



THE SOUTH CAROLINA  
DEPARTMENT *of* ADMINISTRATION



**FY 2021-2022  
Budget Request**

**Jason Epting**

**Staff Members Attending:**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
Marcia Adams	Executive Director	<a href="mailto:Marcia.Adams@admin.sc.gov">Marcia.Adams@admin.sc.gov</a>	734-5198
Paul Koch	Chief of Staff	<a href="mailto:Paul.Koch@admin.sc.gov">Paul.Koch@admin.sc.gov</a>	734-1262
Lindsey Kremlick	Deputy Chief of Staff	<a href="mailto:Lindsey.Kremlick@admin.sc.gov">Lindsey.Kremlick@admin.sc.gov</a>	896-0695
Karen Wingo	Director, Division of State Human Resources	<a href="mailto:Karen.Wingo@admin.sc.gov">Karen.Wingo@admin.sc.gov</a>	896-5172
Sally Foster	Governmental Affairs Director	<a href="mailto:Sally.Foster@admin.sc.gov">Sally.Foster@admin.sc.gov</a>	737-1810
Steven Lake	Director, Office of Administrative Services	<a href="mailto:Steven.Lake@admin.sc.gov">Steven.Lake@admin.sc.gov</a>	737-3928
Jason Epting	Budget Director, Office of Administrative Services	<a href="mailto:Jason.Epting@admin.sc.gov">Jason.Epting@admin.sc.gov</a>	737-3061

SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION						
BUDGET REQUEST SUMMARY						
FY 2021-2022 BUDGET						
Priority	Title	Description	State/General Funds			
			Recurring	Non-Recurring	Total Request	FTEs
1	Division of State HR- Classification and Compensation System Reform	<p>State Human Resources is requesting funds to implement the recommendations in the classification and compensation study released in January 2016. The Division would hire three new FTEs (Senior Consultants) that will complete tasks including, but not limited to, the development of a compensation philosophy, review and update of the more than 400 existing classifications, review and update of the pay structure to determine whether more pay bands are required, and obtain market survey data and salary surveys to guide compensation decisions. The requested non-recurring funds would be used to retain a consultant for the implementation of the recommendations of the classification &amp; compensation study, develop, implement and update a statewide compensation philosophy, review and update the more than 400 classifications, review and update the pay structure, including revising the current broad band structure, and obtain market survey data tools and salary surveys.</p> <p>The Division aims to provide human resources related data to the Governor's office, the General Assembly, and state agencies as requested to enable the state's leadership to make data driven decisions regarding personnel related matters and funding. The requested funds for three consultants will allow the Division to provide data and information to stakeholders on personnel related funding requests.</p>	312,750	500,000	812,750	3.00
2	Budget Development System (Executive Budget Office)	Development of a new web-based budget development system that will automate and add greater efficiencies to the state's budget development process as well as improve reporting capabilities for state agencies. Additionally, the Executive Budget Office (EBO) was asked by legislative staff to assume responsibility for the production of the Appropriations Bills, which is also factored into this request.	500,000		500,000	
3	Facilities Management- Permanent Improvements	<p>This funding request will provide the resources necessary to complete 5 projects:</p> <p>North Towers – Flooring Repair and Replacement - \$1M  Senate Street – Flooring Repair and Replacement - \$500K  Gressette Building – Limestone Veneer Envelope Repointing and Cleaning - \$1.25M  Blatt Building – Limestone Veneer Envelope Repointing and Cleaning - \$1.25M  McEachern Parking Facility – Replace High Voltage Switches and Unit Substations - \$2.198M</p>		6,198,000	6,198,000	
4	Office of Economic Opportunity - (CARES Act funding Authorization)	<p>An increase in federal authorization is needed to distribute additional federal funding received through the CARES Act. Admin received funds to supplement and expand existing programs administered under existing grants as follows:</p> <p>LIHEAP CARES Act - \$18.29M (3/27/2020 through 9/30/2021)  CSBG CARES Act - \$15.36M (3/27/2020 through 9/30/2022)  ESG CARES Act - \$27M (3/1/2020 through 9/30/2022)</p> <p>The additional authorization is needed to distribute remaining funding that is expected to carryover into fiscal year 2022.</p>	19,000,000		19,000,000	
N/A	Restructuring Adjustment - CDBG Disaster Recovery Office Txfr to Office of Resilience	2020 Act 163 transferred the South Carolina Disaster Recovery Office to the South Carolina Office of Resilience effective September 29, 2020. The South Carolina Disaster Recovery Office is funded entirely with federal funds, thus the reduction represents the transfer of federal authorization to the newly created program.	(100,000,000)		(100,000,000)	(10.00)
N/A	Restructuring Adjustment - Txfr Statewide Interoperability Coordinator Transfer to SLED	<p>The Department of Administration (Admin) and the State Law Enforcement Division (SLED) have agreed to transfer the Statewide Interoperability Coordinator (SWIC) FTE position, personal services funding and responsibilities from Admin to SLED.</p> <p>The SWIC works with emergency response leaders across all levels of government to implement a statewide strategic vision for interoperability. The SWIC's responsibilities include overseeing the daily operation of the state's interoperability efforts, coordinating interoperability and communications projects, maintaining governance structures, assembling working groups to develop and implement key initiatives and updating and implementing the Statewide Communication Interoperability Plan (SCIP).</p>	(110,200)		(110,200)	(1.00)
			(80,297,450)	6,698,000	(73,599,450)	(8.00)

