022 board meeting schedule. Mr. Jeffery Graham made the motion and was seconded by Mr. Chuck Wilson. All were in favor and the motion passed unanimously.
- b. **Health & Human Service:** Mrs. Shirley Keels gave an overview of the SC Department of Aging- Included in your board packets is a copy of the South Carolina Department on Aging financial monitoring report on Santee-Lynches Area Agency on Aging for the onsite monitoring which took place in October. A compliance level of either strength or compliant was received for every area inspected by the state office. Among the areas reviewed by SCDOA was our internal controls procedures and policy manuals and all were found to be in compliance. In addition, SCDOA specifically noted that they believe the financial record-keeping remains a strength for Santee-Lynches.
- c. **Workforce:** Mr. Earl Wilson gave a briefing to the board- The Santee-Lynches Workforce Development Area was monitored/audited by the SC Department of Employment and Workforce's Internal Audit Division. Hundreds of items were tested/audited, processes were reviewed along contractor staff interviews to ensure that they were knowledgeable about the processes and programs that they offer to the community. Only 2 minor discrepancies were found that were immediately rectified by staff. A thorough financial review was conducted, and it was determined that Santee-Lynches has a sound financial system in place to carry out WIOA activities. Program and Finance Staff were commended for their efforts and sound systems in place and were told that we set the bar for others to follow in the State.
- d. **Audit/Finance:** Mrs. Alfred Mae Drakeford gave a briefing to the board- At the Audit-Finance Committee's meeting this past Wednesday, we reviewed a recommendation from staff regarding the 5 vehicles it leases, which are 2 Ford Escapes and 3 Hyundai Elantras. These vehicles are not being used enough to justify the high cost of the leases. Staff recommends that we buy out the leases using funds from reserves in the amount of approximately \$48,934. This would then be replenished by selling the 3 Elantras, which are valued at about \$66,000. The 2 Escapes would remain available for staff to use for meetings and field work.

The audit/finance committee formed a motion that the COG use funds from reserve to pay off the leases on the 5 vehicles and then sell the 3 Elantras. Mrs. Vivian McGhaney seconded the motion. Chairman Julia Nelson clarified that we would make about a 20K profit by selling. All were in favor and the motion passed unanimously.

10. New Business:

- a. **Employee Handbook-** Mr. Chris McKinney mentioned to the board of the recommended changes that was made by the attorney are highlighted in yellow. If the board has any questions or concerns, they can reach out to Ms. Linda Jackson or himself between now and the February meeting. At the February meeting, a motion will be brought forth to use the handbook for the following year. Every year laws change, and the COG wants to assure that they are compliant with the State.
- b. **2020 Census Report-Impact on Board Composition-** Mr. McKinney stated that more details regarding the Census report will take place at the February board meeting and the enclosure is there for the board's information.
- c. **Census Impact on Dues-** Mr. McKinney mentioned to the board how population is lost or gained, it is a direct impact to the dues that the entity will have to pay. There will be a motion at the February board meeting. Chairman Nelson asked Mr. McKinney to provide how this relates to the board by county. Camden, Sumter, and Kershaw County gained population. Kershaw and Sumter gained an additional seat while City of Bishopville lost 2 seats based on per capita. A discussion must ensue to determine if the City and County share the 2 allotted board seats. Mr. Windham request that serious thought be put into this matter and that it needs to come through the executive committee for the recommendation. Chairman Nelson also added that Mr. McKinney, Mr. Dennis Cyphers and Dr. Jeff Parkey created a thorough explanation of the Census and how by the bylaws determine board composition. More discussion will be held at the February board meeting.

