



Lowcountry Council of Governments

Phone (843) 726-5536
Fax (843) 726-5165
Email: office@lowcountrycog.org
Website: www.lowcountrycog.org

P.O. Box 98
Yemassee, SC 29945-0098
Delivery Address: 634 Campground Rd.
Office at Point South: I-95 Exit 33 at US Hwy. 17

Lowcountry Regional Development Corporation * Lowcountry Workforce Investment Area
Lowcountry Economic Development District * Lowcountry Regional HOME Consortium
Lowcountry Aging & Disability Resource Center/ Area Agency on Aging
Lowcountry Area Transportation Study

AGENDA - Revised

**LOWCOUNTRY COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
THURSDAY, MAY 28, 2015
6:30 P.M.
POINT SOUTH, SOUTH CAROLINA**

Fellowship will begin at 6:00 p.m. Please use the attached proxy if you are unable to attend.

1. Call to Order
 - 1.1. Pledge of Allegiance
 - 1.2. Invocation
 - 1.3. Introduction of Guests and Staff
 - 1.4. Welcome New Member, Beaufort County Council Member Herbert Glaze
 - 1.5. Approval of April 23, 2015 Minutes [attachment]
 - 1.6. Proxies
- Action 2. Presentation
 - 2.1. Executive Committee Planning Retreat Report [attachment] – Dr. Bill Tomes
- Action 3. Old Business
 - 3.1. FY2014-2015 Agency Budget Revisions – Sherry Smith [attachment]
The current budget is revised each spring to adjust for unknown revenues received or expenditures incurred during the year.
4. New Business
 - 4.1. Appointment of Nominating Committee – Nat Shaffer
The Chairman will appoint a Nominating Committee, comprised of one member from each county, to present a slate of board officers for next year
5. Reports
 - 5.1. April Finance Report [attachment] – Sherry Smith
 - 5.2. Community and Economic Development Report [attachment] – Michelle Knight
 - 5.3. Director's Report [attachment] – Sabrena Graham
 - 5.4. 208 Report [attachment]
- Action 6. Executive Session
 - 6.1. Personnel Matter [attachment]
The Executive Committee will review its draft performance evaluation of the Executive Director for Board consideration.
7. Council Time
8. Adjourn

LOWCOUNTRY COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
April 23, 2015
6:30 p.m.

MINUTES

PRESENT:

ABSENT:

BEAUFORT COUNTY:

Philip (Phil) Cromer
Gerald Dawson
Brian Flewelling
Mary Beth Heyward
Alice Howard
Bill McBride
Joseph McDomick
Jerry Stewart

Marc A. Grant
Lisa Sulka (Proxy to Chair)

COLLETON COUNTY:

Esther S. Black
Bobby Bonds
Jane Darby
Evon Robinson
Gene Whetsell

Joseph Flowers (Proxy to G. Whetsell)
Thomas (Tommy) Mann

HAMPTON COUNTY:

Frankie Bennett
James (Pete) Hagood
Charles (Buddy) Phillips
Nat Shaffer

Travis L. (Pete) Mixson

JASPER COUNTY:

Henry Etheridge
Carolyn Kassel
Henry Lawton, Sr.
Joey Malphrus
Gwen Johnson Smith

GUESTS: Herbert Glaze, former COG Board Member; Celia Price, guest of Esther Black; Joy Riley, P.E., SCDOT Lowcountry Project Manager; Connie Schroyer

STAFF: Hank Amundson, Sabrena Graham, Ginnie Kozak, Barbara Johnson, Sherry Smith, Carol Stonebraker

Chairman Nat Shaffer called the April 23, 2015 Lowcountry Council of Governments regular board meeting to order at 6:33 p.m. and led the Pledge of Allegiance. Pete Hagood gave the invocation. Introduction of guests and staff followed. Minutes of the March 26, 2015 meeting were unanimously approved on motion by Pete Hagood with a second from Mary Beth Heyward. Proxies presented by the Executive Director included Joe Flowers to Gene Whetsell and Lisa Sulka to the Chair. Both were general proxies. The meeting proceeded after determining a quorum was present. (During the fellowship period, the Board honored Henry Lawton on his 95th birthday. Mr. Lawton is a founding COG board member.)

At 6:38 p.m., Chairman Shaffer, on motion by Joe McDomick, seconded by Beth Heyward and unanimously approved, opened a Public Hearing on the Regional HOME Consortium 2015-2016 Annual Action Plan. He recognized Affordable Housing Manager Barbara Johnson to conduct the hearing. The

hearing had been properly advertised in regional newspapers, and Board members received advance copies. Barbara reviewed the 2015-2016 funding allocation and its proposed uses that include acquisition/rehab of rental units for affordable housing and single family owner-occupied housing rehabilitation, which is the most sought activity. Administrative costs are set at 10%. Barbara presented proposed 2015-2016 projects—funds are divided evenly among the four counties. The plan has been available to the public since April 1 and must be submitted to HUD by May 15, 2015. Discussion followed. There were no comments from the public, and the hearing closed at 6:43 p.m.

With no Items of Old Business on the Agenda, Chairman Shaffer addressed New Business and called for action on the Regional HOME Consortium 2015-2016 Annual Action Plan as presented during the public hearing. Barbara Johnson said staff and the Affordable Housing Committee recommended approval. She reviewed the plan's proposed projects summary by county and requested Board approval, which must be followed by HUD approval. Brian Flewelling moved to approve as recommended, and Gerald Dawson seconded the motion. Barbara responded to a question from Henry Etheridge about funds for Jasper County owner-occupied units and said none are included in the 2015-2016 Plan; however, other existing funds may be transferred to that activity. The Chairman asked for further discussion, and hearing none, called for a vote on the motion. It unanimously carried.

Barbara continued with a review of Down Payment Assistance (DPA) noting difficulty in applicants qualifying for a mortgage. DPA has \$92K that must be spent. One application is in process, and if the mortgage is approved, the program plans to assist with the down payment. Staff and the Affordable Housing Committee recommend reallocating the remaining funds to regional single-family owner-occupied housing rehabilitation. Buddy Phillips moved to approve the Committee recommendation, and Esther Black seconded the motion. Discussion followed, after which the Chairman called for a vote, and the motion unanimously carried.

Chairman Shaffer recognized SCDOT Lowcountry Project Manager Joy Riley for an SCDOT Project Progress Report. Copies were in meeting packets. Ms. Riley reviewed comprehensive funding summaries and projects across the four counties, including bridge replacement, road resurfacing, pavement improvement/preservation, intersection improvements, drainage improvement, sidewalk improvement, and Interstate rehabilitation/preservation. Discussion included SC-68 widening in Hampton County and US-17 in Jasper County. Both projects faced several issues; the current letting schedule for SC-68 is expected spring 2016 and winter 2017-2018 for US-17. More information will be available next quarter. Ms. Riley said there is a lot of coordination work to be done with Georgia on the proposed second Back River Bridge including a bi-state agreement. Ginnie Kozak confirmed the board will receive updates from SCDOT. The Chairman thanked Ms. Riley for the information.