Proviso Changes:					
FY 2022 Renumbered	Proviso Text		Explanation		
91.23	(LEG: Technology Panel) Of the funds appropriated in the Department of Education's program VIII.D. for Technology the K 12 Technology Initiative partnership shall provide a report to the House Education and Public Works Committee, the House Ways and Means Committee, the Senate Education Committee and the Senate Finance Committee, describing the state's efforts to facilitate the cost effective provision of connectivity and internet bandwidth to schools and libraries on a statewide basis, regardless of location, activities to assist schools and libraries in minimizing and detecting internet security threats, the development and utilization of technological and online resources to support student development and achievement, the development and utilization of curriculum and professional training to support the use of instructional technology in schools and libraries, and other educational technology related activities engaged in by the partnership. Further, the report must detail information on the expenditure of the K 12 Technology funds by each district as well as a list of the districts requesting flexibility in the use of those funds. The report shall be submitted <del>no later than</del> <b>by June 1, 2020 first of the current fiscal year.</b>		<i>Directs the K-12 Technology Initiative partnership to submit a report by June 1, 2020 outlining the state's efforts in providing connectivity and internet bandwidth, minimizing and detecting internet security threats as well as other educational technology related activities to schools and libraries.</i>		
93.2	(DOA: State House Operation & Maintenance Account) Funds appropriated to the Department of Administration - for State House <b>Capitol Complex &amp; Mansion</b> Maintenance & Operations & Renovations must be set aside in a separate account for the operation and maintenance of the <b>State House Capitol Complex &amp; Mansion</b> . The department shall report annually to the State House Committee on the amount expended from this fund <b>for the operation and maintenance of the State House.</b>		<i>This change conforms the proviso language to the change made in the FY 2019-2020 budget. In the FY 2018-2019 Appropriations Act, funds were appropriated as special items for State House Maintenance - \$658K, Capitol Complex Rent - \$719,781, and Mansion &amp; Grounds \$126K. In FY 2019-2020, these special items were combined into a single line item entitled Capitol Complex &amp; Mansion.</i>		
117.121	(GP: Catastrophic Weather Event) (A) Any improvements made to real property or personal property used as a residence, such as a mobile home or manufactured housing unit, damaged during the catastrophic weather event in October 2015, Hurricane Matthew of 2016, or Hurricane Florence of 2018, after the event and before June 30, 2020 <b>thirtieth of the current fiscal year</b> , is not considered an improvement and does not require a re appraisal. This provision only applies if as a result of the catastrophic weather event, the improvements made to the property were funded by the United States Department of Housing and Urban Development Block Grant Disaster Recovery program. This provision also applies if, at the discretion of the county and using qualifications determined by the county, the improvements were made with the assistance of a volunteer organization active in disaster, or a similar volunteer organization. (B) During the current fiscal year, the property tax value of an eligible property shall remain the same unless an assessable transfer of interest occurs. No refund is allowed on account of values adjusted as provided in this provision.		<i>Proviso prohibits counties from re-appraising personal residences that were damaged and repaired/improved using HUD block grant funds as a result of the October 2015 weather event, Hurricane Matthew of 2016, and Hurricane Florence. Gives counties the discretion to also exclude improvements that were made by volunteer organizations active in a disaster.  Admin is requesting on behalf of the South Carolina Disaster Recovery Office to update the fiscal year reference to June 30 of the current fiscal year.</i>		
117.128	(GP: Statewide Administrative Services) The Department of Administration may provide consolidated administrative services to all agencies to promote cost savings, process integrity and other efficiencies, and to reduce duplication, overlap and redundancies, or any combination thereof and to provide for consistency in transactions and processes and to advance a statewide approach to agency administration. Consolidated administrative services may include, but are not limited to: 1) financial and accounting support, such as accounts payable and receivable processing, procurement processing, journal entry processing and financial reporting assistance; 2) human resources administrative support, such as transaction processing and reporting, payroll processing, and human resources training; and 3) budget support, such as budget transaction processing and budget reporting assistance. Agencies that receive twenty million dollars or less in total appropriations in the current fiscal year shall consult with the Department of Administration to determine whether the use of consolidated administrative services offered by the department would be beneficial to the agency. The Legislative Branch, the Judicial Branch, public institutions of higher learning and technical colleges shall be exempt from the requirements of this provision. The Department of Administration shall provide a report to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee regarding agency utilization of administrative services offered by the department no later than December 31, 2019 <b>thirty-first of the current calendar year.</b>		<i>Technical amendment to update calendar year reference to December 31 of the current calendar year.</i>		
117.137	(GP: CDBG-DR Flexibility) The Department of Commerce is directed to transfer any funds remaining from the appropriation it received through Act 97 of 2017 for 2015 Non-CDBG Disaster Recovery to the Department of Administration which shall utilize these funds for any disaster recovery program.		<i>Remaining funds \$207,175.81 were expended in FY2019-2020 on pre-award activities (planning) for disaster recovery grants pursuant to Executive Order 2018-59.</i>		
117.140	(GP: Voting System Funds Transfer) The State Election Commission is directed to transfer any funds which have been appropriated to the commission for the purchase of a new statewide voting system or for the refurbishment of the current statewide voting system to the Department of Administration. The Department of Administration shall hold these funds and any other funds appropriated to the department for the same purpose in a separate account. This transfer requirement shall not apply to any federal funds granted to the State Election Commission. Any funds available to the State Election Commission or the Department of Administration shall be used in Fiscal Year 2019-20 to purchase a new statewide voting system.		<i>Admin transferred all funds appropriated for the purchase of a new voting system to the State Election Commission.</i>		
117.New	(GP: Statewide Strategic Personnel Budgeting) (A) <b>To encourage consistency in human resources compensation decisions, support data driven decisions regarding expenditure of funds for personnel in state government, and improve the state's ability to recruit and retain top talent, all state agencies are directed as follows: With regard to the annual Appropriations Act budget plan submission, agencies shall submit all human resources and personnel related budget requests to the Department of Administration's Executive Budget Office and Division of State Human Resources on or before September 1 of the current fiscal year. The Executive Budget Office and the Division of State Human Resources shall jointly review the budget requests and provide information and data to inform funding considerations. This information shall be submitted to the Governor, the Chairman of the House Ways and Means Committee, and the Chairman of the Senate Finance Committee. Agencies shall comply with all human resources rules, regulations, standards, plans, policies, and directives of the Division of State Human Resources.</b> (B) <b>The Judicial Department, Legislative Department, political subdivisions, and quasi-governmental bodies are exempt from the requirements of this provision.</b>		<i>Directs all state agencies to submit all personnel related budget request to Admin's Executive Budget Office and Division of State Human Resources (DSHR) for review and to enable DSHR to provide information and data to inform funding considerations. The proviso requires the information to be submitted to the Governor, Chairman of the House Ways and Means Committee, and Chairman of the Senate Finance Committee.</i>		



FY 2021-2022

Ways & Means Budget Hearing

# **Accountability Report Highlights**

# Accountability Report Highlights

## Admin's 2019—2020 Strategic Goals:

- Recruit, develop, and support employees to be empowered to serve the state's customers.
- Collaborate with agencies to promote and implement an enterprise approach to state government services.
- Provide a customer focus for all agency services and products by fostering customer service, continuous improvement, and innovation.
- Promote transparency and accountability to more effectively manage the resources of the state.
- Improve the security of the state's technology systems and business processes to protect citizens' data.

# Accountability Report Highlights

**Admin's COVID-19 Special Projects:** While Admin advanced these efforts greatly, the agency also redirected human capital and resources to provide other agencies needed assistance, so those agencies could continue to deliver vital services during the state's response to the novel coronavirus (COVID-19).

- Admin's COVID-19 response began mid-March with the Division of State Human Resources (DSHR) providing guidance and direction on how to transition the majority of state employees to remote work.
- The Office of Technology and Information Services (OTIS) deployed the necessary tools and technology to enable those employees to work remotely.
- The Division of Facilities Management and Property Services (DFMPS) immediately implemented appropriate cleaning measures in state owned buildings where essential employees continued to report to work.
- The Division of Program Management assisted with technology deployment and developed COVID-19 related communications and communication channels for state agencies, state employees and the public.
- The South Carolina Enterprise Information System (SCEIS) built necessary reporting mechanisms to help agencies track COVID-19 related leave requests and leave pay.
- Director Marcia Adams and the Executive Budget Office (EBO) participated in accelerateSC, overseeing the Information and Resources Components of the Governor McMaster-led effort.

