

# RESTRUCTURING & SEVEN-YEAR PLAN

## *Administrative Law Court*

Date of Submission: *March 31, 2015*

Please provide the following for this year's Restructuring and Seven-Year Plan Report.

|                          | Name                   | Date of Hire                   | Email |
|--------------------------|------------------------|--------------------------------|-------|
| Agency Director          | Ralph K. Anderson, III | Elected as Chief Judge 5/13/09 |       |
| Previous Agency Director | Marvin Kittrell        | Elected 1994                   |       |

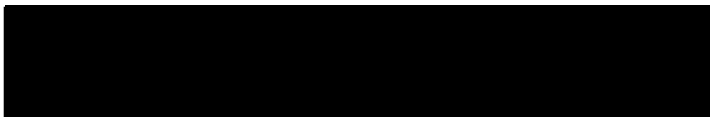
|                    | Name                 | Phone    | Email                |
|--------------------|----------------------|----------|----------------------|
| Primary Contact:   | Jana Shealy          | 734-6411 | jshealy@scalcalc.net |
| Secondary Contact: | Chief Judge Anderson | 734-0550 |                      |

|                                                                              |    |
|------------------------------------------------------------------------------|----|
| Is the agency vested with revenue bonding authority? (re: Section 2-2-60(E)) | No |
|------------------------------------------------------------------------------|----|

I have reviewed and approved the enclosed 2015 Restructuring and Seven-Year Plan Report, which are complete and accurate to the extent of my knowledge.

**Current Agency Director**  
(Sign/Date):

(Type/Print Name):

|                                                                                      |
|--------------------------------------------------------------------------------------|
|  |
| Ralph K. Anderson, III, Chief Judge                                                  |

**If applicable, Board/Commission Chair**  
(Sign/Date):

(Type/Print Name):

|    |
|----|
| NA |
|    |

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# EXECUTIVE SUMMARY

## *I. Executive Summary*

### A. Historical Perspective

1. Please complete the Historical Perspective Chart. COMPLETED

### B. Purpose, Mission and Vision

1. Please complete the Purpose/Mission/Vision Chart. COMPLETED

### C. Key Performance Measure Results

1. After completing the Key Performance Measurement Processes Section of this Report, please come back to this question and provide a summary of the results (bullet style results only, explanations should be included in the Key Performance Measurement Processes Section).
- The Court's current structure, with six autonomous judges' offices, does not lend itself to centralized oversight of case disposition processes.
  - Currently the Court has a less than desirable age of disposed cases and percentage of cases being disposed of within agency guidelines

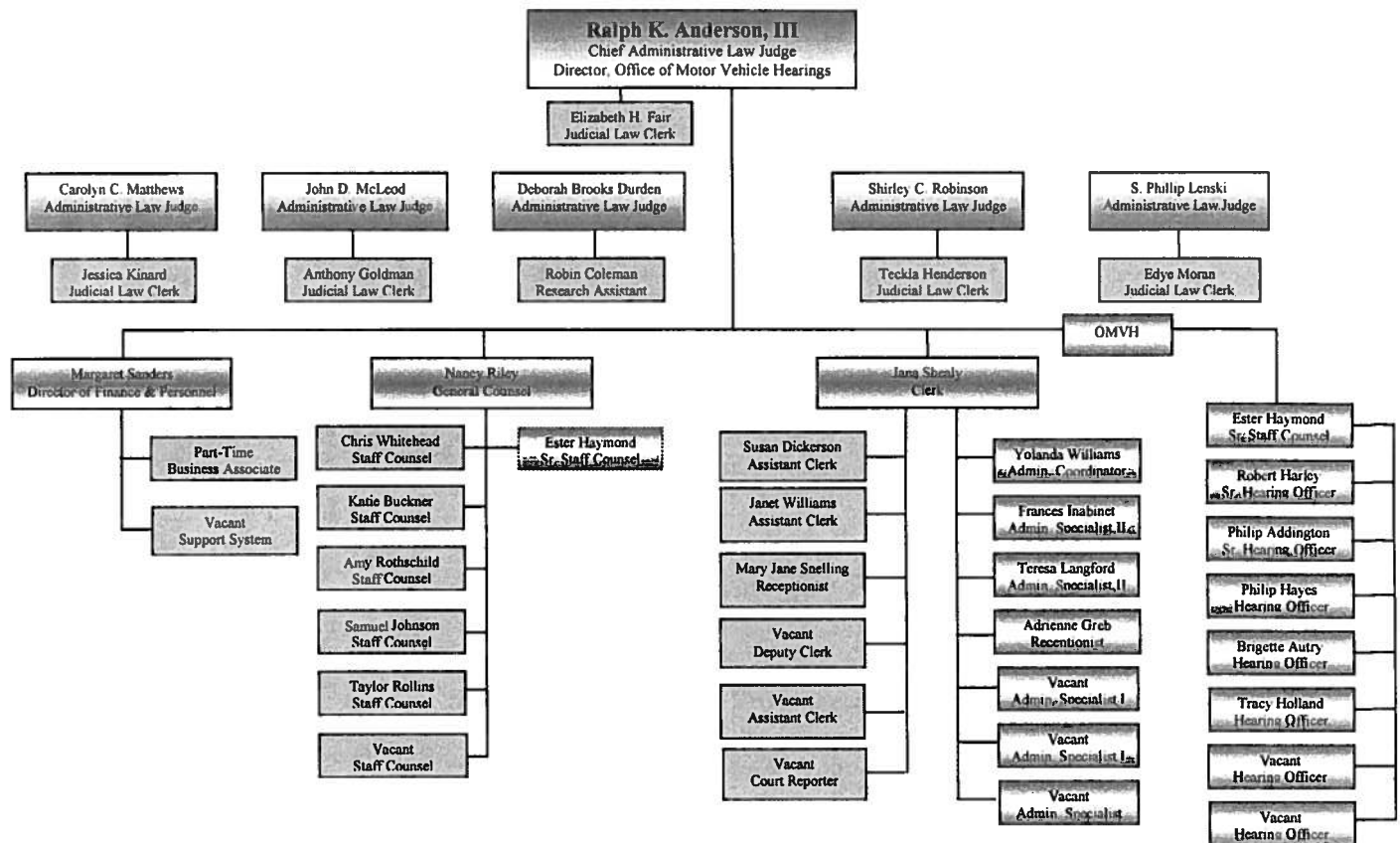
# ORGANIZATIONAL PROFILE

## *II. Organizational Profile*

This section asks for a fact based description of the agency. Please provide information in the stated Excel template. If an Excel template is not referenced, provide the information in bullet style.

1. The agency's main deliverables (i.e., products or services) and the primary methods by which these are provided;
  - a. Complete the Key Deliverables Chart. COMPLETED
2. The agency's key customers and their requirements and expectations;
  - a. Complete the Key Customers Chart. COMPLETED
3. The agency's key stakeholders (other than customers);
  - a. Complete the Key Stakeholders Chart. COMPLETED
4. Other state agencies which have the biggest impact on the agency's mission success;
  - a. Complete the Key Partner Agency Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Key Partner Agencies." COMPLETED
5. The agency's performance improvement system(s)  
  
Age of Disposed Cases Report and Workload Report
6. The agency's organizational structure in flow chart format;  
  
SEE BELOW

Does the agency already provide the information requested on this page, or similar information, in a report required by another entity? If yes, add the appropriate information to the Similar Information Requested Chart. If the agency looks in the Excel document attached, there is a template for the agency to complete for any questions which ask for the same information under the tab labeled, "Similar Info Requested."



7. Details about the body to whom the Agency Head reports;

a. Complete the Overseeing Body Chart.

THIS SECTION IS NOT APPLICABLE TO THE ALC

8. Please complete the Major Program Areas Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Major Program Areas."  
COMPLETED

9. Please identify any emerging issues the agency anticipates may have an impact on its operations in the upcoming five years.

- The continued increase in jurisdiction (such as pending legislation that will give the ALC new cases regarding Freedom of Information Act requests and appeals from the Department of Education for teacher removal) and increase in current caseload. Unlike many state agencies, the ALC is a one program agency and is required by law to conduct hearings. We cannot choose to reduce the number of cases or the type of cases that we hear. Especially in years where the state faces an uncertain economic outcome, this can often contribute to a less than desirable age of disposed cases and percentage of cases being disposed of within agency guidelines.
- Keeping pace with emerging technology and security issues.

Does the agency already provide the information requested on this page, or similar information, in a report required by another entity? If yes, add the appropriate information to the Similar Information Requested Chart. If the agency looks in the Excel document attached, there is a template for the agency to complete for any questions which ask for the same information under the tab labeled, "Similar Info Requested."

