



Serving Beaufort • Colleton • Hampton • Jasper Counties

## AGENDA

### LOWCOUNTRY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

THURSDAY, JUNE 23, 2016 6:30 P.M.

POINT SOUTH, SOUTH CAROLINA

Meal served at 6:00 p.m.

1. Call to Order
  - 1.1. Pledge of Allegiance
  - 1.2. Invocation
  - 1.3. Introduction of Guests and Staff
  - 1.4. Proxies
  - Action 1.5. Approval of April 28, 2016 Minutes
2. Public Hearing
  - 2.1. Regional HOME Consortium 2016-2021 Consolidated Plan – Michelle Knight  
*A public hearing has been properly advertised to solicit comments regarding the 2016-2021 Consolidated Plan. The plan outlines the objectives and priorities of the HOME Consortium for the next five years.*
3. Presentation
  - 3.1. Update on Jasper Ocean Terminal Project – Jason Ball, Moffatt & Nichol
4. Resolution
  - Action 4.1. Resolution SFY2016-2017 – Hank Amundson  
*A Resolution authorizing the Executive Director to file application with the SC Department of Transportation on the behalf of Hampton and Jasper County Councils on Aging for federal and/or state funding to assist in providing community and/or human services transportation services.*
5. New Business
  - Action 5.1. Approval of the Regional HOME Consortium 2016-2021 Consolidated Plan – Michelle Knight
  - Action 5.2. FY2015-2016 Agency Budget Revisions – Sherry Smith  
*Year-end budget revisions are necessary to adjust for unknown revenues or expenditures incurred during the year.*
  - Action 5.3. FY2016-2017 Agency Budget – Sabrena Graham  
*The proposed LCOG budget for the upcoming fiscal year is set at \$6.9M. The Executive Committee met on June 9 to review and recommends approval.*
  - Action 5.4. Election of Board Officers – Nominating Committee Chairman  
*The Nominating Committee will recommend a slate of officers for the upcoming year. Nominations may also be made from the floor.*
6. Reports
  - 6.1. Finance Report for May 2016 – Sherry Smith
  - 6.2. Community and Economic Development Report – Michelle Knight



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6.3. Director's Report – Sabrena Graham

6.3.1. Executive Director's Goals for FY16-17

6.4. Planning Reports – 208 Report & Regional Unemployment Chart (for information)

Action 7. Executive Session

7.1. Personnel Matter

*The Executive Committee will review its draft performance evaluation of the Executive Director for Board consideration.*

8. Council Time

Action 9. Adjourn

Caucuses

- Members will caucus by county to select (1) at-large Executive Committee member and (1) member to attend the NADO Annual Training Conference. The NADO Conference will be held October 15 - 18 in San Antonio, Texas.
- Jasper County delegates will also select a Transportation Committee member.

LOWCOUNTRY COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
April 28, 2016  
6:30 p.m.

MINUTES

|                         | <u>PRESENT:</u>   | <u>ABSENT:</u>  |
|-------------------------|---|---|
| <b>BEAUFORT COUNTY:</b> | Herbert Glaze<br>Bill McBride<br>Joseph McDomick<br>Dan Wood                          | Phil Cromer [proxy to Alice Howard]<br>Gerald Dawson [proxy to Herbert Glaze]<br>Brian Flewelling [proxy to Bill McBride]<br>Marc Grant<br>Mary Beth Heyward [proxy to Brian Flewelling]<br>Alice Howard<br>Jerry Stewart |
| <b>COLLETON COUNTY:</b> | Esther S. Black<br>Joseph Flowers<br>Tommy Mann<br>Evon Robinson<br>Gene Whetsell     | Crawford Moore  |
| <b>HAMPTON COUNTY:</b>  | Frankie Bennett<br>Pete Hagood<br>Travis Mixson<br>Buddy Phillips<br>Nat Shaffer      |   |
| <b>JASPER COUNTY:</b>   | Tom Johnson<br>Henry Lawton<br>Joey Malphrus<br>Gwen Johnson Smith<br>Michael Sweeney |   |

**GUESTS:** John Boylston, SCDOT; Larry Holman, BC Black Chamber of Commerce; Michael Pitts, SCDOT; Celia Price, Colleton County; Joy Riley, SCDOT; Craig Winn, SCDOT

**STAFF:** Sabrena Graham, Ginnie Kozak, Michelle Knight, Connie Schroyer, Sherry Smith

1. **Call to Order** The meeting was called to order at 6:31 pm by Chairman Mann
  - 1.1. Pledge of Allegiance
  - 1.2. Invocation
    - The invocation was led by Nat Shaffer.
  - 1.3. Introduction of Guests and Staff
  - 1.4. Welcome New Board Member
    - Tom Johnson, elected official from Jasper County Council, was welcomed to the Board.
  - 1.5. Presentation to Retiring Board Member Henry Etheridge
    - This item was deferred until the next meeting.
  - 1.6. Proxies
    - Phil Cromer to Alice Howard; Gerald Dawson to Herbert Glaze; Brian Flewelling to Bill McBride; Beth Heyward to Brian Flewelling; Alice Howard and Crawford Moore absent without proxy.
  - 1.7. Approval of March 24, 2016 Minutes
    - **MOVED** by Henry Lawton, seconded by Michael Sweeney and Evon Robinson to approve the minutes as presented. Motion carried unanimously.

Action

## 2. Public Hearing

- Action
- MOVED by Joe Flowers, seconded by Evon Robinson to open the public hearing. Motion carried unanimously. The public hearing opened at 6:34 pm.
- 2.1. Regional HOME Consortium 2016-2017 Annual Action Plan – Michelle Knight
- A public hearing was properly advertised to solicit comments on the proposed 2016-2017 HUD Affordable Housing Funds Action Plan. The plan was presented. There were no public comments.
- Action
- MOVED by Joe Flowers, seconded by Evon Robinson to close the public hearing. Motion carried unanimously. The public hearing closed at 6:38 pm.

## 3. New Business

- 3.1. Approval of the HOME Consortium 2016-2017 Annual Action Plan & Projects – Michelle Knight
- The Beaufort County/Lowcountry Regional HOME Consortium Advisory Committee met on April 14, 2016 to discuss the HOME Consortium 2016-17 Annual Action Plan and Projects. The proposed plan was presented for Board approval. A copy of the plan was distributed.
  - The 2016-17 funding allocation includes \$453,631 in HOME funds and \$102,067 in local funds for a total allocation of \$555,698.
  - The proposed types of activities include (4) Affordable Housing new construction of homeownership units; and (12) single family rehabilitation housing units.
- Action
- MOVED by Herbert Glaze, seconded by Joseph McDormick to approve the 2016-17 Annual Action Plan. Motion carried unanimously.
- 3.2. Aging Department Request for Proposal (RFP) / Regional Caterer/Meal Provider – Sabrena Graham
- The Area Agency on Aging (AAA) Committee met on April 18, 2016 to review two proposals for a regional caterer/meal provider.
  - Two bids were received: Senior Catering and Iacofano Catering & Food Service Group.
  - The AAA Committee selected Iacofano Catering to recommend for Board approval.
- Action
- MOVED by Herbert Glaze, seconded by Joseph McDormick to award the bid to Iacofano Catering. Motion carried unanimously.
- 3.3. Aging Department RFP / Transportation Provider to serve Hampton County – Sabrena Graham
- 3.4. Aging Department RFP / Transportation Provider to serve Jasper County – Sabrena Graham
- The AAA Committee met on April 18, 2016 to review and recommend for Board approval the sole proposals for the Nutrition Program Transportation Services as provided by Hampton County Council on Aging and Jasper County Council on Aging respectively.
- Action
- MOVED by Henry Lawton, seconded by Nat Shaffer to award the bids to Hampton and Jasper Councils on Aging. Motion carried unanimously.

## 4. Reports

- 4.1. SCDOT Project Progress Report – Joy Riley
- Joy Riley reported the status of the SCDOT road and bridge projects in the Lowcountry COG region. A detailed report outlining the projects by county was distributed.
- 4.2. Finance Report for March 2016 – Sherry Smith
- Sherry Smith reviewed the Statement of Revenues and Expenditures for the period ending March 2016. A copy of the monthly financial statement was distributed in agenda packets.
  - Revenues over expenditures were \$27,764.
  - 79% of the budget has been expended.
  - Budget adjustments needed for year-end reconciliation will be proposed at the next board meeting.
- 4.3. Community and Economic Development Report – Michelle Knight
- CDBG applications were submitted April 15<sup>th</sup> for Williams, Beaufort and Colleton Counties. Working with Port Royal on a CDBG Ready to Go project.
  - There have been a number of construction bids coming in over budget. SC Dept. of Commerce has been receptive to an increase of funds, especially if accompanied by a match.
- 4.4. Director's Report – Sabrena Graham
- There will be a budget work session of the Executive Committee on June 9 at 4:30.

