



**Board of Directors**  
**Monday, June 3, 2024**  
**6:00 PM**  
**Central Carolina Technical College**  
**506 N Guignard Dr, Sumter, SC 29150**  
**MINUTES**

**Present:**

**Kershaw County:** Alfred Mae Drakeford, John Thomas, Penry Gustafson, Jeffrey Graham, Brad Hanley, John W. Lee, Kenneth McCaskill, Sammie Tucker, Jr Vice Chair

**Clarendon County:** Shirley Keels, Dwight Stewart

**Sumter County:** Jim McCain, Eugene Baten, Anthony Gibson, David Weeks, Bernadetta Robinson, James Blassingame, Earl Wilson, Chuck Wilson, Gifford Shaw, Vivian McGhaney

**Lee County:** Wayne Hancock, Travis Windham, Will Wheeler

**Absent:**

**Clarendon County:** Kevin Johnson, Julia Nelson

**Kershaw County:** Katie Guinn

**Sumter County:** Herbert McClary, David Merchant, Roland Robinson

**Guest:** Leah Quattlebaum, Ken Martin, Christina Lewis

1. **Welcome and Call to order:** Chairman Sammie Tucker Jr. called the meeting to order at 6:01PM.
2. **Invocation:** provided the invocation.
3. **Pledge of Allegiance:** lead the pledge of allegiance and all attendees participated.
4. **Quorum Determination:** The Board Clerk, Ms. Linda Jackson, informed Chairman Tucker we had reached a quorum.

Chairman Tucker asked Mr. Dennis Cyphers to introduce to the Board the guests that were present. Mr. Cyphers introduced DOT partners Leah Quattlebaum, Ken Martin, Christina Lewis.

5. **Agenda Adoption:** Chairman Tucker called for a motion to adopt the agenda. **Alfed Drakeford made the motion, and it was seconded by Mr. Jim McCain. All were in favor and the motion passed unanimously.**

6. **Approval of Previous Minutes:** Chairman Tucker called for a motion to approve the minutes from April 1, 2024. **Mr. Wheeler made the motion, and it was seconded by Mr. Hancock. All were in favor and the motion passed unanimously.**

7. **Staff Reports:**

- a. **Finance: Mrs. Katorkas** briefed the Board. The financial report you were sent, which was Enclosure #5, runs through the end of April. At that point, we were 83% of the way through the fiscal year. The financial part shows the approved budget amendment. We have 68% revenue and 79% expenses. Which is a normal variance. By year-end our receivables will be caught up As. Of April, we have 1,660,000 in the COG checking account and 1,941,000 in the government investment account.
  
- b. **Aging/HHS: Mrs. Janae Stowe** First wants to thank the Aging Committee Board members for their time and assistance in reviewing and scoring proposals. As an update on the procurement for Older American Act meals, Senior Catering will be our new Caterer for our four-county region beginning July 1, 2024. The Home and Community Based Services for Clarendon County which included Group Dining and Transportation Services is still currently under the contract negotiation phase. For Home and Community Based Services in Kershaw, Lee, and Sumter contracts will continue with Kershaw COA, Lee COA, and Sumter Senior Services. Mrs. Stowe was thrilled to report that the AAA met with VA Dorn and Bay Aging in Virginia for an opportunity to enter a contract to deliver the Veteran Directed Care (VDC) program. This program provides supportive care to Veterans, allowing them to age safely and independently in their homes and communities for as long as possible. In VDC, Veterans manage a Veteran specific monthly budget, with oversight and support from community providers, to purchase goods and services to best meet their needs. This includes directly hiring employees, including family members and friends, to provide personal care services. This program is not new to our COG, in 2014 we successfully administered this program to 100 veterans across 12 counties and we look forward to the opportunity to deliver these much-needed services to Veterans across the state. Mrs. Stowe has included a flyer for your review, which is Encl. 4 on Onboard. Finally, on your tables is a South Carolina Long Term Care Ombudsman Organizational Conflict of Interest form. If you could all please review, sign, date and return it to me by the end of this meeting and would greatly appreciate it. The SCDOA State Ombudsman requested that all Board Members complete this form annually and have it available during our annual monitoring visit.
  
