



**Board of Directors  
Meeting  
Central Carolina Technical College  
506 North Guignard Dr.  
Building M400, Rm M401  
Sumter, SC 29150  
Monday February 5,  
2024  
6:00 PM  
*Meeting Minutes***

**MINUTES**

**Members Present**

**Kershaw County:** Rev. John Lee, John Thomas, Councilman Sammie Tucker Jr., Councilwoman Katie Guinn, Kenneth McCaskill, Brad Hanley, Mayor Alfred Mae Drakeford, Jeffery Graham, Senator Penry Gustafson,

**Clarendon County:** Mayor Julia Nelson, Shirley Keels, Senator Kevin Johnson, Councilman Dwight Stewart

**Sumter County:** Councilman Jim McCain, Councilman Eugene Baten, Councilman Dr. James Blassingame, Chuck Wilson, Bernadetta Robinson, Roland Robinson, Herbert McClary, Earl Wilson, Councilwoman Vivian McGhane, Councilman Gifford Shaw

**Lee County:** Councilman Travis Windham, Councilman Wayne Hancock,

**Members Absent/Excused**

**Sumter County:** Mayor David Merchant, Representative David Weeks

**Lee County:** Representative Will Wheeler

1. **Welcome and Call to order:** Chairman Sammie Tucker, Jr. called the meeting to order at 6:04PM.
2. **Invocation:** The invocation was given by Rev. John Lee.

3. **Pledge of Allegiance:** All members performed the Pledge of Allegiance.
4. **Quorum Determination:** The Board Clerk, Linda Jackson, informed Chairman Tucker we had reached a quorum with 25 of 28 board members present.
5. **Agenda Adoption:** Chairman Tucker called for a motion to adopt the agenda. Mr. Jeffery Graham made the motion, and it was seconded by Mr. Chuck Wilson. All were in favor and the motion passed unanimously.
6. **Approval of Previous Minutes:** Chairman Sammie Tucker Jr. called for a motion for the approval of the previous meeting minutes on 12.04.2023. The motion was made by Rev. John Lee; it was second by Mr. Jeffery Graham. All were in favor and the motion passed unanimously.

7. **Presentations:**

- a. **Rev. John W Lee Service Recognition:** Chairman Sammie Tucker Jr. honored Rev. John Lee for over 25 years of service with a Certificate.
- b. **Audit Presentation:** CKH CPA's and Advisors, LLC from Atlanta, Georgia gave an overall presentation to the COG Board for the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023. The firm indicated that Mr. Katorkas and her staff were a pleasure to work with during this process. A full report was issued to all the members present in the form of a booklet. During the presentation to the Board the Audit Firm reported that there were no findings and no issues. The CEO indicated that they were accommodated very well while going through the process. Mr. Cypher informed the group that he is looking forward to working with the same audit firm in the future.

8. **Staff Report:**

- a. **Finance:** Ms. Rachel Katorkas, Director of Finance thanked the auditors for the work. She then followed with the following:

The financial report runs through the end of December. At that point, we were 50% of the way through the fiscal year. Mr. Katorkas informed the board that overall, 36% of the total budget was brought in, and 59% of total budgeted expenses were expended. She stated that with the building purchase, we would be at about 49% of total budgeted expenses.

Director Katorkas included the following updates:

- Government Services had some additional Technical Assistance Agreements that were not included in the budget.
- The COG has been earning interest on the funds in the Local Government Investment Pool at a higher rate than expected.
- Under expenses, the insurance costs are higher than budgeted because of the cost to cover the building that was purchased on Main Street. A partial refund is expected once the building transfers ownership.
- As discussed during previous meetings, more has been spent in the HOME Program than what was included in the budget, particularly with Tenant Based Rental Assistance. Adjusted estimates will be included in the Budget Amendment.

- Depreciation is higher than budgeted because of the purchase of the building on Main Street.
  - When the budget is finalized and presented the amount needed from the fund balance will be much higher than originally budgeted because of the building purchase. Without the building purchase we would've had a positive change in fund balance this year that is mostly attributed to additional Technical Assistance agreements, higher funding allocations in Workforce, and increase in services provided through HOME and other programs.
- b. **Health & Human Services:** Enclosures provided as information.
- c. **Government Services:** Enclosures provided as information.
- d. **Workforce:** Enclosures provided as information.