- Seeking board support at the county level for approval of an LCOG dues increase for the 2016-17 budget year.
  - The Senate Finance Committee adopted its version of the budget to include an additional \$28M in nonrecurring funds for the Local Government Fund. It is important that all county officials call their legislators to ask that they support the Finance Committee recommendation.
  - An orientation for new board members was held prior to the meeting. New Board Handbooks were distributed to all board members.
  - The LCOG Planning Department was the recipient of the NADO 2016 Excellence in Regional Transportation Award. Thirty awards were given nationwide and only two in South Carolina.
  - The Planning Department will be re-introducing to local government their planning services and support.
  - The April 208 report had the largest amount of building activity since the down turn in the economy.
- 4.5. Planning Reports – Ginnie Kozak
- 4.5.1. 208 Report – Distributed in agenda packets for information.
- 4.5.2. Regional Unemployment Chart – Distributed in agenda packets for information

5. Council Time

- There were no reports.

6. Adjourn

- Action
- MOVED by Pete Hagood, seconded by Esther Black to adjourn the meeting. Motion carried unanimously. Chairman Mann adjourned the meeting at 6:59 pm.

Caucus Jasper County delegates to select LCOG Board Secretary and Transportation Committee member.

- Joey Malphrus was selected to serve as Secretary. The Transportation Committee member will be selected at the May meeting.

*Copies of the agenda and supporting documents were distributed prior to the meeting. A notice of the meeting was posted at [www.lowcountrycog.org](http://www.lowcountrycog.org) and the office bulletin board in accordance with the law.*

Minutes submitted by Connie Schroyer, Board Clerk.



## MEMORANDUM

**TO:** LCOG Board of Directors  
**FROM:** Barbara A. Johnson, Affordable Housing Manager  
**DATE:** June 13, 2016  
**RE:** Beaufort County/Lowcountry Regional HOME Consortium

The Beaufort County/Lowcountry Regional HOME Consortium has prepared the 2016 Consolidated Plan and the plan is in the comment period (June 1, 2016 – June 30, 2016). The Consolidated Plan is a 5 year plan required by HUD.

**The purpose of the Consolidated Plan is to:**

1. Provide the HOME Consortium and its members information on housing and community development needs;
2. Describe the current strategies the HOME Consortium has adopted to meet those needs;
3. Raise awareness about housing and community development issues among the Lowcountry's citizens and policy makers.

**LRHC has developed the following objectives as priorities for the next 5 years:**

1. Rehabilitation of substandard housing
2. Increase accessibility to adequate and affordable housing
3. Support the development of safe, decent, and affordable housing
4. Support housing initiatives to address homeless persons, persons with special needs, and the elderly
5. Promote economic development opportunities
6. Promote the development of viable communities

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

The Board approved the 2016-2017 Annual Action Plan and projects on April 28, 2016. The projects include 4 new construction units and 12 single family owner-occupied units throughout the region.

***THE 2016-2021 CONSOLIDATED PLAN WILL BE AVAILABLE FOR REVIEW THROUGH 6/30/16.***

**SFY2016 2017**  
**(FFY2016)**  
**LEGAL & AUTHORIZING SIGNATURES**  
*Updated March 2, 2016*

(Required of all Subrecipients of funding administered by SCDOT OPT)

**RESOLUTION BY BOARD OF DIRECTORS TO APPLY FOR FUNDING**

The Board of Directors of Lowcountry Council of Governments  
*(agency)*

is aware of the provisions of Federal Transit Administration (FTA) program fund requirements for each application it makes to the state of South Carolina for Federal and/or State funding and hereby authorizes Sabrena P. Graham, Executive Director *(\*authorized representative)* of Lowcountry Council of Governments *(Agency)* to file application with the South Carolina Department of Transportation (SCDOT) on behalf of Hampton and Jasper County Councils on Aging *(agency)* for federal and/or state funding to assist in providing community and/or human services transportation services. If this application is approved:

(1) The Board resolves that the Lowcountry Council of Governments *(agency)* will provide the required match for the capital, operations and administrative charges, the necessary insurance coverage as required under the agreement, and all necessary local match for operating losses; and

(2) The Board agrees to comply with all FTA and SCDOT Program statutes and regulations, directives, certifications and assurances to carry out the project as described in the application.

**APPROVED AND ADOPTED**

This 23rd day of June, 2016.

\_\_\_\_\_  
*Signature of Attesting Witness*

\_\_\_\_\_  
*Signature of Chairperson*

\_\_\_\_\_  
*Printed Name of Attesting Witness*

\_\_\_\_\_  
*Printed Name of Chairperson*

**\*Note that Authorized Representative and Witness MUST be 2 separate individuals (2 different names).**



**MEMORANDUM**

TO: LCOG Board  
FROM: Sherry Smith, Finance Director  
SUBJECT: FY 2015-2016 Agency Budget Revisions  
DATE: June 9, 2016

LCOG's revised budget for the fiscal year 2015-2016 is attached. The budget totals \$6.6M, an increase of approximately \$236,000 from the original budget. The revised contingency is \$48,102 in general operations.

Specific notes are as follows:

- The estimated contingency in operating funds increased from \$35,160 to \$48,102. We budgeted \$10,000 in matching funds for one grant that has been rolled over to FY 16/17.
- Aging contracts for services to seniors were increased by \$300,000 and Workforce training funds were increased by \$140,000. The Planning department's consulting fees line item was reduced by \$70,000.
- Salaries and fringes were adjusted for new hires, retirements and vacancies during the year resulting in a net decrease of approximately \$110,000.

**Lowcountry Council of Governments**

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**Lowcountry Council of Governments  
Revised Operating Budget  
Fiscal Year July 1, 2015 to June 30, 2016**

| Revenue Sources                            | C & ED         |                  |                |                  |                |                  | Revised          | Original           | Comparison          |
|--|----------------|------------------|----------------|------------------|----------------|------------------|------------------|--------------------|---------------------|
|  | Admin          | Aging            | C & ED         | HOME             | Planning       | WIA              | Total            | Budget             | Increase/(Decrease) |
| 1 State Appropriation                      | 42,664         |                  |                |                  |                |                  | 42,664           | 54,169             | (11,505)            |
| 2 Local Government Appropriation           | 148,195        |                  |                | 93,000           |                |                  | 241,195          | 241,195            | 0                   |
| 3 Other Sources                            | 10,810         |                  |                |                  |                |                  | 10,810           | 8,000              | 2,810               |
| 4 Transfer from Fixed Assets               | 76,663         |                  |                |                  |                |                  | 76,663           | 74,417             | 2,246               |
| 5 Local- Grants Administration             |                |                  | 276,748        |                  |                |                  | 276,748          | 257,846            | 18,902              |
| 6 Local- Contracts                         |                |                  |                |                  | 68,153         |                  | 68,153           | 67,220             | 933                 |
| 7 SC Dept of Employment & Workforce        |                |                  |                |                  |                | 1,519,384        | 1,519,384        | 1,562,444          | (43,060)            |
| 8 SC Lt. Governors' Office-Aging           |                | 2,825,107        |                |                  |                |                  | 2,825,107        | 2,534,575          | 290,532             |
| 9 HUD- Affordable Housing                  |                |                  |                | 963,060          |                |                  | 963,060          | 973,986            | (10,926)            |
| 10 SCDOT                                   |                |                  |                |                  | 227,000        |                  | 227,000          | 257,607            | (30,607)            |
| 11 DHEC                                    |                |                  |                |                  | 19,708         |                  | 19,708           | 13,650             | 6,058               |
| 12 SC EMD                                  |                |                  |                |                  | 27,271         |                  | 27,271           | 31,569             | (4,298)             |
| 13 Department of Defense                   |                |                  |                |                  | 45,000         |                  | 45,000           | 60,000             | (15,000)            |
| 14 CDBG                                    |                |                  | 50,000         |                  |                |                  | 50,000           | 50,000             | 0                   |
| 15 EDA                                     |                |                  | 67,244         |                  |                |                  | 67,244           | 68,500             | (1,256)             |
| 16 Outside Match- Due from Aging Providers |                | 197,539          |                |                  |                |                  | 197,539          | 165,740            | 31,799              |
| 17 Required Match                          | (107,447)      | 59,878           | 28,819         |                  | 18,750         |                  | 0                | 0                  | 0                   |
| 18 Over Match                              | (7,555)        | 0                | 5,000          | 0                | 2,556          | 0                | 0                | 0                  | (0)                 |
| <b>Total Revenues</b>                      | <b>163,330</b> | <b>3,082,524</b> | <b>427,811</b> | <b>1,056,060</b> | <b>408,438</b> | <b>1,519,384</b> | <b>6,657,545</b> | <b>\$6,420,919</b> | <b>236,626</b>      |

|                                       |                  |                    |                  |                    |                  |                    |                    |
|---------------------------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|--------------------|
| <b>Current Budget</b>                 | <b>\$154,888</b> | <b>\$2,765,888</b> | <b>\$396,417</b> | <b>\$1,066,986</b> | <b>\$473,796</b> | <b>\$1,562,944</b> | <b>\$6,420,919</b> |
| <b>Comparison Increase/(Decrease)</b> | <b>8,442</b>     | <b>316,636</b>     | <b>31,394</b>    | <b>(10,926)</b>    | <b>(65,358)</b>  | <b>(43,560)</b>    | <b>236,626</b>     |

**Lowcountry Council of Governments  
Revised Operating Budget  
Fiscal Year July 1, 2015 to June 30, 2016**

| Expenditures                              | C & ED         |                  |                |                  |                |                  | Revised<br>Total | Original<br>Budget | Comparison<br>Increase/(Decrease) |
|---|----------------|------------------|----------------|------------------|----------------|------------------|------------------|--------------------|-----------------------------------|
|   | Admin          | Aging            | C & ED         | HOME             | Planning       | WIA              |                  |                    |                                   |
| 1 Salaries                                | 456,111        | 294,275          | 167,342        | 21,619           | 141,751        | 346,401          | 1,427,497        | \$1,477,951        | (50,454)                          |
| 2 Retirement                              | 231,494        |                  |                |                  |                |                  | 231,494          | 240,267            | (8,773)                           |
| 3 FICA                                    | 105,517        |                  |                |                  |                |                  | 105,517          | 113,063            | (7,546)                           |
| 4 SUTA                                    | 14,000         |                  |                |                  |                |                  | 14,000           | 27,080             | (13,080)                          |
| 5 Workers' Compensation Insurance         | 9,240          |                  |                |                  |                |                  | 9,240            | 9,240              | 0                                 |
| 6 Health and Dental Insurance             | 245,000        |                  |                |                  |                |                  | 245,000          | 275,880            | (30,880)                          |
| 7 Automobile Costs                        | 14,098         | 6,697            | 2,820          | 352              | 1,057          | 10,221           | 35,245           | 37,000             | (1,755)                           |
| 8 Building Costs                          | 180,765        | 3,000            |                |                  |                | 80,500           | 264,265          | 259,965            | 4,300                             |
| 9 Advertising                             | 1,000          | 7,000            | 10,000         | 1,500            | 250            | 0                | 19,750           | 15,600             | 4,150                             |
| 10 Contracts                              | 35,000         | 2,326,909        | 500            | 1,000,000        | 50,000         | 532,175          | 3,944,584        | 3,563,368          | 381,216                           |
| 11 Depreciation                           | 4,380          |                  |                |                  |                |                  | 4,380            | 4,380              | 0                                 |
| 12 Dues, Subscriptions and Publications   | 9,000          | 1,500            | 0              | 0                | 2,000          | 732              | 13,232           | 16,200             | (2,968)                           |
| 13 Equipment Leasing and Maintenance      | 20,500         | 180              | 100            | 0                | 750            | 23,750           | 45,280           | 50,250             | (4,970)                           |
| 14 Insurance and Bonding                  | 11,500         | 0                | 0              | 0                | 0              | 0                | 11,500           | 11,500             | 0                                 |
| 15 Legal Fees                             | 1,000          | 250              | 0              | 0                | 0              | 0                | 1,250            | 3,250              | (2,000)                           |
| 16 Meetings                               | 6,000          | 400              | 750            | 20               | 200            | 500              | 7,870            | 12,100             | (4,230)                           |
| 17 Miscellaneous                          | 10,500         | 50               | 50             | 0                | 500            | 0                | 11,100           | 15,850             | (4,750)                           |
| 18 Postage and Shipping                   | 8,000          | 0                | 150            | 100              | 0              | 500              | 8,750            | 12,650             | (3,900)                           |
| 19 Printing                               | 7,500          | 5,000            | 500            | 0                | 250            | 10,500           | 23,750           | 33,500             | (9,750)                           |
| 20 Supplies                               | 11,000         | 7,500            | 4,000          | 0                | 150            | 8,150            | 30,800           | 38,200             | (7,400)                           |
| 21 Building and Equipment Purchases       | 43,500         | 4,500            | 2,000          | 0                | 12,100         | 6,850            | 68,950           | 65,700             | 3,250                             |
| 22 Travel, Training, and Related Expenses | 34,500         | 18,000           | 8,000          | 2,550            | 3,250          | 19,690           | 85,990           | 102,763            | (16,773)                          |
| 23 Fringe Benefits                        | (631,481)      | 191,299          | 108,787        | 14,054           | 92,149         | 225,192          | 0                | 0                  | 0                                 |
| 24 Indirect Costs                         | (712,895)      | 215,964          | 122,812        | 15,865           | 104,031        | 254,223          | 0                | 0                  | (1)                               |
| 25 Bad Debt                               |                |                  |                |                  | 0              |                  | 0                | 0                  | 0                                 |
| 26 Contingency                            | 48,102         |                  |                |                  |                |                  | 48,102           | 35,160             | 12,942                            |
| <b>Total Expenditures</b>                 | <b>163,330</b> | <b>3,082,524</b> | <b>427,811</b> | <b>1,056,060</b> | <b>408,438</b> | <b>1,519,384</b> | <b>6,657,545</b> | <b>\$6,420,919</b> | <b>236,626</b>                    |

|                                       |                  |                    |                  |                    |                  |                    |                    |
|---------------------------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|--------------------|
| <b>Current Budget</b>                 | <b>\$154,888</b> | <b>\$2,765,888</b> | <b>\$396,417</b> | <b>\$1,066,986</b> | <b>\$473,796</b> | <b>\$1,562,944</b> | <b>\$6,420,919</b> |
| <b>Comparison Increase/(Decrease)</b> | <b>8,442</b>     | <b>316,636</b>     | <b>31,394</b>    | <b>(10,926)</b>    | <b>(65,358)</b>  | <b>(43,560)</b>    | <b>236,626</b>     |



Serving Beaufort • Colleton • Hampton • Jasper Counties

June 23, 2016

Lowcountry Council of Governments  
Fiscal Year 2016/2017 Budget

### **Budget Summary**

Here with is presented the proposed budget for FY2016/2017 for Lowcountry Council of Governments. The combined budget of all departments is balanced at \$6,905,315. This is an increase of \$247,770 over the prior year. Each department also has a balanced budget as follows:

1. Administration \$152,828
2. Aging \$3,347,870
3. Community and Economic Development \$457,949
4. HOME \$813,346
5. Planning \$472,904
6. Workforce Development \$1,660,418

### **Administration**

Revenue in Administration nets \$152,828. When you add back the \$152,281 transferred to other departments for grant match the total Administration revenue is \$305,109. The revenue comes from two primary sources, membership dues paid by the four counties of \$185,244 and a State appropriation of \$42,664. Membership dues increased from \$0.60 cent per capita to \$0.75. The rate had not changed in more than 20 years. Revenue from the state appropriation decreased \$11,505. This funding source has decreased significantly in recent years from a high of \$83,071 in 2007 to the proposed budget amount of \$42,664. Efforts were made last year and current year to obtain an increase from the Legislature but were not successful. COG directors will continue to try.

Expenditures in Administration include the annual mortgage payment on the building annex of \$84,228 and Equipment totaling \$35,000 for a telephone system. Also budgeted is a transfer of \$152,281 to the other departments for grant matching funds. It is important to note that the majority of what is received as fees from the member counties (\$185,244) is returned in grant matching funds for the region.

Contingency is budgeted at \$26,600. A goal fund balance is to have between three to six months of operating funds on hand to cover operations in the event of an emergency, for LCOG that equates to about two million dollars. We work hard each year to build the (unrestricted) fund balance. The fund balance was \$976,792 at June 30, 2015.

### **Lowcountry Council of Governments**

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## **Aging**

Aging revenues and expenses are balanced at \$3,347,870, an increase of \$265,346 over last year. Sources of funding include: \$3,082,149 from the SC Lt. Governor's Office on Aging, \$181,691 from outside local match paid by the Aging Service Providers and \$84,030 in matching funds from the COG.

The expenditures comprise the various programs that fall under the Aging umbrella: The Contracted services, with Senior Services of Beaufort and Councils on Aging in Colleton, Hampton and Jasper, for meals and transportation services and other providers for homecare services, total \$1,981,065 or 59% of the total budget. Another \$436,640 or 13% is budgeted for services provided directly to senior citizens for the Family Caregiver, Legal, Minor Home Repair, Respite and Alzheimer's Assistance programs. The Ombudsman, Insurance Counseling, Information Referral & Assistance rounds out the remaining programs in Aging. Sherry actually maintains separate budgets for each of these programs.

A new program was introduced this year, Medical Transportation. The purpose of this program is to provide transportation to "eligible" seniors in the AAA program to doctor's appointments, rehab clinics, the pharmacist, etc. LCOG will contract with transportation providers in the region for these services. The success of this program will depend largely on a partnership with the area hospitals and other medical facilities. We need their assistance when scheduling seniors for appointments to coordinate with us so that we can schedule the transportation.

The Lt. Governor's Office on Aging (LGOA) has mandated that the COGs conduct assessments for all client services, effective 2017. LCOG already has this program in house for most services. A third Assessor position was added to the staff this year as the number of clients has increased and to comply with the LGOA mandate. Aging is budgeted to purchase a vehicle as well for the assessment process. Another position, program assistant, is also budgeted to assist with data entry and management of new and expanding programs.

## **Community & Economic Development**

Community & Economic Development is balanced at \$457,949. Revenue from grants total \$425,949, an increase of \$31,957 over last year. LCOG is providing \$32,000 in grant matching funds. A C&ED Specialist position was added during the year to assist with grant writing and administration as our numbers have increased significantly.

It is important to note that C&ED is 93% grant funded. The department has grant awards and/or plans to submit grant applications for the local governments in the region that will sustain it into FY17/18.

## **HOME**

The HOME budget is balanced at \$813,346. Revenue from HUD totals \$720,346 and the local government appropriation is \$93,000. Expenditures includes 50% of the Affordable Housing Manager's salary. The remaining budget is for home improvements and repairs in the region.

## **Planning**

The Planning budget is balanced at \$472,904, an increase of \$64,466 over the previous year. In partnership with SCDOT, the department provides Transportation Planning for the region. SCDOT increased the planning grant award \$10,000 for a total \$85,000 next year. Many of the grant programs are continued next year. The MPO/LATS planning and implementation will continue with funding of \$189,932 from SCDOT. Implementation of the JLUS Plan will continue next year with funding of \$107,488 from The Department of Defense. LCOG is providing grant matching funds of \$36,250 and Local Government Contracts total \$42,105.

The Planning Department is 92% funded by grants and contract work.

The Planning department is presently working on a marketing campaign to re-introduce planning services to our local governments. I believe there is a need in the region for planning services and LCOG can/should help meet that need. We need your help sharing this message.

## **Workforce Development**

The workforce development revenues and expenditures are balanced at \$1,660,418. This is an increase of \$141,034 when compared to last year's budget of \$1,519,384.

Last year, funding for this program was cut at the federal and state level resulting in a reduction of four staff. We are pleased to add back one of the staff positions, a program assistant, and to return the director's position to full time. The remainder of the new funds have been added to training.

There are three main programs in workforce Adult, Dislocated Worker, and Youth. Each program has a separate budget and program goals. We are allowed to transfer funds between some programs like Adult and Dislocated Worker, and others we are not, like Youth.

Workforce employs about a third of the COG staff. The new WIOA Legislation is requiring COGs to seek contracts for workforce services. So at some point next year, we will go through the bid solicitation process seeking a contract for these services. If there is a successful bidder a good portion of the program will be placed under contract. The COG will still be the administering agency responsible for the WIOA board and the program's success. However, the workforce centers, staff, and specific programs (Youth, DW, and Adult) may be under contract. This is important to note because it will have a significant impact on our indirect cost allocation.

### **Fringe Benefits**

- A Cost of Living Increase of 2% is proposed.
- PEBA announced that health insurance premiums may increase by 5% for the employer AND 5% for the employee. The effective date if approved will be January 2017.
- Retirement contributions shall increase by 0.5% for both the employer and employee

An **employee performance evaluation** process was implemented last year with a new form. This is a good tool to measure performance for both directors and staff.

### **Personnel Changes**

There are some staffing changes in the proposed budget due to changes in programs.

In the Aging department a third Assessor position was added this year due to an increase in the number of client assessments requested. All AAA clients must receive an assessment to determine eligibility for services. The Lt. Governor's Office on Aging (LGOA) made it mandatory for the COG-AAA to conduct assessments effective 2017. This service can no longer be contracted out.

A new position – Program Assistant is proposed in Aging to assist with the increase workload. As mentioned earlier this budget increased by \$259,041. We anticipate more funding for senior programs next year but have not been given award amounts at this point.

Community and Economic Development added a C&ED Specialist to the department during the year to assist with writing and administering the increasing number of grants being awarded in the region.

Workforce Development is adding back a program assistant to the department next year. Due to funding cuts last year the staff was reduced by four. More funds have been awarded for next year, an increase of \$141,034, so we're adding back a much needed program assistant.

We will return to having full time directors in Aging and Workforce. Both programs continue to grow in regulations, service, and funding and need the attention of a full time director. The Aging Director's position is being reclassified from a grade 18 to a grade 20 the same as the other director positions. This program has more than doubled in staff size and funding since this position was originally classed. Hank Amundson will serve as the director of Aging. Michael Butler has been promoted to Workforce Director.

This completes the summary. The operating budget revenue and expenditure reports are attached. We look forward to a very successful year. Sherry and I are happy to answer any questions you may have.

Sherry Smith, Finance Director

Sabrena Graham, Executive Director

**Lowcountry Council of Governments  
Operating Budget  
Fiscal Year July 1, 2016 to June 30, 2017**

| Revenue Sources                       | Comm. & Economic Dev. |                  |                |                  |                |                  | Total            | FY 15/16 Budget    | Comparison Increase/(Decrease) |
|---------------------------------------|-----------------------|------------------|----------------|------------------|----------------|------------------|------------------|--------------------|--------------------------------|
|                                       | Administration        | Aging            | C & ED         | HOME             | Planning       | Workforce        |                  |                    |                                |
| 1 State Appropriation                 | 42,664                |                  |                |                  |                |                  | 42,664           | 42,664             | 0                              |
| 2 Local Government Appropriation      | 185,244               |                  |                | 93,000           |                |                  | 278,244          | 241,195            | 37,049                         |
| 3 Other Sources                       | 600                   |                  |                |                  |                | 500              | 1,100            | 10,810             | (9,710)                        |
| 4 Transfer from Fixed Assets          | 76,601                |                  |                |                  |                |                  | 76,601           | 76,663             | (62)                           |
| 5 Local- Grants Administration        |                       |                  | 312,949        |                  |                |                  | 312,949          | 276,748            | 36,201                         |
| 6 Local- Contracts                    |                       |                  |                |                  |                |                  | 0                | 68,153             | (68,153)                       |
| 7 SC Dept of Employment & Workforce   |                       |                  |                |                  |                | 1,659,917        | 1,659,917        | 1,519,384          | 140,533                        |
| 8 SC Lt. Governors Office-Aging       |                       | 3,082,149        |                |                  |                |                  | 3,082,149        | 2,825,107          | 257,042                        |
| 9 HUD- Affordable Housing             |                       |                  |                | 720,346          |                |                  | 720,346          | 963,060            | (242,714)                      |
| 10 SC DOT                             |                       |                  |                |                  | 270,711        |                  | 270,711          | 227,000            | 43,711                         |
| 11 SC DHEC.                           |                       |                  |                |                  | 6,350          |                  | 6,350            | 19,708             | (13,358)                       |
| 12 SC EMD                             |                       |                  |                |                  |                |                  |                  | 27,271             |                                |
| 13 Dept of Defense                    |                       |                  |                |                  | 107,488        |                  | 107,488          | 45,000             | 62,488                         |
| 14 CDBG                               |                       |                  | 50,000         |                  |                |                  | 50,000           | 50,000             | 0                              |
| 15 EDA                                |                       |                  | 63,000         |                  | 10,000         |                  | 73,000           | 67,244             | 5,756                          |
| 16 Outside Match                      |                       | 181,691          |                |                  | 42,105         |                  | 223,796          | 197,539            |                                |
| 17 Required Match                     | (142,280)             | 84,030           | 27,000         |                  | 31,250         |                  | 0                | 0                  | 0                              |
| 18 Over Match                         | (10,001)              | 0                | 5,000          | 0                | 5,000          |                  | 0                | 0                  | (0)                            |
| <b>Total Revenues</b>                 | <b>152,828</b>        | <b>3,347,870</b> | <b>457,949</b> | <b>813,346</b>   | <b>472,904</b> | <b>1,660,418</b> | <b>6,905,315</b> | <b>\$6,657,545</b> | <b>247,770</b>                 |
| <br>                                  |                       |                  |                |                  |                |                  |                  |                    |                                |
| <b>FY 15/16 Budget</b>                | <b>163,330</b>        | <b>3,082,524</b> | <b>427,811</b> | <b>1,056,060</b> | <b>408,438</b> | <b>1,519,384</b> | <b>6,657,545</b> |                    |                                |
| <b>Comparison Increase/(Decrease)</b> | <b>(10,502)</b>       | <b>265,346</b>   | <b>30,138</b>  | <b>(242,714)</b> | <b>64,466</b>  | <b>141,034</b>   | <b>247,770</b>   |                    |                                |

**Lowcountry Council of Governments  
Operating Budget  
Fiscal Year July 1, 2016 to June 30, 2017**

| Expenditures                              | Comm. & Economic Dev. |                  |                |                  |                |                  |                  | FY 15/16           | Comparison          |
|---|-----------------------|------------------|----------------|------------------|----------------|------------------|------------------|--------------------|---------------------|
|   | Administration        | Aging            | C & ED         | HOME             | Planning       | Workforce        | Total            | Budget             | Increase/(Decrease) |
| 1 Salaries                                | 465,152               | 367,383          | 184,458        | 25,328           | 147,004        | 388,464          | 1,577,788        | 1,427,497          | 150,291             |
| 2 Retirement                              | 264,399               |                  |                |                  |                |                  | 264,399          | 231,494            | 32,905              |
| 3 FICA                                    | 120,701               |                  |                |                  |                |                  | 120,701          | 105,517            | 15,184              |
| 4 SUTA                                    | 15,960                |                  |                |                  |                |                  | 15,960           | 14,000             | 1,960               |
| 5 Workers' Compensation Insurance         | 8,712                 |                  |                |                  |                |                  | 8,712            | 9,240              | (528)               |
| 6 Health and Dental Insurance             | 279,090               |                  |                |                  |                |                  | 279,090          | 245,000            | 34,090              |
| 7 Automobile Costs                        | 13,392                | 6,361            | 2,678          | 335              | 1,005          | 9,710            | 33,481           | 35,245             | (1,764)             |
| 8 Building Costs                          | 181,700               | 3,000            |                |                  |                | 80,500           | 265,200          | 264,265            | 935                 |
| 9 Advertising                             | 1,000                 | 7,000            | 10,000         | 1,500            | 250            | 1,500            | 21,250           | 19,750             | 1,500               |
| 10 Contracts                              | 39,675                | 2,417,705        | 500            | 750,000          | 120,000        | 607,075          | 3,934,955        | 3,944,584          | (9,629)             |
| 11 Depreciation                           | 7,648                 |                  |                |                  |                |                  | 7,648            | 4,380              | 3,268               |
| 12 Dues, Subscriptions and Publications   | 10,000                | 1,500            | 250            |                  | 2,000          | 720              | 14,470           | 13,232             | 1,238               |
| 13 Equipment Leasing and Maintenance      | 22,000                | 250              | 100            | 0                | 750            | 24,000           | 47,100           | 45,280             | 1,820               |
| 14 Insurance and Bonding                  | 11,500                | 0                |                |                  |                | 0                | 11,500           | 11,500             | 0                   |
| 15 Legal Fees                             | 2,000                 | 250              | 0              | 0                |                |                  | 2,250            | 1,250              | 1,000               |
| 16 Meetings                               | 9,000                 | 500              | 1,000          | 100              | 200            | 750              | 11,550           | 7,870              | 3,680               |
| 17 Miscellaneous                          | 11,000                | 500              | 100            | 100              | 500            | 900              | 13,100           | 11,100             | 2,000               |
| 18 Postage and Shipping                   | 10,000                | 100              | 200            | 100              | 100            | 700              | 11,200           | 8,750              | 2,450               |
| 19 Printing                               | 8,000                 | 6,000            | 500            |                  | 500            | 10,500           | 25,500           | 23,750             | 1,750               |
| 20 Supplies                               | 12,000                | 8,500            | 4,000          | 100              | 500            | 8,650            | 33,750           | 30,800             | 2,950               |
| 21 Building and Equipment Purchases       | 50,000                | 25,500           | 2,000          |                  | 3,000          | 6,850            | 87,350           | 68,950             | 18,400              |
| 22 Travel, Training, and Related Expenses | 41,000                | 22,000           | 10,500         | 2,600            | 4,500          | 11,160           | 91,760           | 85,990             | 5,770               |
| 23 Fringe Benefits                        | (716,133)             | 236,461          | 118,724        | 16,302           | 94,617         | 250,029          | 0                | 0                  | 0                   |
| 24 Indirect Costs                         | (741,568)             | 244,860          | 122,939        | 16,881           | 97,978         | 258,910          | 0                | 0                  | 0                   |
| 25 Bad Debt                               |                       |                  |                |                  |                |                  |                  | 0                  |                     |
| 26 Contingency                            | 26,600                |                  |                |                  |                |                  | 26,600           | 48,102             | (21,502)            |
| <b>Total Expenditures</b>                 | <b>152,828</b>        | <b>3,347,870</b> | <b>457,949</b> | <b>813,346</b>   | <b>472,904</b> | <b>1,660,418</b> | <b>6,905,315</b> | <b>\$6,657,545</b> | <b>247,770</b>      |
| <b>FY 15/16 Budget</b>                    | <b>163,330</b>        | <b>3,082,524</b> | <b>427,811</b> | <b>1,056,060</b> | <b>408,438</b> | <b>1,519,384</b> | <b>6,657,545</b> |                    |                     |
| <b>Comparison Increase/(Decrease)</b>     | <b>(10,502)</b>       | <b>265,346</b>   | <b>30,138</b>  | <b>(242,714)</b> | <b>64,466</b>  | <b>141,034</b>   | <b>247,770</b>   |                    |                     |



**Lowcountry Council of Governments**  
**Statement of Revenues and Expenditures**  
**For the Period Ending May 2016**

|                                    | Actual<br>YTD      | Budget           | Variance             | %           |
|------------------------------------|--------------------|------------------|----------------------|-------------|
| <b>Revenues</b>                    |                    |                  |                      |             |
| Federal                            | \$3,522,718        | 4,449,542        | (\$926,824)          | .792        |
| State Restricted                   | 893,390            | 1,094,232        | (200,842)            | .816        |
| State Unrestricted                 | 42,664             | 42,664           | -                    | 1.000       |
| Local Restricted                   | 423,360            | 637,901          | (214,541)            | .664        |
| Local Unrestricted                 | 135,845            | 148,195          | (12,350)             | .917        |
| Other Sources                      | 230,556            | 285,011          | (54,455)             | .809        |
| <b>Total Revenues</b>              | <b>\$5,248,533</b> | <b>6,657,545</b> | <b>(\$1,409,012)</b> | <b>.788</b> |
| <b>Expenditures</b>                |                    |                  |                      |             |
| <i>Personnel and Related Costs</i> | 1,837,555          | \$2,032,748      | (195,193)            | .904        |
| <i>Building and Related Costs</i>  | 230,528            | 264,265          | (33,737)             | .872        |
| <i>Operating Costs</i>             |                    |                  |                      |             |
| Advertising                        | 15,470             | \$19,750         | (4,280)              | .783        |
| Contracts                          | 2,821,079          | 3,944,582        | (1,123,503)          | .715        |
| Depreciation                       | 4,015              | 4,380            | (365)                | .917        |
| Dues, Subscriptions & Publicat     | 12,200             | 13,232           | (1,032)              | .922        |
| Equipment Maintenance & Lease      | 42,310             | 45,280           | (2,970)              | .934        |
| Insurance & Bonding                | 9,698              | 11,500           | (1,802)              | .843        |
| Meetings                           | 6,247              | 7,870            | (1,623)              | .794        |
| Miscellaneous                      | 8,559              | 11,100           | (2,541)              | .771        |
| Legal Fees                         | 450                | 1,250            | (800)                | .360        |
| Postage & Shipping                 | 6,820              | 8,750            | (1,930)              | .779        |
| Printing                           | 20,293             | 23,750           | (3,457)              | .854        |
| Supplies                           | 28,390             | 30,800           | (2,410)              | .922        |
|                                    | 2,975,530          | 4,122,244        | (1,146,714)          | .722        |
| <i>Other Expenditures</i>          |                    |                  |                      |             |
| Equipment & Software Purchases     | 64,342             | \$68,950         | (4,608)              | .933        |
| Travel Costs                       | 71,276             | 85,990           | (14,714)             | .829        |
| Auto Costs                         | 30,910             | 35,245           | (4,335)              | .877        |
| Bad Debt                           | -                  | -                | 0                    |             |
|                                    | 166,528            | 190,185          | (23,657)             | .876        |
| <b>Total Expenditures</b>          | <b>5,210,142</b>   | <b>6,609,443</b> | <b>(1,399,300)</b>   | <b>.788</b> |
| <b>Revenues over Expenditures</b>  | <b>\$38,391</b>    | <b>\$48,102</b>  | <b>(9,711)</b>       | <b>0.80</b> |

**Lowcountry Council of Governments  
Balance Sheet  
For the Period Ending May 2016**

|                                       |             |                           |
|---------------------------------------|-------------|---------------------------|
| <b>Assets</b>                         |             |                           |
| Cash - Unrestricted                   | 125,053     |                           |
| Cash - Restricted TDR                 | 255,981     |                           |
| Accounts Receivable                   | 1,354,892   |                           |
| Prepaid Expenses                      | 11,081      |                           |
| Property, Building & Equipment        | 1,718,760   |                           |
| Amount to be Provided for Debt        | 587,169     |                           |
| <b>Total Assets</b>                   |             | <u><u>4,052,936</u></u>   |
| <br>                                  |             |                           |
| <b>Liabilities &amp; Equity</b>       |             |                           |
| <i>Liabilities</i>                    |             |                           |
| Accounts Payable                      | \$226,753   |                           |
| Accrued Liabilities                   | 505,070     |                           |
| Long-Term Debt                        | 587,169     |                           |
| <i>Total Liabilities</i>              |             | <u>\$1,318,992</u>        |
| <br>                                  |             |                           |
| <i>Fund Equity</i>                    |             |                           |
| Investment in Fixed Assets            | \$1,718,760 |                           |
| Unassigned Fund Balance               | \$961,492   |                           |
| Restricted Fund Balance               | \$0         |                           |
| Nonspendable Fund Balance             | \$15,301    |                           |
| Revenues over Expenditures            | 38,391      |                           |
| <i>Total Fund Equity</i>              |             | <u>\$2,733,944</u>        |
| <b>Total Liabilities &amp; Equity</b> |             | <u><u>\$4,052,936</u></u> |

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| <p><b>LOWCOUNTRY COUNCIL OF GOVERNMENTS</b><br/> <b>COMMUNITY AND ECONOMIC DEVELOPMENT ACTIVITIES</b><br/> <b>CURRENT PROJECTS SUMMARY</b><br/> <b>JUNE 2016</b></p> |
|--|

| <b>ACTIVE PROJECTS:</b>   | <b>NUMBER</b> | <b>DOLLAR VALUE</b>     |
|---------------------------|---------------|-------------------------|
| CDBG Community Investment | 26            | \$ 13,183,901.00        |
| CDBG Economic Development | 0             | \$ -                    |
| CDBG Ready To Go          | 0             | \$ -                    |
| CDBG Planning Grants      | 1             | \$ 50,000.00            |
| EDA Public Works          | 4             | \$ 4,670,500.00         |
| EDA Planning Grants       | 1             | \$ 58,500.00            |
| FEMA Grants               | 1             | \$ 91,446.00            |
| RD Grants                 | 2             | \$ 86,435.00            |
| RIA Grants                | 1             | \$ 500,000.00           |
| HOME                      | 12            | \$ 1,687,298.00         |
| <b>TOTALS</b>             | <b>48</b>     | <b>\$ 20,328,080.00</b> |
| <br>                      |               |                         |
| Applications Pending      | 5             | \$ 2,096,000.00         |

Note: EDA Title IX Loan Program Reports will be provided separately as received by Catawba Regional Planning Council.

Prepared by: Community and Economic Development

**CURRENT PROJECTS**

**CDBG - BEAUFORT COUNTY**

| GRANTEE          | PROJECT                          | STATUS   | FUNDED AMOUNT          | DRAWN TO DATE        | BALANCE                |
|------------------|----------------------------------|--|------------------------|----------------------|------------------------|
| Town of Bluffton | Buck Island-Simmons ville VR III | Sewer construction underway. Contract for sidewalks @ GA for approval. | \$ 500,000.00          | \$ 212,161.00        | \$ 287,839.00          |
| City of Beaufort | NW Quadrant VR III               | Closeout submitted.  | \$ 500,000.00          | \$ 500,000.00        | \$ -                   |
| Town of Bluffton | Possum Point Sewer               | Project out to bid.  | \$ 320,000.00          | \$ 20,400.00         | \$ 299,600.00          |
| Beaufort County  | Sewer Extension                  | Grant awarded. Startup underway.                                       | \$ 1,000,000.00        | \$ -                 | \$ 1,000,000.00        |
|                  |                                  |  |                        |                      |                        |
|                  |                                  |  | <b>\$ 2,320,000.00</b> | <b>\$ 732,561.00</b> | <b>\$ 1,587,439.00</b> |

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**CDBG - COLLETON COUNTY**

| GRANTEE            | PROJECT                     | STATUS   | FUNDED AMOUNT          | DRAWN TO DATE          | BALANCE                |
|--------------------|-----------------------------|--|------------------------|------------------------|------------------------|
| City of Walterboro | South Jefferies Streetscape | Construction complete.   | \$ 500,000.00          | \$ 321,680.00          | \$ 178,320.00          |
| City of Walterboro | Hampton St Water Line Ext   | Construction 95% complete. Prog & Fin Monitoring done. Final closeout being prepped.     | \$ 750,000.00          | \$ 733,902.00          | \$ 16,098.00           |
| City of Walterboro | Lemacks VR III              | 90% complete on trail design. Prepping to bid demos, second round of Ext Rehab underway. | \$ 500,000.00          | \$ 77,019.00           | \$ 422,981.00          |
| Colleton County    | Bama Road Drainage          | Bid package being reviewed prior to advertising bids.                                    | \$ 671,500.00          | \$ 8,000.00            | \$ 663,500.00          |
| Colleton County    | Walterboro Booster Pump     | Contract package & Project amendment being reviewed. Request for more money submitted.   | \$ 482,928.00          | \$ 9,000.00            | \$ 473,928.00          |
| Town of Williams   | Water Improvements          | Awarded.   | \$ 256,138.00          | \$ -                   | \$ 256,138.00          |
|                    |                             |  |                        |                        |                        |
|                    |                             |  | <b>\$ 3,160,566.00</b> | <b>\$ 1,149,601.00</b> | <b>\$ 2,010,965.00</b> |

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**CURRENT PROJECTS**

**CDBG - HAMPTON COUNTY**

| GRANTEE           | PROJECT                        | STATUS   | FUNDED AMOUNT          | DRAWN TO DATE          | BALANCE                |
|-------------------|--------------------------------|--|------------------------|------------------------|------------------------|
| Town of Estill    | Ruth Street Sewer Improvement  | Permitting cleared. Bid opening 6/2.   | \$ 500,000.00          | \$ 201,566.00          | \$ 298,434.00          |
| Town of Brunson   | Water Tank Improvements        | Programmatically closed.   | \$ 347,474.00          | \$ 347,474.00          | \$ -                   |
| Hampton County    | DHEC Health Clinic             | Construction underway. Prog & Financial Monitoring done. Registering all contractors in SAM.gov. | \$ 500,000.00          | \$ 482,000.00          | \$ 18,000.00           |
| Hampton County    | Brunson Gifford Water Connecti | Acquisition underway. Prepping bid package.  | \$ 1,000,000.00        | \$ 70,820.00           | \$ 929,180.00          |
| Town of Yemassee  | Sewer Line Upgrade             | Property acquisition underway.   | \$ 750,000.00          | \$ 70,874.00           | \$ 679,126.00          |
| Town of Hampton   | Sewer Rehab                    | Contract package & Project amendment being reviewed by Commerce.                                 | \$ 666,814.00          | \$ 7,000.00            | \$ 659,814.00          |
| Hampton County    | 2014 CDBG Regional Planning    | Prepping for closeout  | \$ 50,000.00           | \$ 50,000.00           | \$ -                   |
| Town of Hampton   | Demolition                     | Letters sent to property owners and hearings scheduled in June.                                  | \$ 215,700.00          | \$ -                   | \$ 215,700.00          |
| Town of Varnville | Highway 278 Streetscape        | Engineering contract package being reviewed by Commerce.   | \$ 450,000.00          | \$ -                   | \$ 450,000.00          |
| Town of Furman    | Neighborhood Revitalization    | Readvertising for engineers.   | \$ 318,983.00          | \$ -                   | \$ 318,983.00          |
| Town of Brunson   | Neighborhood Revitalization    | Readvertising for engineers.   | \$ 319,180.00          | \$ -                   | \$ 319,180.00          |
|                   |                                |  |                        |                        |                        |
|                   |                                |  |                        |                        |                        |
|                   |                                |  | <b>\$ 5,118,151.00</b> | <b>\$ 1,229,734.00</b> | <b>\$ 3,888,417.00</b> |

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1 Planning

**CURRENT PROJECTS**

**CDBG - JASPER COUNTY**

| GRANTEE                           | PROJECT                         | STATUS   | FUNDED AMOUNT           | DRAWN TO DATE          | BALANCE                |
|-----------------------------------|---------------------------------|--|-------------------------|------------------------|------------------------|
| Jasper County                     | DHEC Addition                   | Closed, waiting on FAC. Documenting benefit.     | \$ 500,000.00           | \$ 488,795.00          | \$ 11,205.00           |
| Jasper County                     | Old Bailey Sewer Extension      | Contract package being reviewed by Commerce.     | \$ 389,050.00           | \$ 10,530.00           | \$ 378,520.00          |
| City of Hardeeville               | Hardeeville Library             | Construction underway.                           | \$ 500,000.00           | \$ 149,835.00          | \$ 350,165.00          |
| Town of Ridgeland                 | Wise St. Pump Station Upgrade   | Construction underway. Change Order #1 approved. | \$ 472,134.00           | \$ 254,587.00          | \$ 217,547.00          |
| City of Hardeeville               | Drainage Focus Area 2           | Wetlands delineation underway.                   | \$ 624,000.00           | \$ -                   | \$ 624,000.00          |
| Town of Ridgeland                 | Consolidated School Preservatio | Environmental Review in progress.                | \$ 150,000.00           |                        |                        |
|                                   |                                 |  |                         |                        |                        |
|                                   |                                 |  |                         |                        |                        |
|                                   |                                 |  |                         |                        |                        |
| <b>6</b>                          |                                 |  | <b>\$ 2,635,184.00</b>  | <b>\$ 903,747.00</b>   | <b>\$ 1,581,437.00</b> |
| <b>CDBG TOTALS - ALL COUNTIES</b> |                                 |  | <b>\$ 13,233,901.00</b> | <b>\$ 4,015,643.00</b> | <b>\$ 9,068,258.00</b> |

**CURRENT PROJECTS**

**REQUESTED**

| GRANTEE                   | PROJECT                   | STATUS  | AMOUNT REQUESTED |
|---------------------------|---------------------------|---|------------------|
| City of Walterboro (FEMA) | Fire truck (AFG)          | Application submitted.                                    | \$ 541,000.00    |
| City of Walterboro (FEMA) | Fire Personnel (SAFER)    | Application submitted.                                    | \$ 150,500.00    |
| Town of Smoaks (RIA)      | Water System Improvements | Application declined.                                     |                  |
| Colleton County (CDBG)    | Ruffin Water Improvements | Not funded.   | \$ 654,500.00    |
| Town of Port Royal        | Sewer Extension           | Application delayed. Awaiting on clarification from SHPO. | \$ 750,000.00    |
|                           |                           |   |                  |
|                           |                           |   |                  |
|                           |                           |   |                  |
|                           |                           |   |                  |
|                           |                           |   |                  |
|                           |                           |   |                  |
|                           |                           |   |                  |
|                           |                           |   |                  |
|                           |                           |   |                  |
| 5                         |                           |   | \$ 2,096,000.00  |

**FEMA Grants**

| GRANTEE                  | PROJECT              | STATUS   | FUNDED AMOUNT | DRAWN TO DATE | BALANCE      |
|--------------------------|----------------------|----------|---------------|---------------|--------------|
| City of Walterboro (AFG) | Protective Equipment | Awarded. | \$ 91,446.00  |               | \$ 91,446.00 |
|                          |                      |          |               |               |              |
| 1                        |                      |          | \$ 91,446.00  | \$ -          | \$ 91,446.00 |





**CURRENT PROJECTS**

**HOME - BEAUFORT COUNTY**

| GRANTEE                                      | PROJECT             | STATUS             | FUNDED AMOUNT | DRAWN TO DATE | BALANCE       |
|--|---------------------|--------------------|---------------|---------------|---------------|
| LowCountry Habitat for Humanity              | New Construction    | 4 units completed. | \$ 100,000.00 | \$ 100,000.00 | \$ -          |
| Town of Bluffton                             | Single Family Rehab | 5 units completed. | \$ 151,381.00 | \$ 151,381.00 | \$ -          |
| Beaufort Jasper Equal Opportunity Commission | Single Family Rehab | 7 units completed. | \$ 186,914.00 | \$ 186,914.00 | \$ -          |
| Beaufort County                              | Single Family Rehab | contract signed    | \$ 114,070.00 | \$ -          | \$ 114,070.00 |
| City of Beaufort                             | Single Family Rehab | 1 unit completed.  | \$ 150,000.00 | \$ 42,830.00  | \$ 107,170.00 |
| Beaufort County 2015                         | Single Family Rehab | 2 units underway   | \$ 96,800.00  | \$ 28,220.00  | \$ 70,580.00  |
| 6  |                     |                    | \$ 799,165.00 | \$ 507,345.00 | \$ 291,820.00 |

**HOME - COLLETON COUNTY**

| GRANTEE         | PROJECT                | STATUS            | FUNDED AMOUNT | DRAWN TO DATE | BALANCE      |
|-----------------|------------------------|-------------------|---------------|---------------|--------------|
| Colleton County | Single Family Rehab #2 | 3 units completed | \$ 162,201.00 | \$ 132,677.00 | \$ 29,524.00 |
|                 |                        |                   |               |               |              |
| 1               |                        |                   | \$ 162,201.00 | \$ 132,677.00 | \$ 29,524.00 |

**CURRENT PROJECTS**

**HOME - HAMPTON COUNTY**

| GRANTEE             | PROJECT             | STATUS                                | FUNDED AMOUNT        | DRAWN TO DATE        | BALANCE             |
|---------------------|---------------------|---------------------------------------|----------------------|----------------------|---------------------|
| Hampton County      | Single Family Rehab | 11 completed                          | \$ 282,679.00        | \$ 282,679.00        | \$ -                |
| Hampton County 2015 | Single Family Rehab | 2 completed, 2 ready for construction | \$ 107,060.00        | \$ 46,895.00         | \$ 60,165.00        |
|                     |                     |                                       |                      |                      |                     |
|                     |                     |                                       |                      |                      |                     |
| <b>2</b>            |                     |                                       | <b>\$ 389,739.00</b> | <b>\$ 329,574.00</b> | <b>\$ 60,165.00</b> |

**HOME - JASPER COUNTY**

| GRANTEE            | PROJECT             | STATUS            | FUNDED AMOUNT        | DRAWN TO DATE        | BALANCE             |
|--------------------|---------------------|-------------------|----------------------|----------------------|---------------------|
| Jasper County      | Single Family Rehab | 5 units completed | \$ 143,666.00        | \$ 143,666.00        | \$ -                |
| Jasper County 2015 | Single Family Rehab | 1 bid received    | \$ 48,020.00         | \$ -                 | \$ 48,020.00        |
|                    |                     |                   |                      |                      |                     |
| <b>2</b>           |                     |                   | <b>\$ 191,686.00</b> | <b>\$ 143,666.00</b> | <b>\$ 48,020.00</b> |

**HOME - ALL COUNTIES**

| GRANTEE      | PROJECT                            | STATUS                                | FUNDED AMOUNT        | DRAWN TO DATE       | BALANCE             |
|--------------|------------------------------------|---------------------------------------|----------------------|---------------------|---------------------|
| ALL COUNTIES | *REGION WIDE - Single Family Rehab | 2 units completed, 1 unit out for bid | \$ 144,507.00        | \$ 87,782.00        | \$ 56,725.00        |
|              |                                    |                                       |                      |                     |                     |
| <b>1</b>     |                                    |                                       | <b>\$ 144,507.00</b> | <b>\$ 87,782.00</b> | <b>\$ 56,725.00</b> |

|                    |  |  |                        |                        |                      |
|--------------------|--|--|------------------------|------------------------|----------------------|
| <b>HOME TOTALS</b> |  |  | <b>\$ 1,687,298.00</b> | <b>\$ 1,201,044.00</b> | <b>\$ 486,254.00</b> |
|--------------------|--|--|------------------------|------------------------|----------------------|



*Serving Beaufort • Colleton • Hampton • Jasper Counties*

June 23, 2016  
Lowcountry Council of Governments  
Fiscal Year 2016/2017 Budget

### **Executive Director's Goals for FY16/17**

1. Become the “convener of the region” and take a leading role in regional conversations. Host regional meetings for various groups (County & Town Administrators, Mayors and Council Chairmen, Legislative delegation members for the region, possibly school district superintendents and school board chairs, Emergency Managers, others). The purpose is to provide a neutral location in the region for these various groups to come and discuss challenges, share information and develop plans for the good of the region.
2. Build and maintain good relationships with the LCOG board and LCOG partners in the region – member local governments, towns, SC Legislators, congressional delegation, Utility providers, Chambers, School systems, Economic Developers, etc.
3. Expand the services offered to our local governments in the Planning and Community & Economic Development Programs. Planning services will be re-introduced next year. C&ED began this year assisting more local governments with grant writing and administration services. We will continue these efforts.
4. Provide client based services in our Aging and Workforce programs in a more efficient and effective manner. Remove barriers to services. Identify new programs and opportunities to provide services.
5. Build redundancy in our financial operations/department. The department is small yet critical to the organization. The loss of one staff can have a big impact on the COG if not planned.
6. Consider an Internship Program with the local university. Students will get college credit and could become employees in the future. LCOG may benefit in areas of research, data collection, field work, etc.
7. Maintain a qualified and well-trained staff. Continue training for the executive director and staff as and where needed.
8. Continue implementation of the LCOG Boards goals set last year. While good progress has been made there is more work to do.
9. Prepare an Annual Report summarizing the activities/accomplishments of LCOG for the previous year. Present the report to the Board and distribute printed copies to our regional partners.

#### **Lowcountry Council of Governments**

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**Lowcountry 208 Certifications: 2014 - 2016 Monthly Comparison**

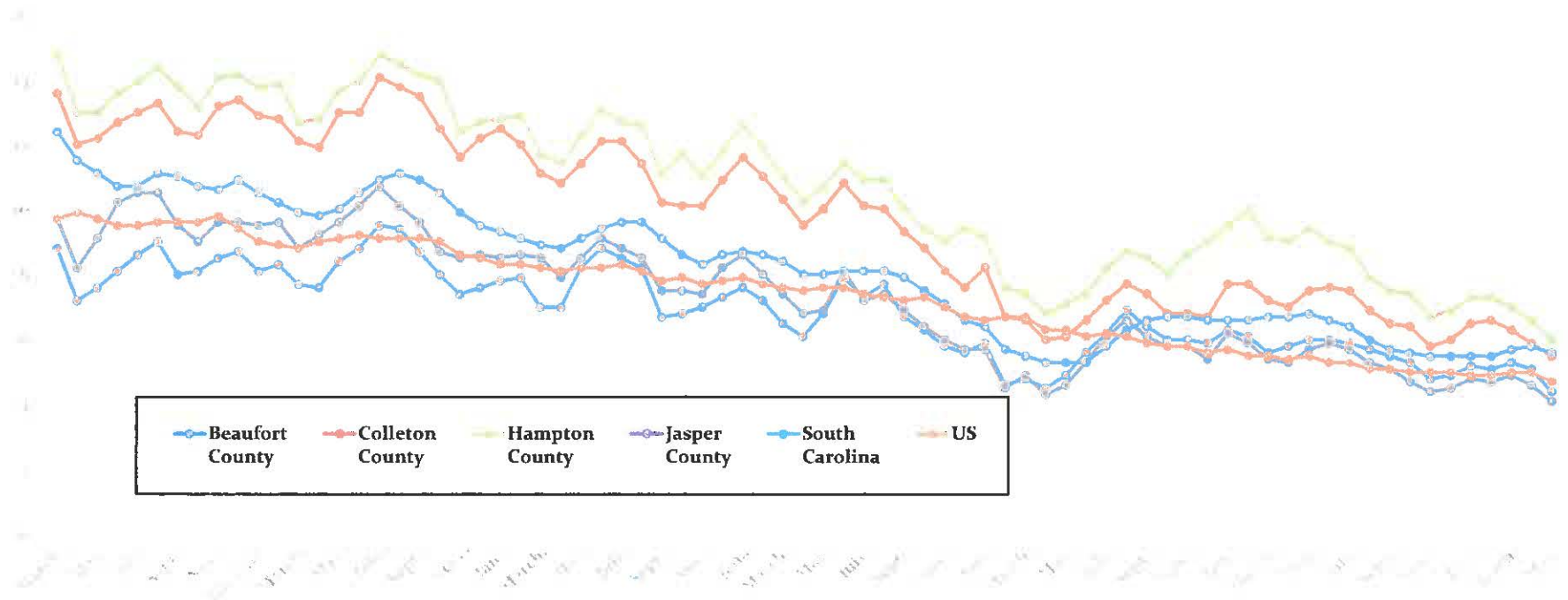
| 2014                | 208 Certifications | Number of Housing Units | Other Buildings   | 2015                | 208 Certifications | Number of Housing Units | Other Buildings                                | 2016                | 208 Certifications | Number of Housing Units | Other Buildings         |
|---------------------|--------------------|-------------------------|---|---------------------|--------------------|-------------------------|--|---------------------|--------------------|-------------------------|-------------------------|
| January             | 3                  | 0                       | Industrial, Fire Station, Jelly Fish Processing                   | January             | 7                  | 133                     | Medical Building                               | January             | 1                  | 7                       |                         |
| February            | 2                  | 0                       | USCB Rec Center, forest road                                      | February            | 6                  | 300                     | Dialysis Clinic                                | February            | 5                  | 150                     | Charter School          |
| March               | 1                  | 0                       | Crystal Lake Park   | March               | 3                  | 302                     | Fire Station                                   | March               | 0                  | 0                       |                         |
| April               | 1                  | 56                      |   | April               | 1                  | 74                      |  | April               | 11                 | 613                     | Hotel                   |
| May                 | 4                  | 100                     | School, Commercial Building                                       | May                 | 2                  |                         | Commercial Projects                            | May                 | 4                  | 79                      | Two car dealerships     |
| June                | 3                  | 46                      | System upgrade, jellyfish processing plant (conditional approval) | June                | 1                  | 29                      |  | June                | 5                  | 145                     | Kroger and other retail |
| July                | 10                 | 266                     | Commercial buildings; school                                      | July                | 7                  | 264                     | Industrial                                     | July                |                    |                         |                         |
| August              | 1                  | 48                      |   | August              | 6                  | 112                     | Commercial Projects, Hotel                     | August              |                    |                         |                         |
| September           | 2                  | 39                      | High School   | September           |                    | 61                      | Commercial Projects, Fire Department           | September           |                    |                         |                         |
| October             | 5                  | 267                     |   | October             | 1                  | 0                       | System improvement                             | October             |                    |                         |                         |
| November            | 1                  | 15                      |   | November            | 3                  | 69                      | Student Housing; charter school expansion      | November            |                    |                         |                         |
| December            | 1                  | 273                     |   | December            | 3                  | 288                     | Wal-Mart; shopping center expansion/renovation | December            |                    |                         |                         |
| <b>Year-to-date</b> | <b>34</b>          | <b>1110</b>             |   | <b>Year-to-date</b> | <b>40</b>          | <b>1632</b>             |  | <b>Year-to-date</b> | <b>26</b>          | <b>994</b>              |                         |

# Lowcountry Labor Force and Employment

|                         | May-16         |                |  | Apr-16         |                |  | May-15         |                |
|-------------------------|----------------|----------------|--|----------------|----------------|--|----------------|----------------|
|                         | Labor Force    | Employment     |  | Labor Force    | Employment     |  | Labor Force    | Employment     |
| Beaufort County         | 74,060         | 70,829         |  | 73,693         | 69,938         |  | 72,310         | 68,274         |
| Colleton County         | 17,203         | 16,261         |  | 17,265         | 16,244         |  | 16,867         | 15,655         |
| Hampton County          | 8,411          | 7,907          |  | 8,350          | 7,803          |  | 8,432          | 7,671          |
| Jasper County           | 12,237         | 11,738         |  | 12,106         | 11,552         |  | 11,892         | 11,263         |
| <b>Lowcountry Total</b> | <b>111,911</b> | <b>106,735</b> |  | <b>111,414</b> | <b>105,537</b> |  | <b>109,501</b> | <b>102,863</b> |

|  | Labor Force | Employment |
|--|-------------|------------|
| <b>Lowcountry Percent Change May 2015-May 2016</b> | 2.20%       | 3.76%      |

# Lowcountry Unemployment Rates



**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 in an executive session to the full Board for discussion purposes only. The full Board will finalize the evaluation and then meet with Executive Director to review. Once out of executive session, the motion to approve the evaluation of the Executive Director in the [exceptional/good/below] range can be voted upon.

**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 sensitivity to changing needs and develops appropriate response.

5      4      3      2      1      Don't Know

COMMENTS:

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

5      4      3      2      1      Don't Know

COMMENTS:

**PROFESSIONAL CHARACTERISTICS**

1. Maintains membership and participates in appropriate professional organizations.

5      4      3      2      1      Don't Know

COMMENTS:

2. Demonstrates good judgment in managing LCOG activities.

5      4      3      2      1      Don't Know

COMMENTS:

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.

5      4      3      2      1      Don't Know

COMMENTS:

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

5      4      3      2      1      Don't Know

COMMENTS:

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.