

Commission for the Blind Staff Presentations - May 26, 2016

LOC Staff Note: Four staff from the SC Commission for the Blind provided comments to the Healthcare Subcommittee on May 26, 2016. The comments below are the outlines SCCB staff provided to LOC committee staff.

Use of Human Resources

Wanda Miller - Director of Human Resources

Goal 1: Deliver quality, individualized vocation rehabilitation services that will assist Blind and visually impaired individuals in obtaining or maintaining competitive employment.

Goal 2: Provide adjustment to blindness and independent living skills training to Blind and visually impaired consumers.

Goal 3: Provide the administrative leadership necessary to accomplish the agency mission.

Employees

- FTE
- Temporary
- Grant

Disability

- Visual Impairment
- Other

Locations - 9

- Columbia Headquarters
- Greenwood
- Greenville
- Rock Hill
- Florence
- Conway
- Charleston
- Walterboro
- Aiken

Average Salary

Turnover Rate

Average last few years

Reasons for separation

Services

Administrative

Clinical

Human Resource Allocation

State Plan

Comprehensive Statewide Needs Assessment (CSNA)

Demographics of the State

Agency Evaluation through Leadership Meetings

Method for Strategic Allocation of Financial Resources

Juan Sims - Comptroller

1. Money is tied to the objective regardless of the performance measure results.
2. Finance used prior year spending to apply current year authorization to programs.
3. Finance used percentiles from senior managers to spread authorizations over objects by fund/grant.
4. We talked with each departmental manager, distributed each one their budget numbers and used prior year data to get percentiles.
5. We spoke with Charles Appleby and Jennifer Dobson on several occasions for directions and clarity.

Method for Strategic Allocation of Human Resources

Elaine Robertson - Special Projects

Explanation for staff allocation report

SCCB is a consumer driven agency. Our daily practice is to strive to meet the needs of our consumers and assist them in achieving self-sufficiency, with or without employment. We have a total of 120 employees and together we strive to achieve our mission of providing quality individualized vocational rehabilitation services, independent living services, and prevention of

blindness services to blind and visually impaired consumers leading to competitive employment and social and economic independence.

The Goals and Objectives utilized in this report were taken from our agency Strategic Plan. The purpose of a Strategic Plan is to set goals for the agency using strategies, objectives, and action steps that offer challenges to step outside the comfort zone of day to day activities and improve the services our agency provides. Not every staff member will directly address an objective during his/her daily work activity. Many are in support positions such as answering phones, paying bills, hiring qualified, talented staff, completing necessary paperwork and data reports. All of these activities are necessary to keep the agency operating and without these support positions those on the front line would not be able to do their jobs effectively.

Another complication with completing this report is how many activities actually cause an overlap of addressing several objectives at one time. As an example, if several staff members from different programs went to a local business together and spent 2 hours presenting on SCCB and our services, these staff members would be addressing at least 5 different objectives. These presentations occur frequently but it is not possible to predict which businesses across the state might open their doors.

Therefore, this report was completed in the following way;

There are 120 total employees, 11 work in the Older Blind, Children's Services, Independent Living, and Prevention programs. Those 11 do not work on Goal #1 as their program does not focus on employment. All other positions within the agency contribute to this goal either directly or indirectly. This is the reason for the large number of different employees working on Goal #1.

For all other goals and objectives, the program directors were asked to list the number of employees in their programs who addressed the objectives. The total number of different employees working on each objective was then totaled across the spreadsheet for each objective line.

To calculate the employee equivalents, we multiplied the percentage by objective and program as provided to finance by the number of staff in each program from the above data. We then totaled the row by objective, divided the total percentages by 100 and that provided the employee equivalent for that objective.