

LOWCOUNTRY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS  
THURSDAY, APRIL 27, 2017 6:30 P.M.  
POINT SOUTH, SOUTH CAROLINA

**MINUTES**

**PRESENT:**

**ABSENT:**

**BEAUFORT COUNTY:**

Michael Covert  
Gerald Dawson  
Brian Flewelling  
Herbert Glaze  
York Glover  
Mary Beth Heyward  
Alice Howard  
Joseph McDomick  
Dan Wood

Phil Cromer, proxy to Alice Howard  
Marc Grant

**COLLETON COUNTY:**

Bobby Bonds  
Joseph Flowers  
Tommy Mann  
Evon Robinson  
Gene Whetsell

Crawford Moore

**HAMPTON COUNTY:**

Pete Hagood  
Ronald Mixson  
Pete Mixson  
Buddy Phillips  
Nat Shaffer

**JASPER COUNTY:**

John Carroll  
Tom Johnson  
Joey Malphrus  
Gwen Johnson Smith

Henry Lawton

**GUESTS:** Chakisha Hicks, Hampton WIOA; Al Jenkins, Sen. Scott's Office; Celia Price, Colleton County; Charlie Rutkowski, Community Transportation Assoc. of America; Tammy Taylor, Sumter WIOA; Craig Winn, SCDOT.

**STAFF:** Mike Butler, Althea Graham, Sabrena Graham, Barbara Johnson, Ginnie Kozak, Michelle Knight, Connie Schroyer, Sherry Smith

1. **Call to Order** Chairman Dawson called the meeting to order at 6:31 pm

1.1. Pledge of Allegiance

1.2. Invocation

– Led by Bobby Bonds

1.3. Introduction of Guests and Staff

1.4. Proxies

– Phil Cromer to Alice Howard, Crawford Moore absent.

1.5. Approval of March 23, 2017 Minutes

Action – MOVED by Pete Hagood, seconded by Joseph McDomick to accept the minutes as presented.  
Motion carried unanimously.

## **2. Public Hearing**

### **2.1. Regional HOME Consortium 2017-2018 Annual Action Plan – Barbara Johnson**

- A public hearing was conducted to receive comments on the proposed allocation of 2017-2018 HUD Affordable Housing Funds.
- The plan was presented. Copies of the plan were distributed during the meeting.

Q: How is it decided which rental units will be rehabilitated?

A: 15% of the annual allocation must go to a Community Housing Development Organization (CHDO). CHDOs work on new construction or rehab what they already own. The only CHDO in our region is the Lowcountry Habitat for Humanity. Beneficiaries, either homeowners or renters, must have very low income to qualify.

Q: Habitat for Humanity can be a landlord as well as a benefactor?

A: Yes. They can be both.

Q: Is there a Habitat for Humanity in all four counties?

A: Lowcountry Habitat serves Beaufort County; Hilton Head Habitat serves Hilton Head Island and Jasper County; Colleton County has a newly formed Habitat and Hampton County's Habitat is inactive.

## **3. Presentations**

### **3.1. SCDOT Progress Report – Craig Winn**

- A progress report of SCDOT road and bridge projects in the region was given. Copies of the report were distributed during the meeting.

Q: A portion of Pocotaligo Road in Hampton County between McPhersonville and Yemassee has been closed since the October 2016 hurricane. What is the status of this closure?

A: Mr. Winn will check with the district office and update the board at the next meeting.

### **3.2. Expansion Opportunities of Public Transportation for LCOG's Rural Areas – Charles Rutkowski, Community Transportation Association of America (CTAA)**

- The CTAA is a nationwide, not-for-profit agency that assists local governments with the enhancement & development of rural transit, as well as funding solutions.
- The Technical Assistance Program provides transit planning and development supported by the USDA as an economic development initiative.
- By enhancing and developing public transit programs CTAA helps people get to work, to health care and to other services and businesses which is a real benefit to small, rural communities.
- Three projects have been completed in the Lowcountry over the last 7 years: in the support of coordination between agencies: in veterans transportation to VA facilities; and the purchase of computer tablets for Palmetto Breeze vehicles.
- Recently CTAA hosted a 'Visioning Workshop' with area partners and transportation agencies to determine what the perceived unmet mobility needs were within the region. Identified was the need to provide more transportation service in rural areas with destinations other than Hilton Head for employment purposes. Also noted is the need for more circulatory services and mid-day travel between Beaufort, Bluffton and Hilton Head.
- CTAA is now working with the COG's Planning Department and Palmetto Breeze to quantify the demand which will guide the determination of viable projects. Project funding is limited.
- Palmetto Breeze has been in talks with a Hilton Head housing developer with plans to build a 600-700 unit facility to house hospitality industry workers. This will create a need and a potential funding source, via the developer, for circulatory transit in the Hilton Head area. This potential transit service would also be available to the general public.
- CTAA will be contacting other Hilton Head employers to determine whether there is a need and an interest in funding the transit of second-shift employees.
- The LCOG Workforce and Planning Departments has been invited by the SC DEW to apply for grant for transit service in Walterboro area. A pilot program, this circulatory service would link unemployed and under-employed individuals to workforce training and job opportunities.

- CTAA will provide a letter of support and, if awarded, provide marketing and education for the Walterboro service

Q: Are there studies being done to access transit needs for other than employment purposes?

A: CTAA is looking at all kinds of needs – for shopping and especially for health care.

Q: Is there a market or need for the transit of workers from northern Beaufort County and Colleton County to the Boeing Plant in Charleston?

A: Yes. The CTAA can talk to the employers and see what their interest is. Sometimes there are tax benefits to employers and employees who use specific public transit.