# Accountability Report Highlights

**Admin's COVID-19 Special Projects:** Between March and the end of June, Admin identified and executed the following COVID-19 special projects:

- **Provided support to agencies to reduce the number of employees physically present at the workplace for all agencies while increasing telework opportunities.**
  - DSHR issued guidance to agencies on topics related to identifying telework opportunities, best practices for employees and employers related to telework, and the use of leave for those who could not telework.
  - Agencies received guidance on best practices for critical employees who were still required to report to the worksite and given one-on-one consultation to identify additional telework opportunities.
  - DSHR created a daily report to identify the percentage of employees still physically reporting to work from each agency.
- **Conducted Families First Coronavirus Relief Act (FFCRA) Implementation.**
  - The FFCRA included two new leave types related to COVID-19: Emergency Paid Sick Leave and Emergency Family and Medical Leave Act. Agencies were provided initial guidance concerning the administration of these leave types and updated guidance as provided by the U.S. Department of Labor.
  - DSHR worked with SCEIS to implement a system solution to track and correctly pay employees for these leave types while applying required limitations.



# Accountability Report Highlights

## Admin's COVID-19 Special Projects (continued):

- **Developed State Employee Re-entry Plan (Covid-19).**
  - In consultation with the Governor's Office and the South Carolina Department of Health and Environmental Control, DSHR developed a phased approach for employee re-entry and provided agencies recommended actions to take in conjunction with each phase. This included guidance related to social distancing and Personal Protective Equipment (PPE) use.
  - PPE requirements for Phase I were collected from agencies using an online form. DSHR used a similar process to prepare for Phase II re-entry which began July 6, 2020.

# Accountability Report Highlights

## Admin's COVID-19 Special Projects (continued):

- **Provided support to agencies to allow employees to work remotely.**
  - Admin expanded the state's network for thousands of additional users, as the work from home transition suddenly placed significant traffic loads on agency remote network links. Increased demands on agency call centers, websites and web-based portals by state residents further taxed agency network circuits and bandwidth. To increase overall internet capacity and redundancy, DTO rapidly added a third internet provider.
  - Admin deployed Desktop Virtualization for 700+ personnel across multiple agencies to enable a remote workforce. Admin's ability to scale solutions rapidly allowed the Division of Technology Operations (DTO) to leverage state cloud services and cloud integration contracts to bring in an expert cloud integration firm to design and build out cloud-based environments for Windows Virtual Desktop (WVD) computing. Virtualization also ensured the security of sensitive data.
  - Admin expanded Secure Remote Connectivity with Virtual Private Network (VPN) to more than 5,000 users. DTO addressed security concerns regarding the adoption of a remote work configuration prior to the lockdown through the use of VPN gateways with multifactor authentication for remote connectivity. The rapid transition to a remote workforce quickly outpaced the capability and licensing of the existing VPN gateways whether at the central DTO location or in agencies using smaller versions of the same equipment. To meet the need, DTO worked with its vendor contracts to expedite the installation and configuration of new equipment and in the expansion of the required licensing to use the new devices.
  - Admin deployed work-from-home devices (1,800+ Chromebooks and 250+ iPhones) to help agencies providing essential services develop a remote work capability rapidly, while also broadly expanding their call centers. DTO purchased Chromebooks in bulk, which saved the state money and provided efficient deployment of the resource.
  - DTO rapidly scaled and deployed the Microsoft Teams tool to agencies with a defined business need. The tool provided communications and collaboration capability for up to several hundred personnel.
  - Admin assisted the South Carolina Department of Employment and Workforce (DEW) with its overwhelming number of unemployment calls and queries. In addition to developing an initial project plan to address the issues DEW faced, Admin engaged and procured InnTec Consulting to, among other things, assess the DEW Call Center and take steps to expand DEW's capacity to answer and resolve incoming calls. This included identifying key staff needed by the agency to manage call center operations and vendor services needed to answer calls. With Admin's assistance, two contracts were awarded to provide additional call center agents. Over several weeks, DTO assisted with architectural design and implementation of a new compute and storage platform, the onboarding of two call centers and the streamlining of several business processes, implemented disaster recovery for the new environment, and increased email throughput.

# Accountability Report Highlights

## Admin's COVID-19 Special Projects (continued):

- **Established a statewide contract for specialized cleaning services.**
  - Admin collaborated with the State Fiscal Accountability Authority (SFAA) to secure a statewide contract for electrostatic cleaning services to disinfect surfaces and offices. The contract is available to all state agencies.
- **Conducted the centralized procurement and distribution of cleaning supplies and Personal Protective Equipment (PPE) for state agencies.**
  - To leverage the state's buying power, Admin collaborated with the South Carolina Emergency Management Division, SFAA and the South Carolina Department of Transportation to procure and provide the following PPE items to state agencies: cleaning wipes/materials; clear goggles; cloth face masks; disposable gloves; hand sanitizer; hand soap; paper towels; plastic shields; and plexiglass barriers.

# Accountability Report Highlights

## Admin's COVID-19 Special Projects (continued):

- **Deployed a one-stop-shop, ombudsman-style website to house COVID-19 information.**
  - As part of Admin's leadership of the Information Component of accelerateSC, Admin Strategic Communications was tasked with developing the site map for and quickly deploying a one-stop-shop, ombudsman-style website for citizens to easily access COVID-19 related information and details about the state's revitalization efforts.
  - Admin collaborated with multiple agencies to ensure the site contained access points to vital information.
  - The website featured a latest developments section where the Governor's press releases and latest data from DHEC and other agencies were shared.
  - One of the early enhancements included the addition of a chatbot feature for citizens to have COVID-19 related questions answered 24/7.
  - Following the end of the accelerateSC Committee meetings, Admin deployed of a redesigned accelerate.sc.gov, which delivered a top-level navigation menu that offers a more citizen-centric focus, a Spanish translation feature, and a dashboard, which displays DHEC's COVID-19 data. As of June 30, 2020, 150,221 homepage visitors clicked 208,141 accelerateSC links within the website.

# Accountability Report Highlights

## Admin's COVID-19 Special Projects (continued):

- **Established accelerateSC social media pages.**
  - Admin deployed accelerateSC social media Twitter and Facebook pages and deployed a tool to track social media interactions as cases.
  - Admin established communications content contributors within 15 agencies that play key roles in the state's COVID-19 response. Each week, these agencies provide social media posts and related graphics or images for use on the accelerateSC pages.
- **Deployed the accelerateSC Call Center.**
  - As part of the Information Component of accelerateSC, Admin was asked to establish a call center. Admin acquired the necessary equipment, hired and trained temporary employees, and stood up the accelerateSC Call Center to field and answer citizen inquiries regarding COVID-19 issues.
  - Admin employees were redirected to assist with the call center effort. The effort included deploying a new case management system so that every call, email, or inquiry sent via social media is tracked, responded to or escalated to appropriate agencies.
  - As of July 1, 2020, 2,352 constituent cases had been processed through the case management system.

# Accountability Report Highlights

## Admin's COVID-19 Special Projects (continued):

- **Identified, procured and deployed an e-learning system to offer state employees training while working remotely.**
  - Admin worked in late March and early April to identify, secure and deliver the e-learning platform LinkedIn Learning to state agencies.
  - Admin procured 27,300 licenses for state agencies to utilize for career-related training while employees worked remotely. Admin implemented a communication strategy to introduce the platform and provide training materials.
- **Oversee CARES Act implementation.**
  - The Executive Budget Office (EBO) served as the lead entity for the Resources Component for the Governor's accelerateSC initiative.
  - EBO conducted a statewide survey to determine the estimated impact to state agencies, higher education institutions and local government entities.
  - EBO worked with state agencies to establish COVID-19 funds in the state's accounting system.
  - EBO also worked with the Comptroller General's Office to set up individual sub-funds in the accounting system for each grant which would assist with reporting needs.
  - At the direction of the General Assembly, Admin contracted with Guidehouse, Inc. to manage the reimbursement process for the Coronavirus Relief Fund.
  - June 1, 2020, EBO began working with Guidehouse to develop the framework of the reimbursement process.