**9.Old Business: None Applicable**

**10.Committee Reports:**

- a. **Audit Finance Committee:** Committee Chair Alfred Mae Drakeford informed the Board the Audit-Finance Committee has reviewed the FY 2024-2025 membership support request as submitted by staff and included in your board packet. Committee Chair Alfred Mae Drakeford stated current level of funding is \$1.33 per capita, with the total membership contribution being \$290,347.

She informed the Board that the recommendation is to continue the same level of funding for the next fiscal year.

Chairman Alfred Mae Drakeford informed Chairman Tucker that the committee recommends, in the form of a motion, approval of the Membership Support Request for FY 2024-2025 as submitted. Mr. Jim McCain second the motion. All was in favor and the motion passed unanimously.

- a. **Building Committee:** Committee Chair Alfred Mae Drakeford informed the Board that Building Task Force Committee had a special called meeting to discuss the termination of the month-to-month lease at Corporate Way as of March 6, 2024. She indicated that the committee had to do something immediately to ensure that staff would be housed. She indicated that staff found three properties, and after much discussion, the Task Force decided on the 3219 Broad Street location with a 3-year lease at \$4500 a month. She informed them that the Task Force asked the Executive Committee to approve the move, and to allow the Executive Director to be granted permission to handle all matters with the move. This recommendation was approved at the last Executive Committee meeting.
- b. **Executive Committee:** Chairman Sammie Tucker Jr informed the Board that during the Executive Committee meeting, the committee approved for the Corporate Way location to relocate to 3219 Broad Street location. The Executive Director informed the Board that with the new Lease, the COG will have huge monthly savings. Mr. Cyphers indicated that it will be approximately \$30k annual savings total. He clarified that this will not be seen in cash savings according to how the COG funding is constructed.

#### 11. New Business:

- c. **TIP Approval:** Executive Director Dennis Cyphers informed the Board that the SCDOT was requiring all COGs to have the TIP approval submitted. Director Cyphers informed the Board to look at the TIP enclosures that were provided in their packages he advised them to pay close attention to enclosures on page 21 & 22. Chairman Sammie Tucker Jr. called for a motion to approve the TIP, Mr. Jeffery Graham made the motion, the motion was second by Mr. Jim McCain. All were in favor and the motion passed unanimously.
- d. **Employee Policy Update:** Executive Director Dennis Cyphers informed the Board that Reasonable Accommodation Policy was reviewed by the COG Attorney. He stated that the attorney recommendation was provided in the Board enclosures. Chairman Sammie Tucker Jr informed the board that the Executive Committee will review the attorney suggestions and other recommendation presented from the floor at the next Executive Committee meeting and bring back to the Board.
- e. **Bylaws Update Req. Orientation:** Executive Director Dennis Cyphers informed the Board that the Bylaws were updated based on concerns that were made by the Board. Mr. Cyphers informed the Board that the changes were included in the Board Members Enclosures for review. Chairman Sammie Tucker Jr. informed the Board that the suggested changes will be reviewed by the Executive Committee and presented back to the Board at the next meeting.

**12. Executive Director's Report:** Duputy Areatha Clark gave an overview to inform the Board of the new Board Software that was purchased to use during COG Board meetings. Deputy Clark informed the Board that they will receive training on the new Software prior to the next COG Board meeting.

13. **Chairman's Remarks:** Chairman Sammy Tucker Jr. stated that the COG Board made great stride during the last few months and encourage the Board to continue. He informed the Board that Board packages would be available to them at the meetings instead of being mailed until they start with the electronic devices. Chairman Tucker thanked the members and staff for all the support that he received during the passing of his mother.
14. **Adjourn:** Chairman Sammie Tucker Jr. called for a motion to adjourn the meeting. Mr. Chuck Wilson made a motion; the motion was seconded by Mr. Jim McCain. All were in favor and the motion passed unanimously.

Submitted by:



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Linda Jackson  
Board Clerk

Approve by:



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Dennis Cyphers  
Executive Director