



**Board of Directors Hybrid  
Central Carolina Technical College  
506 North Guignard Dr.  
Building M400, Rm M401  
Sumter, SC 29150  
Monday June 5, 2023  
6:00 PM  
Meeting Minutes**

**In Person**

**Kershaw County:** Rev. John Lee, John Thomas, Councilman Sammie Tucker Jr.

**Clarendon County:** Mayor Julia Nelson

**Sumter County:** Councilman Jim McCain, Councilman Eugene Baten, Roland Robinson, Councilman Steve Corley, Councilman Dr. James Blassingame, Chuck Wilson, Mayor David Merchant, Councilman Gilford Shaw

**Lee County:** Councilman Travis Windham

**Zoom**

**Clarendon County:** Councilman Dwight Stewart, Senator Kevin Johnson, Ms. Shirley Keels

**Kershaw County:** Mayor Alfred Mae Drakeford, Kenneth McCaskill, Jeffery Graham, Senator Penry Gustafson, Brad Hanley

**Sumter County:** Councilwoman Vivian McGhaney, Bernadetta Robinson

**Members Absent/Excused**

**Lee County:** Representative Will Wheeler

**Sumter County:** Councilman Steve Corley, Earl Wilson, Herbert McClary, Representative David Weeks,

**Kershaw County:** Councilwoman Katie Guinn,

**Visitors:** Connie D. Munn, Director of the SC Department on Aging, Cynthia Biggar, Mauldin & Jenkins, Councilman Wayne Hancock, Lee County

1. **Welcome and Call to order:** Chairman Julia Nelson called the meeting to order at 6:07PM.
2. **Invocation:** Mr. James Blassingame provided the invocation.
3. **Pledge of Allegiance:** Mr. Jim McCain lead the pledge of allegiance and all attendees participated.
4. **Quorum Determination:** The Board Clerk, Ms. Linda Jackson, informed Chairman Nelson we had reached a quorum with 23 of 28 board members present.

5. **Agenda Adoption:** Chairman Nelson called for a motion to adopt the agenda. Mr. Sammie Tucker 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 Nelson called for a motion to approve the minutes from April 3, 2023. Mr. Tucker made the motion, and it was seconded by Mr. McCain. All were in favor and the motion passed unanimously.

7. **Special Presentations:**

- a. Connie D. Munn, Director of the SC Dept. on Aging presented to the Board an update on the different projects that SC Dept. on Aging has implemented from 2021-2022 to include the following: Social Isolation Pilot where one hundred seniors in five rural counties received a tablet plus 12 months of free broadband service furnished by Verizon; SLCOG Year to Date Referral/Assistance Contracts is 1,094; SLCOG top presenting needs Year to Date is Home Delivered Meals. Ms. Munn provided a breakdown showing the number of contracts, and the number of assessments as of April 2023 for all four counties. Ms. Munn also provided an overview of Special Projects. After the slide show presentation, Ms. Munn took questions from the floor, and informed the Board that PowerPoint will be made available to them to review and share in their communities.
- b. Cynthia Biggar from Mauldin & Jenkins provided the Board with an update on the SLCOG and RDC 2021-2022 Audit report. She stated that the 2021-2021 audits had no issues and no findings. She informed the Board that the main component that created the delay was a brand-new accounting standard that was related to leases that was applicable to all COG's. Ms. Biggar indicated that there was no information given about this update prior to beginning the audit, so this required them to have to do a lot of work to get the updates implemented into the financial statements. Ms. Biggar informed the Board that all the calculations that are needed to move forward have been sent to Ms. Rachel Katorkas to prevent the delay with the next audit and should be reviewed every single year. Senator Johnson commended the Finance Department for making sure we had a good audit with no findings.

8. **Staff Reports:**

- a. Finance Director Ms. Rachel Katorkas informed the Board that the financial report that is in their packets runs through the end of April. She stated that at this point, we were 83% of the way through the fiscal year. Overall, we have brought in 61% of budgeted revenue and expended 66% of budgeted expenses. With the Proposed Budget Amendment, she stated that we're at 66% of revenue and 74% of expenses, an 8-point differential, which is normal and expected.

Enclosures 5-7 were for information purposes only.

9. **Committee Reports:**

**A. Building Task Force Committee**

Executive Director Dennis Cyphers informed the Board that the new purchase price of the McDuffie Building has increased to \$650,000. Ms. Alfred Mae Drakeford made a motion to approve the purchase of the McDuffie Building for \$650,000. Mr. Sammie Tucker Jr. seconded the motion. All were in favor and the motion passed unanimously.

**B. Audit/Finance Committee**

**i. Selection of New Audit Firm**

Audit/Finance Committee Chairman Alfred Mae Drakeford stated that CKH CPA Advisors from Atlanta GA. was the firm that received the highest ranking out of the

three bid packages that came in for Audit services. There will be a decrease in cost with the first-year cost being \$ 20,000.00 for the COG and \$6,000.00 for RDC. The second-year cost will be a total of \$27,000.00 for the two of them. Mr. Sammie Tucker made a motion to accept CKH CPA as the new audit firm for the COG and RDC. Mr. Chuck Wilson seconded the motion. All were in favor and the motion passed unanimously.