# Accountability Report Highlights

**Admin's Strategic Accomplishments (Non-COVID-19 Related):** Prior to the start of the COVID-19 pandemic, and even during Admin's response to it, the agency accomplished many projects outlined in the agency's FY 19-20 strategic plan.

- Santee Cooper
- Agency Collaboration and Shared Services
- Customer Service
- Workforce Development and Human Resources
- Continuous Improvement
- Benchmarking Expenditures
- Transparency

# Accountability Report Highlights

## Santee Cooper

- Admin oversaw, on behalf of the state, a competitive process to solicit strategic proposals for Santee Cooper and present related proposals to the South Carolina General Assembly for consideration by Jan. 15, 2020. As required by Act 95 of 2019, Admin engaged professional service experts, subject area experts, including investment bankers, legal counsel, industry consultants, and utility consultants.
- After engaging the necessary subject matter experts, Admin oversaw certain pre-solicitation activities.
- After receiving bids for sale of Santee Cooper, proposals to manage Santee Cooper and Santee Cooper's own reform proposal, Admin began the process of reviewing the submissions. Admin oversaw negotiations between the bidders, proposers and Santee Cooper with Central.
- Admin and its expert advisors prepared a detailed report reflecting a recommendation for one bid for sale, one management proposal and a full evaluation of Santee Cooper's reform proposal.
- Admin presented its report and recommendations to the General Assembly in February 2020.



# Accountability Report Highlights

**Agency Collaboration and Shared Services:** Admin continued its focus on collaboration and working with agencies to promote and utilize an enterprise approach to state government services.

- Information Technology and Security: Admin's service management team partnered with Gartner to operationalize and automate the monthly production of one-page service level reports for Division of Technology Operations (DTO)-provided shared services. This allows the team to baseline incident resolution times internally each month.
  - DTO assisted The Citadel with the successful migration of its data center to the DTO Data Center
  - DTO onboarded the following agencies into its Disaster Recovery as a Service (DRaaS) shared service offering:
    - South Carolina Adjutant General's Office
    - South Carolina Department of Corrections
    - South Carolina Department of Labor, Licensing and Regulation
    - South Carolina Department of Natural Resources
    - South Carolina Department of Public Safety
    - South Carolina Department of Social Services.
- Admin also initiated the Enterprise Cloud Program that will continue through calendar year 2020 as planned.

# Accountability Report Highlights

## Agency Collaboration and Shared Services (continued)

- Administrative Shared Services: Admin initiated and executed several components of the Shared Services Development and Enhancement project to include the development of an improved initial services checklist for Human Resources, Financial, Procurement and Budgeting discussions with customer agencies.
  - A draft service level agreement was completed and is currently under review with the steering committee.
- State Fleet Management (SFM): SFM researched the overall fleet rate structure methodology to include telematics implementation, which will enhance data collection and management of the state's fleet of vehicles, and Insurance Reserve Fund insurance premium changes. SFM decided to incorporate both cost components within the base rate of the vehicle, leaving the mileage rate component alone.
  - New agency lease agreements were executed with all customers incorporating the revisions.

# Accountability Report Highlights

**Customer Service:** Admin's work to move toward an enterprise approach for state government is greatly strengthened by the agency's efforts to improve customer service through continual innovation.

- Communications: A broad-reaching effort included deploying a redesigned Admin website template to transform the agency's web presence from a division-based theme to a service-based theme. The new design is more user-friendly and doesn't require an inside understanding of how Admin is organized in order to locate agency services and information on the website. The new website offers multiple access points to content utilized by multiple state agencies and citizens.
- Information Technology and Security: The purchase of the Salesforce Customer Relations Management (CRM) application allowed Admin to better track customer interactions, requests and issue resolutions. The tool was deployed for Admin teams who regularly interface with agencies, including the Ombudsman's Office.
  - Admin created a procedure that outlines the goals, objectives and tasks associated with post-migration remediation activities. This approach standardized Division of Technology Operations and Division of Information Security support of Agency Shared Service migrations, and formalized a repeatable, measurable process to address risks identified during migration projects for future customers and impacted stakeholders. Admin used this process-based approach to complete Post-migration Remediation projects for the South Carolina Commission for the Blind, South Carolina Commission on Higher Education and the South Carolina Commission on Indigent Defense.

# Accountability Report Highlights

## Customer Service (continued)

- South Carolina Disaster Recovery Office (SCDRO): Upon final project approval from FEMA, SCDRO reduced the total number of project staff from 41 to 33. The cost savings achieved through reducing staff allowed SCDRO to direct more funds to help citizens impacted by disaster. As of Oct. 30, 2019, 29 or 87.8 percent of the 33 positions were filled and operations were ongoing with 581 active survivor cases.
- Executive Budget Office (EBO): EBO began the process of automating two agency required reports, the Comprehensive Permanent Improvement Plan (CPIP) and the annual Agency Accountability Report. EBO partnered with Keymark to complete a study on the feasibility of automating the state's CPIP Project request process. EBO intends to initiate the development of the new system in the next fiscal year to improve the quality of the data being collected, provide for greater efficiencies for agency customers and dramatically improve the internal processes. Regarding the annual Accountability Report, EBO procured a two-year QuestionPro license and implemented the tool to begin the multi-year process of automating the accountability report.

# Accountability Report Highlights

**Workforce Development and Human Resources:** Admin's efforts in this area centered on enhancing the recruitment and retaining of state employees, while improving employee performance through professional development.

- *Division of State Human Resources (DSHR) and Admin's Training Team:*
  - DSHR utilized a focus group with broad agency representation to review the current Executive Compensation Process and recommend changes as needed. These recommendations and external research were to be used to update the Executive Compensation Process as appropriate.
  - In an effort to revise the state Employee Performance Management System (EPMS) process, DSHR established a focus group comprised of agency and higher education human resources staff to identify specific needed changes.
  - Admin Strategic Communications led a committee of representatives from DSHR and the HR directors or communications staff of three other state agencies to research how other state's recognize state employees and to build out the Palmetto Pinnacle Awards Program.
  - The desire to ensure all state employees receive effective training that accomplishes career development and further meets agencies' needs, led to the creation of an Admin-organized committee, comprised of representatives from various state agencies. The committee developed a 48-page statewide training standards document. This document contains recommended standards and best practices regarding the training and organizational development function. Each agency will have the capability to develop their own policy based on this document.

