South Carolina Commission for the Blind
1430 Confederate Avenue
Columbia, South Carolina 29201

Meeting Minutes
September 15, 2020

Notifications of all regular, called, or special meetings are compliant with the FOIA requirements, Section 90-4-80.

Call to Order

Chairperson Johnson called the meeting to order at 1:32 pm.

Present

Dr. Judy Johnson, Chairperson, via Zoom
Peter Smith, Vice Chairperson, via phone
Mary Sonksen, Secretary, via phone

**Roll Call of Participants**

Mark Gamble reported:

* Seventy-two (72) participants were present.

**Adoption of Agenda**

Accepted as written. No vote. No quorum.

Public Comment

None.

Approval of Minutes

Accepted as written. No vote. No quorum.

Finance Report

Matt Daugherty reported:

* The Agency had utilized 20.49% of the budget for the current fiscal year.
* Administration had utilized 28.59% of their budget.
* Rehabilitation Services had utilized 23.53% of their budget.
* Prevention and Older Blind had utilized 12.53% of their budget.
* Children’s Services had utilized 18.85% of their budget.
* Funding Sources had utilized 20.49% of the budget.
* Federal Spread had utilized 20.52% of the budget.

Human Resources Report

Wanda Miller Reported:

* The agency has been working to improve both talent acquisition (recruiting) and retention by:
	+ Attracting qualified candidates.
	+ Training employees to ensure they have the necessary skills.
	+ Ensuring position descriptions accurately reflect job skill level and duties.
* The agency was testing an initiative to decrease the time from interview to start date. The goal would be to hire two (2) weeks after a job offer had been made.
* A Diversity and Inclusion Committee will be formed to help create a more welcoming atmosphere, evaluate the stance of the agency, ensure diverse perspectives would be valued, and address cultural bias.

Commissioner’s Report

On behalf of Commissioner Graham, Matt Daugherty reported:

* The agency had completed week two of the Rehabilitation Services Administration (RSA) monitoring:
	+ Virtual meetings had been held three times per week.
	+ Program performance and financial processes had been discussed.
	+ RSA had provided positive feedback and guidance.
	+ It was planned that monitoring would be completed by early-to-mid October.
* The agency has met the requirements for state carryforward and been approved for federal re-allotment dollars that would be invested in capital projects and program improvements.
* The agency continues to operate under a continuing resolution for FY 2020-21. This continuing resolution should help protect against mid-year reductions.
* The agency had begun preparing the budget request for FY 2022. Several items in the FY 2021 budget would be re-submitted, including salary alignment, HVAC/boiler project and an increase in Prevention of Blindness funding.
* The Strategic Plan and Accountability Report had been submitted.
* Michael Daniels, Quality Assurance Director, had joined the SCCB Team.
* Steve Cook, Assistive Technology Instructor, had submitted the winning name for the SCCB Newsletter, “SCCB Connects.”

Presentations

Wanda Miller reported:

* The “Employment Outside of State Government” policy was updated to clarify that, when requesting employment outside of state government, the submission must be in writing.

Chris Breece reported:

* When the Covid-19 Pandemic began, approximately fifty (50) old-stock laptops had been issued to staff.
* Challenges that had been addressed as a result of employees working from home included:
	+ - The use of Zoom for virtual meetings.
		- The ability to send and receive secure e-mails.
		- The availability of smart phones.
* AWARE had been upgraded. Improving financial processes between AWARE and Finance was continuing.
* Setting up the Business Enterprise Program and Quality Assurance in AWARE had begun.
* Work to establish an intranet to organize employee resources and promote inter-department communication had begun. Eventually, the intranet would include features such as:
	+ Automated document revision tracking.
	+ Customized online forms.
	+ Specific purpose databases and applications.
* Phone systems in the district offices were being updated.
* Providing Virtual Private Network (VPN) access for a greater range of employees had begun.
* Progress had been made to fill the Help Desk Specialist position.

Old Business

None.

New Business

None.

Public Comment

None.

Executive Session

Chairperson Johnson stated the members would go into executive session to discuss Darline Graham’s Planning Document for 2021.

Chairperson Johnson stated that the members were out of Executive Session and no action was taken. No vote. No quorum.

Adjournment

There being no further business the meeting was adjourned at 2:25 pm. No vote was taken. No quorum.

Future Board Meeting Schedule

October 20, 2020

Signatures

Dr. Judy Johnson, Chairperson

Mary Sonksen, Secretary

Date