**ii. FY2022-2023 Budget Amendment**

- Each budget document has a revenue and expense summary that compares the proposed budget with the last budget and a breakdown of the budget by fund in the back. The budget amendment for the current year has a justification with details about which items are being adjusted and why. The budget for the next fiscal year has a justification with details about each line item, as well as the general framework for the budget.
- Our budgets are prepared based on what is known at the time of preparation. Estimates that are used are typically based on current funding allocations and/or trends in spending and reimbursement levels. The budget for the next fiscal year uses conservative revenue projections.
- There is an increase of about \$171 thousand dollars in State General Assembly Funds (or “state appropriations”) from what was anticipated when the original budget was prepared in Spring 2022.
- There has been a decrease in staff salaries and fringe costs as the filling of some open positions has been put on hold indefinitely.
- Government Services is projected to need about \$85 thousand dollars of local funds to support its projects and programs (in addition to the required match on grants).
- And the projected change in Fund Balance is a little more than \$345 thousand dollars.

**iii. FY2023-2024 Budget**

- There is a decrease of \$100,000 in State General Assembly Funds from what we will receive in the current year.
- Also, there is a further decrease in staff salaries and fringe costs for the reasons previously mentioned.
- Government Services is projected to need almost \$224 thousand dollars of local funds to support its projects and programs (in addition to the required match on grants). Workforce Development is projected to need more than \$214 thousand dollars of local funds.
- And the projected change in Fund Balance is negative \$167 thousand dollars.

Audit Finance Committee Chairwoman Alfred Mae Drakeford brought forth a motion to approve the **FY2022-2023 Budget** modification. Mr. Sammie Tucker seconded the motion. All were in favor and the motion passed unanimously.

Audit Finance Committee Chairwoman Alfred Mae Drakeford brought forth a Motion to approve the **FY2023-2024 Budget**. Mr. Sammie Tucker seconded the motion. All were in favor and the motion passed unanimously.

**C. Planning and Projects Committee**

- i. **RPWP and Safety Performance Goals:** Mr. Jake Whitmire briefs the Board on the

updates needing approval for the 2024-2025 Rural Planning Work Program which is a two-year planning budget for transportation planning projects only. He indicated that the Budget has increased to \$156,000.00 a year in planning funds for transportation planning. He stated that the one thing to note is that 20% has been allocated to Tax1b, which is Planning Program Development, which was done to facilitate the long-range transportation plan update which will begin this year. Mr. Whitmire stated that this information was put in place today for approval of the Budget.

- ii. **SC Brownfields Environmental Site Testing Program (SC Best):** Dr. Jeff Parkey informed the Board that the funds for this project was allocated by DHEC, currently there are two properties that the Planning Committee has approve for the projects. He indicated that the COG's around the State are working on this project together. The idea is to get the proper back to use. He informed the Board that our Region has \$70,000.00 available for the project that consists of three phases.

RDC Committee Chairman Dwight Stewart brought forth a motion to approve the RPWP and Safety Performance Goals, the motion was second by Ms. Alfred Mae Drakeford. All were in favor and the motion passed unanimously.

RDC Committee Chairman Mr. Dwight Stewart brough forth a motion to approve the SC Brownfields Environmental Stie Testing Program (SC Best), the motion was second by Ms. Vivian McGhaney. All were in favor and the motion passed unanimously.

#### **D. Nominating Committee**

- i. **Proposed New Board Officers:** Mr. Dwight Stewart Chairman of the Nominating Committee call for a motion to accept the following new Board Officers to serve for June 2023 – June 2025 term, the motion was second by Mr. Chuck Wilson. All were in favor and the motion passed unanimously.

- **Board Chair – Councilman Sammie Tucker Jr.**
- **1<sup>st</sup> Vice Chair – Representative Will Wheeler**
- **2<sup>nd</sup> Vice Chair – Councilman Jim McCain**
- **Secretary/ Treasure – Senator Kevin Johnson**

10. **Outgoing Chairman Recognition:** Executive Director Dennis Cyphers presented **Chairman** Julia Nelson with a plaque for her time served as COG Board Chair.

11. **Outgoing Chairman Remarks:** Chairman Julia Nelson thanked the Board for allowing her to serve, and commended staff for doing a good job.

12. **Executive Director's Report:** Executive Director Dennis Cyphers apologized to the board about the interruption in service for the IT during the meeting and thanked everyone for their patience. Mr. Cyphers stated that this will probably be the Boards last time meeting at CCTC based on the past/current experiences with IT.

13. **Chairman's Remarks:** Mr. Sammie Tucker Jr. stated that the Board needed to reappoint Executive Committee members whose term will be ending since there will not be a July meeting. Mr. John Thomas made the motion to reappoint the following individual to the Executive Committee, and it was second by Mr. Chuck Wilson. All were in favor and the motion passed unanimously.

- **Senator Kevin Johnson**
- **Mayor Julia Nelson**

- **Councilman Travis Wyndham**
- **Councilman Sammie Tucker Jr.**

Chairman Sammie Tucker Jr. asked that the Board members try and make sacrifices, if possible, to be at in-person meetings, beginning in August.

14. **Adjourn:** Chairman Tucker call for a motion to adjourn the meeting. Mayor Julia Nelson made the motion to adjourn the meeting, and it was second by Mr. Travis Wyndham. All were in favor and the motion passed unanimously.

Submitted by:

*Linda Jackson*

Linda Jackson  
Board Clerk

Approve by:

*Dennis Cyphers*

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:

Public Notified: Yes  
Manner Notified: Agenda was posted on Bulletin Board at 2525 Corporate Way, August 3, 2023

Media Notified: Yes  
Manner Notified: Agenda emailed to local newspapers: The Chronicle and The Item

Date Notified: July 31, 2023, and August 1, 2023