# ORGANIZATIONAL PROFILE

## ***III. Laws (Statutes, Regulations, Provisos)***

This section asks for state and federal statutes, regulations and provisos ("Laws") which apply to the agency.

1. Please complete the Legal Standards Chart. COMPLETED

## ***IV. Reports and Reviews***

This section asks for information about reports the agency is required to submit to a legislative entity and the agency's internal review process.

1. Please complete the Agency Reporting Requirements Chart. COMPLETED
2. Please complete the Internal Audit Chart. COMPLETED

Does the agency already provide the information requested on this page, or similar information, in a report required by another entity? If yes, add the appropriate information to the Similar Information Requested Chart. If the agency looks in the Excel document attached, there is a template for the agency to complete for any questions which ask for the same information under the tab labeled, "Similar Info Requested."

# RESTRUCTURING REPORT

## V. Key Performance Measurement Processes

For each performance measurement included in response to the questions on the next page under Subsection A, please provide the following information:

- a. The performance goal(s)/benchmark(s) for the overall process output, and/or critical activities that produce the output.
  - i. Three agency/government entities in other states or non-government entities the agency considers the best in the country in this process or similar process and why.

One of the primary entities the Court looks to for processes and trends is the National Center for State Courts. Also, the Court networks via conferences and email with other central panels across the country.

- ii. If the agency did not use results from an entity the agency listed in response to "i" as a performance goal/benchmark, why not and why did the agency choose the goal/benchmark it did? NA
  - iii. Individual(s) who are not employed by the agency (government or non-government, located anywhere in the country) whom the agency considers an expert in the process or similar process and their contact information, or if deceased, name of books authored.

The Court reviews relative information and best practices from other states that have a central panel, or office of administrative hearings, similar to the Court. There are multiple jurisdictions throughout the country that have central panels. Florida, Georgia, Maryland and North Carolina are a few the Court has reviewed over the years. In particular, the Court considers Julian Mann, Director and Chief Administrative Law Judge for the North Carolina Office of Administrative Hearings to have extensive experience and knowledge in the area of administrative law.

- b. List the senior leaders who review the performance measure, their title and frequency with which they monitor it.

Chief Judge, Clerk, General Counsel and other ALJs, periodically.

- c. Trends the agency has seen and the method by which it analyzes trends in these results.

Because there are few, if any, courts or agencies in South Carolina structured the same as our Agency, very little relevant data exists. The most useful comparative data is historical, from prior year reports of the Agency's workload. However, the Court does review relative information and best practices from other states that have a central panel, or office of administrative hearings, similar to the Court.

- d. Whether the agency has reasonable control over this result (i.e., more than 50% or enough to be able to influence and accurately measure the result).
- i. If the agency does not have reasonable control over this result, the other one or more agencies, who when combined with the agency, together have reasonable control over the result and names of those other agencies. NA

Does the agency already provide the information requested on this page, or similar information, in a report required by another entity? If yes, add the appropriate information to the Similar Information Requested Chart. If the agency looks in the Excel document attached, there is a template for the agency to complete for any questions which ask for the same information under the tab labeled, "Similar Info Requested."

# RESTRUCTURING REPORT

## V. Key Performance Measurement Processes (cont.)

### A. Results of Agency's Key Performance Measurements

#### Mission Effectiveness

1. What are the agency's actual performance levels for two to four of the agency's key performance measurements for mission effectiveness (i.e., a process characteristic indicating the degree to which the process output (work product) conforms to statutory requirements (i.e., is the agency doing the right things?))?

| ALC (No OMVH Cases) AGE OF DISPOSED CASES<br>CHART for FY 13-14 | Total Cases<br>Disposed | Avg. Age at<br>Disposition | % Meeting<br>Objective |
|-----------------------------------------------------------------|-------------------------|----------------------------|------------------------|
| <b>Category I Case Types: Objective = 90 Days</b>               | <b>274</b>              | <b>127</b>                 | <b>52</b>              |
| Insurance rate cases [DOI]                                      | 0                       | --                         | --                     |
| Insurance agent application/disciplinary cases [DOI]            | 13                      | 285                        | 77                     |
| Wage disputes [LLR]                                             | 0                       | --                         | --                     |
| Alcoholic beverage license applications/renewals [DOR]          | 81                      | 82                         | 67                     |
| Alcoholic beverage license violations [DOR]                     | 97                      | 160                        | 36                     |
| CWP, PI and Security licensing [SLED]                           | 1                       | 20                         | 100                    |
| Setoff Debt Collection [SETOFF]                                 | 19                      | 123                        | 58                     |
| Consumer Affairs [CA]                                           | 2                       | 82                         | 50                     |
| Injunctive relief hearings                                      | 20                      | 96                         | 65                     |
| Public hearings for proposed regulations                        | 19                      | 66                         | 100                    |
| Employee Grievance Appeals                                      | 3                       | 384                        | 33                     |
| Charter School Appeals                                          | 1                       | 295                        | 0                      |
| Criminal Justice Academy Appeals                                | 2                       | 402                        | 0                      |
| Secretary of State                                              | 1                       | 24                         | 100                    |
| Subpoenas                                                       | 2                       | 13                         | 100                    |
| Miscellaneous cases                                             | 13                      | 156                        | 14                     |
| <b>Category II Case Types: Objective = 120 Days</b>             | <b>106</b>              | <b>240</b>                 | <b>25</b>              |
| Hunting/Fishing and Coastal Fisheries violations [DNR]          | 3                       | 126                        | 33                     |
| Boating under the influence                                     | 7                       | 118                        | 57                     |
| Health licensing cases [DHEC]                                   | 6                       | 176                        | 17                     |
| Outdoor advertising permits [DOT]                               | 2                       | 383                        | 0                      |
| Disadvantaged Business Enterprises/Displacement [DOT]           | 4                       | 201                        | 25                     |
| PEBA Retirement Systems                                         | 11                      | 212                        | 18                     |
| OMVH Appeals [OMVH]                                             | 45                      | 282                        | 27                     |

Does the agency already provide the information requested on this page, or similar information, in a report required by another entity? If yes, add the appropriate information to the Similar Information Requested Chart. If the agency looks in the Excel document attached, there is a template for the agency to complete for any questions which ask for the same information under the tab labeled, "Similar Info Requested."

|                                                      |             |            |           |
|------------------------------------------------------|-------------|------------|-----------|
| Professional Licensing Board Appeals [LLR]           | 9           | 230        | 22        |
| OSHA [LLR]                                           | 19          | 237        | 16        |
| <b>Category III Case Types: Objective = 180 Days</b> | <b>290</b>  | <b>221</b> | <b>53</b> |
| Certificate of Need cases [DHEC]                     | 7           | 441        | 43        |
| Environmental permitting cases [DHEC]                | 6           | 261        | 50        |
| OCRM cases [DHEC]                                    | 10          | 329        | 0         |
| Medicaid Appeals [HHS]                               | 10          | 270        | 50        |
| Bingo violations [DOR]                               | 12          | 238        | 33        |
| State tax cases [DOR]                                | 18          | 231        | 28        |
| County property tax (real and personal) cases [DOR]  | 73          | 217        | 53        |
| Daycare/Fostercare Appeals, SNAP (FI) [DSS]          | 13          | 171        | 62        |
| Employment & Workforce Appeals [DEW]                 | 122         | 197        | 65        |
| PEBA Employee Insurance Program Appeals              | 19          | 228        | 37        |
| <b>Category IV Case Types: Objective = 120 days</b>  | <b>1106</b> | <b>121</b> | <b>64</b> |
| Inmate grievances [DOC & PPS]                        | 1106        | 121        | 64        |
| <b>ALL CASE TYPES</b>                                | <b>1776</b> | <b>146</b> | <b>58</b> |
| <b>ALL CASE TYPES excluding inmate grievances</b>    | <b>670</b>  | <b>188</b> | <b>48</b> |

#### COMBINED COURT AND OMVH WORKLOAD SINCE 2008

| FISCAL YEAR | COURT | OMVH | TOTAL CASES FILED | COURT | OMVH | TOTAL FINAL DECISIONS |
|-------------|-------|------|-------------------|-------|------|-----------------------|
| FY 08-09    | 1800  | 5340 | 7,140             | 1761  | 4655 | 6,416                 |
| FY 09-10    | 1955  | 6577 | 8,532             | 1591  | 5222 | 6,813                 |
| FY 10-11    | 1945  | 6786 | 8,731             | 1986  | 6760 | 8746                  |
| FY 11-12    | 1733  | 6939 | 8,671             | 1886  | 7501 | 9387                  |
| FY 12-13    | 1472  | 6776 | 8,248             | 1497  | 6678 | 8,175                 |
| FY 13-14    | 1698  | 6863 | 8,561             | 1776  | 6777 | 8,553                 |

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### Mission Efficiency

2. What are the agency's actual performance levels for two to four of the agency's key performance measurements for mission efficiency (i.e., a process characteristic indicating the degree to which the process produces the required output at minimum resource cost (i.e., is the agency doing things right?)) including measures of cost containment, as appropriate?

Not applicable

### Quality (Customer Satisfaction)

3. What are the agency's actual performance levels for two to four of the agency's key performance measurements for quality (i.e., degree to which a deliverable (product or service) meets customer requirements and expectations (a customer is defined as an actual or potential user of the agency's products or services)) for the agency as a whole and for each program listed in the agency's Major Program Areas Chart?

Not applicable, however, litigants have the right to appeal the Court's decisions through the appellate courts.

### Workforce Engagement

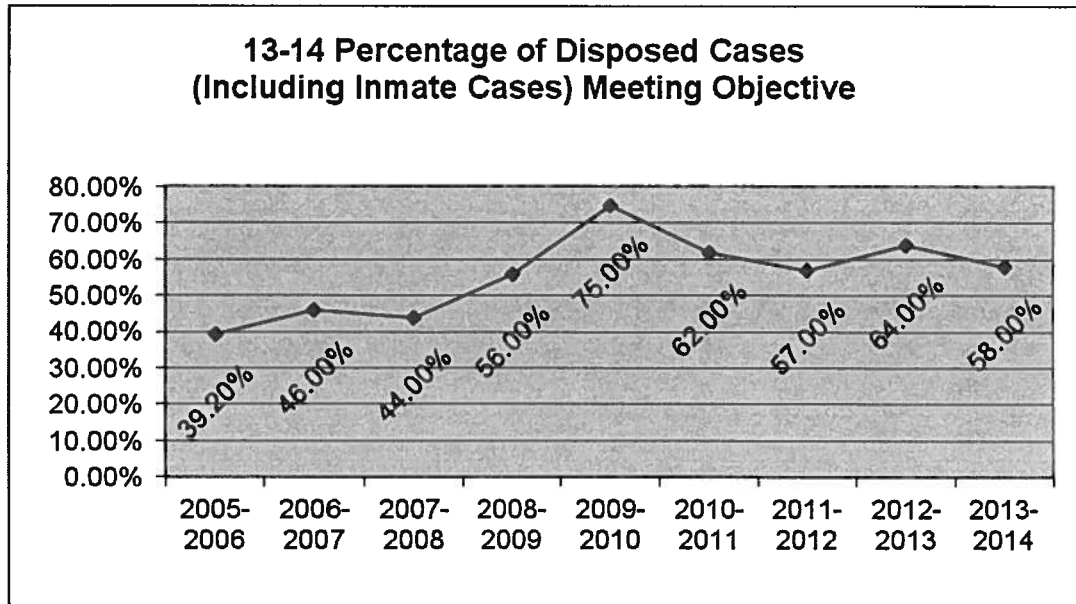
4. What are the agency's actual performance levels for two to four of the agency's key performance measurements for workforce engagement, satisfaction, retention and development of the agency's workforce, including leaders, for the agency as a whole and for each program listed in the agency's Major Program Areas Chart?

Not applicable as the 6 primary personnel of the Court's workforce are the Judges which are elected by the General Assembly. There have only been 2 Chief Judges elected since the inception of the Court and because of this the executive level management has remained relatively unchanged.

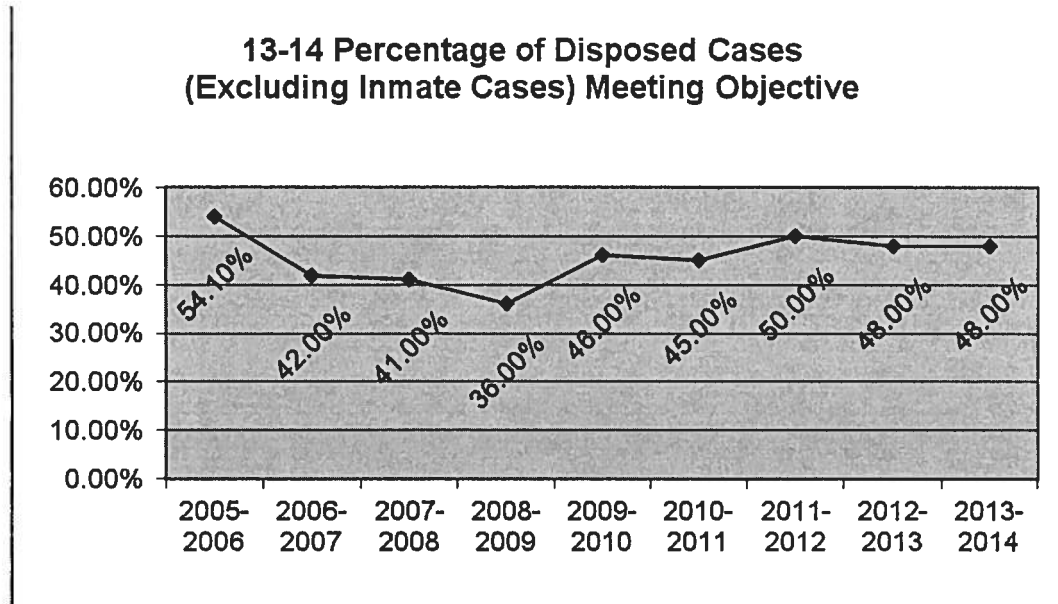
### Operational/Work System Performance

5. What are the agency's actual performance levels for two to four of the agency's key performance measurements for operational efficiency and work system performance (includes measures related to the following: innovation and improvement results; improvements to cycle or wait times; supplier and partner performance; and results related to emergency drills or exercises) for the agency as a whole and for each program listed in the agency's Major Program Areas Chart?

THE FOLLOWING GRAPH DOES NOT INLCUDE OMVH CASES



THE FOLLOWING GRAPH DOES NOT INLCUDE OMVH CASES



Does the agency already provide the information requested on this page, or similar information, in a report required by another entity? If yes, add the appropriate information to the Similar Information Requested Chart. If the agency looks in the Excel document attached, there is a template for the agency to complete for any questions which ask for the same information under the tab labeled, "Similar Info Requested."

# RESTRUCTURING REPORT

## V. Key Performance Measurement Processes (cont.)

### B. Most Critical Performance Measures

1. Of the key performance measurement processes listed in Subsection A., which are the three most critical to achieving the overall mission of the agency?

Only two are used - Age of Disposed Cases Report and Workload Report. However, the Supreme Court and Court of Appeals issue decisions which may affect future decisions of the ALC.

### C. Databases/Document Management

1. List all electronic databases/document management/business intelligence systems or programs utilized by the agency, including, but not limited to all relational database management systems.

MyCaseload for case management and SCEIS for all accounting/human resource processes.

### D. Recommended Restructuring

Consider the process taken to review the agency's divisions, programs and personnel to obtain the information contained in response to all the previous questions in the Restructuring Report ("Process").

1. Yes or No, based on the information obtained and analysis performed during the Process, does the agency have any recommendations for restructuring (either that it could do internally or that would need the assistance of revised or new legislation) that would merge or eliminate duplicative or unnecessary divisions, programs, or personnel within each department of the agency to provide a more efficient administration of government services?
  - a. If yes, please provide the agency's suggestions.

NO

# SEVEN-YEAR PLAN

## VI. Seven-Year Plan

### A. General

1. Yes or No, does the agency have a plan that provides initiatives and/or planned actions the agency will take during the next seven fiscal years that implement cost savings and increased efficiencies of services and responsibilities in order to continually improve its ability to respond to the needs of the state's citizens?

If yes, go to Current/Recommended Actions Section.

If no, skip Current/Recommended Actions Section and go to Additional Questions.

YES

### B. Current/Recommended Actions

1. Describe all of the actions the agency is currently taking and plans it has for initiatives and actions during the next seven fiscal years to work to achieve greater efficiency in its operations in order to continually improve its ability to respond to the needs of the state's citizens? In this description, provide the names of all personnel who are responsible for overseeing the actions and plans.

Completion of upgrade to case management system, development and implementation of electronic filing process (including amendments to ALC Rules of Procedure and notice to agencies/litigants regarding process), and working with General Assembly to provide additional authority for Chief Judge.

2. What are the anticipated cost savings and/or efficiencies that would be achieved by each action?

Efficiencies could be gained in improving the performance measures for the disposition of cases pending before the ALC by providing greater oversight to the Chief Judge.

3. Is legislative action required to allow the department/agency to implement the current or recommended actions?

Yes

4. If legislative action is required, please explain the constitutional, statutory or regulatory changes needed.

Statutory changes will need to be made for the electronic filing and increased authority for the Chief Judge as well as amendments to the Court's Rules of Procedure.

5. Describe the agency actions that will be implemented to generate the desired outcomes for each recommendation.

To be determined

6. What is the timeline for implementation of the change and realization of the anticipated benefits for each recommended action/change?

Anticipate 2 years to finalize development and complete the proposed changes to realize almost immediate benefits.

Now go to Additional Questions.

|                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Does the agency already provide the information requested on this page, or similar information, in a report required by another entity? If yes, add the appropriate information to the Similar Information Requested Chart. If the agency looks in the Excel document attached, there is a template for the agency to complete for any questions which ask for the same information under the tab labeled, "Similar Info Requested." |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# SEVEN-YEAR PLAN

## VI. Seven-Year Plan (cont.)

### C. Additional Questions

1. What top three strategic objectives of the agency will have the biggest impact on the agency's effectiveness in accomplishing its mission?

Efiling

2. What are the fundamentals required to accomplish the objectives?

See above

3. What links on the agency website, if any, would the agency like listed in the report so the public can find more information about the agency?

[www.scalc.net](http://www.scalc.net)

4. Is there any additional information the agency would like to provide the Committee or public? Not at this time

5. Consider the process taken to review the agency's divisions, programs and personnel to obtain the information contained in response to all the previous questions in the Restructuring Report and Seven-Year Plan ("Process"). State the total amount of time taken to do the following:

- |                         |                |
|-------------------------|----------------|
| a. Complete the Process | NA - ONGOING   |
| b. Complete this Report | 30 to 40 hours |

6. Please complete the Personnel Involved Chart. COMPLETED

# CHARTS APPENDIX

## *VII. Excel Charts*

Please send an electronic copy of the entire Excel Workbook and print hard copies of each of the Charts to attach here. Please print the charts in a format so that all the columns fit on one page. Please insert the page number each chart begins on below.

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Does the agency already provide the information requested on this page, or similar information, in a report required by another entity? If yes, add the appropriate information to the Similar Information Requested Chart. If the agency looks in the Excel document attached, there is a template for the agency to complete for any questions which ask for the same information under the tab labeled, "Similar Info Requested."

Similar Information Requested Chart

Agency Name:  
Agency Code:  
Agency Section:

INSTRUCTIONS: Please provide details about other reports which investigate the information requested in the Restructuring Report. This information is sought in an effort to avoid duplication in the future. In the columns below, please list the question number in this report, name of the other report in which the same or similar information is requested, section of the other report in which the information is requested, name of the entity that requests the other report and frequency the other report is required. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Agency Submitting Report | Restructuring Report Question # | Name of Other Report          | Section of Other Report | Entity Requesting Report | Freq. Other Report is Required |
|--------------------------|---------------------------------|-------------------------------|-------------------------|--------------------------|--------------------------------|
| ALC                      | All                             | Restructuring Report - House  | All                     | House                    | Annually                       |
| ALC                      | All                             | Restructuring Report - Senate | All                     | Senate                   | Annually                       |
| ALC                      | All                             | Accountability Report         | All                     | Executive Budget Office  | Annually                       |
| ALC                      | Major Program Areas             | Annual Budget Plans           | Major Program Areas     | Executive Budget Office  | Annually                       |
| ALC                      | 11.6                            | Organizational Chart          | All                     | Human Resources          | Annually                       |

Agency Name:  
Agency Section:  
Agency Code:

## Historical Perspective Chart

**INSTRUCTIONS:** Please provide information about any restructuring or major changes in the agency's purpose or mission **during the last ten years**. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Agency Submitting Report | Year | Description of Restructuring that Occurred                                                                                                                                                                                                                                                                                                                                                                                                      | Description of Major Change in Agency's Purpose or Mission |
|--------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| ALC                      | 2005 | Jurisdiction to hear contested cases from the Department of Consumer Affairs                                                                                                                                                                                                                                                                                                                                                                    | na                                                         |
| ALC                      | 2006 | Jurisdiction to hear appeals from the State Employee Grievance Committee                                                                                                                                                                                                                                                                                                                                                                        | na                                                         |
| ALC                      | 2006 | Jurisdiction to hear appeals related to Charter Schools                                                                                                                                                                                                                                                                                                                                                                                         | na                                                         |
| ALC                      | 2006 | Jurisdiction to hear appeals from the Employee Insurance Program                                                                                                                                                                                                                                                                                                                                                                                | na                                                         |
| ALC                      | 2006 | Act 387 gave ALC appellate jurisdiction re final agency decisions except for PSC, Ethics Commission, Procurement Review Panel, Workers' Comp. and ESC (including appeals from Human Affairs Commission, Dept. of Agriculture, Commission for Blind, State Crop Pest Commission, State Livestock-Poultry Health Commission, Mining Council, State Ports Authority, Dept. of Commerce/Aeronautics Div., State Bd. of Ed. Commission on Higher Ed. | na                                                         |
| ALC                      | 2006 | Administrative Hearings Office was moved from the DMV and created a separate office under the umbrella of the ALC                                                                                                                                                                                                                                                                                                                               | na                                                         |

Historical Perspective Chart

Agency Name:  
Agency Section:  
Agency Code:

|     |      |                                                                                                                     |    |
|-----|------|---------------------------------------------------------------------------------------------------------------------|----|
| ALC | 2007 | Jurisdiction to hear appeals form the Criminal Justice Academy                                                      | na |
| ALC | 2009 | Jurisdiction to hear contested cases from LLR, OSHA                                                                 | na |
| ALC | 2010 | Restructring of the ESC created the DEW and jurisdiction to hear appeals from Appellate Panel were given to the ALC | na |
| ALC | 2014 | Jurisdiction to hear contested cases regarding the Geodetic Survey Office                                           | na |
| ALC | 2014 | Jurisdiction to hear contested cases regarding Renewable Electric Generation Facilities Program                     | na |

Purpose/Mission/Vision Chart

Agency Name:  
Agency Code:  
Agency Section:

INSTRUCTIONS: Provide information about the date the agency, in its current form, was initially created and the present purpose, mission and vision of the agency, with the date each were established in paranethesis. The Legal Standards Cross Reference column should link the purpose, mission and vision to the statutes, regulations and provisos listed in the Legal Standards Chart, which they satisfy.

| Agency Submitting Report | Date Agency created | Purpose                                                                                                                                                                                                                                                                                                                                                                                                    | Mission                                                                                                                                                                                        | Vision                                                                                                                 | Legal Standards Cross References                                                                     |
|--------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Administrative Law Court | 1993                | The purpose of an administrative court such as the ALC, is to separate the adjudicatory proceedings from the investigative and policy-making functions of the agency. Prior to the creation of the Court, citizens who had a dispute with a state agency and wanted to challenge any action related to the dispute had to appear before hearing officers employed or contracted by that particular agency. | The Court's mission is to provide a neutral forum for fair, prompt and objective hearings for any person(s) affected by an action or proposed action of certain State agencies or departments. | The Court's vision is a technologically advanced and prompt court easily accessible by all customers and stakeholders. | Purpose, Mission and Vision are linked to all of the information listed in the Legal Standards Chart |

Key Partner Agencies Chart

Agency Name:  
Agency Code:  
Agency Section:

INSTRUCTIONS: List the names of the other state agencies which have the biggest impact on the agency's mission success (list a minimum of three); partnership arrangements established and performance measures routinely reviewed with the other entity. The Major Program Areas Cross References Column should link the Partner Agency to the major program area, in the Major Program Areas Chart, on which it has the biggest impact. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable and a minimum of three.

| Agency Submitting Report | Agency w/ Impact on Mission Success             | Partnership Arrangement Established                                                                                                                                               | Performance Measures Routinely Reviewed Together | Major Program Areas Cross Reference |
|--------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------|
| ALC                      | SC PRT                                          | Partner with PRT to provide IT support to the ALC. The ALC provides the funds to PRT for an FTE and PRT provides overall support and hosting of the ALC's servers and IT support. | NA                                               | I                                   |
| ALC                      | All state agencies that appear before the Court | Work with the agencies to provide information for citizens who are aggrieved by agency decisions                                                                                  | NA                                               | I                                   |

Key Deliverables Chart

Agency Name:  
Agency Code:  
Agency Section:

INSTRUCTIONS: Provide information about the agency's key deliverables (i.e. products or services); primary methods by which these are delivered; and, as applicable, actions that may reduce the general public and/or other agencies initial or repetitive need for the deliverable. List each deliverable on a separate line. If there are multiple ways in which the deliverable is provided, list the deliverable multiple times with each delivery method on a separate line. In the "Three Greatest" column, indicate and rank the three most significant deliverables the agency brings to the people of South Carolina with #1 being the most significant. For the deliverables which are not one of three most significant, do not put anything in this column. The Major Program Areas Cross References Column should list the deliverable to the major program area, in the Major Program Areas Chart, within which that product or service is provided. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Agency Submitting Report | Item # | Deliverable (i.e. product or service)                                       | Three Most Significant (#1, #2, #3) | Primary Method of Delivery | What can be done to reduce the general public and/or other agencies initial need for this deliverable? (i.e. preventive measures before the citizen or agency needs to come to the agency) | What can be done to reduce the general public and/or other agencies need to return for this deliverable? (i.e. preventive measures to ensure they do not need to come back to the agency for this service or product after already receiving it once) | If deliverable is identified as one of the three most significant, what would allow the agency to focus on it more? | Major Program Areas Cross Reference |
|--------------------------|--------|-----------------------------------------------------------------------------|-------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| ALC                      | 1      | Final Orders in cases filed with the court                                  | NA                                  | mail and email and website | NA                                                                                                                                                                                         | NA                                                                                                                                                                                                                                                    | NA                                                                                                                  |                                     |
|                          | 2      | Reports to the Governor's Office, Executive Budget Office, General Assembly | Annual Report and Budget Plans      | mail and email             | NA                                                                                                                                                                                         | NA                                                                                                                                                                                                                                                    | NA                                                                                                                  |                                     |
| ALC                      | 3      |                                                                             |                                     |                            |                                                                                                                                                                                            |                                                                                                                                                                                                                                                       |                                                                                                                     |                                     |
|                          | 4      |                                                                             |                                     |                            |                                                                                                                                                                                            |                                                                                                                                                                                                                                                       |                                                                                                                     |                                     |
|                          | 5      |                                                                             |                                     |                            |                                                                                                                                                                                            |                                                                                                                                                                                                                                                       |                                                                                                                     |                                     |
|                          | 6      |                                                                             |                                     |                            |                                                                                                                                                                                            |                                                                                                                                                                                                                                                       |                                                                                                                     |                                     |

Agency Name:  
Agency Section:  
Agency Code:

Key Customers Chart

INSTRUCTIONS: Provide information about the key customer segments identified by the agency and each segment's key requirements/expectations. A customer is defined as an actual or potential user of the agency's deliverables. Please be as specific as possible in describing the separate customer segments (i.e. do not simply put "public.") The Deliverables Cross References column should link customer groups to the deliverable listed in the Key Deliverables Chart, which they utilize. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Agency Submitting Report | Item # | Customer Segments                                                                                                                                                | Requirements/Expectations                                                   | Deliverables Cross References |
|--------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------|
| ALC                      | 1      | Individual parties, protestants and/or their attorneys (litigants) that file request for a hearing with the court                                                | A prompt and fair resolution of the issues presented during the proceedings | Item #1                       |
|                          | 2      | State agencies and/or their attorneys (litigants) that file a request for a hearing with the court or are a party in an action filed by another person or entity | A prompt and fair resolution of the issues presented during the proceedings | Item #1                       |
| ALC                      | 3      |                                                                                                                                                                  |                                                                             |                               |
|                          | 4      |                                                                                                                                                                  |                                                                             |                               |
|                          | 5      |                                                                                                                                                                  |                                                                             |                               |
|                          | 6      |                                                                                                                                                                  |                                                                             |                               |

Key Stakeholder Chart

Agency Name:  
Agency Section:  
Agency Code:

INSTRUCTIONS: Provide information about the agency's key stakeholder groups and their key requirements and expectations. A stakeholder is defined as a person, group or organization that has interest or concern in an agency. Stakeholders can affect or be affected by the agency's actions, objectives and policies. Please be as specific as possible in describing the separate stakeholder groups (i.e. please do not simply put "the public.") The Deliverables Cross References column should link stakeholder groups to the deliverable, listed in the Key Deliverables Chart, for which they group has the most interest or concern. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Agency Submitting Report | Item # | Stakeholder Group                                                                                               | Requirements/Expectations                                                                                    | Deliverables Cross References |
|--------------------------|--------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------|
| ALC                      | 1      | Litigants (individuals, businesses, groups and state agencies that are parties in proceedings before the court) | A prompt and fair resolution of the issues presented during the proceedings                                  | Item #1                       |
| ALC                      | 2      | General Assembly                                                                                                | Efficient use of funding, meeting key performance measures, accomplishing mission and statutory requirements | Item #2                       |
|                          | 3      |                                                                                                                 |                                                                                                              |                               |
|                          | 4      |                                                                                                                 |                                                                                                              |                               |
|                          | 5      |                                                                                                                 |                                                                                                              |                               |
|                          | 6      |                                                                                                                 |                                                                                                              |                               |



Overseeing Body - Individual Members Chart

Agency Name:  
Agency Code:  
Agency Section:

INSTRUCTIONS: Provide information about the individual members on the body that oversees the agency including their name, contact information, length of time on the body, profession and whether they are a Senator or House Member. The Major Program Areas Cross References Column should link the individual to the major program area, in the Major Program Areas Chart, in which the individual has a particular influence, if any, by way of serving on a subcommittee within the body, task force, etc. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Agency Submitting Report | Name of Individual on Body | Contact Information | Profession | Date First Started Serving on the Body | Last Date Served on the Body | Length of Time on the Body (in years) | Senator or House Member? (put Senate or House) | Major Program Areas Cross Reference |
|--------------------------|----------------------------|---------------------|------------|----------------------------------------|------------------------------|---------------------------------------|------------------------------------------------|-------------------------------------|
| ALC                      | Not applicable             |                     |            |                                        |                              |                                       |                                                |                                     |
|                          |                            |                     |            |                                        |                              |                                       |                                                |                                     |
|                          |                            |                     |            |                                        |                              |                                       |                                                |                                     |
|                          |                            |                     |            |                                        |                              |                                       |                                                |                                     |

Agency Name:  
Agency Code:  
Agency Section:

INSTRUCTIONS: Provide information about the agency's Major Program Areas as those are defined in the Appropriations Act. When completing columns B - K, the agency can copy and paste the information the agency submitted in the Program Template of the FY 2013-14 Accountability Report, just make sure of the following:

a) List only the programs that comprise at least 80% of the total budget and include the % of total budget. The remainder of the programs should be "listed ONLY" in the box labeled "Remainder of Programs", with those program expenditures detailed in the box labeled "Remainder of Expenditures." If the agency has trouble understanding what is requested, refer to the 2012-13 Accountability Report, Section II, number 11.

b) The "Associated Objective(s)" column in the Program Template of the FY 2013-14 Accountability Report has been changed to "Key Performance Measures Cross References." The Key Performance Measures Cross References column should link major programs to charts/graphs in the Key Performance Measurement Processes Section (ex. Chart 5.2-1 or Graph 5.2-2). If the agency has trouble understanding what is requested, refer to the 2012-13 Accountability Report, Section II, number 11; and

c) An additional column, titled "Legal Standards Cross References," has been added at the end. The Legal Standards Cross Reference column should link major programs to the statutes, regulations and provisions listed in the Laws Section of this report, which they satisfy.