# Accountability Report Highlights

## Workforce Development and Human Resources (continued)

- Other Admin training accomplishments include the development of:
  - The Human Capital Management Learning Paths and the first of three certification exams for the STAR Certification.
  - A comprehensive supervisor training program tailored to Admin divisions.
  - Enhanced Security Awareness Training for Admin employees and contractors, which consisted of the re-implementation and tracking of mandatory e-learning modules and an instructor-led Phishing Email training course.
  - A formal training plan that supports the agency's mission and contributes to accomplishing strategic goals.
  - The New Employee Orientation Program. Since its February launch, Admin has conducted 10 new employee orientations using the New Employee Orientation on-boarding process.

# Accountability Report Highlights

## Workforce Development and Human Resources (continued)

- Division of Information Security (DIS) and Enterprise Privacy Office (EPO): DIS and EPO provided 393 seats of information security and privacy training to state employees from more than 60 agencies. The Offer Certified Information Privacy Manager (CIPM) Training project successfully trained 20 non-EPO state employees to take the CIPM certification exam.

# Accountability Report Highlights

**Continuous Improvement:** Through innovation and a focus on improving systems, Admin executed several projects that not only enhance the security of state systems but also enhance the processes Admin uses to carry out its mission.

- *Information Technology and Security:*
  - Admin implemented Multi-factor Authentication (MFA) security protection for Admin and the South Carolina Department of Consumer Affairs. **A total of 1,158 SCEIS and 3,032 technology accounts were protected by these efforts.** MFA protection will be deployed to additional agencies during FY 20-21. As part of Admin's COVID-19 support to state agencies, DTO staff provided more than 10 agencies multi-factor authentication security with the state's legacy system, SafeNet.
  - Another audit effort was completed by Admin — the Contract Audit Project. Contracts completed for FY19-20 are as follows: 64 quotes, two quotes in progress, 14 SOWs completed, 19 SOWs in progress, six master agreements (MA) completed, nine MAs in progress, two other contracts completed (such as MOUs and Risk Acceptance documents). The PMO Contract Manager will continue to monitor IT contract requests through an OnBase application.
  - Agency efforts also centered on further enhancing the security of the South Carolina Enterprise Information System (SCEIS). Admin remediated system vulnerabilities as identified by system scans to reduce the risk of encountering unauthorized usage and access by external hackers. More than 100 vulnerabilities were remediated in the two phases of this project. The scope of the project included all SCEIS systems.



# Accountability Report Highlights

## Continuous Improvement (continued)

- Facilities Management: To effectively manage FY 19-20 funding for deferred maintenance, Admin successfully submitted and received Phase II approval for all planned projects for FY 19-20. The 31 projects address critical deferred maintenance issues in Admin facilities, including but not limited to HVAC systems, domestic water, roofing and window replacement.

# Accountability Report Highlights

**Benchmarking Expenditures:** Part of Admin's mission is to provide cost-effective services and achieve cost savings across state government. To do so, the agency benchmarked expenditures for multiple areas.

- Information Technology and Security:

- Admin partnered with Gartner to complete an assessment of DTO's current service rates for server, firewall and network router management. Gartner assessed the DTO service rates by comparing current rates to peer groups and comparable markets offering server, firewall and network router management services. Gartner also used the best practice methodology to recalculate new rates and applied the modified rate to several DTO services to show the impact. Gartner provided a documented Rate Setting Process with a supporting communications plan and roadmap for future rate updates.
- Admin also utilized Gartner to complete an assessment of the DTO Overhead rate, by categorizing and analyzing each cost component, comparing DTO's rate to peer overhead rates, providing recommendations for reducing the overhead rate, and providing recommendations and an action plan for recalculating the overhead rate to be more consistent with other organizations.

- Real Property Services: The Real Estate Governance Group analyzed state agency maintenance and operations expenditures using the real estate general ledger codes to identify waste management as an area for consolidated contracting to meet industry benchmarks.

- As a result of this analysis, Admin, the South Carolina Department of Mental Health, and the South Carolina Department of Parks, Recreation and Tourism created a multi-agency solicitation.

# Accountability Report Highlights

**Transparency:** As public awareness and informed decision making are vital to the effectiveness of state government, Admin further developed mechanisms to clearly communicate state measures and the progress of agencies in executing their strategic plans.

- Transparency Dashboards: Admin's Division of State Human Resources (DSHR) and Executive Budget Office (EBO) created dashboards focused on making commonly requested information and data readily available to employees, the media and the public.
  - The DSHR dashboard includes information about average salaries, service, and other employee demographics.
  - EBO developed financial dashboards to publish statewide and agency specific budgetary data. Once finalized, the dashboards will provide decision makers and the public with ability to monitor agency financial performance and obtain information about the state's budget process which currently does not exist.
  - EBO also developed performance dashboards to produce visual representations of the metrics and data collected via the annual Accountability Report Process. Once finalized, the dashboards will provide the public an easy understanding of the status of key performance measures for selected state agencies.
- Agency Performance Measure Report: EBO developed a Performance Measures Report that provides a comprehensive analysis and review of each agency's Accountability Report. The report is designed to inform decision-makers of each agency's progress toward accomplishing its goals and provides each agency objective feedback based on the performance measures included in their report.

FY 21-22 Budget Priorities Summary

SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Budget Priorities				Funding					FTEs			
Priority No.	Priority Type (recurring/ non-recurring /other funds adjustment/ federal funds adjustment)	Priority Title	Priority Description	Recurring	Non - Recurring	Other	Federal	Total	State	Other	Federal	Total
1	Recurring	Division of State Human Resources	<p>State Human Resources is requesting funds to implement the recommendations in the classification and compensation study released in January 2016. The Division would hire three new FTEs (Senior Consultants) that will complete tasks including, but not limited to, the development of a compensation philosophy, review and update of the more than 400 existing classifications, review and update of the pay structure to determine whether more pay bands are required, and obtain market survey data and salary surveys to guide compensation decisions.</p> <p>The requested non-recurring funds would be used to retain a consultant for the implementation of the recommendations of the classification &amp; compensation study, develop, implement and update a statewide compensation philosophy, review and update the more than 400 classifications, review and update the pay structure, including revising the current broad band structure, and obtain market survey data tools and salary surveys.</p>	312,750	500,000			812,750	3.00			3.00
2	Recurring	Budget Development System	<p>Development of a new web-based budget development system that will automate and add greater efficiencies to the state's budget development process as well as improve reporting capabilities for state agencies. Additionally, the Executive Budget Office (EBO) was asked by legislative staff to assume responsibility for the production of the Appropriations Bills, which is also factored into this request.</p>	500,000				500,000				0.00

