

**South Carolina Human Affairs Commission  
Board Meeting**

November 15, 2018  
10:00 A.M.

SCHAC Board Room  
1026 Sumter Street  
Columbia, South Carolina

**BOARD MEMBERS PRESENT**

John A. Oakland, *Chair*  
Harold Jean Brown  
Ashley Case  
Joe R. Fragale - EXCUSED  
Cheryl Ludlam, *Vice Chair*  
The Reverend Willie Thompson  
A. C. Williams

**STAFF PRESENT**

Raymond Buxton, II  
Nathania Anderson  
Alyssa Barker  
Sharon Dorn  
Reggie Green  
Dan Koon  
Teresa McWilliams  
Lee Ann Rice  
Dave Smith  
LaTarnya Whitmire

**CALL TO ORDER AND ATTENDANCE CHECK**

On November 15, 2018, the South Carolina Human Affairs Commission (SCHAC) held its Board meeting at 1026 Sumter Street, Columbia, South Carolina. A public notice was posted at the main entrance on November 14, 2018, and to the SCHAC website.

Chair John Oakland called the Board meeting to order at 10:04 A.M. All Board Members were present, except for Commissioner Fragale, who was excused.

**APPROVAL OF MINUTES**

There being no corrections to the minutes, a motion was made to approve by Commissioner Williams and seconded by Commissioner Brown. The August minutes were approved unanimously.

**MONTHLY DIVISION REPORTS**

The monthly division reports were presented to and emailed to Board Members on Thursday, November 15, 2018.

## COMMITTEE REPORTS

### Administrative Update - Commissioner Brown

Commissioner Brown commended the SCHAC Community Relations Council newsletter. She also commended the SCHAC staff on case completions. She deferred the Administrative Update to Commissioner Buxton. He stated:

- The Agency's budget for FY 18/19 was due for submission on Sept. 14<sup>th</sup>, but the deadline was extended to Sept. 21<sup>st</sup>, because of Hurricane Florence. SCHAC's actual submission date was Sept. 18<sup>th</sup>.
- The Agency Head performance evaluation for FY 2017-2018 was due to the Agency Head Salary Commission on August 15, 2018, and the Planning Stage Documents for FY 2018-2019 were due and submitted on Sept. 15, 2018.

### Legal Update – Commissioner Case

Commissioner Case deferred the Legal Update to Lee Ann Rice. Lee Ann shared information on the hearing to amend Regulations 65-30 and 65-235. She stated that the members of the Board would be attending the Public Hearing on SCHAC Regulations via conference call. Chairman Oakland will be overseeing the vote on that day.

Lee Ann also discussed the hearing coming up in Greenville on December 6. She tabled some discussion to the Executive Session.

### Legislative Update – Commissioner Fragale, Excused

In Commissioner Fragale's absence, Commissioner Buxton gave the Legislative Update. He stated that it is important that SCHAC develop and maintain good relationships with the members of the General Assembly for the sake of the Agency's budget and mission. His primary objective is to work with members on both sides of the aisle to educate them on the importance of the Agency to the State and its citizens.

### Personnel Update – Commissioner A. C. Williams

Commissioner Williams welcomed the SCHAC new hires and shared the following information in Christina Jordan's absence:

Total	As of 11/14/2018
Employees:	43 – Full Time Employees
	01 – State Temp – Larry McBride (Program Coordinator I – Mediator)
	<b>43 – Total Employees</b>
Total Vacancies:	As of 11/14/2018
	03 – • One (1) Administrative Specialist I (Intake) – Position closed on October 15, 2018. SCHAC has completed first interviews for this position and is scheduling second interviews. Anticipate hiring date of January 2nd.
	• One (1) Program Coordinator I (Technical Services) – Position was re-posted and closed on November 6, 2018. SCHAC is in the process

of reviewing applicants and scheduling interviews. Anticipate hiring date of January 2nd.

- One (1) Program Coordinator (Community Relations) – Position is not yet posted, anticipated posting date November 17, 2018.