Chairman Shaffer recognized Finance Director Sherry Smith to present information about the Outside Audit Engagement. A summary was in meeting packets. Twelve companies requested RFP copies, and Sherry reviewed proposals from the three that responded. She recommended extending Crowley Wechsler & Associates for a second term, which is in line with established COG practice. Brian Flewelling moved to approve the recommendation, and following a second from Henry Lawton, the motion carried with all in favor.

The Chairman asked Sherry Smith to continue with the March Finance Report. Sherry noted the report represented 75% of the fiscal year. Equipment Maintenance & Lease and Supplies are over but will be partially reimbursed by SCDEW by June as part of its resource agreement with the COG. Legal fees are over and represent new funds received since the first of the year to help senior citizens with legal services through

the COG's Aging & Disability Resource Center (ADRC). The overages will be adjusted in the May budget revisions.

Sabrena Graham was recognized for the Director's Report. She reviewed selected items. COG employees are getting new ID cards. An Executive Committee planning retreat facilitated by Dr. Bill Tomes will be scheduled May 7, and all board members are encouraged to submit a survey. Results will come before the Board at a future meeting. The Executive Committee will also meet June 11 to review next year's budget, which will be presented to the full Board for action at the June meeting. The website update is going well, and a contract is expected to be issued soon. Telling the COG story continues with presentations scheduled at an April 27 Municipal Association Meeting with Hampton County Council and the County's Municipal Councils and at another meeting May 25 with the Pathway & Steps Healthy Church group.

Michelle Knight was unable to attend the meeting, and Chairman Shaffer submitted the Community & Economic Development Report as well as the 208 Report, and Regional Unemployment Chart as information.

During Council Time, Gene Whetsell invited everyone to the Rice Festival in Walterboro. Gerald Dawson reported that Jim Outlaw, because of other commitments, had resigned as Beaufort County's At-Large LCOG Board Member and that former Beaufort County Councilman Herbert Glaze has submitted a letter of interest regarding the seat. Mr. Dawson also asked Ginnie Kozak about an upcoming LATS/MPO community workshop. Ginnie confirmed the date is April 28, and details will be posted to the COG website and MPO Facebook page.

With no additional business to address, and on motion duly made, seconded and approved, the Chairman adjourned the meeting at 7:30 p.m. Copies of the agenda were distributed prior to the meeting. A notice of the meeting was posted on the LCOG bulletin board at least twenty-four hours prior to the meeting.

Respectfully submitted,

Sabrena P. Graham
Executive Director

Attachments

Lowcountry Council of Governments Executive Committee Planning Retreat Summary

On May 7, 2015, Bill Tomes facilitated a planning retreat for the Low Country Council of Governments (LCCOG) executive committee. The first step in the planning process was to take an "inventory" of the region's assets and liabilities. The group generated the following list of regional assets:

- Quality of life
- Job training in Colleton County
- Higher education institutions
- Interstate highway and railroads
- Natural resources (beaches, rivers, etc.) and climate
- Good churches
- Culture
- Recreational opportunities
- Senior citizen facilities
- Promise Zone Designation

The committee then discussed the liabilities of the region. An underlying theme for several of the liabilities was the inequities across the region. For example, not all citizens enjoy a good quality of life, nor do they have access to recreational opportunities or senior citizen facilities. Some citizens in rural areas or areas not eligible for state or federal assistance programs are particularly impacted. Liabilities listed included:

- Inequity in quality of life
- Crime and drug use among youth
- K-12 education system
- Recreational activities for youth
- Lack of jobs/industries
- Underemployment
- Access to senior resources
- Lack of attainable, quality housing
- Roads/transportation
- Homeless

After further discussion, the committee identified the following issues impacting the region:

- Jobs/education/youth - To improve underemployment situation, the education systems (K-12 and higher education) must develop a skilled workforce in the region, particularly among youth.
- Seniors – Some seniors are not aware of the services available, while others are underserved due to limited funding, facilities and transportation options.
- Housing – there is a shortage of attainable housing in the region. There also is a need for home improvement/repair assistance.
- Roads/transportation – Although funding has been designated for one road project, there are still other road issues. There also is a need for increased transportation services to meet health care and shopping needs in the region, and for employment opportunities in Edisto Beach.
- Services to local governments – There are small local governments in the region that need assistance in the areas of administration, planning and grant writing.

After agreement on the current issues facing the region had been reached, the committee discussed its vision for LCCOG. Based on that discussion, a proposed vision statement is:

The Lowcountry Council of Governments will be an organization which promotes regionalism in county and municipal governments, and advocates for the region at the state and local level in order to help the people and communities in the region to prosper and grow.

The committee then prioritized the issues identified and developed goals and strategies for each:

Jobs/youth/education

Goal: To develop a skilled workforce to increase the employability of the region's citizens, particularly the youth

Strategies:

1. Meet with TCL and other institutions to encourage them to expand their services to meet the needs of current and future employers.
2. Communicate the employment and education needs of the region to the delegation members of having them attend a board meeting and mailing them monthly board agendas.
3. Work with the Southern Carolina Alliance to determine the skill needs of current and future employers.
4. Make information about TCL and other institutions' programs available to local governments and school systems.
5. Work with the Workforce Board on implementing these strategies.

Roads/transportation

Goal: To improve access to resources and services in the region

Strategies:

1. Advocate with state and federal officials (elected and appointed) on the roads and transportation needs of the region.
2. Communicate the roads and transportation needs of the region to the delegation members of having them attend a board meeting and mailing them monthly board agendas.
3. Invite the DOT commissioners for the region to a board meeting.
4. Offer planning services to Palmetto Breeze in order to improve service.

Aging and Disability Resource Services

Goal: To increase the awareness of resources and services offered in the region, and increase the number of seniors reached by the programs

Strategies:

1. Expand the information and referral program to increase awareness of services and programs.
2. Communicate the needs of seniors in the region to the delegation members of having them attend a board meeting and mailing them monthly board agendas.
3. Consider programs such as adopt-a-senior to increase the access of services.

Direct services to local governments (grant writing, planning, roving administrator)

Goal: To improve the effectiveness of local governments in the region

Strategy: Determine the needs of local governments in the region.

Housing/Home Improvements

Goal: To increase the number of citizens in the region living in safe, affordable homes

Strategies:

1. Inquire about using some of the down payment assistance funds to prepare people to become home buyers.
2. Provide training in financial literacy – credit repair, budgeting, etc.
3. Communicate the housing needs in the region to the delegation members of having them attend a board meeting and mailing them monthly board agendas.