FY 21-22 Budget Priorities Summary

SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Budget Priorities				Funding					FTEs			
Priority No.	Priority Type (recurring/ non-recurring /other funds adjustment/ federal funds adjustment)	Priority Title	Priority Description	Recurring	Non - Recurring	Other	Federal	Total	State	Other	Federal	Total
3	Non-Recurring	Facilities Management- Permanent Improvements	<p>This funding request will provide the resources necessary to complete 5 projects:</p> <p>North Towers – Flooring Repair and Replacement - \$1M                      Senate Street – Flooring Repair and Replacement - \$500K                      Gressette Building – Limestone Veneer Envelope Repointing and Cleaning - \$1.25M                      Blatt Building – Limestone Veneer Envelope Repointing and Cleaning - \$1.25M                      McEachern Parking Facility – Replace High Voltage Switches and Unit Substations - \$2.198M</p> <p>These projects are prioritized in fiscal year 2021-2022 because they present life/safety issues or are integral to the structural integrity of the building. The flooring requests for North Towers/Senate Street are primarily intended to improve the safety of the flooring and to prevent injuries while the Limestone Repointing at the Gressette/Blatt buildings are intended to prevent water leakage and damage to the structural integrity of the buildings. The McEachern Parking Facility project is intended to improve the safety of the electrical infrastructure of the facility to help protect against an electrical fire.</p>		6,198,000			6,198,000				0.00
4	Recurring	Office of Economic Opportunity - (CARES Act funding Authorization)	<p>An increase in federal authorization is needed to distribute additional federal funding received through the CARES Act. Admin received funds to supplement and expand existing programs administered under existing grants as follows:</p> <p>LIHEAP CARES Act - \$18.29M (3/27/2020 through 9/30/2021)                      CSBG CARES Act - \$15.36M (3/27/2020 through 9/30/2022)                      ESG CARES Act - \$27M (3/1/2020 through 9/30/2022)</p>				19,000,000	19,000,000				0.00
N/A	Recurring	Restructuring Adjustment -CDBG Disaster Recovery Office Txfr to Office of Resilience	<p>2020 Act 163 transferred the South Carolina Disaster Recovery Office to the South Carolina Office of Resilience effective September 29, 2020. The South Carolina Disaster Recovery Office is funded entirely with federal funds, thus the reduction represents the transfer of federal authorization to the newly created program.</p>				(100,000,000)	(100,000,000)			(10.00)	(10.00)

FY 21-22 Budget Priorities Summary

SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Budget Priorities				Funding					FTEs			
Priority No.	Priority Type (recurring/ non-recurring /other funds adjustment/ federal funds adjustment)	Priority Title	Priority Description	Recurring	Non - Recurring	Other	Federal	Total	State	Other	Federal	Total
N/A	Recurring	Restructuring Adjustment - Txfr Statewide Interoperability Coordinator Transfer to SLED	<p>The Department of Administration (Admin) and the State Law Enforcement Division (SLED) have agreed to transfer the Statewide Interoperability Coordinator (SWIC) FTE position, personal services funding and responsibilities from Admin to SLED.</p> <p>The SWIC works with emergency response leaders across all levels of government to implement a statewide strategic vision for interoperability. The SWIC's responsibilities include overseeing the daily operation of the state's interoperability efforts, coordinating interoperability and communications projects, maintaining governance structures, assembling working groups to develop and implement key initiatives and updating and implementing the Statewide Communication Interoperability Plan (SCIP).</p>	(110,200)				(110,200)			(1.00)	(1.00)

**Constitutional Subcommittee Proviso Request Summary FY 2021-22**

Proviso # in FY 19-20 Act	Renumbered FY 21-22 Proviso #	Proviso Title	Short Summary	Agency Recommended Action (keep, change, delete, add)
91.23	91.23	Leg: Technology Panel	<p>Directs the K-12 Technology Initiative partnership to submit a report by June 1, 2020 outlining the state's efforts in providing connectivity and internet bandwidth, minimizing and detecting internet security threats as well as other educational technology related activities to schools and libraries.</p> <p><i>Admin is requesting a technical amendment to update the fiscal year reference to June 1, of the current fiscal year.</i></p>	Change
93.9	93.2	DOA: State House Operation & Maintenance Account	<p>Directs the funds appropriated to ADMIN for State House Maintenance and Operations and Renovations be held in a separate account for operation and maintenance of the State House. Directs ADMIN to report annually to the State House Commission on the amount expended from these funds.</p> <p><i>ADMIN is requesting to amend the proviso to conform with the new description in the FY2019-2020 Act. Prior to FY2019-2020, the funding lines were split into State House Maintenance, Capitol Complex, and Mansion &amp; Grounds. These Special Items were combined into one special item: Capitol Complex &amp; Mansion beginning in FY20.</i></p>	Change
117.128	117.121	GP: Catastrophic Weather Event	<p>Proviso prohibits counties from re-appraising personal residences that were damaged and repaired/improved using HUD block grant funds as a result of the October 2015 weather event, Hurricane Matthew of 2016, and Hurricane Florence. Gives counties the discretion to also exclude improvements that were made by volunteer organizations active in a disaster. Establishes cutoff date for improvements as June 30, 2020.</p> <p><i>Admin is requesting on behalf of the South Carolina Disaster Recovery Office to update the fiscal year reference to June 30 of the current fiscal year.</i></p>	Change
117.136	117.128	GP: Statewide Administrative Services	<p>Proviso states that the Department of Administration may provide consolidated administrative services that promote cost savings for the state to agencies that receive \$20M or less in total appropriations. Proviso is based on the results of a study performed by the former Budget and Control Board pursuant to the requirements of FY 2013-2014 Proviso 101.33, and included in a report provided to the General Assembly in January of 2014.</p> <p><i>ADMIN is requesting a technical amendment to update the date reference to December 31 of the current calendar year.</i></p>	Change
117.152	117.137	GP: CDBG-DR Flexibility	<p>Directs Commerce to transfer any funds remaining from the amount appropriated in FY 2018 (Proviso 118.14(B)(13) 2015 Flood - Non-CDBG Disaster Recovery \$250K) to be used on any Disaster Recovery program.</p> <p><i>Admin is requesting deletion since the funds were expended in FY 2019-2020.</i></p>	Delete

**Constitutional Subcommittee Proviso Request Summary FY 2021-22**

Proviso # in FY 19-20 Act	Renumbered FY 21-22 Proviso #	Proviso Title	Short Summary	Agency Recommended Action (keep, change, delete, add)
117.158	117.140	GP: Voting System Funds Transfer	<p>Directs the State Election Commission to transfer any funds which have been appropriated for the purchase of a new statewide voting system or for the refurbishment of the current statewide voting system to the Dept of Administration. Directs Admin to hold funds in a separate account and use the funds in FY20 to purchase a new statewide voting system.</p> <p><i>Admin is requesting deletion because the funds were transferred to State Election Commission in FY 2019-2020.</i></p>	Delete
N/A	117.New	GP: Statewide Strategic Personnel Budgeting	<p>Directs all state agencies to submit all personnel related budget request to Admin's Executive Budget Office and Division of State Human Resources (DSHR) for review and to enable DSHR to provide information and data to inform funding considerations. The proviso requires the information to be submitted to the Governor, Chairman of the House Ways and Means Committee, and Chairman of the Senate Finance Committee.</p>	Add