Total Terminations:	00 –	
Total Internal Moves:	00 –	
Total Resignations:	01 –	Davon Reaves – Administrative Specialist I (Intake)
Total Retirements:	01 –	Saundra Ligon – Program Coordinator II (Community Relations)
Total New Hires:	03 –	Nathania Anderson – Program Coordinator I (EEO Enforcement) Patrick Montgomery – Program Coordinator I (Community Relations) Leslie Centeno – Program Coordinator I (EEO Enforcement)

Updates:

Nathania Anderson was born into a military family with four brothers and sisters in Panama City, Panama. She is a recent graduate of the University of South Carolina Darla Moore School of Business, an active member of Alpha Phi Omega service fraternity and an AVID tutor for Richland 2 School District. Some of her hobbies include mentoring teenagers, volunteering on community development projects, and traveling the world. Nathania is excited to be a part of the South Carolina Human Affairs Commission Agency!

Patrick Montgomery is a retired Coast Guard Officer and has training and experience at the federal, State, and local levels. He is a graduate of the Department of Defense Information School and the Defense Equal Opportunity Management Institute. Patrick has worked with the S. C. Treasurer's Office and the S. C. Department of Juvenile Justice. Patrick is also a commissioner of a 501(c)3 girls' softball organization (Lady Blowfish) and a commissioner of the Coast Guard Public Affairs Wagon Wheel Fantasy Football Group. He is an aspiring actor, a husband, father, and caretaker of their pets. Patrick is the new Community Relations Coordinator.

Leslie Centeno is the first generation in her immediate family to graduate high school and college. She has a BA in Criminology and Criminal Justice from USC. Leslie was born and raised in Miami, Florida, but she has been in Columbia, S. C., since 2006, which makes 12 years' living in Columbia. Her parents are from Nicaragua.

**Finance Update – Cheryl Ludlam**

Commissioner Ludlam presented the finance update in Christina Jordan’s absence.

Christina reported:

For SFY 2019:

As of October 2018, SCHAC has consumed:

State Funds:

Salaries (FTE's) \$ 460,873.53  
Salaries (Temps) \$ 12,132.60  
Employer Contributions \$ 179,579.88  
Other Operating Expenses \$ 92,211.77  
Per Diem (Board) \$ 350.00  
CRC Funds \$ 1,022.83  
Terminal Leave Payout \$ 1,697.54  
**Subtotal - State Funds \$ 747,868.15**

Earmarked Funds:

Salaries (FTE's) \$ 108,739.86  
Employer Contributions \$ 32,598.76  
Other Operating Expenses \$ 14,610.60  
Terminal Leave Payout \$ 1,305.91  
**Subtotal - Earmarked Funds \$ 157,255.13**

Federal Funds:

Salaries (FTE's) \$ 65,256.85  
Employer Contributions \$ 23,691.28  
Other Operating Expenses \$ 11,121.45  
**Subtotal - Federal Funds \$ 100,069.58**

Total Expended:

**Total - SCHAC \$ 1,005,192.86**

SCHAC currently has spent approximately 28.84% of total budget, with approximately 33.33% of the year elapsed. Commissioner Buxton and Christina went before the Governor’s Office and Executive Budget Office on October 12, 2018, regarding SCHAC’s budget request for State Fiscal Year 2020, which begins on July 1, 2019.

SCHAC has made the following requests totaling \$209,738:

1. A new FTE and associated costs due to the Pregnancy Accommodations Act in the amount of \$70,708 of reoccurring funds.
2. One time funding for a consultant due to the Pregnancy Accommodations Act in the amount of \$70,100.

3. A new FTE and associated costs with the increased case load for the Fair Housing Department and the necessity of having a second bilingual Investigator in the amount of \$68,930 of reoccurring funds.

The Governor's Office seemed responsive to our requests, especially those requests necessitated by the new Pregnancy Accommodations Act.

The next step in the budget process will be meetings with the Senate Finance and the House Ways and Means Committees that have yet to be scheduled.

## **COMMISSIONER'S REPORT**

### **Administration Update - Commissioner Buxton**

Commissioner Buxton stated that in the last quarter of the year, SCHAC staff worked evenings to complete the EEOC contract. This contract year, ending on Sept. 30<sup>th</sup>, the Agency faced a number of challenges to complete the EEOC contract:

- Two (2) EEO Investigators out on sick leave for an extended period of time.
- The loss of three (3) experienced EEO Investigators during the contract year.
- The office being officially closed for four (4) days due to Hurricane Florence.
- Several power outages, causing a work stoppage.