- c. **Government Services: Mrs. Sylvia Frierson** started by going over the grants that were closing. **City of Manning/Dickson-Durant Demolition** - The project extension was done to extend the project to July 31, 2024, to retrieve the required documents to properly close out the grant. Two (2) Change Orders have been done for the asbestos contractor and the demolition contractor. A project amendment has been done for the property 332 Railroad Avenue. The owner did not want to participate in the CDBG program. CDBG \$308,880/Local \$34,300 Sumter/**Shannontown Demolition** - The grant has been extended to July 31, 2024, to retrieve the required documents and properly close out the grant. A Change Order is being requested to reconcile the contract cost and payments for the asbestos contractor. CDBG \$283,983/Local \$31,872. **Schools Building Light Technology CDBG-CV- 450 (207-222nm) Wavelength FAR-UVC Light Technology** have been

successfully installed in the Lee, Clarendon, Sumter, and Kershaw school districts. The project is now going through the closeout process with Grants Management Guide house. CDBG-CV: \$1,515,602.54/No local match required. **Pinewood Playground CDBG-CV** - This project is currently being closed out by Guide house. CDBG-CV \$202,183.68/No local match required. Also talked about the fall Community Development Block Grants the application request will be stated in August.

- d. **Workforce Development: Ms. Clark** highlighted information from a South Carolina Department of Employment and Workforce's press release regarding the record number of people working increasing to 2,404,450, and the labor force participation rate ticking up to 57.2%. She indicated that the increase in labor force participation was very important considering the lower number reported in the past for South Carolina. Ms. Clark also highlighted that May is SC Works School to Success Month where employers throughout the year are having conversations about how to support and engage the rising workforce of young people – future graduates, community leaders and our labor force. Information on the Number of People Employed by month and Unemployment Rate by month was also highlighted for April 2024 vs. April 2023. A map was shared on the unemployment rate by county along with other current employment statistics. Emphasis was made regarding a chart that showed Average Wage information for the Santee-Lynches region and South Carolina. Ms. Clark pointed out that compared to the rest of the State, Santee-Lynches does not fall within the top 10 for Average Annual Wages. Which could become concerning as we try to retain workers in the region. Lastly, Ms. Clark shared information on designated Connection Points in the Santee-Lynches Region. They are locations that an individual can go to in the event they are not able to get to an SC Works Center in the region. The Connections points indicated were Lee County Library, Harvin-Clarendon Library, Kershaw County Library, Darlington-Lee County Adult Education and Midlands Fatherhood Coalition.

## 8. Committee Reports:

**Workforce: Mr. Earl Wilson** discussed the Workforce & Development Committee Meeting. Information was provided to the Workforce & Economic Development Committee from Workforce Development Staff and Eckerd Connects. Information provided included: Services provided at the SC Works Centers to both job seekers and employers. They've had over 10,282 visitors come to the centers since July for services. The unemployment rate remains stable around 3.9% for the Santee-Lynches region. Information was shared on Connection Points in the region such as the Kershaw County Library, the Lee County Library, Harvin-Clarendon Library, Darlington-Lee Library and Midlands Fatherhood Coalition. Individuals can go to these locations for some services when they are not able to get to an SC Works Center. Information was also shared from a presentation made by Central Carolina Technical College on a new Short Course for Initial Exposure to Manufacturing. This program is designed to address weaknesses of industry workers. It was created after having conversations with manufacturers within the region, such Continental Tires, Bicycle Corporation of America, Coca Cola and others. Lastly, on the screen you will see a draft letter on behalf of the SC local Workforce Development Boards and Regional Council of Governments requesting support in considering changes regarding the reauthorization of the Workforce Innovation and Opportunity Act (WIOA. WIOA Funding covers Workforce Development programs and opportunities in the Santee-Lynches region and others in the State. This letter is very important and outlines the concerns with the House-passed bill (H.R. 6655). **It is important to note that South Carolina has lost over \$15 Million in workforce funding since 2017. We are strongly urging the Senate to take an approach that will: Strengthen Local Capacity, Promote Flexibility, Improve Operational Efficiencies and Enhance Data Quality and Infrastructure.**