**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
91.23	LEG: Technology Panel	Technical amendment to update fiscal year reference to June 1, of the current fiscal year.	<b>91.23.</b> (LEG: Technology Panel) Of the funds appropriated in the Department of Education's program VIII.D. for Technology the K-12 Technology Initiative partnership shall provide a report to the House Education and Public Works Committee, the House Ways and Means Committee, the Senate Education Committee and the Senate Finance Committee, describing the state's efforts to facilitate the cost effective provision of connectivity and internet bandwidth to schools and libraries on a statewide basis, regardless of location, activities to assist schools and libraries in minimizing and detecting internet security threats, the development and utilization of technological and online resources to support student development and achievement, the development and utilization of curriculum and professional training to support the use of instructional technology in schools and libraries, and other educational technology related activities engaged in by the partnership. Further, the report must detail information on the expenditure of the K-12 Technology funds by each district as well as a list of the districts requesting flexibility in the use of those funds. The report shall be submitted <del>no later than</del> <u>by June 1, 2020</u> <b><u>first of the current fiscal year.</u></b>	Amend
93.1	DOA: Developmental Disabilities Council	Directs OEPP to use \$50,000 as state match for the Developmental Disabilities Council federal grant. Further exempts these funds from across-the-board reductions.	Of the funds appropriated to the Department of Administration, Office of Executive Policy and Programs, \$50,000 must be used as state match for the Developmental Disabilities Council federal grant. These funds shall be excluded from the Department of Administration's base budget calculation of any across-the-board agency base reductions mandated by the Executive Budget Office or General Assembly.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso				Admin Request
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.2	DOA: State House Operation & Maintenance Account	This change conforms the proviso language to the change made in the FY 2019-2020 budget. In the FY 2018-2019 Appropriations Act, funds were appropriated as special items for State House Maintenance - \$658K, Capitol Complex Rent - \$719,781, and Mansion & Grounds \$126K. In FY 2019-2020, these special items were combined into a single line item entitled Capitol Complex & Mansion.	Funds appropriated to the Department of Administration - for <del>State House</del> <b>Capitol Complex &amp; Mansion Maintenance &amp; Operations &amp; Renovations</b> must be set aside in a separate account for the operation and maintenance of the <del>State House</del> <b>Capitol Complex &amp; Mansion</b> . The department shall report annually to the State House Committee on the amount expended from this fund <b><u>for the operation and maintenance of the State House.</u></b>	Amend
93.3	DOA: Compensation - Reporting Supplemental Salaries	Directs agency heads to approve the conditions and amounts of salary supplements. Each supplement must be reported to ADMIN's Division of State Human Resources. Directs DSHR to formulate policies and procedures for compliance.	No supplement shall be paid to an agency's employee unless the agency head or designated official of the employing agency, or in the case of supplements paid to college and university presidents, their board of trustees, has approved the conditions and amount of salary supplement. Any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or any supplement from a private source to the salary appropriated for a state employee and fixed by the State must be reported by the employing agency to the Department of Administration. The report must include the employee's base salary, amount of the supplement, source of the supplement, and any condition of the supplement. The employing agency must report this information on or before August thirty-first of each year and must include the total amount and source of the salary supplement received by the employee during the preceding fiscal year (July first through June thirtieth). The Department of Administration shall formulate policies and procedures to ensure compliance with the reporting provisions of this proviso. Copies of the reports shall be made available to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee, upon request.	Keep
93.4	DOA: Compensation Increase - Appropriated Funds Ratio	Directs compensation increases for classified and no classified employees and agency heads be funded in the same ratio as their base salary.	Appropriated funds may be used for compensation increases for classified and unclassified employees and agency heads only in the same ratio that the employee's base salary is paid from appropriated sources.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

<b>FY 21-22 Proviso</b>				
<b>No.</b>	<b>Proviso Title</b>	<b>Explanation</b>	<b>Proviso Text</b>	<b>Admin Request</b>
93.5	DOA: Local Provider Health Insurance	Authorizes local health care providers of the DDSN to be awarded funding increases as prescribed for state agencies to cover the employer's share for the cost of providing health and dental insurance to their employees.	The local health care providers of the Department of Disabilities and Special Needs shall be awarded funding increases as prescribed for state agencies to cover the employer's share for the cost of providing health and dental insurance to their employees.	Keep
93.6	DOA: Military Service	Authorizes a State employee in a permanent FTE who serves active duty because of an emergency or conflict declared by the President to use up to 45 days of accumulated annual leave and up to 90 days of accumulated sick leave in a calendar year.	Notwithstanding the provisions of Section 8-11-610 of the 1976 Code, a permanent full-time state employee who serves on active duty because of an emergency or conflict declared by the President of the United States, and performs such duty, may use up to forty-five days of accumulated annual leave and may use up to ninety days of accumulated sick leave in a calendar year as if it were annual leave.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