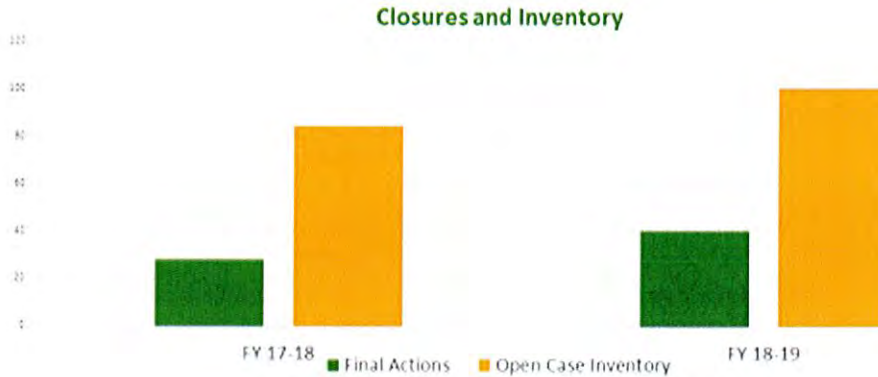
On the good side, SCHAC has hired new Investigators who are performing on the senior level. The year's EEOC contract of 1,029 cases will be met thanks to excellent work of four (4) new Investigators. Six (6) of SCHAC's current Investigators have less than 16 months' experience. As of July of this year, only four (4) Investigators had three (3) or more years' experience. SCHAC need to complete 87 cases per month to meet the contract. Chairman Oakland asked how the Investigators know how to organize all the cases. Commissioner Buxton responded that SCHAC trains them. Chairman Oakland asked about the status of mediations. Commissioner Buxton responded that he is very proud of SCHAC's mediation numbers. Chairman Oakland asked to see the October mediation numbers. Commissioner Buxton said that they would be provided at the adjournment. Commissioner Brown requested that in the future the previous month's mediation numbers be made available to Board members before the Board meetings. Commissioner Buxton acquiesced. Chairman Oakland requested a presentation on an average mediation case for the next Board meeting.

### **Housing Update - Marvin Caldwell**

Lee Ann Rice presented the Housing Update in Marvin's absence. She shared a PowerPoint presentation with the SCHAC Board of Directors on housing discrimination. She said that SCHAC is onboard to exceed 100 Final Actions again this year.



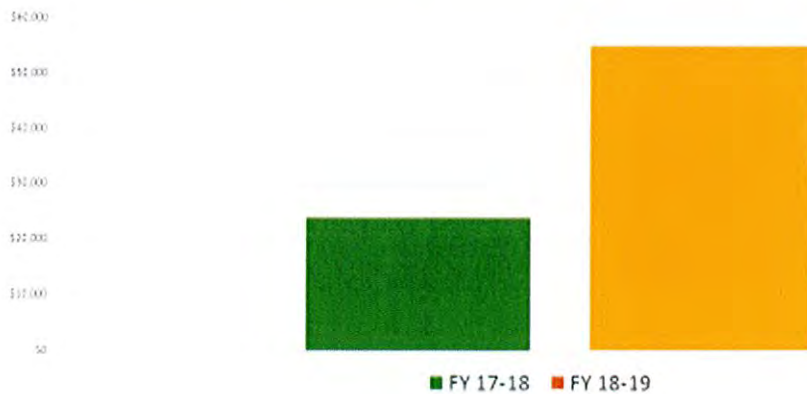
## Fiscal Year Comparison



Fiscal Year	Final Actions	Open Case Inventory
FY 2017 - 2018	28	84
FY 2018 - 2019	40	100



## Conciliation Agreements' Monetary Value



Fiscal Year	Monetary Value of Settlements
FY 2017 - 2018	\$23,940
FY 2018 - 2019	\$54,963

Commissioner Ludlam stated that she wished there were a way to get information to Homeowner Associations before attorneys are involved. She suggested that best practices be generated. A conversation ensued on the training opportunities offered by SCHAC.

Chairman Oakland asked about the Housing Department's staffing level. Lee Ann responded that Housing has one more Investigator this year. Chairman Oakland also asked whether or not SCHAC follows up on payments. Alyssa Barker, SCAHC Housing Investigator, responded to the affirmative and explained the process.

### **CHAIRMAN'S COMMENTS**

Chairman Oakland praised the September monthly activity reports. The SCHAC budget looks good. The Chairman met with Governor Henry McMaster a few weeks ago and complimented the work of SCHAC.

### **BOARD MEMBERS' COMMENTS**

Commissioner Brown welcomed new employees. The Georgetown CRC is up and going, and Commissioner Brown is looking forward to the group's meeting their full potential. She shared that a lady in Georgetown complimented the SCHAC website.

