

LOWCOUNTRY COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING

April 28, 2016

6:30 p.m.

**MINUTES**

**PRESENT:**

**ABSENT:**

**BEAUFORT COUNTY:**

Herbert Glaze  
Bill McBride  
Joseph McDomick  
Dan Wood

Phil Cromer [proxy to Alice Howard]  
Gerald Dawson [proxy to Herbert Glaze]  
Brian Flewelling [proxy to Bill McBride]  
Marc Grant  
Mary Beth Heyward [proxy to Brian Flewelling]  
Alice Howard  
Jerry Stewart

**COLLETON COUNTY:**

Esther S. Black  
Joseph Flowers  
Tommy Mann  
Evon Robinson  
Gene Whetsell

Crawford Moore

**HAMPTON COUNTY:**

Frankie Bennett  
Pete Hagood  
Travis Mixson  
Buddy Phillips  
Nat Shaffer

**JASPER COUNTY:**

Tom Johnson  
Henry Lawton  
Joey Malphrus  
Gwen Johnson Smith  
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 McDomick 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 McDomick 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 2018 report had the largest amount of building activity since the down turn in the economy.
- 4.5. Planning Reports – Ginnie Kozak
- 4.5.1. 2018 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.