

**LOWCOUNTRY COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING**

May 23, 2013
6:30 p.m.

MINUTES

	<u>PRESENT:</u>	<u>ABSENT:</u>
BEAUFORT COUNTY:	Brian Flewelling Herbert Glaze Marc A. Grant Mary Beth Heyward Bill McBride Jerry Stewart George Williams	Gerald Dawson (Proxy to B. McBride) Billy Keyserling Joseph McDomick Lisa Sulka (Proxy to Chair) Tabor Vaux
COLLETON COUNTY:	Esther S. Black Joseph Flowers Larry (Babe) Hutto Thomas (Tommy) Mann Evon Robinson Gene Whetsell Bill Young	
HAMPTON COUNTY:	Frankie Bennett Charles Boyles, Jr. J. L. Goodwin Lloyd Griffith James (Pete) Hagood Charles (Buddy) Phillips Nat Shaffer	
JASPER COUNTY:	Henry Etheridge Henry Lawton, Sr. Joey Malphrus Gwen Johnson Smith	Sherry Carroll
GUESTS:	Celia Price, Guest of Esther Black	
STAFF:	Chris Bickley, Michelle Knight, Ginnie Kozak, Sherry Smith	

Chairman Herbert Glaze called the May 23, 2013 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. The Chairman announced that the Executive Director and several board members, as well as the caterer, would join the meeting later, having been delayed by an accident that closed I-95 northbound between Ridgeland and the COG office. Introduction of guests and staff followed. Joe Flowers moved to approve Minutes of the April 25, 2013 Board Meeting. Brian Flewelling seconded the motion and said Chris Bickley contacted him after the last meeting regarding his Finance Report question. He asked Sherry Smith to share details with the Board. Sherry said the bad debt line item amount represented three combined C&ED projects not funded at the time they were submitted. The COG is allowed to incur costs starting when staff begins work on a project, and if a project is not funded, the COG has a planning grant against which the costs may be written off. Although listed as bad debt, it is not a bad debt to the COG, but rather a bad debt to another grant that will cover the costs. Hearing no additional comments, Chairman Glaze called for a vote on the motion to approve the minutes. The motion unanimously carried. The Finance Director presented a proxy from Gerald Dawson to Bill McBride and from Lisa Sulka to the Chair. Both were general proxies. The meeting proceeded after determining a quorum was present.

Chairman Glaze addressed Old Business and recognized Sherry Smith to present FY2012-2013 Agency Budget Revisions. Copies of the original budget and proposed revisions were sent to board members prior to the meeting. Sherry noted the budget is reviewed each spring and revised to reconcile with actual revenues and expenses. The original budget of \$5.8M is reduced to \$5.4M.

The original general operations contingency of \$25K is reduced to \$20K. A special \$15K grant from the SC Office on Aging added additional match funds for the Aging Program. The \$8K computer server replacement planned next fiscal year moved to current year by necessity to accommodate added staff because WIA offsite employees are moving to the COG in June. Another \$8K will be used for overmatch to close two old Planning Department projects. The building expansion project contingency is reduced, and remaining project items are included in the revised total.

Sherry commented on Revenue Sources and Expenditures. The year began with one loaned-employee, who later dropped out of the program. Two others were added. All loaned-employee expenses are reimbursed 100% to the COG. Three multi-year grants decreased in the revised budget; however, those funds do not go away but carry over to next fiscal year.

Staff recommended approval. There were no questions, and Brian Flewelling moved to approve the revised budget. Following a second from Mary Beth Heyward, the motion carried with all in favor.

Under New Business, Chairman Glaze appointed a Nominating Committee to develop a slate of candidates for new Board officers that will be presented at the next meeting. They are: Committee Chairman Bill McBride representing Beaufort County and Gene Whetsell, Frankie Bennett and Henry Etheridge representing Colleton, Hampton and Jasper Counties respectively.

Chairman Glaze called for Reports. Sherry Smith submitted two April Finance Report views, one based on the original budget and the other as revised earlier in the meeting. Operations are expected to be at 100% of budget and all but one remaining building project item complete by fiscal year end. Accounts Receivable showed some improvement. Pete Hagood made a motion to accept the report as information, and following a second from Tommy Mann, the motion carried with all in favor.

Michelle Knight submitted the Community & Economic Development Report. Three applications were submitted during the April funding round. State staff conducted site visits and reviewed questions on proposed projects. Results are expected around the end of June. Michelle said it is not too early to begin thinking about applications for the fall funding round and asked everyone to call her if they have projects.

Henry Lawton and Chris Bickley came into the meeting at this time.

Sherry Smith submitted the Director's Report as written and recommended the Executive Committee meet at the COG office June 20 at 5:30 p.m. to review the budget for next fiscal year. All agreed.

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 6:55 p.m. The caterer also arrived and most present stayed a few minutes to eat. 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