11. **Executive Director's Report:** Mr. McKinney informed the board of how proud he is of staff for bringing in \$6.8 million. He also emphasized how much work is being done behind the scenes by staff and how he commends all staff for all their hard work. Staff is compiling the things the COG has done over the past year for 2021. He also stated the Far UVC Technology will also be installed in school entrances, cafeterias, and auditorium. He also stated that Manning, Camden, Sumter, and Bishopville Councils on Aging will get a building generator and a walk-in freezer to make them more resilient in the event of a power outage. This will enable them to prevent food loss and continue to serve seniors. Mr. McKinney also mentioned the Councils on Aging may have to go to their counties to ask for additional help with funding for the projects to make up that difference due to the impacts of inflation. The COG cannot get additional funding for the project.

Chairman Nelson added that Mr. McKinney and staff did an excellent job on the first-ever SCCOG Virtual Conference. She stated the event was executed flawlessly.

12. **Executive Session:** Chairman Julia Nelson entertained a motion to enter executive session, Mr. Dwight Stewart made the motion to enter executive session to discuss the matter related to an employee, in accordance with Section 30-4-70 (a)(1) of South Carolina Code and was seconded by Mrs. Alfred Mae Drakeford. All were in favor and the motion passed unanimously.

Chairman Nelson entertained a motion to exit executive session, Ms. Vivian McGahney made a motion to serve notice to the Executive Director that the existing employment contract will not be renewed. Mr. Chuck Wilson made the motion and was seconded by Mr. Dwight Stewart. All were in favor and the motion passed unanimously.

- 13. Old Business:** Mrs. Alfred Mae Drakeford had Rachel Katorkas give an overview of the financial internal controls. Rachel stated in each of our financial processes there are at least 2 people involved so that no one person is doing anything unilaterally. All purchases go through multiple layers. We have a purchase order system; purchase requests are given to a supervisor and approved prior to the purchase. For certain types of expenses, it will then go to the Executive Director for approval. All requisitions are then reviewed by either Rachel or the Finance Manager. Staff can then make the purchase. When an invoice is received, it is reviewed by our Accounts Payable (Finance Coordinator II) who gets them ready for a check to be issued. Next it is reviewed by Rachel or the Finance Manager and only after that are checks printed and then signed.

The majority of our expenses are grant-related, so they must meet the requirements of the applicable grant. And we also have the Procurement Team, who's duties are outlined in our Procurement Policy. They review the entire process from beginning to end for the larger purchases, anything over \$10,000. They review the Requests for Proposals/Bids and all associated documentation and then provide feedback. Next prior to the contract signing, they review the whole procurement record to ensure it complies with our policies and then they make a recommendation to the Executive Director on how to proceed. The Procurement Team is made up of at least one staff member from each department, frontline staff members. With each purchase, there are at least 5 people involved. Of note, the Executive Director does not have access to the check stock, nor does he write any checks.

The audit and finance committee recommends, in the form of a motion, that the COG return to requiring only one signature on checks. Mr. Jeffery Graham seconded the motion. All were in favor and the motion passed unanimously.

- 14. Chairman's Remarks:** Mr. Jim McCain brought it to Chairman Nelson's attention that the vote to serve notice on the Executive Directors contract was not a valid vote as the contract states a 2/3 vote is required and only 18 board members were present at the meeting. Chairman Nelson then rescinded the vote and there was ensuing discussion on how to proceed to and be able to serve 6-months' notice. Mr. McKinney spoke and stated that he was willing to go on record that the contract required 4-months' notice, so serving notice in at the February meeting would be sufficient. Chairman Nelson made a motion to accept Mr. McKinney recommendation for a four months' notice instead of the six months' notice that was recommended by the attorney. Mr. Travis Windham made the motion and Mr. Jim McCain seconded. All were in favor and the motion passed unanimously. Chairman Nelson mention how the board must be engaged and asked that they please be in attendance at the February 2022 meeting to be able to execute the business of the board.
- 15. Adjourn:** Chairman Nelson entertained a motion to adjourn, Mr. Chuck Wilson made the motion to adjourn the meeting and was seconded by Mr. McCain All were in favor and the motion passed unanimously.

Submitted by:

Linda Jackson

Linda Jackson,
Board Clerk

Approve by:

CS

Christopher McKinney
Executive Director