Commissioner Case stated that she is going to miss Sandra Ligon and praised all the work she has accomplished with the CRCs.

Commissioner Williams – Commissioner Williams thanked the SCHAC staff who worked hard for Veterans Day. He attended five ceremonies and had the opportunity to compliment SCAHC to legislators. The Veterans Day celebrations drew excellent crowds.

### **Dan Koon – Administration Update**

Dan requested that the EEO supervisors attending the meeting stand. He commended them for their excellent work.

#### Report from Technical Services:

- I. Currently, Technical Services is reviewing State Agency Affirmative Action Actual Workforce for ending date of Sept. 30 and is calculating data for next year's Report to the General Assembly. Technical Services will be making corrections and sending a report back to agencies for review and will start finalizing the report in December for publication on February 1.
- II. Forum is planned for last week in April, 2019.
- III. Will be hiring Erin's replacement by end of the year.
- IV. Stephanie has been giving technical assistance to State agencies, and she also has investigated employment complaints to assist SCHAC with the EEOC contract, which is a great asset.

#### V. Training:

#### Conducted EEO employment presentation at:

- Training for the following State Agencies 1) S. C. Department of Natural Resources, 2) SLED x2, 3) Hargray x2, 4) Aiken Technical College x2, 5) S. C. School for the Deaf

and Blind x2, 6) S. C. Commission for the Blind, 7) DHEC, 8) S. C. Judicial Department (400 magistrates in the State).

**VI. Community Relations and Outreach:**

- Sadly, Sandra decided to retire, and SCHAC definitely will miss her enthusiasm and the work to which she contributed to help build the Community Relations Department.
- Patrick Montgomery is our only employee in Community Relations, and he is focusing his work learning the “Quality of Life Initiative” developed by Dr. Graeme Coetzer.
- Patrick will be meeting with existing Community Relations Councils and also working with about six (6) to seven (7) partners.
- There will be another job posting in Community Relations, so that SCHAC again can have two (2) employees in that department.

**VII. Anita and Outreach**

- Anita is producing a monthly CRC newsletter.
- Anita planned and organized “No Blame, No Shame” in conjunction with the S. C. Collaborative for Race and Reconciliation operated by USC. Had a good and diverse panel discussion at the Richland County Library on October 10.
- Anita works on 90 (e) cases, submitting around nine (9) cases this past quarter.
- Anita has worked on the website update.
- Anita will be working with Patrick to collaborate on ways to work together in Community Relations.
- The next event Anita will be working on is the End Racism Day event on March 21.

**VIII. EEO Enforcement:**

- Completed the 862 case contract on September 30.
- This was a real team effort at the end. The Investigators and Legal pulled together the last few months of August and September with help from all five (5) supervisors in investigating cases, the Commissioner conducted all the first review of cases.
- Extremely pleased with a few of our new Investigators going above and beyond the number of cases they were expected to produce as new Investigators. They investigated cases as though they were at a senior Investigator level.
- NEXT YEAR’S EEO CONTRACT: Potential contract next year of 1,029 cases.
  - 1) Must consider there are six (6) EEO Investigators hired with less than 16 months of employment investigation experience,
  - 2) Four (4) new Investigators hired since July of this year.
  - 3) Four (4) Investigators with approximately three (3) or more years of experience.
  - 4) Average case load for current 10 Investigators at end of October was 37.
  - 5) There are currently 491 cases in the Inventory.
  - 6) Cases completed in October were 86. Leaving 942 cases to go to meet a proposed contract of 1,029 cases.
  - 7) Intake has increased productivity.

**IX. Other Agency Activities:**

- 1) Accountability Report was completed in September that includes the Agency strategic plan.



- 2) Dan continues to be on the State Grievance Committee
- 3) Will be holding United Way activities this Friday and also SCHAC Thanksgiving Luncheon.


**The meeting adjourned for lunch to be followed by Executive Session.**

The next Board meeting is scheduled for **February 21, 2019**. The meeting will be held at 10:00 A.M. in the Board Room of the S. C. Human Affairs Commission, 1026 Sumter Street.

Respectfully submitted by SCHAC Executive Assistant Teresa McWilliams.

**BOARD MEETING ADJOURNMENT**

  
Raymond Buxton, II, Commissioner

  
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John Oakland, Chair  
Date Feb. 21, 2019