Lowcountry Council of Governments
Statement of Revenues and Expenditures
For the Period Ending April 2015

	Actual YTD	Revised Budget	Variance	%
Revenues				
Federal	\$3,731,734	4,155,283	(\$423,549)	.898
State Restricted	876,017	1,417,245	(541,228)	.618
State Unrestricted	35,553	42,664	(7,111)	.833
Local Restricted	646,910	813,792	(166,882)	.795
Local Unrestricted	123,746	148,195	(24,449)	.835
Other Sources	63,767	82,638	(18,871)	.772
Total Revenues	<u>\$5,477,727</u>	<u>6,659,817</u>	<u>(\$1,182,090)</u>	<u>.823</u>
Expenditures				
<i>Personnel and Related Costs</i>	1,948,451	\$2,541,362	(592,911)	.767
<i>Building and Related Costs</i>	198,271	245,865	(47,594)	.806
<i>Operating Costs</i>				
Advertising	8,395	\$26,100	(17,705)	.322
Contracts	2,998,463	3,459,360	(460,897)	.867
Depreciation	3,650	4,380	(730)	.833
Dues, Subscriptions & Publicat	13,661	10,950	2,711	1.248
Equipment Maintenance & Lease	38,210	29,750	8,460	1.284
Insurance & Bonding	9,285	11,500	(2,215)	.807
Meetings	3,529	14,275	(10,746)	.247
Miscellaneous	11,177	24,900	(13,723)	.449
Legal Fees	9,160	2,750	6,410	3.331
Postage & Shipping	8,673	11,500	(2,827)	.754
Printing	23,463	21,500	1,963	1.091
Supplies	36,443	24,400	12,043	1.494
	<u>3,164,108</u>	<u>3,641,365</u>	<u>(477,257)</u>	<u>.869</u>
<i>Other Expenditures</i>				
Equipment Purchases	22,562	\$34,000	(11,438)	.664
Travel Costs	57,916	101,083	(43,167)	.573
Auto Costs	26,867	35,522	(8,655)	.756
Bad Debt	3,300	-	3,300	
	<u>110,644</u>	<u>170,605</u>	<u>(59,961)</u>	<u>.649</u>
Total Expenditures	<u>5,421,474</u>	<u>6,599,196</u>	<u>(1,177,723)</u>	<u>.822</u>
Revenues over Expenditures	<u>\$56,252</u>	<u>\$60,621</u>	<u>(4,369)</u>	<u>0.93</u>

Lowcountry Council of Governments
Balance Sheet
For the Period Ending April 2015

Assets

Cash - Unrestricted	245,808	
Cash - Restricted TDR	254,599	
Accounts Receivable	1,083,134	
Prepaid Expenses	11,224	
Property, Building & Equipment	1,682,318	
Amount to be Provided for Debt	646,487	
Total Assets		3,923,571

Liabilities & Equity

Liabilities

Accounts Payable	\$232,694	
Accrued Liabilities	434,697	
Long-Term Debt	646,487	

<i>Total Liabilities</i>		\$1,313,878
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Fund Equity

Investment in Fixed Assets	\$1,682,318	
Unassigned Fund Balance	\$863,188	
Restricted Fund Balance	\$0	
Nonspendable Fund Balance	\$7,934	
Revenues over Expenditures	56,252	

<i>Total Fund Equity</i>		\$2,609,692
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Total Liabilities & Equity		\$3,923,571
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<p>LOWCOUNTRY COUNCIL OF GOVERNMENTS COMMUNITY AND ECONOMIC DEVELOPMENT ACTIVITIES CURRENT PROJECTS SUMMARY MAY 2015</p>

ACTIVE PROJECTS:	NUMBER	DOLLAR VALUE
CDBG Community Investment	22	\$ 10,676,669.00
CDBG Economic Development	1	\$ 165,000.00
CDBG Ready To Go	0	\$ -
CDBG Planning Grants	1	\$ 50,000.00
EDA Public Works	3	\$ 2,395,200.00
EDA Planning Grants	1	\$ 58,500.00
RD Grants	1	\$ 50,000.00
HOME	17	\$ 2,354,423.00
TOTALS	46	\$ 15,749,792.00

Applications Requested	4	\$ 2,820,814.00
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Note: EDA Title IX Loan Program Reports will be provided separately as received by Catawba Regional Planning Council.

CURRENT PROJECTS

CDBG - BEAUFORT COUNTY

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
Beaufort County	Burton Water	Programmatically closed. Completed under budget. Waiting on final audit clearance.	\$ 422,500.00	\$ 360,189.00	\$ 62,311.00
Town of Bluffton	Buck Island-Simmonsville VR III	Startup cleared. Completed acquisition. Reviewing bid documents, preparing to bid.	\$ 500,000.00	\$ 34,995.00	\$ 465,005.00
City of Beaufort	NW Quadrant VR III	Construction underway.	\$ 500,000.00	\$ 153,790.00	\$ 346,210.00
Town of Bluffton	Possum Point Sewer	Startup cleared. Appraisal field visits being done. Design/permitting done.	\$ 320,000.00	\$ 5,000.00	\$ 315,000.00
			\$ 1,742,500.00	\$ 553,974.00	\$ 1,188,526.00

CDBG - COLLETON COUNTY

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
City of Walterboro	Lemacks VR II	Programmatically closed. Waiting on final audit clearance.	\$ 500,000.00	\$ 500,000.00	\$ -
Colleton County	Colleton Demo	Programmatically closed. Completed under budget. Waiting on final audit clearance.	\$ 285,300.00	\$ 186,679.00	\$ 98,621.00
City of Walterboro	South Jefferies Streetscape	Bidding week of 5/11/15	\$ 500,000.00	\$ 10,000.00	\$ 490,000.00
City of Walterboro	Hampton St Water Line Ext	Acquisition complete. Bids due June 2.	\$ 750,000.00	\$ 16,500.00	\$ 733,500.00
City of Walterboro	Lemacks VR III	Have 10 housing apps approved. Asbestos test done. RFP for trail design due 5/15/15. Materials quotes in for exterior rehab work.	\$ 500,000.00	\$ 19,950.00	\$ 480,050.00
			\$ 2,535,300.00	\$ 733,129.00	\$ 1,802,171.00

CURRENT PROJECTS

CDBG - HAMPTON COUNTY

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
Town of Varnville	Varnville Water Looping	Programmatically closed. Completed under budget. Waiting on final audit clearance.	\$ 500,000.00	\$ 412,692.00	\$ 87,308.00
Town of Estill	Ruth Street Sewer Improvement	Construction completed. Project amendment underway. ERR cleared.	\$ 500,000.00	\$ 180,649.00	\$ 319,351.00
Town of Varnville	Mill Pond Pump Station Upgrade	Programmatically closed. Completed under budget. Waiting on final audit clearance.	\$ 190,297.00	\$ 164,928.00	\$ 25,369.00
Town of Brunson	Water Tank Improvements	Phase 1 construction underway.	\$ 347,474.00	\$ 238,517.00	\$ 108,957.00
Hampton County	DHEC Health Clinic	Design/permitting underway.	\$ 500,000.00	\$ 12,000.00	\$ 488,000.00
Hampton County	Brunson Gifford Water Connection	Startup & ERR underway. JD done and sent to ACE. Acquisition beginning.	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
Town of Yemassee	Sewer Line Upgrade	Startup underway/RFP engineering/ERR underway. Project Amendment being prepared.	\$ 750,000.00	\$ -	\$ 750,000.00
Hampton County (ED)	Elliott Sawmilling Rail Expansion	Close-out submitted.	\$ 165,000.00	\$ 165,000.00	\$ -
Hampton County	CDBG Regional Planning Grant	Ongoing.	\$ 50,000.00	\$ 22,900.00	\$ 27,100.00
			\$ 4,002,771.00	\$ 1,196,686.00	\$ 2,806,085.00

CDBG - JASPER COUNTY

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
City of Hardeeville	Hardeeville Drainage	Programmatically closed.	\$ 500,000.00	\$ 500,000.00	\$ -
Town of Ridgeland	First Ave Pump Station Upgrade	Programmatically closed.	\$ 322,648.00	\$ 322,648.00	\$ -
Jasper County	DHEC Addition	Close-out submitted.	\$ 500,000.00	\$ 488,795.00	\$ 11,205.00
Jasper County	Old Bailey Sewer Extension	Design complete. Acquisition of some in condemnation.	\$ 389,050.00	\$ 8,000.00	\$ 381,050.00
City of Hardeeville	Hardeeville Library	Reviewing specs and drawings.	\$ 500,000.00	\$ 12,000.00	\$ 488,000.00
Town of Ridgeland	Wise St. Pump Station Upgrade	Construction Contract under review.	\$ 399,400.00	\$ 10,800.00	\$ 388,600.00
			\$ 2,611,098.00	\$ 1,342,243.00	\$ 1,268,855.00

CURRENT PROJECTS

CDBG TOTALS - ALL COUNTIES		\$ 10,891,669.00	\$ 3,826,032.00	\$ 7,065,637.00
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REQUESTED

GRANTEE	PROJECT	STATUS	AMOUNT REQUESTED
Beaufort County (CDBG)	Seabrook Water	Application withdrawn.	
Colleton County (CDBG)	Bama Road Drainage	Submitted Application.	\$ 750,000.00
Colleton County/City of Walterboro (EDA)	Infrastructure to support company.	Received Further Consideration Letter	\$ 780,000.00
Town of Hampton (CDBG)	Sewer Rehab	Submitted Application.	\$ 666,814.00
City of Hardeeville (CDBG)	Drainage Focus Area 2	Submitted Application.	\$ 624,000.00
Jasper County (CDBG)	Deerfield Waterline Ext	Application withdrawn.	
			\$ 2,820,814.00

EDA

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
Beaufort County	Penn Center Purchase and renovation of hotel/restaurant.	Close out complete. Gov. performance results tracking.	\$ 544,700.00	\$ 544,700.00	\$ -
Colleton County	Technical Training Center	GPRA Tracking completed.	\$ 1,252,500.00	\$ 1,252,500.00	\$ -
Hampton County	Job Training Center Renovation	Close out paper work submitted and approved. GPRA Reporting.	\$ 598,000.00	\$ 598,000.00	\$ -
Jasper County	LCOG/EDA Planning Grant	New award.	\$ 58,500.00	\$ -	\$ 58,500.00
			\$ 2,453,700.00	\$ 2,395,200.00	\$ 58,500.00

RD Grants

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
Hampton County	Town of Hampton Old Bank Demo	Completed.	\$ 50,000.00	\$ 50,000.00	\$ -
			\$ 50,000.00	\$ 50,000.00	\$ -

CURRENT PROJECTS

HOME - BEAUFORT COUNTY

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
Jasper County Neighbors United JCNU	Single Family Rehab	PROJECT COMPLETED - 8 units	\$ 165,450.00	\$ 164,581.00	\$ 869.00
LowCountry Habitat for Humanity	New Construction	2 completed, 2 under construction	\$ 100,000.00	\$ 43,750.00	\$ 56,250.00
Town of Blufton	Single Family Rehab	2 completed, 2 under construction	\$ 114,129.00	\$ 63,471.00	\$ 50,658.00
Beaufort Jasper Equal Opportunity Commission	Single Family Rehab	completed 5 units	\$ 150,000.00	\$ 122,394.00	\$ 27,606.00
Beaufort County	Single Family Rehab	contract signed	\$ 114,070.00	\$ -	\$ 114,070.00
City of Beaufort	Single Family Rehab	Contracts to be signed week of 2/16/15	\$ 150,000.00	\$ 42,830.00	\$ 107,170.00
			\$ 793,649.00	\$ 437,026.00	\$ 356,623.00

HOME - COLLETON COUNTY

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
City of Walterboro	Single Family Rehab	Final unit started	\$ 150,000.00	\$ 144,443.00	\$ 5,557.00
Colleton County	Single Family Rehab #1	3 units underway	\$ 100,000.00	\$ 100,000.00	\$ -
Colleton County	Single Family Rehab #2	2 completed, 1 underway	\$ 114,127.00	\$ 85,213.00	\$ 28,914.00
			\$ 364,127.00	\$ 329,656.00	\$ 34,471.00

CURRENT PROJECTS

HOME - HAMPTON COUNTY

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
Town of Hampton	Single Family Rehab	PROJECT COMPLETED 6 units	\$ 100,000.00	\$ 100,000.00	\$ -
Hampton County	Single Family Rehab	PROJECT COMPLETED 10 units	\$ 225,000.00	\$ 225,000.00	\$ -
Town of Yemassee	Single Family Rehab	Accepting applications	\$ 150,000.00	\$ 115,873.00	\$ 34,127.00
Hampton County	Single Family Rehab	5 completed, 2 underway	\$ 196,647.00	\$ 196,099.00	\$ 548.00
			\$ 671,647.00	\$ 636,972.00	\$ 34,675.00

HOME - JASPER COUNTY

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
Jasper County	Single Family Rehab	4 units completed, reviewing final application	\$ 150,000.00	\$ 107,196.00	\$ 42,804.00
JCNU	Single Family Rehab	COMPLETED 42 unit complex	\$ 150,000.00	\$ 150,000.00	\$ -
JCNU CHDO	Single Family Rehab	Project completed 5 units	\$ 125,000.00	\$ 125,000.00	\$ -
			\$ 425,000.00	\$ 382,196.00	\$ 42,804.00

HOME - ALL COUNTIES

GRANTEE	PROJECT	STATUS	FUNDED AMOUNT	DRAWN TO DATE	BALANCE
ALL COUNTIES	*REGION WIDE DOWNPMT ASSISTANCE - 10 UNITS	Cannot qualify homebuyers	\$ 100,000.00	\$ 7,500.00	\$ 92,500.00
*Having problems qualifying homebuyers. May amend program to use funds in housing rehab.					
			\$ 100,000.00	\$ 7,500.00	\$ 92,500.00

HOME TOTALS			\$ 2,354,423.00	\$ 1,793,350.00	\$ 561,073.00
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P.O. Box 98
Yemassee, SC 29945-0098
Delivery Address: 634 Campground Rd.
Office at Point South: I-95 Exit 33 at US Hwy. 17

Lowcountry Regional Development Corporation • Lowcountry Workforce Investment Area
Lowcountry Economic Development District • Lowcountry Regional HOME Consortium
Lowcountry Aging & Disability Resource Center / Area Agency on Aging
Lowcountry Area Transportation Study

MEMORANDUM

TO: LCOG Board
FROM: Sherry Smith, Finance Director
SUBJECT: FY 2014-2015 Agency Budget Revisions
DATE: May 27, 2015

LCOG's revised budget for the fiscal year 2014-2015 is attached. The budget totals \$6.9M, an increase of approximately \$275,000 from the original budget. The revised contingency is \$67,896 in general operations. Specific notes are as follows:

- The estimated contingency in operating funds increased from \$55,621 to \$67,896.
- The contingency for salary increases has been zeroed out and added back to the operating funds contingency. We didn't use this line item.
- We budgeted \$10,000 for miscellaneous local expenses associated with a new Director search and spent very little of it.

OTHER BUDGET NOTES ARE SET OUT BELOW: (The numbers correspond to the numbered account lines on the green and yellow pages.)

Revenue Sources (green page)

7. Loaned Employees- Agency dissolved midyear.
9. SC Lt. Governors' Office on Aging-Increase in State Respite funds and Legal Services grant.
10. HUD Affordable Housing-increase in the amount of funds budgeted for this year. This is a multi-year grant and projects are moving faster than anticipated.
13. SC Emergency Management Division- Hazard Mitigation grant in Planning
17. Outside Match- due from Aging contractors

Expenditures (yellow page)

- 1.- 6. Salaries and Fringes decreased due to Loaned Employees
10. Contracts-adjustments in program funds. This corresponds with revenue Items 9 and 10 above.

Staff recommends approval.

Lowcountry Council of Governments
 Revised Operating Budget
 Fiscal Year July 1, 2014 to June 30, 2015

Revenue Sources	C & ED							Revised Total	Original Budget	Comparison Increase/(Decrease)
	Admin	Aging	C & ED	HOME	Planning	WIA	Loaned Empl.			
1 State Appropriation	42,664							42,664	42,664	0
2 Local Government Appropriation	148,195			93,000				241,195	241,195	0
3 Other Sources	2,600							2,600	5,700	(3,100)
4 Transfer from Fixed Assets	75,781							75,781	76,938	(1,157)
5 Local- Grants Administration			217,606					217,606	239,885	(22,279)
6 Local- Contracts					85,000			85,000	190,345	(105,345)
7 Loaned Employees							143,044	143,044	290,563	(147,519)
8 SC Dept of Employment & Workforce							1,832,131	1,832,131	1,876,813	(44,682)
9 SC Lt. Governors' Office-Aging		2,627,261						2,627,261	2,440,350	186,911
10 HUD- Affordable Housing				963,571				963,571	823,864	139,707
11 SCDOT					233,104			233,104	173,000	60,104
12 DHEC					10,000			10,000	10,000	0
13 SC EMD					25,000			25,000		25,000
14 Department of Defense					131,500			131,500	140,000	(8,500)
15 CDBG			50,000					50,000	50,000	0
16 EDA			68,652					68,652	58,501	10,151
17 Outside Match- Due from Aging Providers		185,506						185,506		185,506
18 Required Match	(99,709)	54,287	29,422		16,000			0	0	0
19 Over Match	(10,656)	0	5,000	0	5,657	0	0	0	0	0
Total Revenues	158,874	2,867,054	370,680	1,056,571	506,261	1,832,131	143,044	6,934,615	\$6,659,818	274,797
Current Budget	\$165,118	\$2,499,427	\$378,457	\$916,864	\$532,576	\$1,876,813	\$290,563	\$6,659,818		
Comparison Increase/(Decrease)	(6,244)	367,627	(7,777)	139,707	(26,315)	(44,682)	(147,519)	274,797		

Lowcountry Council of Governments
Revised Operating Budget
Fiscal Year July 1, 2014 to June 30, 2015

Expenditures	C & ED							Revised Total	Original Budget	Comparison Increase/(Decrease)
	Admin	Aging	C & ED	HOME	Planning	WIA	Loaned Empl.			
1 Salaries	484,748	254,134	147,445	21,056	103,367	502,509	105,282	1,618,542	\$1,779,788	(161,246)
2 Retirement	237,627						16,739	254,366	280,388	(26,022)
3 FICA	111,726						7,560	119,286	136,546	(17,260)
4 SUTA	25,300						0	25,300	30,080	(4,780)
5 Workers' Compensation Insurance	7,500						0	7,500	10,000	(2,500)
6 Health and Dental Insurance	263,000						13,463	276,463	304,560	(28,097)
7 Automobile Costs	12,205	9,415	1,744	697	349	10,461		34,871	35,521	(650)
8 Building Costs	176,648	1,650				75,700		253,998	245,865	8,133
9 Advertising	1,500	1,600	6,000	1,000	1,200	50		11,350	26,100	(14,750)
10 Contracts	40,750	2,208,752	0	1,000,000	250,000	457,585		3,957,087	3,459,360	497,727
11 Depreciation	4,380							4,380	4,380	0
12 Dues, Subscriptions and Publications	10,000	2,000	0	0	1,200	1,499		14,699	10,950	3,749
13 Equipment Leasing and Maintenance	20,500	125	750	0	750	26,400		48,525	29,750	18,775
14 Insurance and Bonding	11,500	0	0		0	0		11,500	11,500	0
15 Legal Fees	1,500	10,000	0	75	0	0		11,575	2,750	8,825
16 Meetings	4,000	400	50	20	600	500		5,570	14,275	(8,705)
17 Miscellaneous	13,000	75	75	10	0	200		13,360	24,900	(11,540)
18 Postage and Shipping	10,000	1,500	50	50	0	600		12,200	11,500	700
19 Printing	10,000	5,000	150	0	150	13,600		28,900	21,500	7,400
20 Supplies	9,500	10,000	2,500	0	0	19,140		41,140	24,400	16,740
21 Building and Equipment Purchases	11,000	3,000	2,500	0	1,550	16,915		34,965	34,000	965
22 Travel, Training, and Related Expenses	34,500	11,000	7,300	4,800	2,100	18,142		77,842	101,083	(23,241)
23 Fringe Benefits	(706,374)	174,543	101,263	14,461	70,991	345,116		0	0	(0)
24 Indirect Costs	(703,533)	173,860	100,853	14,402	70,704	343,714		0	0	(0)
25 Bad Debt					3,300			3,300	0	3,300
26 Contingency for Salary Increases								0	5,000	(5,000)
27 Contingency	67,896							67,896	55,621	12,275
Total Expenditures	158,874	2,867,054	370,680	1,056,571	506,261	1,832,131	143,044	6,934,615	\$6,659,818	274,797
Current Budget	\$165,118	\$2,499,427	\$378,457	\$916,864	\$532,576	\$1,876,813	\$290,563	\$6,659,818		
Comparison Increase/(Decrease)	(6,244)	367,627	(7,777)	139,707	(26,315)	(44,682)	(147,519)	274,797		



Lowcountry Council of Governments

Phone (843) 726-5536
Fax (843) 726-5165
Email: office@lowcountrycog.org
Website: www.lowcountrycog.org

P.O. Box 98
Yemassee, SC 29945-0098
Delivery Address: 634 Campground Rd.
Office at Point South: I-95 Exit 33 at US Hwy. 17

Lowcountry Regional Development Corporation * Lowcountry Workforce Investment Area
Lowcountry Economic Development District * Lowcountry Regional HOME Consortium
Lowcountry Aging & Disability Resource Center / Area Agency on Aging
Lowcountry Area Transportation Study

MEMORANDUM

To: LCOG Board
From: Sabrena Graham, Executive Director
Subject: Director's Report
Date: May 28, 2015

1. Executive Director's Evaluation. **The executive committee will meet at 5:30 before the regular meeting** to draft the evaluation and will review it in executive session with the full board. The evaluation form is attached.
2. Planning Retreat. Thank you to the executive committee for attending the retreat. A copy of the retreat report is attached. Dr. Bill Tomes will present the report to the full board at our meeting. The report outlines some goals and strategies for the coming fiscal year. Board approval of the report is requested.
3. Budget Process. Sherry will present revisions to the current year's budget (FY2014/2015) for board approval during the meeting. Staff is busy working on the new budget for fiscal year 2015/2016. **The Executive Committee will have a budget work session June 11, at 4:30PM.** The budget will be presented to the full board at the regular meeting on June 25.
4. Promise Zone Designation. Attached is an article from HUD that names the Southern Carolina Alliance as a Promise Zone designee. USDA is the federal liaison assigned to help local leaders navigate federal programs. Another program benefit is "preferences given for certain competitive federal grant programs and technical assistance from participating federal agencies." This is a great opportunity to bring federal programs and federal dollars to the region and we will take full advantage of it.
5. Website Survey. The COGs website update is coming soon. We would like your input in making the new site more user friendly. **Please complete the attached website survey and return it by May 29.**
6. Connie Schroyer has joined the staff as the new Office Manager/Executive Assistant. Connie was formerly the Business Manager in the Statistics Department at the University of South Carolina. She brings 20 years of business professional experience from the governmental, collegiate and business sectors. Please join me in welcoming Connie.

Promise Zones



A child's zip code should never determine her destiny; but today, the community she grows up in impacts her odds of graduating high school, her health outcomes, and her lifetime economic

opportunities. For kids who don't get an equal start in life, the President is committed to partnering with local leaders to give them proven tools to rebuild and put people back to work. It will take a collaborative effort - between private business and federal, state, and local officials; faith-based and non-profit organizations; and striving kids and parents - to ensure that hard work leads to a decent living for every American in every community.

Building on those efforts, in his 2013 State of the Union Address, the President laid out an initiative to designate a number of high-poverty urban, rural and tribal communities as Promise Zones, where the federal government will partner with and invest in communities to accomplish the following goals: Create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.

Communities must compete in a transparent application process and demonstrate the strength and effectiveness of their local partners' commitment in order to become Promise Zones. Each designated Promise Zone will be asked to identify a set of outcomes they will pursue to revitalize their communities, develop a strategy supporting those outcomes, and realign resources accordingly.

Promise Zone Benefits

The Promise Zone designation partners the Federal government with local leaders who are addressing multiple community revitalization challenges in a

collaborative way and have demonstrated a commitment to results. Promise Zone Designees will receive:

- An opportunity to engage five AmeriCorps VISTA members in the Promise Zone's work
- A federal liaison assigned to help designees navigate federal programs
- Preferences for certain competitive federal grant programs and technical assistance from participating federal agencies
- Promise Zone tax incentives, if enacted by Congress

Altogether, this package of assistance will help local leaders accelerate efforts to revitalize their communities. The Promise Zone designation will be for a term of 10 years and may be extended as necessary to capture the full term of availability of the Promise Zones tax incentives, pending the enactment of tax incentives by Congress. During this term, the specific benefits made available to Promise Zones will vary from year to year, and sometimes more often than annually, due to changes in the agency policies and changes in appropriations and authorizations for relevant programs.

Promise Zone Designations

On January 9, 2014, President Obama announced the first urban, rural, and tribal Promise Zones in a ceremony at the White House. They are located in: San Antonio, Philadelphia, Los Angeles, Southeastern Kentucky, and the Choctaw Nation of Oklahoma.

Learn about the first round Promise Zones designees.

On April 28, 2015, eight Second Round Promise Zone designations were announced:

Promise Zone	Lead Organization	City	State
South Carolina Promise Zone	Southern Carolina Regional Development Alliance	Barnwell	SC

Camden City Promise Zone	Office of the Mayor of the City of Camden	Camden	NJ
North Hartford Promise Zone	Hartford Mayor's Office	Hartford	CT
IndyEast Promise Zone	John H. Boner Community Center	Indianapolis	IN
Minneapolis Promise Zone	City of Minneapolis	Minneapolis	MN
South Dakota Promise Zone	Thunder Valley Community Development Corporation	Porcupine	SD
Sacramento Promise Zone	Sacramento Housing and Redevelopment Agency	Sacramento	CA
St. Louis Promise Zone	St. Louis Economic Development Partnership	St. Louis & St. Louis County	MO

Learn about the second round Promise Zone designees.

The final round of competition will commence in 2015. By the end of 2016, 20 communities will receive a Promise Zone designation.

Federal Government Partners

For the communities selected, the federal government will partner to help the Promise Zones access resources and expertise to help communities thrive. In 2015, 12 agencies are providing preferential access in 37 programs. Promise Zones' federal partners include the U.S. Department of Housing and Urban Development, U.S. Department of Agriculture, U.S. Department of Commerce, Corporation for National and Community Service, U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Justice, U.S. Department of Labor, National Endowment for the Arts, Small Business Administration, U.S. Department of Transportation, and the U.S. Department of the Treasury. To view the list of programs by Department, please visit the **Federal Partner Funding and Technical Assistance Opportunities**.

The information made available on the Promise Zone website about programs, technical assistance and other supports is also useful to non-designated communities working on community revitalization efforts. All of the programs that provide preferential access to Promise Zones are also available to communities that do not have a Promise Zone designation.

For further updates, please subscribe to the **Promise Zone mailing list**.

LCOG Website Questionnaire

We are working to make www.lowcountrycog.org more user-friendly and showcase the beauty of our region. We need your help and want your thoughts on what should be included. Tell us how the new site can best serve all of our needs. Please let us know what you'd like to see in your area. With your help, we hope to have the website live by this fall.

Please email your survey response or questions to Kimberly Mullinax at kmullinax@lowcountrycog.org by Friday, May 29. Thank you for your participation!

Name (optional):

Dept: Aging C&ED Finance Planning WIA Board Member

1. Local Landmarks

If you were asked by a tourist, where would you tell them to visit?

County	Area 1	Area 2
Beaufort		
Colleton		
Hampton		
Jasper		

2. Photos, Graphics, and Logo Files

Do you have beautiful photos or compelling graphics you would like to submit to show a project, a group of people, community event, or landscape feature in our region? Please submit a high resolution digital copy to the "Company Drive" under "Photos for New LCOG Website" or email to kmullinax@lowcountrycog.org. Please include the photographer's name and feature location.

3. What's Going On? Event Calendar

What would you like to have on the calendar?

- Board/Council Meetings Regional Meetings
 Public Hearings/Meetings Application Deadlines
 Community Events Other:

4. Friends and Neighbors ~ Making Key Links

Please tell us some key links that you may want featured on your site like: City/Town, County, State, Projects, Government Agency, Data, Maps, Other
List specific websites below.

Name	Website

5. Any other items you would like included on the site?

Emergency Notices, Facebook, Twitter, Maps, Charts, Logos – Please give details

6. Do you know of any really cool and informative website examples to consider while building our new design?

Name	Web Address	Design Features

7. Are there any miscellaneous items you feel are important?

5.4

208 Plan Conformance Certifications - May 2015

Project	Description	Location	Wastewater Treatment Plant	Number of Lots	Date Certified	Conform	Fee Paid	Status
<i>Northern Beaufort County</i> Parkers Convenience Store - Hwy 21 and Roseida Road	Gravity Sewer System	Beaufort City	Port Royal	Commercial Bldg	5/26/2015	Yes	\$230	Approved
<i>Southern Beaufort County</i> Bluffton Gateway Commercial Development	Gravity Sewer System	Bluffton	Cherry Point	Commercial Development	5/22/2015	Yes	\$230	Approved
<i>Colleton County</i>								
<i>Hampton County</i>								
<i>Jasper County</i>								

Lowcountry 208 Certifications: 2014 and 2015 Monthly Comparison

2014	208 Certifications	Number of Housing Units	Other Buildings		2015	208 Certifications	Number of Housing Units	Other Buildings
January	3	0	Industrial. Fire Station, Jelly Fish Processing		January	7	133	Medical Building
February	2	0	USCB Rec Center, forest road		February	6	300	Dialysis Clinic
March	1	0	Crystal Lake Park		March	3	302	Fire Station
April	1	56			April	1	74	
May	4	100	School, Commercial Building		May	2		Commercial Projects
Year-to-date	11	156				19	809	

5.4

Lowcountry Unemployment Rates



Lowcountry Labor Force and Employment

	Apr-15		Mar-15		Mar-15	
	Labor Force	Employment	Labor Force	Employment	Labor Force	Employment
Beaufort County	70,087	66,050	69,684	65,785	67,532	64,474
Colleton County	17,347	16,137	17,122	15,881	16,416	15,319
Hampton County	8,641	7,866	8,610	7,828	8,073	7,531
Jasper County	11,554	10,940	11,471	10,851	11,113	10,588
Lowcountry Total	107,629	100,993	106,887	100,345	103,134	97,912

	Labor Force	Employment
Lowcountry Percent Change April 2014-April 2015	4.36%	3.15%

5.4

	Census 2000	Census 2010	2011 Estimates	2012 Estimates	2013 Estimates	2014 Estimates		Percent Change 2000-2010	Average Annual Percent Change 2000-2010	Percent Change 2010-2014	Average Annual Percent Change 2010-2014
Beaufort County	120,937	162,233	164,217	168,016	171,569	175,852		34.15%	3.42%	8.39%	2.10%
Beaufort city	12,950	12,361	12,363	12,675	12,887	13,130		-4.55%	-0.46%	6.22%	1.56%
Bluffton town	1,275	12,978	13,091	13,343	13,606	15,199		882.75%	88.28%	17.11%	4.28%
Hilton Head Island town	33,862	37,099	37,642	38,522	39,224	40,039		9.56%	0.96%	7.92%	1.98%
Port Royal town	3,950	10,678	10,948	11,259	11,532	11,870		170.33%	17.03%	11.16%	2.79%
Yemassee town (See Hampton County below)											
Colleton County	38,264	38,892	38,487	38,211	37,834	37,771		1.64%	0.16%	-2.88%	-0.72%
Cottageville town	707	766	759	753	743	740		7.78%	0.78%	-3.00%	-1.00%
Edisto Beach town	641	414	414	415	411	414		-35.41%	-3.54%	0.00%	0.00%
Lodge town	114	120	120	120	118	118		5.26%	0.53%	-1.67%	-0.42%
Smoaks town	140	126	126	125	124	124		-10.00%	-1.00%	-1.59%	0.00%
Walterboro city	5,153	5,398	5,376	5,354	5,287	5,281		4.75%	0.48%	-2.17%	-0.54%
Williams town	116	117	117	117	115	115		0.86%	0.09%	-1.71%	-0.43%
Hampton County	21,386	21,090	20,791	20,738	20,395	20,405		-1.38%	-0.14%	-3.30%	-1.10%
Brunson town	589	554	546	546	533	531		-5.94%	-0.59%	-4.15%	-1.04%
Estill town	2,425	2,040	2,015	2,013	1,975	2,025		-15.88%	-1.59%	-0.74%	-0.18%
Furman town	286	239	233	232	231	231		-16.43%	-1.64%	-3.35%	-0.84%
Gifford town	370	288	282	281	276	276		-22.16%	-2.22%	-4.17%	-1.04%
Hampton town	2,837	2,808	2,766	2,755	2,709	2,702		-1.02%	-0.10%	-3.77%	-0.94%
Luray town	115	127	126	126	124	124		10.43%	1.04%	-2.36%	-0.59%
Scotia town	227	215	211	212	209	210		-5.29%	-0.53%	-2.33%	-0.58%
Varnville town	2,074	2,162	2,136	2,127	2,094	2,093		4.24%	0.42%	-3.19%	-0.80%
Yemassee town	807	1,027	1,012	1,010	996	993		27.26%	2.73%	-3.31%	-0.83%
Jasper County	20,678	24,777	25,360	25,879	26,629	27,170		19.82%	1.98%	7.47%	2.49%
Hardeeville city	1,793	2,952	3,385	3,870	4,359	4,789		64.64%	6.46%	62.23%	15.56%
Ridgeland town	2,518	4,036	4,059	4,048	4,051	4,076		60.29%	6.03%	0.99%	0.25%
Lowcountry Total	201,265	246,992	248,855	252,844	256,427	261,198		22.72%	2.27%	3.82%	1.27%
NOTE: County totals include the population in the unincorporated areas of the counties. As a result, the municipalities totaled for each county do not equal the total population.											

6.1

LOWCOUNTRY COUNCIL OF GOVERNMENTS

ANNUAL PERFORMANCE EVALUATION

EXECUTIVE DIRECTOR

MAY 2015

LOWCOUNTRY COUNCIL OF GOVERNMENTS

ANNUAL PERFORMANCE EVALUATION OF THE EXECUTIVE DIRECTOR

CONFIDENTIAL

PURPOSE OF THE EVALUATION:

- To review and evaluate the performance of the Executive Director and to provide an opportunity for the LCOG Board to discuss the evaluation with the Executive Director and develop a mutual understanding of the expectations of one another.
- To note the positive areas of performance, as well as any areas that might need improvement or further development.
- To provide a basis for salary adjustments based on merit.
- All participants understand that this is a confidential personnel matter undertaken for the purpose of facilitating discussion and clarification of positive and negative concerns so that the LCOG Board and the Executive Director may be in a better position to serve the Lowcountry region. It is a positive and not a negative tool.

EVALUATION PROCEDURE

The LCOG Executive Committee will meet and prepare a draft evaluation of the Executive Director. This draft evaluation will be presented to the full Board for discussion purposes only. The full Board will complete this evaluation of the Executive Director and then meet with him to review the evaluation.

EVALUATION MEASURES:

Evaluation measures are largely subjective criteria used to provide discussion points. Consensus among the evaluators should be reached prior to "grading" of the evaluation form.

- The evaluation measures are graded on a scale of 5 to 1. Five represents a level of performance that meets or exceeds high expectations for the position held. This ranking indicates the Executive Director is completely satisfying or exceeding your expectations and you see no problems within the specific job function.

A four indicates that the Executive Director generally meets your expectations and you see little problem with his performance. A ranking of 3 or less indicates some problems with performance. A ranking such as this must be accompanied by specific comments describing the problem and should include what can be done to eliminate them.

- DON'T KNOW -- Evaluator is saying that he/she lacks enough direct knowledge or experience to make a fair judgment.

NOTE: COMMENTS ARE ENCOURAGED ON EACH STRENGTH OR WEAKNESS THE EVALUATORS FEEL WILL ENHANCE THE EXECUTIVE DIRECTOR'S UNDERSTANDING OF HIS PERFORMANCE AND COULD PROVIDE GUIDANCE FOR THE COMING YEAR.

LOWCOUNTRY COUNCIL OF GOVERNMENTS

EXECUTIVE DIRECTOR'S PERFORMANCE EVALUATION FORM

Please circle the number that most appropriately represents your evaluation of the Executive Director relative to each statement. You are encouraged to make comments. (COMMENTS MUST ACCOMPANY ANY ELEMENT MARKED 3 OR LESS.)

RELATIONS WITH BOARD

1. Maintains an effective system of reporting current plans and activities to the LCOG Board.

5 4 3 2 1 Don't Know

COMMENTS:

2. Demonstrates effective verbal and written communication skills with the LCOG Board.

5 4 3 2 1 Don't Know

COMMENTS:

3. Is accessible to the LCOG Board Members.

5 4 3 2 1 Don't Know

COMMENTS:

4. Presents materials to the LCOG Board in a clear and concise manner.

5 4 3 2 1 Don't Know

COMMENTS:

5. Effectively participates in LCOG Board meetings.

5 4 3 2 1 Don't Know

COMMENTS:

6. Maintains appropriate role in LCOG Board decision-making process.

5 4 3 2 1 Don't Know

COMMENTS:

7. Is loyal to the Board and Agency.
- 5 4 3 2 1 Don't Know

COMMENTS:

PROGRAM MANAGEMENT

1. Demonstrates effectiveness in developing LCOG's work program.
- 5 4 3 2 1 Don't Know

COMMENTS:

2. Presents an annual budget which reflects the priorities of the Board, meets the needs of the region and is a sound financial plan.
- 5 4 3 2 1 Don't Know

COMMENTS:

3. Provides appropriate and timely analyses of LCOG's fiscal condition to the Board.
- 5 4 3 2 1 Don't Know

COMMENTS:

4. Reflects ability to recruit, retain and motivate a competent staff.
- 5 4 3 2 1 Don't Know

COMMENTS:

5. Directs work program objectives in an effective manner and recognizes work priorities.
- 5 4 3 2 1 Don't Know

COMMENTS:

6. Demonstrates a commitment to equal opportunity and affirmative action in managing the staff.

5 4 3 2 1 Don't Know

COMMENTS:

7. Ensures that LCOG publications are well written and of high quality.

5 4 3 2 1 Don't Know

COMMENTS:

8. Encourages innovation and change to promote productivity and efficiency in LCOG operations.

5 4 3 2 1 Don't Know

COMMENTS:

EXTERNAL RELATIONSHIPS

1. Develops and maintains effective relationships with the counties and municipalities in the region.

5 4 3 2 1 Don't Know

COMMENTS:

2. Actively promotes LCOG.

5 4 3 2 1 Don't Know

COMMENTS:

3. Develops and maintains effective relationships with staff of state and federal agencies and other public entities.

5 4 3 2 1 Don't Know

COMMENTS:

4. Demonstrates leadership qualities in motivation of associates and promotion of high morale.

COMMENTS:

5
4
3
2
1
Don't Know

3. Demonstrates an understanding of his professional responsibility for the image of the agency, high personal morale, motivation of associates, and building and maintaining credibility with all individuals and agencies with whom he associates.

COMMENTS:

5
4
3
2
1
Don't Know

2. Demonstrates good judgment in managing LCOG activities.

COMMENTS:

5
4
3
2
1
Don't Know

1. Maintains membership and participates in appropriate professional organizations.

COMMENTS:

5
4
3
2
1
Don't Know

PROFESSIONAL CHARACTERISTICS

5. Maintains an appropriate profile in community activities in the region.

COMMENTS:

5
4
3
2
1
Don't Know

4. Demonstrates sensitivity to changing needs and develops appropriate response.

COMMENTS:

5
4
3
2
1
Don't Know

5. Maintains professional objectivity in decisions, recommendations, and dealings with people.

5 4 3 2 1 Don't Know

COMMENTS:

PERSONAL CHARACTERISTICS

1. Maintains a neat and well groomed appearance suitable to the position.

5 4 3 2 1 Don't Know

COMMENTS:

2. Demonstrates character traits of honesty, integrity, and dependability suitable to the position.

5 4 3 2 1 Don't Know

COMMENTS:

GRADED APPRAISAL RESULTS

The following summary breakdown is provided for your convenience in tabulating the numeric scoring given the Executive Director during your deliberations. This score coupled with the overall comments of the Board should be used to determine the level of merit salary increase, if any, to be given.

Point Total:

108	-	135	(Exceptional - Meets or exceeds high expectations)
81	-	107	(Good - Generally meets expectations)
80 or below			(Below performance standards for position)

TOTAL POINTS TABULATED

OVERALL COMMENTS

COMMENTS: (The following provides an overview of the LCOG Board's opinion on the level of performance by the Executive Director.)

CHAIRMAN'S SIGNATURE: _____ Date: _____

EXECUTIVE DIRECTOR'S COMMENTS: (the following provides a response to the recommendations and comments of the Board. Comments are encouraged as an expression of agreement or disagreement with the findings. The Executive Director should provide his/her opinions of this performance review relative to accuracy, comprehensiveness, and helpfulness.)

EXECUTIVE DIRECTOR SIGNATURE: _____ Date: _____

NOTE: The signature of the Executive Director indicates only that he was given the opportunity to discuss the performance review with the LCOG Board and not that he necessarily agrees with the comments.