## 9. Audit & Finance

**FY 2023-2024 Budget Amendment (MOTION)** Mrs. Katorkas stated There is an increase in total revenue of over one million dollars from what was anticipated when the original budget was prepared in the Spring of 2023. For many programs this is because of changes in expected grant awards and increases in spending for some programs, such as the HOME program and Family Caregiver program. We also had some new technical assistance projects that were not included in the original budget, and two new grants: one from SC Emergency Management to create the regional hazard mitigation plan, and a capacity building grant from Southeast Crescent Regional Commission. We also expect to earn more interest on our funds in the SC Local Government Investment Pool than originally estimated. There is an increase in staff salaries and fringe costs due to changes in job descriptions as well as to encourage recruitment and retention. There are 24 full-time positions included in the budget. As mentioned in previous meetings, the HOME program has had a significant increase in assistance provided. That can be seen in the budget increase for HOME Rental assistance and Home Rehabilitation. It also accounts for most of the increase in the Contractual Services budget because of the required inspections of the properties before assistance can be provided. Also included in the increase to Contractual Services are the estimated costs for temp services to staff our Admin Department, as well as to assist in our move from Corporate Way to Broad Street. A new line item was added to the budget amendment for the Bad Debt expense incurred this year. That was a little over 6 thousand dollars. That is the amount that Clarendon Council on Aging continues to owe Santee-Lynches. And of course, the cost to purchase the property at 140 Main Street was not included in the original budget, so it is included in this budget amendment. Government Services is projected to need about \$222 thousand dollars of local funds to support its projects and programs (in addition to the required match on grants), while HHS will need about \$2400 due to the bad debt. In the Workforce, the actual funding allocations we received for the year were higher than expected, so those programs will not have to be supplemented by local funds. The projected change in Fund Balance is a negative \$594,900. If we had not purchased the building, the change in fund balance this year would have been a positive \$78 thousand dollars. **Mr. Chairman, the committee recommends approval of the proposed budget amendment for FY 2023 – 2024 Chuck Wilson second the motion all was in favor and the motion passed unanimously.**

**FY 2024-2025 Budget (MOTION)** Mrs. Katorkas stated there is an increase of \$100,000 in State General Assembly Funds that we expect to receive next year. There is also an increase to Service Contracts for HHS as we expect to begin the Veterans Directed program by July. At the time that the Audit-Finance Committee reviewed this budget, we had not yet received notice of our funding allocation for next year for the Workforce. At the time, we were aware of a 3% decrease to the state's total funding, which we applied to our funding projections for this FY24-25 budget proposal. Because of that, this budget is showing a decrease to both revenue and expenses for our Workforce programs. However, on Friday, we did receive notice of the funding allocation for 2024 for the Workforce and it will be an almost 14% increase from this past year. That means that local funds will not have to supplement these programs this coming year. Overall revenue in this budget is about \$4 thousand more than the current year. Budgeted staff salaries and fringe costs are higher than in the budget amendment. These estimates include 25 full-time positions with the expectation that the COG will be fully staffed for the entire year. It includes an additional position in HHS, an allowance for merit-based salary

increases, and anticipated increases to fringe costs. A large decrease is expected to Contractual Services costs in the coming year, primarily because the need for inspection services for HOME will decrease dramatically as we begin to wind down the TBRA program. Government Services is projected to need about \$171 thousand dollars of local funds to support its projects and programs (in addition to the required match on grants). The budgeted change in Fund Balance is a positive \$238 thousand dollars. **Mr. Chairman, the committee recommends approval of the proposed budget for FY 2024 - 2025. Chuck Wilson second the motion all was in favor and the motion passed unanimously.**

## 10. Project and Planning

**Approval of 2025-20230 LRTP (MOTION)** Mr. Stewart brought forth the motion to approve the Long-Range Transportation 2050 update manual, **the first motion made by the committee second Mr. Travis Windham all were in favor and the motion passed unanimously.**

**Approval of Bishopville Truck Route (MOTION)** Mr. Stewart brought forth the motion to approve the request for Advancement for project completion of the Bishopville truck route. **the first motion made by the committee second Mr. Travis Windham all were in favor and the motion passed unanimously.**