### 3.3. Presentation of Workforce Development Activities – Michael Butler

- Mike Butler gave a Powerpoint presentation of the Workforce Development activities for Program Year (PY) 216-2017. Copies of the Powerpoint were distributed.
- To date, \$473,780 have been spent on training & supportive services, with 92% spent directly on training.
- A total of 128 clients have received certifications in 7 locally needed occupations.
- Over 200 hiring events and job fairs, have been held in the region's SCWorks centers.
- Two former clients spoke of their career successes made possible through WIOA programs. Chakischa Hicks received 55 days of On-the-Job training and is now a Logistics Manager for a local trucking company. Tammie Taylor received her CDL license and now is a CDL instructor herself.

## 4. New Business

- Action
- 4.1. Approval of the HOME Consortium 2017-2018 Annual Action Plan & Projects - Barbara Johnson
- MOVED by Nat Shaffer, seconded by Joseph McDomick to approve the HOME Consortium 2017-2018 Annual Action Plan & Projects. Motion carried unanimously.
- 4.2. Approval of the Lowcountry Area Agency on Aging 2017-2021 Area Plan – Sabrena Graham
- Using a 24-page guideline for completing the 2017-2021 Area Plan, services provided to the local disabled and senior citizens were assessed, improvements were identified and a list of goals and objectives were created.
  - Goal 1, Improve Service Delivery. Improve services delivered through innovation, support, outreach, and education for the purpose of increasing both the number of individuals served and the quality of the services.
  - Goal 2, Service Model. Make strides towards providing more service options to older adults and disabled individuals in the region, driving new service model ideas and therefore finding new ways to serve the “New Senior” of tomorrow.
  - Goal 3, Quality Service. Continue to deliver existing services at a high level in compliance with OAA (Older Americans Act) and LGOA (Lt. Government Office on Aging) policy and guidance.
  - A copy of the Area Plan is posted on the LCOG website.
- Action
- MOVED by Brian Flewelling, seconded by Beth Heyward to approve the Lowcountry Area Agency on Aging 2017-2021 Area Plan. Motion carried unanimously.
- 4.3. Approval of New Committee Member to the Regional Area Agency on Aging Advisory Committee – Sabrena Graham
- The Regional Aging Advisory (RAAC) Committee met last week and recommends the appointment of Susie Fripp Gordon to the committee.
- Action
- MOVED by Joe Flowers, seconded by Beth Heyward to approve Susie Fripp Gordon to the RAAC Committee. Motion carried unanimously.

## **5. Department Reports**

### **5.1. Finance Report for March 2017 – Sherry Smith**

- Revenues over expenditures were \$19, 921.
- 75% of the budget has been expended.
- Copies of the monthly financial statement were distributed in agenda packets.

Q: The line item for 'Equipment Maintenance & Lease' is at .907. Are we current and maybe paid ahead?

A: Yes. We are current on expenses. Equipment maintenance also includes contracted I.T. services including computer reconfiguration for new hires and in fixing problem units. This cost is running a little high this year.

Q: Will this line item budget be sufficient for the remainder of the year?

A: An increase in the line item may be needed during the budget revisions next month. However, there are other line items that will fall below anticipated expenditures which will balance out at years' end.

### **5.2. Community and Economic Development Report – Michelle Knight**

- SC Dept. of Commerce will be at the LCOG on May 9<sup>th</sup> to consider project ideas for future funding. All municipalities and counties are encouraged to attend. Invitations have been sent.
- The HOME Consortium has now received a few applications for home improvements from Jasper County.
- The HOME Consortium Advisory Committee currently has 3 open seats to fill.

### **5.3. Director's Report – Sabrena Graham**

- I will be serving as the interim LCOG Aging Director until the position is filled. The plan is to have a director on staff by the end of May.
- The Vision and Mission Statements and the by-laws of the Regional Aging Advisory Committee have been revised and will be presented to the LCOG Board for approval. The Lowcountry Area Agency on Aging 2017-2021 Area Plan will be submitted by the May deadline.
- May 3<sup>rd</sup> will be the first meeting of the SCDOT Working Group to discuss new options for the distribution of Guideshare monies. I have been asked to participate in this group as a COG representative.
- Mr. Rutkowski with the CTAA will be working with the LCOG and the LRTA on the expansion opportunities of public transportation throughout the region. CTAA is also working with local agencies to design a transportation program to transport clients to area medical and health care agencies.
- SCDOT accepted the board's recommendation and approved 5310 Transit funding requests. The Small Urban projects are funded. The rural projects are broken into two categories. The purchase of service projects for Hampton & Jasper Councils on Aging were guaranteed for the second year. The other rural projects (Beaufort DSN, Beaufort COA, Colleton DSN & Hampton DSN) are all placed on an alternate projects list.
- LCOG has submitted our budget request to the County Finance Departments at the same funding level as last year.
- The Planning & Workforce Depts. have teamed up to pursue a \$100,000 Transportation Demo Grant from the State Workforce Development Board.

### **5.4. Planning Reports –208 Report & Regional Unemployment Chart (for information)**

## **6. Council Time**

- Chairman Dawson recommended York Glover to fill the seat of retired board member Bill McBride on the Northern Beaufort County Regional Implementation Plan Committee. The composition of the committee includes a LCOG Representative from Beaufort County. The appointment was approved by consensus.

7. **Adjourn**

- The meeting adjourned at 7:47pm

**Caucus**

Jasper County members to select (1) representative to attend the NADO Annual Training Conference. The conference will be held Sept. 9-12, 2017 in Anchorage, Alaska. **Jasper County members have chosen not to send a representative to the conference. UPDATE: Gwen Smith volunteered to fill the opening.**