



**Santee Lynches Regional Council of Governments
Board of Directors Board Meeting
Monday, January 7, 2019 – 6:00pm
CCTC Advanced Manufacturing Technology Training Center
853 Broad Street, Room A101, Sumter, South Carolina**

MINUTES

Members Present

City of Manning: Mayor Julia Nelson

Clarendon County: Benton Blakely, Senator Kevin Johnson, Shirley Keels, Dwight Stewart

City of Camden: Mayor Alfred Mae Drakeford, Jeffery Graham

Kershaw County: Representative Laurie Funderburk, John Wesley Lee, Kenneth McCaskill, Sammie Tucker

City of Bishopville: Mayor Alexander Boyd

Lee County: Travis Windham

City of Sumter: Bob Galiano, Mayor Joe McElveen, Dr. Bill Painter

Sumter County: Eugene Baten, James McCain, Vivian McGhaney, Roland Robinson, Representative David Weeks, Chuck Wilson, Earl Wilson

Members Absent

City of Manning:

Clarendon County:

City of Camden:

Kershaw County: Julian Burns (excused), Brad Hanley (excused)

City of Bishopville:

Lee County: David Addison, Representative Will Wheeler

City of Sumter: Ione Dwyer

Sumter County: Jay Davis

1. **Welcome and Call to Order:** Chairman Travis Windham called the meeting to order at 6:00pm and thanked everyone for attending.
2. **Invocation/ Pledge of Allegiance:** Mr. Sammie Tucker provided the invocation and all attendees participated in the pledge.

3. **Introduction of Guest:** Mr. McKinney introduced our guest, Mr. Sandy Jenkins from Santee Wateree Regional Transit Authority.
4. **Quorum Determination:** Chairman Travis Windham determined there was a quorum.
5. **Adoption of Agenda:** A motion was made by Mr. John Lee to approve the Agenda. Mr. Eugene Baten seconded the motion, which was passed unanimously.
6. **Approval of Previous Meeting Minutes:** A motion was made by Mr. John Lee to approve the December 3, 2018 meeting minutes. Dr. Painter seconded the motion, which was passed unanimously.
7. **Executive Director's Report:** NA
8. **Committee Reports:** Mr. McKinney indicated due to Mrs. Kathy Powell being out sick, there was no one available to discuss the Financial Report at this time.
9. **Old Business:** NA
10. **New Business:**

Approval of Policies and Procedures: Chairman Travis Windham presented Mr. McKinney to the Board, to discuss Policies and Procedures, which were voted on by 8 members of the Executive Committee.

Mr. McKinney went over the changes made to the SLCOG Policies and Procedures Manual to include:

- **P. 12, Safety and Equity in the Workplace** addresses Sexual Harassment and Reporting Procedures, which were not previously in the policy. From pages 12-16, this Policy ensures that employees feel safe in the workplace.
- **P. 31, Flexible Work Schedule** allows employees to come in 2 hours early or 2 hours late, so that employees can take care of their families and loved ones. Since we do not have the ability to pay private sector pay, in order to remain competitive, this policy was put into place and a work environment created that will inspire people to work for us, in turn helping the organization to recruit and retain top talent. Core working hours for all staff are between 10:00am to 3:00pm. Department Chiefs are responsible for monitoring the staff they supervise, that work a flexible work schedule. This is a privilege, not a right, and is approved by the Department Chief; therefore, it can be taken away at any time by the Department Chief or the Executive Director.
- **P. 34 Annual Leave Accrual Rates** currently includes 10 paid holidays. The rate of annual and sick leave accrual has been adjusted to meet the demands of the current workforce. The accelerated accrual rate is intentionally faster in order to make us more competitive when recruiting and retaining top talent within our current workforce.
- **P. 38 Per Diem Rates** were updated to be consistent with the current South Carolina rates. Changes were also made to include state specific rates that can be utilized when an employee is required to travel out of state for business.
- **P. 42 Ethics and Conflicts of Interest** was not previously in the Policies and Procedures Manual. Members of the Board thoroughly discussed their thoughts, concerns, and opinions regarding the policy to include employees not being able to run for political office as well as members requesting clarification on the disclaimer "in certain circumstances." Mr. McKinney explained that per the Labor Attorney, if the entity receives State and/or Federal funding, the employee is not allowed to run for a seat or office at that entity. Senator Kevin Johnson recommended that the Board allow Mr. McKinney to go through his presentation, approving it, with the understanding that all questions and concerns expressed, as well as any additional changes, will be brought back to the Board as an amendment to the Policy. Mr. Jeffery Graham seconded the motion, which was passed unanimously.

- **P. 45 Substance Abuse Testing and Drug Free Workplace Policy** was updated to include more current information to include laws surrounding medical marijuana. Mr. McKinney discussed that at this time, the organization has not been conducting random drug testing; however, he was researching which companies could conduct random drug testing as well as the cost for them to do so. Suggestions were also made that Mr. McKinney check with the Labor Attorney on the usage of the wording "may" versus "must" in the Policy, when determining whether persons would be tested.
- Dr. Painter made a motion that the Board postpone this Agenda item until the next meeting, so that specific questions about the Policies and Procedures could be further addressed with the Labor Attorney. Chairman Travis Windham stated there was a motion on the floor, was there a second. Mr. John Lee seconded the motion. Chairman Travis Windham asked for all those in favor and the motion was denied.
- Due to the Policies and Procedures Manual not having been updated in over a year, Mr. McKinney asked the Board to approve the Policies as written. Mr. McKinney will address all concerns with the appropriate persons and present clarification to the Board at the next Board meeting in February.

11. **Chairman's Remarks:** Chairman Travis Windham indicated that there was a recommendation by the Executive Committee to move forward with the Policies and Procedures Manual, with any necessary amendments to the Policies to be presented at next Board Meeting, after clarification of questions have been received from the Labor Attorney and any other necessary persons. Chairman Travis Windham asked all in favor and the vote was unanimous. Chairman Travis Windham discussed the Annual Evaluation of Mr. McKinney being sent out in December 2019 and only 9 evaluations having been received. Chairman Travis Windham asked Board Members to return those to Ms. Julia Nelson as soon as possible. Chairman Travis Windham also discussed a poll from Board Members regarding future Board Meeting time preferences. Due to 23 of the 29 Board Members having responded and the vote being so close, he wanted to receive the additional 6 Board Members votes before making a final decision.

12. **Adjournment:** Chairman Travis Windham motioned to adjourn the Board Meeting and the motion was passed unanimously. The Board Meeting was adjourned at 6:48pm.

Respectfully Submitted,



Christopher McKinney
Executive Director

CERTIFICATION OF PUBLIC AND MEDIA NOTIFICATION

I, Dana Strock, as Clerk for the Santee-Lynches Regional Council of Governments Board of Directors, do hereby certify that public and media notification of the Santee-Lynches Regional Council of Governments Board of Directors Meeting for January 7, 2018 was given prior thereto by the following means:

PUBLIC NOTIFIED	MANNER NOTIFIED		DATE NOTIFIED
Yes	Agenda posted on board at 2525 Corporate Way, Suite 200 Sumter, South Carolina 29154		December 20, 2018
MEDIA NOTIFIED	MANNER NOTIFIED		DATE NOTIFIED
Yes	Agenda mailed to local newspapers: Clarendon Citizen, Camden Chronicle, Lee Observer, and the Item in Sumter		December 20, 2018
PUBLIC HEARING	ADVERTISED	MANNER NOTIFIED	DATE NOTIFIED

Respectfully Submitted



Dana Strock
Chief, Office Administration