

LOWCOUNTRY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS
THURSDAY, MAY 25, 2017 6:30 P.M.
POINT SOUTH, SOUTH CAROLINA

MINUTES

PRESENT:

ABSENT:

BEAUFORT COUNTY:

Gerald Dawson
Brian Flewelling
York Glover
Mary Beth Heyward
Alice Howard

Michael Covert, proxy to G. Dawson
Herbert Glaze, proxy to G. Dawson
Marc Grant
Joseph McDomick
Dan Wood

COLLETON COUNTY:

Bobby Bonds
Crawford Moore
Evon Robinson
Gene Whetsell

Esther Black, proxy to Evon Robinson
Joe Flowers, proxy to Gene Whetsell
Tommy Mann, proxy to Gene Whetsell

HAMPTON COUNTY:

Ronald Mixson
Pete Mixson
Nat Shaffer

Pete Hagood, proxy to Pete Mixson
Buddy Phillips, proxy to Nat Shaffer

JASPER COUNTY:

John Carroll
Tom Johnson
Henry Lawton
Joey Malphrus
Gwen Johnson Smith

GUESTS: Kelly Farabee, Wolverton

STAFF: Sabrena Graham, Michelle Knight, Jordan Newman, Connie Schroyer, Sherry Smith

1. **Call to Order** Chairman Dawson called the meeting to order at 6:33 pm
 - 1.1. Pledge of Allegiance
 - 1.2. Invocation
 - Led by Brian Flewelling
 - 1.3. Introduction of Guests and Staff
 - 1.4. Presentation to retiring board member Frankie Bennett
 - Frankie Bennett, representative from the Town of Estill, was respectfully recognized for 24 years of service on the LCOG Board and presented with an engraved desk clock. Mr. Bennett was unable to attend the meeting.
 - 1.5. Proxies
 - Michael Covert & Herbert Glaze to Gerald Dawson; Joe Flowers & Tommy Mann to Gene Whetsell; Esther Black to Evon Robinson; Buddy Phillips to Nat Shaffer; Pete Hagood to Pete Mixson.
 - 1.6. Approval of April 27, 2017 Minutes
 - MOVED by Brian Flewelling, seconded by Mary Beth Heyward to approve minutes as presented. Motion carried unanimously.
2. **New Business**
 - 2.1. FY 2016-2017 Agency Budget Revisions – Sherry Smith
 - Year-end budget revisions are necessary to adjust for unknown revenues or expenditures incurred during the year.
 - The year-end budget totals \$7,039,040, an increase of \$133,725. The revised contingency is

Action

- \$47,152 in general operations.
- Action
- A memo detailing the revisions was distributed during the meeting.
 - MOVED by Brian Flewelling, seconded by York Glover to approve the FY 2016-2017 Agency Budget Revisions. Motion carried unanimously.
- 2.2. Appointment of a Nominating Committee
- Chairman Dawson appointed a Nominating Committee, comprised of one member from each county, to present a slate of board officers for the upcoming year. Recommendations will be received at the June meeting.
- Appointed to the committee were: Joseph McDomick (B), Evon Robinson (C), Buddy Phillips (H) & Gwen Smith (J). Buddy Phillips will chair.
- 3. Department Reports**
- 3.1. Finance Report for April 2017 – Sherry Smith
- Copies of the monthly budget report were distributed in agenda packets.
 - The budget revisions approved earlier are not reflected on the report.
 - The revised budget will bring the revenues and expenditures back in line with year-to-date projections.
- 3.2. Community and Economic Development Report – Michelle Knight
- The Dept. of Commerce is finishing up their site visits with the spring round of applicants. Final award notification is anticipated by the end of June.
 - It's time for the 3-year renewal of HOME Consortium members. Letters have been mailed to the chief officials of all localities in the region with the option to continue or withdraw from the Consortium. No action necessary unless withdrawing.
- 3.3. Director's Report – Sabrena Graham
- Introduced new Aging Director, Jordan Newman
 - There will be a budget meeting with the Executive Committee on June 15 at 4:30 pm.
 - With the year-end budget revision, the COG added an additional \$47,000 to the fund balance. Ms. Graham is pleased with the slow but steady increase to the contingency.
 - Thanks to all who attended the Project Development Day with SC Dept. of Commerce on May 9th.
 - Congratulation to Planning Dept. staff member Lawrence Holdsworth for completing Leadership Beaufort 2017.
- 3.4. Planning Reports – (for information)
- 208 Report & Regional Unemployment Chart were distributed during the meeting.
- 4. Executive Session**
- 4.1. Personnel Matter
- The Executive Session began at 6:50pm, concluded at 7:06pm.
 - The Executive Committee reviewed with the full board its draft performance evaluation of the Executive Director for Board consideration.
 - The strengths, improvements and overall rating were reviewed with the Executive Director.
 - A 2% merit raise in addition to the COG-wide cost of living adjustment (pending final budget) were awarded.
 - In open session, MOVED by Brian Flewelling, seconded by Evon Robinson to approve the performance evaluation and salary adjustment. Motion carried unanimously.
- Action
- 5. Council Time**
- Alice Howard thanked Michelle Knight for her report at a recent Beaufort County Council meeting. She did an excellent job in explaining the cost increase of a CDBG project.
- 6. Adjourn**
- The meeting adjourned at 7:09 pm