**Approval of Advancement Request (MOTION)** Mr. Stewart requests a motion to update the transportation improvement program regarding the Black River Road. The purpose of this motion is to incorporate the construction cost increase for the project. **Motion made by the committee second Mr. Jeffery Graham all were in favor and the motion passed unanimously.**

## 11. Executive

**SWRTA Intergovernmental Agreement (MOTION)** Mr. Dennis Cyphers stated that Santee Lynches Council of Governments and the Santee- Wateree regional Transportation Authority SWRTA have an agreement The COG agrees to provide, services as outlined below The COG will provide procurement and procurement management services for SWRTA. These services will include, but not limited to, activities involved in obtaining goods and services, including sourcing, negotiating terms, along with grant compliance and any additional duties as requested by SWRTA. The COG will provide additional Transit Planning Services for SWRTA. These services include, but not limited to, providing transit planning services as needed by SWRTA. The COG will assist SWRTA in developing, evaluating, and planning short and long-term goals required under FTA and SCDOT requirements. It is understood by SWRTA that COG will have full access to all files and records, including but not limited to, procurement and grants. Access to records will include current and prior years. This contract will be effective June 3, 2024, through September 30, 2026. **Mr. Chairman request that a motion be made first motion by Mr. Will Wheeler second by Chairman McCain.**

**Employee Policy Update (INFO)** Mr. Dennis Cyphers stated an accident occurred with one of our vehicles and noticed we currently do not have a vehicle policy. A new policy was created Company Fleet usage and Driver Safety Policy.

**Board Retreat (MOTION)** Mr. Dennis Cyphers stated that this was brought up in our last COG Board meeting. The idea of the retreat will be based around the SC COG conference which is the week of thanksgiving which is on the 24<sup>th</sup> and the 25<sup>th</sup> of November but the Cog Retreat will arrive on the 22<sup>nd</sup> and a day training on

the 23<sup>rd</sup> then we will transfer over to the SC COG conference. Stated due to room we will have a secondary property that we would do the COG retreat on and that it's able to accommodate the number of individuals that we need. Mr. Chairman stated that board member is given until the next board meeting in August to let staff know if they will attend. **Mr. Chairman request a motion to be made to commit to the board retreat all were in favor and the motion passed unanimously.**

**12. Old Business:**

**New Location Move Cost: Mr. Dennis Cyphers** stated that the moving cost total 18,365 not included in the amounts above is the replacement value of the furniture and equipment that had to be disposed of, which the Finance Director estimates would exceed \$50,000. Also not included above is the amount of staff time that was devoted to this relocation. Rent for the Corporate Way office was \$6,841 per month, and included electricity, garbage, lawn maintenance, and security system. Janitorial services at the Corporate Way office were about \$350 per month. Rent for the new office on Broad St is \$5,250 per month and includes garbage, janitorial services, and lawn maintenance. Electricity at the new office is about \$380 per month.

**13. New Business:**

**Catawba Water/208 Conformance: Mr. Cyphers** inform the Board of the changes going with the charlotte water system that will affect or region along with other COG's Concerning the Catawba River project (IBT). He stated that our region can be affected by major drought. **Major Drakeford** informed everyone that there will be a meeting in Kershaw County to address issues with (IBT) and encourage everyone to attend and to learn more about it.

**14. Other Business: N/A**

**15. Executive Session: N/A**

**16. Executive Director's Report: N/A**

**17. Chairman's Report: Chairman Tucker** thanks all Board Member and staff for coming and being a part of the Board Meeting also thanks Ms. Areatha Clark Deputy Executive Director and Workforce Development Director for thirty-one years of serve at Santee Lynches Regional Council of Governments.

**18. Adjourn: Chairman Sammie Tucker** moved to adjourn the Board Meeting. **Mr. Dwight Stewart made the motion to adjourn. Mr. Jim McCain second the motion. The motion was passed unanimously.**

Submitted by:



Linda Jackson  
Board Clerk

Approve by:



Dennis Cyphers

Executive Director

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I certify that the public and media notifications of the above-mentioned meeting were given prior to the meeting as follows: