

LOWCOUNTRY COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING

May 28, 2009  
6:30 p.m.

MINUTES

<b>BEAUFORT COUNTY:</b>	<u><b>PRESENT:</b></u> Donnie Beer Gerald Dawson Brian Flewelling Herbert Glaze Mary Beth Heyward William McBride Joseph McDormick James Outlaw Jerry Stewart Lisa Sulka	<u><b>ABSENT:</b></u> John Safay George Williams (Proxy to Chair)
<b>COLLETON COUNTY:</b>	Esther Black Joseph Flowers Burley Lyons Vic Nettles Evon Robinson Gene Whetsell Bill Young	George White
<b>HAMPTON COUNTY:</b>	Frankie Bennett Jimmy Bilka Lloyd Griffith Pete Hagood Buddy Phillips	J. L. Goodwin Nat Shaffer
<b>JASPER COUNTY:</b>	Gary Hodges George Hood Henry Lawton Gwen Smith	Roy Powell
<b>GUESTS:</b>	(None)	
<b>STAFF:</b>	Chris Bickley, Michelle Knight, Ginnie Kozak, Sherry Smith, Carol Stonebraker, Marvile Thompson, Jamie Wood	

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Chairman Heyward called the May 28, 2009 Lowcountry Council of Governments regular board meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Pete Hagood gave the invocation. Introduction of staff followed. Minutes of the April 23, 2009 meeting were unanimously approved on motion by Henry Lawton with a second from Jimmy Bilka. The Executive Director presented one proxy from George Williams having voting instructions on one matter to the chair. The meeting proceeded after determining a quorum was present.

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There were no items of Old Business on the agenda. Chairman Heyward addressed New Business and recognized Sherry Smith to present FY 08-09 Agency Budget Revisions. Review copies were mailed to board members prior to the meeting and included in meeting packets. Revisions reflected changes since the January 2009 update. Sherry reviewed the documents and reported that the Executive Committee had met earlier that

day and recommended approval. The revised budget increased \$131K over current budget. Contingency reserves decreased due to start-up costs on the planned facility expansion project and because of a reduction in the COG's State appropriation. Expenses increased due to temporary salaries related to the new WIA Summer Youth Training program and additional HOME program expenditures—however, affordable housing revenues increased to match that expenditure rate. One revenue line item decreased due to start-date delay for a mass transit grant that would carry over and begin next year. Discussion followed. Bill McBride moved to approve the budget revisions, and following a second by Bill Young, the motion carried with all in favor.

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Chris Bickley was recognized to discuss the Personnel Policy Manual update. Draft copies were mailed to board members prior to the meeting. Chris said the policy was being revised to add legal requirements and remove obsolete sections in the written policy and would formalize current policy followed by the COG. Joe Flowers moved to approve the policy update, and following a second by Henry Lawton, the motion was unanimously approved.

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Chairman Heyward addressed the Lowcountry Area Agency on Aging (AAA) Plan Update and asked Aging Committee Chairman Gerald Dawson for comments on the home care services contract that had been discussed at the previous meeting. Mr. Dawson reported the committee had again met as requested by the board and that, although a quorum was not present, the majority of those present upheld its recommendation to award the contract in all four counties to Home Helpers. Discussion followed and Mr. Dawson explained that procurement guidelines prevented the committee from considering any information not contained in contractor proposals submitted by the RFP deadline. Chris Bickley added his regret at not having made that requirement clear when protests were first heard in April.

Marvile Thompson was recognized to present the AAA Plan Update. Copies were mailed to board members prior to the meeting and included in meeting packets. Marvile said the Aging Committee had met to review the plan update and recommended its approval. She reviewed the plan summary and provided statistics on clients served through the in-house Family Caregiver, IR&A, ICARE and Ombudsman programs as well as contracted services in each county. The AAA's major focus would be on providing information, education and services to help seniors remain in their homes for as long as possible and avoid non-home living. Sherry Smith reviewed AAA service funding allocations. Questions were addressed during Marvile and Sherry's presentations.

Chairman Heyward called for motions. Jimmy Bilka moved to accept the Aging Advisory Committee's original recommendation to award the home care services contract to include all four counties to Home Helpers. Joe Flowers seconded the motion, and following discussion, the motion carried by majority having opposing votes from Donnie Beer, Gary Hodges and from George Williams by proxy. Jim Outlaw made a motion to approve the Aging Plan update, Pete Hagood seconded the motion, and without added discussion, it carried with all in favor.

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The Chairman recognized Michelle Knight to present two Title IX Loan Applications for Board consideration. A review memo was mailed to board members prior to the meeting and included in meeting packets. Michelle said the Loan Review Committee had met and recommended approving both loans. She briefly reviewed the summary noting that both loan requests met criteria established by EDA and the LCOG Board and were well collateralized. Discussion followed. Joe Flowers made, and Henry Lawton seconded, a motion to approve a Title IX loan to Environments, a City of Beaufort company that serves the childcare and early education markets. The motion carried with all in favor. Brian Flewelling made, and Joe Flowers seconded, a motion to approve a Title IX loan to Seabrook Classics, a Beaufort County furniture manufacturer. The motion carried by majority with one abstention from Vic Nettles because the applicant is a customer of his.

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Chairman Heyward appointed a Nominating Committee to present a slate of officers for the new year at the June meeting. It included Bill McBride to represent Beaufort County and serve as committee chair and Bill Young, Jimmy Bilka and Henry Lawton to represent Colleton, Hampton and Jasper Counties respectively. The committee will meet June 25<sup>th</sup> at 5:30 p.m. prior to the regular board meeting to develop a slate of officers for board consideration.

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Sherry Smith was recognized for the Finance Report. Copies were in meeting packets. Sherry said that receivables and cash flow had significantly improved primarily due to SC Department of Commerce now allowing twice-monthly WIA reimbursement requests. Next month's report would reflect budget revisions approved earlier in the meeting. The report was accepted as information.

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Michelle Knight was recognized for the Community & Economic Development Report. Copies were in meeting packets. Michelle submitted the report as written and commented on other activity. Staff had responded to grant application clarification memos from State, and site visits would soon take place with award decisions expected in July. Michelle shared information about Community Development Block Grant recovery money that could potentially fund several regional infrastructure projects. She reviewed criteria and asked that interested communities contact her very soon because of the short deadline. The report was accepted as information.

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Chris Bickley was recognized for the Director's Report. Copies were in meeting packets, and Chris commented on selected items. He said the Executive Committee would meet 5:00 p.m. June 18 at the COG to work on next year's budget. There was some good news that regional unemployment had shown slight improvement. Chris introduced new Workforce Director Jamie Wood. New traffic count maps were posted in the boardroom and would be made available by email on request to Ginnie Kozak.

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Chairman Heyward called for a motion to go into Executive Session to discuss a personnel item. The motion was made by Jimmy Bilka, seconded by Henry Lawton, and approved with all in agreement. The meeting returned to Open Session, and Chairman Heyward announced that the full board had conducted the Executive Director's annual performance evaluation with results in the "meets or exceeds high expectations" range.

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There were no comments during Council Time. With no additional business to address, and on motion duly made, seconded and approved, the Chairman adjourned the meeting at 7:40 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,

L. Chriswell Bickley, Jr.  
Executive Director

Attachments