



Board of Directors' Meeting
Monday, August 10, 2020 – 6:00 pm

MINUTES

Members Present

Clarendon County: Kevin Johnson, Shirley Keels, Julia Nelson

Kershaw County: Julian Burns, Alfred Mae Drakeford, Laurie Funderburk, Jeffrey Graham, Brad Hanley
John Lee, Kenneth McCaskill

Lee County: Jackie Josey, Will Wheeler,

Sumter County: Steve Corley, Jim McCain, Vivian McGhaney,
Roland Robinson, David Weeks, Chuck Wilson, Earl Wilson

Members Absent

Clarendon County: Benton Blakely, Dwight Stewart

Kershaw County: Sammie Tucker, Jr.

Lee County: Grady Brown, Travis Windham

Sumter County: Eugene Baten, Jay Davis, Ione Dwyer, David Merchant

1. **Welcome and Call to Order:** Chairman Vivian McGhaney called the meeting to order at 6:03 pm.
2. **Invocation/Pledge of Allegiance:** Mr. John Lee provided the invocation and all attendees participated in the pledge.
3. **Quorum Determination:** Chairman McGhaney determined there was a quorum with 19 of 29 board members present.
4. **Adoption of Agenda:** Mr. Julian Burns made a motion to adopt the agenda. Mr. Will Wheeler seconded the motion. The motion passed unanimously.
5. **Approval of Previous Meeting Minutes:** Mr. Julian Burns made a motion to approve the June 1, 2020 meeting minutes. Mr. Roland Robinson seconded the motion. The motion passed unanimously.
6. **Public Presentations:**
 - a. **Kershaw County Council on Aging:** Mr. Bruce Little, Executive Director, gave a testimonial about the positive working relationship the COA has with the COG. He informed the Board that during the since the pandemic Janae Stowe, HHS Department Chief has helped the COA with a number of initiatives from offering food assistance to existing and new clients; a \$75 food box for seniors; to partnering with United Way to deliver food to 60 families. Another innovative opportunity through the COG was helping the COA obtain frozen foods which allows families on their waiting list get sustainable meals. Mr. Little added that Mrs. Stowe is great at keeping the COA well-informed and commended Santee-Lynches for being a "great COG". He told the Board that it means a lot to have the relationship the COA has with the COG because they have been able to do things that they have not been able to do in several years and to do it with some certainty as it relates to the number of clients they can serve and when funds will be available. Mr. Little said he appreciates looks forward to the continued partnership with the COG.
 - b. **NC/SC Study of Impact of COVID-19:** Mr. Fenton Overdyke, Vice President of Research for Chernoff Newman, an integrated marketing communications agency, presented findings from a study done on the effects of COVID-19 on businesses. The study included the impact on

employment, finances, behavior, and travel as well as stress, making customers feel safe and businesses taking a stance on police violence and racial injustice. Mr. Overdyke said the goal of the presentation is help businesses come out better informed during the pandemic and to help them learn to adapt and communicate in this new environment. He added that the way businesses communicate will determine if they succeed., in addition to taking measures to make customers and employees feel safe and that their well-being is being taken seriously.

- c. **\$8.2 million COVID-19 Loan Funds:** Mr. Ed Brock, Catawba COG's Senior Lending Officer, informed the board about the SC Business Loan Fund (SCBLF) which was started from funds awarded to the Catawba Regional Council of Governments (CRCOG) by the federal Economic Development Administration (EDA) through the CARES Act. The goal is to lend capital to retain and grow jobs, strengthen supply chains, and aid in economic recovery as businesses face the challenges of resuming operations during/after the COVID-19 pandemic. There is \$8.2 million available for businesses/agribusiness impacted by COVID-19 in 29 counties. The funds can be used independently or in conjunction with bank financing to fund eligible project costs.

7. Staff Briefings:

- a. **COG Financial Report:** Mrs. Rachel Katorkas, Finance Department Chief, gave an overview of the Financial Report which runs through the end of Fiscal Year 2019-2020. She informed the Board that the amounts reflected in the report are subject to additional year-end adjustments prior to presentation of final audited financial statements. At the time of preparation, the COG had booked 81% of budgeted revenue and expended 89% of budgeted expenses. She also reported that COG is expected to book additional revenue for FY19-20 but only expects a minimal amount. She referred board members to the cash balances for the COG and RDC as information at the bottom of page 3 of the report.
- b. **Government Services Briefing:** Mr. Dennis Cyphers, Government Services Chief, updated the Board on the following:
 - **Transit Needs Assessment** - The COG continues to assist Santee-Wateree Regional Transportation Authority with presentations to local jurisdictions with the hopes of achieving 100% implementation of the Transportation Needs Assessment which was conducted in 2019. To date, presentations have been made to Clarendon County, Sumter County, and the City of Bishopville.
 - **CDBG Projects/Grant Applications/Awards** – Currently the COG's Grants Management team is handling 14 of these projects with carryover from previous years' projects totally over \$4.1 million. There is also an additional \$1 million in new project applications the COG is working on.
 - **Homeowner-Occupied Rehabilitations** – The application process was suspended due to the pandemic but as of August 10th applications are being accepted and Government Services staff will resume assisting homeowners with the application process.
 - **Hazard Mitigation Plan** – In efforts to maintain the resilience of our communities the COG is responsible for creating a hazard mitigation plan for member governments. This Plan is required as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. As of June 2020, an Updated Hazard Mitigation Plan that covers fiscal years 2020-2025 was submitted and approved by both SCEMD and FEMA.
 - **208 Water Quality Management Plan** – The COG works with DHEC, municipal and county utility providers, and other interested parties to develop and maintain a Water Quality Management Plan (WQMP), which identifies policy priorities and recommendations for water quality across the four-county region. This Fall the plan will be updated to include any waste-water treatment facilities and incorporate census data.

c. HHS Briefing

- **CARES Act Funding Update:** Mrs. Janae Stowe, HHS Department Chief, reminded the Board that the HHS Department received \$1Million dollars in CARES Act funding with the following percentage of the funding provided to each county based on by per capita as well as their capacity to provide services.

| Clarendon | Kershaw | Lee | Sumter | |
|-----------|-----------|-----------|-----------|-----------|
| 19.29% | 28.48% | 10.49% | 41.74% | |
| \$186,004 | \$274,579 | \$101,152 | \$402,400 | \$964,135 |

- **CARES Packages for Seniors:** Mrs. Stowe also reminded the Board that 1500 Santee-Lynches CARES Packages would be packed and delivered to the Council on Aging in each county for the region's seniors. Each package includes four rolls of toilet paper, disinfecting wipes, hand sanitizer, and five masks to help seniors during the current pandemic. She reported that an invitation was sent to the board asking for assistance with packing some of the CARES packages.

d. Workforce Development Briefing

- **SC Works Centers Update:** Ms. Areatha Clark, Deputy Director and Workforce Development Department Chief, reported that due to the pandemic, the SC Works Centers in the region closed to the public around the end of March until the middle of June, however, staff continued to work in the centers to provide services by telephone and various online platforms. Customers enrolled in training were able to go back to training either online or in person toward the end of April/early May. She reported that staff provided over 5,000 services to customers and approximately 700 services to businesses. For those seeking Unemployment Insurance, staff assisted over 9,000 customers between the end of March and June. The Comprehensive SC Works Center in Sumter reopened to the public on Jun 15th and a security guard was hired to take temperatures and give PPE to all customers entering the center. The Camden Center reopened on July 6th and staff are currently taking temperatures and distributing PPE. However, the State is working on a statewide contract for security services to help provide security at the Camden Center as well. Ms. Clark asked for the board's assistance in spreading the word that centers are open and that employers are hiring. She informed the Board that the staff are ready to help get unemployed individuals back to work.
- **Potential Pilot Program:** Ms. Clark reported that due to the COG Directors' efforts to lobby for additional funding to help restore funding lost due to cuts, the State has agreed to provide funding for a state wide youth pilot program to provide gainful hands-on experience to high school graduates who do not fit the traditional criteria of WIOA. This means they do not have to be low income or have a barrier to employment. The pilot program will allow for Santee-Lynches to serve 25 participants in the region who will be able to work up to 240 hours and earn a wage of \$10-12/hr. The COG will keep the board updated as the process moves along and as the pilot project is launched.

8. Committee Reports

Executive Committee Report: Chairman McGhaney informed the Board that the Executive Committee discussed whether to continue having virtual meetings or transition to in-person and it was decided to continue virtually and reevaluate later.

- a. **Discussion of Mission Statement, Vision and Core Values.** Chairman McGhaney made a motion and a second on behalf of the Executive Committee approve the Mission Statement, Vision and Goals. Mr. McKinney reported that two minor changes/corrections were made: the word "fanatical" was changed to "exceptional" and "business" to "businesses". The motion passed unanimously.

9. Old Business: None

10. New Business: None

11. Executive Director's Report: Mr. McKinney gave updates on the following COG-led initiatives and RDC-approved projects:

- **Personal Protective Equipment (PPE)** – PPE was originally designed for internal usage, but the COG saw a need across the state and began ordering additional supplies for other COGs and businesses across the state to purchase. The response was overwhelming and so many orders were received that it broke the ordering system and orders were suspended for a few weeks. The system is now automated through QuickBooks and is back on track to receive orders, with a credit card payment option being offered soon. Mr. McKinney said that he was proud of staff because they pivoted and adapted to the challenges of servicing the region/state over a three (3) month period. Through July 31st the COG has serviced 25 government entities, 30 non-profits and 45 local businesses. Total sales were \$256,222 with a net profit of \$22,476. The COG's goal is to add value and create accessibility for everyone, not to make a profit. A portion of the funds will be used to plan/execute events in all four counties to recognize and show appreciation for essential workers. There will be an update on these events and the board will be invited to participate.

RDC-Approved Projects

- **Ink2Work** –The remanufacturing of ink cartridges contract with the Sumter Sheriff's Office and Ink2Work has been approved and is in legal review with the Sheriff's office. Once approved, the next step is implementing the program which will provide jobs for incarcerated individuals and give them skills and a better chance at obtaining employment upon release.
- **Sumter Neighborhood Initiative Program Lot Resale** – A process has been put in place to sell side lots and regular lots in the City of Sumter. Property owners adjacent to side lots will be contacted and given an offer to purchase those lots, and regular lots will be auctioned through a third-party auctioneer. Use of a third-party eliminates any perception of favoritism or wrongdoing by the Board.
- **UV Clean Sales Representative Contract** - A Sales Representative Contract has been signed with UV Clean to offer UV cleaning at a reasonable rate to businesses. UV cleaning is the most effective way to clean for COVID-19 and will ensure safer public transportation in our region. The COG would earn a 5% commission for every referral in our region as well as across the state. This is another revenue stream to bring in unrestricted funds to do additional things across the region.
- **Veteran's Housing Project** – Veterans Harbor, a non-profit funder of the homeless veterans housing project is ready to move forward with engineering once a site has been identified by Sumter County. The SC Department of Mental Health is exploring master planning the project into their state nursing home project which is planned for Sumter that will potentially co-locate a veteran's clinic with the two projects.
- **Town of Bethune Technical Assistance** – After corresponding with town officials for a few months, a Technical Assistance Agreement was signed for the COG to complete rewrites of town ordinances. The project is slated for completion within six to seven months. The Town is also exploring becoming a full paying member of governments with approval from the Board
- **Economic Development Administration Grant** – The COG was awarded a \$400,000, 2-year grant to study recovery from COVID-19, facilitate resilience in the event of a future pandemic and to evaluate current industries that may need a shift in focus or to establish newer relevant industries. The COG will also use these funds to research broadband technology. Because broadband is nonexistent in the region, many areas were heavily affected due to the pandemic including telemedicine, K-12 education, job skills training and telework.

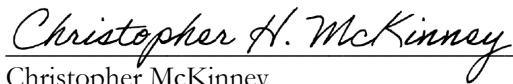
Mr. McKinney added that Department Chiefs and staff have remained engaged while teleworking and he commended them for doing a phenomenal job in finding ways to add value to the board and its jurisdictions.

12. Chairman's Remarks: Chairman McGhaney thanked Mr. McKinney and staff for diligence and for bringing value to the board. Due to postal issues Chairman McGhaney suggested that Board packets be mailed earlier to ensure that members receive them ahead of meetings.

13. Next Board Meeting: Monday, October 5th at 6:00 p.m. via Zoom.

14. Adjourn. Mr. Brad Hanley made a motion to adjourn the meeting at 7:02 p.m. and Chairman McGhaney seconded the motion. The motion passed unanimously.

Respectfully Submitted,



Christopher McKinney
Executive Director