Included below is an example, with a partial list of past Major Program Areas from the Department of Transportation. The example does not include information in the columns under expenditures, key performance measures cross reference, legal standards cross references or remainder of expenditures, however, the agency must complete these columns when submitting this chart in final form. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Note:  
-Key Performance Measures Cross References Column links major programs to the charts/graphs in the Key Performance Measurement Processes Section of the Restructuring Report.  
-Legal Standards Cross References Column links major programs to the statutes, regulations and provisions they satisfy which are listed in the Laws Section of the Restructuring Report.

| Agency Submitting Report | Program/Title              | Purpose                                                                                                                                                                                                                                             | FY 2012-13 Expenditures |              |         | FY 2013-14 Expenditures |                |              | Key Performance Measures Cross Reference | Legal Standards Cross References |         |
|--------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------|---------|-------------------------|----------------|--------------|------------------------------------------|----------------------------------|---------|
|                          |                            |                                                                                                                                                                                                                                                     | General                 | Other        | Federal | TOTAL                   | General        | Other        |                                          |                                  | Federal |
| ALC                      | I. SCALC Hearings          | Protest, Test, and Reduce Construction Costs, appeals, regulation and injunctive relief matters from state agencies pursuant to Article 1, Sect. 22 of the SC Constitution, S.C. Code Ann 1-25-500 et seq., AL, Shabazz v. State and various Agency | \$1,815,248.00          | \$251,186.00 | 0       | 68%                     | \$1,886,382.00 | \$253,850.00 | 0                                        | 68%                              | All     |
| ALC                      | I. Administration Overhead | Administration of the Agency (the Court and OMVH), particularly in regards to Agency Accounting, Human Resources, Budgeting, and Receptional Functions.                                                                                             | \$122,172.00            | \$44,360.00  | 0       | 6%                      | \$125,505.00   | \$45,085.00  | 0                                        | 6%                               | All     |
| ALC                      | I. OMVH Hearings           | Hearings required by the SC motor vehicle and driver license laws pursuant to South Carolina Code Title 56, Administrative Procedures Act, and Financial Responsibility Act.                                                                        | \$0.00                  | \$785,133.00 | 0       | 26%                     | \$0.00         | \$783,900.00 | 0                                        | 26%                              | All     |

Remainder of Programs: List any programs not included above and show the remainder of expenditures by source of funds.

|                            |                   |                   |                   |                   |                   |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Remainder of Expenditures: | % of Total Budget | % of Total Budget | % of Total Budget | % of Total Budget | % of Total Budget |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

Agency Name:  
Agency Code:  
Agency Section:

## Legal Standards Chart

**INSTRUCTIONS:** List all state and federal statutes, regulations and provisos that apply to the agency ("Laws") and a summary of the statutory requirement and/or authority granted in the particular Law listed. Included below is an example, with a partial list of Laws which apply to the Department of Juvenile Justice and Department of Transportation. The agency will see that a statute should be listed again on a separate line for each year there was an amendment to it. Please delete the example information before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Agency Submitting Report | Item # | Statute/Regulation/Provisos             | State or Federal | Summary of Statutory Requirement and/or Authority Granted                                                                                                                    |
|--------------------------|--------|-----------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ALC                      | 1      | Title 1, Chapter 23                     | State            | The Administrative Procedures Act, Establishment of the Administrative Law Court and election of its judges and jurisdiction                                                 |
| ALC                      | 2      | Article I, Section 22                   | State            | Constitutional provisions regarding due process hearings                                                                                                                     |
| ALC                      | 3      | Title 1, Chapter 13                     | State            | Appeals from the State Human Affairs Commission                                                                                                                              |
| ALC                      | 4      | Title 2, Chapter 19                     | State            | Election of Judges                                                                                                                                                           |
| ALC                      | 5      | Title 3, Chapter 5                      | State            | Grants of Perpetual Rights and Easements to US for Development of Waterways                                                                                                  |
| ALC                      | 6      | Title 6, Chapter 4                      | State            | Contested cases from the Tourism Expenditure Review Committee                                                                                                                |
| ALC                      | 7      | Title 6, Chapter 8                      | State            | Injunctions regarding the SC Building Codes Council                                                                                                                          |
| ALC                      | 8      | Title 8, Chapter 17                     | State            | Appeals from the State Grievance Committee                                                                                                                                   |
| ALC                      | 9      | Title 9, Chapter 8                      | State            | Retirement System for Judges and Solicitors                                                                                                                                  |
| ALC                      | 10     | Title 9, Chapter 18                     | State            | Appeals regarding Qualified Domestic Relations Orders                                                                                                                        |
| ALC                      | 11     | Title 9, Chapter 21                     | State            | Contested cases regarding the state retirement system                                                                                                                        |
| ALC                      | 12     | Title 10, Chapter 5                     | State            | Injunctions regarding the SC Building Codes Council                                                                                                                          |
| ALC                      | 13     | Title 12, Chapters 4, 8, 24, 28, 54, 60 | State            | Revenue Procedures Act, establishing contested case hearings before the ALC for county and state tax matters and other tax matters by counties and the Department of Revenue |
| ALC                      | 14     | Title 12, Chapter 56                    | State            | Contested cases regarding the Setoff Debt Collection Act                                                                                                                     |
| ALC                      | 15     | Title 16, Chapter 17                    | State            | Contested cases regarding the regulation of unsolicited consumer telephone call by Dept. of Consumer Affairs                                                                 |
| ALC                      | 16     | Title 23, Chapter 9                     | State            | Appeals from the State Fire Marshal                                                                                                                                          |
| ALC                      | 17     | Title 23, Chapter 31                    | State            | Contested cases regarding Concealed Weapon Permit denials or revocations by SLED                                                                                             |
| ALC                      | 18     | Title 23, Chapter 36                    | State            | Contested cases regarding the Explosives Control Act by the State Fire Marshal                                                                                               |
| ALC                      | 19     | Title 23, Chapter 43                    | State            | Appeals and injunctive relief from the SC Building Codes Council regarding modular buildings                                                                                 |
| ALC                      | 20     | Title 27, Chapter 29                    | State            | Contested cases regarding decisions of county boundaries by the SC Geodetic Survey                                                                                           |
| ALC                      | 21     | Title 27, Chapter 29                    | State            | Appeals and injunctive relief from the SC Real Estate Commission regarding the Uniform Land Sales Practice Act                                                               |
| ALC                      | 22     | Title 31, Chapter 21                    | State            | Appeals from the SC Human Affairs Commission regarding the Fair Housing Law                                                                                                  |
| ALC                      | 23     | Title 32, Chapter 7                     | State            | Contested cases regarding preneed funeral contracts by the Dept. of Consumer Affairs                                                                                         |
| ALC                      | 24     | Title 33, Chapter 56                    | State            | Contested cases from the Secretary of State regarding solicitation of charitable funds                                                                                       |
| ALC                      | 25     | Title 33, Chapter 57                    | State            | Contested cases from the Secretary of State regarding non-profits                                                                                                            |
| ALC                      | 26     | Title 34, Chapter 36                    | State            | Contested cases from the Dept. of Consumer Affairs regarding loan brokers                                                                                                    |

Agency Name:  
Agency Code:  
Agency Section:  
ALC

## Legal Standards Chart

|    |     |                                                                                                                                                                      |       |                                                                                                                                                                                                                                                                                                                       |
|----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | ALC | Title 36, Chapter 9                                                                                                                                                  | State | Contested cases regarding the Commercial Code and secured transaction filings from the Secretary of State                                                                                                                                                                                                             |
| 27 | ALC | Title 37, Chapters 6, 11, 16, 17, 22, 25                                                                                                                             | State | Contested cases and injunctive relief from the Dept. of Consumer Affairs, Consumer Protection Code, regarding debt collection, retirement communities, prepaid legal services, discount medical plan organizations, mortgage lending and contact lenses                                                               |
| 28 | ALC | Title 38, Chapters 3, 5, 9, 13, 21, 25, 27, 29, 31, 33, 39, 43, 44, 53, 59, 70, 71, 73, 75, 78, 90, 93                                                               | State | Contested Cases, appeals and injunctive relief from the Department of Insurance regarding agent licensing, agent violations, bail bondsmen, rate cases, captive insurance companies, privacy of genetic information, service contracts, etc.                                                                          |
| 29 | ALC | Title 39, Chapter 1                                                                                                                                                  | State | Injunctive relief regarding industrial hygienist                                                                                                                                                                                                                                                                      |
| 30 | ALC | Title 39, Chapter 37                                                                                                                                                 | State | Appeals from the Dept. of Agriculture regarding ice cream, ice milk and other frozen desserts                                                                                                                                                                                                                         |
| 31 | ALC | Title 39, Chapter 61                                                                                                                                                 | State | Contested cases and injunctive relief from the Dept. of Consumer Affairs regarding the Motor Club Services Act                                                                                                                                                                                                        |
| 32 | ALC | Title 40, Chapters 1, 3, 6, 7, 9, 10, 11, 13, 15, 18, 19, 22, 23, 28, 29, 30, 33, 35, 36, 37, 39, 45, 47, 51, 55, 56, 58, 59, 60, 61, 63, 65, 68, 69, 75, 77, 81, 82 | State | Appeals and injunctive relief from the various boards and commission at the Dept. of Labor, Licensing and Regulation regarding professions and occupations. The Board of Medical Examiners, Real Estate Commission, Residential Builders Commission, Board of Cosmetology and the Board of Nursing are a few examples |
| 34 | ALC | Title 41, Chapter 7                                                                                                                                                  | State | Appeals from the Dept. of Labor, Licensing and Regulation regarding the Right to Work.                                                                                                                                                                                                                                |
| 35 | ALC | Title 41, Chapter 8                                                                                                                                                  | State | Appeals and injunctive relief from the Dept. of Labor, Licensing and Regulation regarding Illegal Aliens and Private Employment                                                                                                                                                                                       |
| 36 | ALC | Title 41, Chapter 14                                                                                                                                                 | State | Injunctive relief from the Dept. of Labor, Licensing and Regulation regarding the Boiler Safety Act                                                                                                                                                                                                                   |
| 37 | ALC | Title 41, Chapter 15                                                                                                                                                 | State | Contested Cases from the Dept. of Labor, Licensing and Regulation, Division of Labor (Occupational Health and Safety)                                                                                                                                                                                                 |
| 38 | ALC | Title 41, Chapter 29                                                                                                                                                 | State | Appeals from the Dept. of Employment and Workforce                                                                                                                                                                                                                                                                    |
| 39 | ALC | Title 41, Chapter 35                                                                                                                                                 | State | Appeals from the Dept. of Employment and Workforce                                                                                                                                                                                                                                                                    |
| 40 | ALC | Title 42, Chapter 15                                                                                                                                                 | State | Appeals from the Workers' Compensation Commission regarding fees of attorneys and hospital charges approved by the Commission                                                                                                                                                                                         |
| 41 | ALC | Title 43, Chapter 25                                                                                                                                                 | State | Appeals from the Commission for the Blind                                                                                                                                                                                                                                                                             |
| 42 | ALC | Title 44, Chapter 1                                                                                                                                                  | State | Contested Cases from the Dept. of Health and Environmental Control                                                                                                                                                                                                                                                    |
| 43 | ALC | Title 44, Chapter 2                                                                                                                                                  | State | Contested Cases from the Dept. of Health and Environmental Control regarding the State Underground Petroleum Environmental Response Bank Act                                                                                                                                                                          |
| 44 | ALC | Title 44, Chapter 6                                                                                                                                                  | State | Appeals from the Dept. of Health and Human Services                                                                                                                                                                                                                                                                   |
| 45 | ALC | Title 44, Chapter 7                                                                                                                                                  | State | Contested Cases from the Dept. of Health and Environmental Control regarding the State Certification of Need and Health Facility Licensure Act                                                                                                                                                                        |
| 46 | ALC | Title 44, Chapter 20                                                                                                                                                 | State | Appeals from the SC Commission on Disabilities and Special Needs                                                                                                                                                                                                                                                      |
| 47 | ALC | Title 44, Chapter 79                                                                                                                                                 | State | Contested Cases from the Dept. of Consumer Affairs regarding the Physical Fitness Services Act                                                                                                                                                                                                                        |
| 48 | ALC | Title 45, Chapter 9                                                                                                                                                  | State | Appeals from the State Human Affairs Commission regarding Equal Enjoyment and Privileges to Public Accommodations                                                                                                                                                                                                     |

## Legal Standards Chart

Agency Name:

Agency Code:

Agency Section:

|    |          |                                    |            |                                                                                                                                                                                                                                                                                                                                                                   |
|----|----------|------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 49 | ALC      | Title 46, Chapter 3                | State      | Appeals from the Department of Agriculture                                                                                                                                                                                                                                                                                                                        |
| 50 | ALC      | Title 46, Chapter 9                | State      | Appeals from the State Crop Pest Commission                                                                                                                                                                                                                                                                                                                       |
| 51 | ALC      | Title 47, Chapters 4, 17, 19       | State      | Appeals from the State Livestock-Poultry Health Commission                                                                                                                                                                                                                                                                                                        |
| 52 | ALC      | Title 48, Chapter 1                | State      | Contested Cases from the Dept. of Health and Environmental Control regarding the Pollution Control Act                                                                                                                                                                                                                                                            |
| 53 | ALC      | Title 48, Chapter 20               | State      | Appeals from the State Mining Council                                                                                                                                                                                                                                                                                                                             |
| 54 | ALC      | Title 48, Chapter 27               | State      | Appeals from the State Board of Registration for Foresters                                                                                                                                                                                                                                                                                                        |
| 55 | ALC      | Title 48, Chapter 39               | State      | Contested Cases from the Dept. of Health and Environmental Control regarding coastal tidelands and wetlands                                                                                                                                                                                                                                                       |
| 56 | ALC      | Title 48, Chapter 57               | State      | Review of Environmental Audit Privilege and Voluntary Disclosure by the Dept. of Health and Environmental Control                                                                                                                                                                                                                                                 |
| 57 | ALC      | Title 48, Chapter 59               | State      | Contested Cases from the SC Conservation Act                                                                                                                                                                                                                                                                                                                      |
| 58 | ALC      | Title 49, Chapter 23               | State      | Contested Cases from the Drought Response Committee                                                                                                                                                                                                                                                                                                               |
| 59 | ALC      | Title 50, Chapter 21               | State      | Contested Cases from the Dept. of Natural Resources regarding the operation of watercraft, including boating under the influence                                                                                                                                                                                                                                  |
| 60 | ALC      | Title 52, Chapter 19               | State      | Appeals and injunctive relief from the Dept. of Labor, Licensing and Regulation regarding bungee jumping                                                                                                                                                                                                                                                          |
| 61 | ALC      | Title 54, Chapter 3                | State      | Appeals from the SC State Ports Authority                                                                                                                                                                                                                                                                                                                         |
| 62 | ALC      | Title 54, Chapter 15               | State      | Appeals and injunctive relief from the SC Commissioners of Pilotage                                                                                                                                                                                                                                                                                               |
| 63 | ALC      | Title 55, Chapter 5                | State      | Appeals from the Aeronautic Commission                                                                                                                                                                                                                                                                                                                            |
| 64 | ALC/OMVH | Title 56, Chapters 1, 5, 9, 15, 28 | State      | The Office of Motor Vehicle Hearings (OMVH), a division of the ALC hears contested cases regarding drivers licenses suspensions and motor vehicle matters, such as implied consent, habitual offender, dealer licensing and physical disqualification; and appeals from the Dept. of Probation, Pardon and Parole regarding the Ignition Interlock Device Program |
| 65 | ALC      | Title 58, Chapter 3                | State      | Injunctive relief regarding Ex Parte communication at the Public Service Commission                                                                                                                                                                                                                                                                               |
| 66 | ALC      | Title 58, Chapter 27               | State      | Contested case from the Public Service Commission regarding the Lease of Renewable Electric Generation Facilities Program                                                                                                                                                                                                                                         |
| 67 | ALC      | Title 59, Chapter 25               | State      | Appeals from the State Dept. of Education regarding teacher certificates                                                                                                                                                                                                                                                                                          |
| 68 | ALC      | Title 59, Chapter 40               | State      | Appeals from local school districts or the SC Public Charter School District regarding charter schools                                                                                                                                                                                                                                                            |
| 69 | ALC      | Title 59, Chapter 58               | State      | Appeals from the SC Commission on Higher Education                                                                                                                                                                                                                                                                                                                |
| 70 | ALC      | Title 59, Chapter 102              | State      | Contested cases from the Dept. of Consumer Affairs regarding athlete agents                                                                                                                                                                                                                                                                                       |
| 71 | ALC      | Title 59, Chapter 150              | State      | Appeals from the SC Lottery Commission                                                                                                                                                                                                                                                                                                                            |
| 72 | ALC      | Title 61, Chapters 2, 4, 6         | State      | Contested cases from the Dept. of Revenue regarding alcohol and alcohol beverages                                                                                                                                                                                                                                                                                 |
| 73 | ALC      | Title 63, Chapters 11, 13          | State      | Appeals from the Dept. of Social Services regarding child welfare agencies and childcare facilities                                                                                                                                                                                                                                                               |
| 74 | ALC      | Chapter 71                         | Regulation | Dept. of Labor, Licensing and Regulation, Occupational Safety and Health                                                                                                                                                                                                                                                                                          |
| 75 | ALC      | Chapter 63                         | Regulation | Contested Cases from the Dept. of Transportation                                                                                                                                                                                                                                                                                                                  |
| 76 | ALC      | Chapter 19                         | Regulation | Budget and Control Board                                                                                                                                                                                                                                                                                                                                          |
| 77 | ALC      | Chapter 28                         | Regulation | Dept. of Consumer Affairs                                                                                                                                                                                                                                                                                                                                         |
| 78 | ALC      | Chapter 127                        | Regulation | Dept. of Labor, Licensing and Regulation, Occupational Health and Safety Review Board                                                                                                                                                                                                                                                                             |
| 79 | ALC      | Chapter 7                          | Regulation | Dept. of Revenue, alcoholic beverages                                                                                                                                                                                                                                                                                                                             |

Agency Name:  
Agency Code:  
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## Legal Standards Chart

|     |    |                           |            |                                                                                                                     |
|-----|----|---------------------------|------------|---------------------------------------------------------------------------------------------------------------------|
| ALC | 80 | Chapter 30                | Regulation | Dept. of Health and Environmental Control, Coastal Division                                                         |
| ALC | 81 | Chapter 61-43             | Regulation | Dept. of Health and Environmental Control, Standards for the Permitting of Agricultural Animal Facilities           |
| ALC | 82 | Chapter 69                | Regulation | Dept. of Insurance                                                                                                  |
| ALC | 83 | Chapter 72                | Regulation | Dept. of Health and Environmental Control, Land Resources and Conservation Districts Division                       |
| ALC | 84 | Chapter 121               | Regulation | Dept. of Natural Resources, Drought Response Committee                                                              |
| ALC | 85 | Chapter 114               | Regulation | Dept. of Social Services, childcare facilities                                                                      |
| ALC | 86 | Chapter 8                 | Regulation | Building Codes Council                                                                                              |
| ALC | 87 | Chapter 61-113            | Regulation | Dept. of Health and Environmental Control, Groundwater Use and Reporting                                            |
| ALC | 88 | Chapter 25                | Regulation | Dept. of Labor, Licensing and Regulation, SC Board of Chiropractic Examiners                                        |
| ALC | 89 | Chapter 44                | Regulation | South Carolina Lottery Commission                                                                                   |
| ALC | 90 | Chapter 61-57             | Regulation | Dept. of Health and Environmental Control, Development of Subdivision Water Supply and Treatment/Disposal Systems   |
| ALC | 91 | Chapter 61-67             | Regulation | Dept. of Health and Environmental Control, Stards for Wastewater Facility Construction                              |
| ALC | 92 | 58.1                      | Proviso    | Retention and Expediture of copying costs and copies of rules                                                       |
| ALC | 93 | 58.2                      | Proviso    | County Office Space for Administrative Law Judges                                                                   |
| ALC | 94 | 58.3                      | Proviso    | Travel - subsistence and mileage for Administrative Law Judges                                                      |
| ALC | 95 | Al-Shabazz v. State, etc. | Case       | Administrative, non-collateral appeals from Dept. of Corrections and Dept. of Probation, Parole and Pardon Services |

# Agency Reporting Requirements Chart

Agency Name:  
Agency Code:  
Agency Section:

INSTRUCTIONS: List all reports, if any, the agency is required to submit to a legislative entity. Beside each include the following under the appropriate column: a) Name of the report; b) Legislative entity that requires the report; c) Law(s) that require the agency to provide the report; d) Stated legislative intent (from legislative entity, statute, regulation or other source) in providing the report; e) Frequency with which the report is required (i.e. annually, monthly, etc.); f) Approximate year the agency first started providing the report; g) Approximate cost to complete the report and any positive results from compiling and submitting the report; and h) Method by which the agency receives, completes and submits the report (i.e. receive via emailed word document, by fax or open program, enter data and click submit, etc.). Included below are examples of reports the agency may have to submit. The example does not include information in the column under # of staff needed to complete the report, approx. total amount of time to complete the report and approx. total cost to complete the report, however the agency must complete these columns when submitting this chart in final form. Please delete the example figures before submitting this chart in final form. Please ensure the information about these reports is complete. NOTE: Responses are not limited to the number of rows below that have boxes around them, please list all that are applicable.

| Agency Submitting Report | Item # | Report Name           | Legislative Entity Requesting Report  | Law Requiring Report       | Stated Intent of Report                                      | Year First Required to Complete Report | Reporting Freq. | # of Days in which to Complete Report | Month Report Template is Received by Agency | Month Agency is Required to Submit the Report | # of Staff Members Needed to Complete Report | Approx. Total Amount of Time to Complete Report (considering start time, etc.) | Positive Results of Reporting                                                     | Method in which Report Template is Sent to Agency | Format in which Report Template is Sent to Agency | Method in which Agency Submits Report (i.e. email; mail; click; completed submit on web based form; word, excel) | Format in which Agency Submits Report |
|--------------------------|--------|-----------------------|---------------------------------------|----------------------------|--------------------------------------------------------------|----------------------------------------|-----------------|---------------------------------------|---------------------------------------------|-----------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| ALC                      | 1      | Restructuring Report  | House Legislative Oversight Committee | 1-30-10(G)(1)              | Increased Efficiency                                         | 2015                                   | Annually        | 30                                    | February                                    | March                                         | 1 to 2                                       | 30 to 40                                                                       | TBD                                                                               | Email and Hardcopy                                | Word and Excel                                    | Email and Hardcopy                                                                                               | Word and Excel                        |
| ALC                      | 2      | Restructuring Report  | Office of Senate Oversight            | 1-30-10(G)(1)              | Increased Efficiency                                         | 2015                                   | Annually        | 30                                    | January                                     | January                                       | 1 to 2                                       | 20 to 30                                                                       | TBD                                                                               | Email and Hardcopy                                | Word and Excel                                    | Email and Hardcopy                                                                                               | Word and Excel                        |
| ALC                      | 3      | Accountability Report | Executive Budget Office               | 1-1-810                    | For the purpose of zero-base budget analysis                 | 1984                                   | Annually        | Normally 2 to 3 months                | Varies                                      | September                                     | 3 to 4                                       | Varies                                                                         | Provides an opportunity for review of accomplishments, areas of improvement, etc. | Email and Hardcopy                                | Word and Excel                                    | Email and Hardcopy                                                                                               | Word and Excel                        |
| ALC                      | 4      | Annual Budget Plans   | Executive Budget Office               |                            | For the purpose of zero-base budget analysis                 | 1984                                   | Annually        | Normally 2 to 3 months                | Varies                                      | October                                       | 3 to 4                                       | Varies                                                                         | Assess needs of agency                                                            | Email and Hardcopy                                | Word and Excel                                    | Email and Hardcopy                                                                                               | Word and Excel                        |
| ALC                      | 5      | Organizational Chart  | Human Resources                       | 1-1-970 and Proviso 117.52 | To show agency personnel and governance digits               | na                                     | Annually        | na                                    | na                                          | September                                     | 1                                            | 1 hour                                                                         | NA                                                                                | Email and Hardcopy                                | NA                                                | Email                                                                                                            | Word                                  |
| ALC                      | 6      | IT/IS Plans           | Division of Technology                | Proviso 117.132            | To show plans for technology and security needs and requests | na                                     | Annually        | na                                    | na                                          | October                                       | 1 to 2                                       | 1 hour                                                                         | NA                                                                                | Email and Hardcopy                                | NA                                                | Email                                                                                                            | Word                                  |

**Note:** All audits are not the result of suspicious activity or alleged improper actions. Often times regular audits are required by statute/regulation or an agency's standard operating procedure simply as a method of ensuring operations are staying on track.

[illegible]

Agency Name:  
Agency Code:  
Agency Section:

## Personnel Involved Chart

INSTRUCTIONS: List the name of all personnel at the agency who were consulted or performed work to obtain the information utilized when answering the questions in these reports, their title and their specific role in answering the question (i.e. searched the agency documents, asked for information because they are in charge of the department, etc.) Please delete the example information and instructions row before submitting this chart in final form. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

| Agency Submitting Report | Name                 | Phone    | Email                                                      | Department/Division | Title                    | Question | Role in Answering Question         |
|--------------------------|----------------------|----------|------------------------------------------------------------|---------------------|--------------------------|----------|------------------------------------|
| Administrative Law Court | Jana Shealy          | 734-0550 | <a href="mailto:jshealy@scalac.net">jshealy@scalac.net</a> | ALC                 | Clerk of Court           | All      | Completed all applicable questions |
| Administrative Law Court | Chief Judge Anderson | 734-0550 | <a href="mailto:jshealy@scalac.net">jshealy@scalac.net</a> | ALC                 | Chief Judge              | All      | Reviewed                           |
| Administrative Law Court | Harvin Fair          | 734-0550 | <a href="mailto:hfair@scalac.net">hfair@scalac.net</a>     | ALC                 | Law Clerk to Chief Judge | All      | Reviewed                           |
| Administrative Law Court | Nancy Riley          | 734-0550 | <a href="mailto:nriley@scalac.net">nriley@scalac.net</a>   | ALC                 | General Counsel          | All      | Reviewed                           |