<b>FY 21-22 Proviso</b>				
<b>No.</b>	<b>Proviso Title</b>	<b>Explanation</b>	<b>Proviso Text</b>	<b>Admin Request</b>
93.7	DOA: First Responder Interoperability	Directs ADMIN to administer and coordinate First Responder Interoperability operations for the statewide Palmetto 800 MHz radio system to better coordinate public safety disaster responses and communications.	<p>The Department of Administration is directed to administer and coordinate First Responder Interoperability operations for the statewide Palmetto 800 radio system to better coordinate public safety disaster responses and communications. First Responder Interoperability administration and coordination shall be funded as provided in this act. The cost-proportional funds shall be utilized for radio user fees of state agencies and public safety first responders (Fire, EMS and Law Enforcement) that participate in the statewide Palmetto 800 radio system (Palmetto 800 participants). The Department of Administration, in consultation with the State Law Enforcement Division, the Department of Public Safety, and the State Emergency Management Division, and a representative of the South Carolina Sheriff's Association, shall set a baseline number of radios used by each Palmetto 800 participant based on the technical aspects of the Palmetto 800 radio system and the jurisdictional requirements of the participant. If a Palmetto 800 participant reduces the baseline number of radios in use, the amount of funds allocated for the participant's radio user fees shall be reduced in a proportional amount. The funds shall also be utilized to provide private county and city radio systems with grant funds to be used for purchases of equipment that support interoperability with the statewide Palmetto 800 radio system and its users. Grant funds shall be allocated to private county and city radio systems based on the criteria used for Palmetto 800 Participants and in amounts proportional to the amounts allocated to support the per-site radio user fees of Palmetto 800 participants. A matching share is required by a Palmetto 800 participant or by a private county or city radio system in order to qualify for receipt of funds pursuant to this proviso. Each fiscal year the Department of Administration shall establish the level of match required based upon funding provided by this act. These entities shall be required to furnish such documentation as may be required by the department to verify that the matching funds requirement is met. Upon funding state agency and public safety first responder user fees and private county and city equipment purchases, any remaining funds may be used to enhance and expand the statewide Palmetto 800 radio system. All funds shall be held in a separate account established by the department for the purposes set forth herein. Any unexpended portion of these funds may be carried forward and used for the same purpose. In the calculation of any across-the-board budget reduction mandated by the Executive Budget Office or General Assembly, the amount appropriated to the Department of Administration for First Responder Interoperability must be excluded from the department's base budget.</p> <p>The Department of Administration shall provide a report on the status of the integration of the statewide Palmetto 800 radio system which shall include, but not be limited to, a list of entities who are not integrated into the system as of the end of the immediately preceding fiscal year and the reason why they are not integrated. The report shall be submitted by October first, of the current fiscal year to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee.</p>	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.8	DOA: Sale of Surplus Property	<p>Authorizes ADMIN to retain up to 50% of the net proceeds for sale of surplus real properties to be used for the deferred maintenance of State-owned building. The remaining 50% is returned to the agency which owned the property. Exempts selected agencies.</p>	<p>Up to fifty percent of the proceeds, net of selling expenses, from the sale of surplus real properties shall be retained by the Department of Administration and used for the deferred maintenance of state-owned buildings. The remaining fifty percent of the net proceeds shall be returned to the agency that the property is owned by, under the control of, or assigned to and shall be used by that agency for nonrecurring purposes. This provision applies to all state agencies and departments except: institutions of higher learning; the Public Service Authority; the Ports Authority; the MUSC Hospital Authority; the Myrtle Beach Air Force Redevelopment Authority; the Department of Transportation; the Columbia State Farmers Market; the Department of Agriculture's Columbia Metrology Lab building and property; the Charleston Naval Complex Redevelopment Authority; the Department of Commerce's Division of Public Railways; the Midlands Technical College Enterprise Campus Authority; the Trident Technical College Enterprise Campus Authority; the Commissioners residence at the Department of Corrections and the Educational Television Commission's Key Road property.</p> <p>The Educational Television Commission shall be authorized to retain the net proceeds from the sale of its property on Key Road, and such proceeds may be used for the renovation of the ETV Telecommunications Center and other maintenance and operating expenses. If it is determined that sufficient net proceeds are not to be derived from the sale of its property on Key Road to cover the cost of all renovations of the Telecommunications Center, the property on Key Road shall not be sold. Any proposed sale hereunder shall, prior to said sale, be submitted to the Department of Administration for approval as being in compliance with the requirements of this subsection.</p> <p>The Department of Corrections shall be authorized to retain the net proceeds from the sale of the residence provided for the Commissioner of the Department of Corrections and use such proceeds for deferred maintenance needs at the Department of Corrections.</p> <p>The Forestry Commission shall be authorized to retain the net proceeds from the sale of surplus land for use in firefighting operations and replacement of firefighting equipment.</p> <p>The Department of Natural Resources shall be authorized to retain the net proceeds from the sale of existing offices originally purchased with a federal grant or with restricted revenue from hunting and fishing license sales for the improvement, consolidation, and/or establishment of regional offices and related facilities.</p> <p>The Department of Agriculture, the Educational Television Commission, the Department of Corrections, the Department of Natural Resources, and the Forestry Commission shall annually submit a report, within sixty days after the close of the fiscal year, to the Senate Finance Committee and the House Ways and Means Committee on the status of the sale of the identified property and a detailed accounting on the expenditure of funds resulting from such sale.</p> <p>This provision is comprehensive and supersedes any conflicting provisions concerning disposition of state-owned real property whether in permanent law, temporary law or by provision elsewhere in this act.</p> <p>Any unused portion of these funds may be carried forward into succeeding fiscal years and used for the same purposes.</p>	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.9	DOA: Cyber Security	Directs all agencies to adopt and implement cyber security policies, guidelines and standards developed by the ADMIN's Division of Information Security.	All state agencies must adopt and implement cyber security policies, guidelines and standards developed by the Department of Administration. The department may conduct audits on state agencies except public institutions of higher learning, technical colleges, political subdivisions, and quasi-governmental bodies as necessary to monitor compliance with established cyber security policies, guidelines and standards. Upon request, public institutions of higher learning, technical colleges, political subdivisions, and quasi-governmental bodies shall submit sufficient evidence that their cyber security policies, guidelines and standards meet or exceed those adopted and implemented by the department. In addition, while agencies retain the primary responsibility and accountability for ensuring responses to breach incidents comply with federal and state laws, the department shall be informed of all agency cyber security breaches, and is authorized to oversee incident responses in a manner determined by the department to be the most prudent. Upon request of the Department of Administration for information or data, all agencies must fully cooperate with and furnish the department with all documents, reports, assessments, and any other data and documentary information needed by the department to perform its mission and to exercise its functions, powers and duties. The Judicial and Legislative Branches are specifically exempt from the requirements set forth herein.	Keep
93.10	DOA: Holidays	Allows ADMIN's Division of State Human Resources to delare observation dates for legal holidays referenced in §53-5-10 should that legal holiday fall on a weekend.	When a legal holiday specified in Section 53-5-10 of the 1976 Code falls on Sunday, the following Monday and when a holiday specified in that section falls on Saturday, the preceding Friday next preceding is deemed a public holiday for all of the purposes. If either the following Monday or the preceding Friday is also a legal holiday, then the State Human Resources Director will designate the day upon which the legal holiday will be observed by state employees. To insure that no more than the legal holidays specified in Section 53-5-10 are observed in the calendar year, a New Year's Day that falls on Saturday must be observed on the following Monday. All bills of exchange, checks, and promissory notes which would otherwise be presentable for acceptance or payment on a Monday or Friday observed as a holiday pursuant to this section are deemed presentable for acceptance or payment on the secular or business day succeeding the holiday.	Keep
93.11	DOA: Nuclear Advisory Council	Directs the Office of Regulatory Staff to reimburse ADMIN for expenses associated with supporting the Governor's Nuclear Advisory Council.	The Office of Regulatory Staff shall reimburse the Department of Administration for travel expenses associated with the Governor's Nuclear Advisory Council from the SC Energy Office's radioactive waste funds.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22				ADMIN Request
Proviso No.	Proviso Title	Explanation	Proviso Text	
93.12	DOA: QECB Allocation	Requires the Director of the Department of Administration to develop and implement a plan to utilize the state's remaining Qualified Energy Conservation Bond allocation to fund energy conservation projects on state-owned buildings and other eligible capital expenditures that benefit state agencies.	From the funds appropriated to the department, the director of the Department of Administration shall develop and implement a plan to utilize the state's remaining Qualified Energy Conservation Bond allocation to fund energy conservation projects on state-owned buildings and other eligible capital expenditures that benefit state agencies.	Keep
93.13	DOA: Federal/Other Fund Authorization Adjustments	Authorizes the Executive Budget Office to approve agency requests for federal & Other Fund authorization.	The Executive Budget Office is authorized to approve agency requests for federal and other fund authorization adjustments. Requests will be approved and reported by the Executive Budget Office pursuant to Chapter 65, Title 2, the "South Carolina Federal and Other Funds Oversight Act".	Keep
104.7	IT Planning Transfer	Directs SFAA to transfer \$400,000 from revenue generated from contract admin fees on IT contracts to the Dept of Admin to support DTO's IT Planning Unit	The State Fiscal Accountability Authority shall transfer \$400,000 from revenue generated from contract administration fees on information technology contracts to the Department of Administration to support the state's information technology planning program.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
106.1	SEB: SCRS & PORS Allocation	Directs the Department of Administration - Executive Budget Office to allocate funds appropriated for SCRS Employer Contributions & PORS employer Contributions to state agencies and school districts for associated rate increases.	The funds appropriated in the current fiscal year for SCRS Employer Contributions and PORS Employer Contributions shall be allocated to state agencies and school districts by the Department of Administration, Executive Budget Office for SCRS and PORS rate increases.	Keep
117.New	GP: Statewide Strategic Personnel Budgeting	Directs all agencies to submit all HR/Personnel related budget requests to Admin's EBO & DSHR on or before 9/1. EBO / DSHR shall jointly review the requests and provide information & data to inform funding considerations.	(A) To encourage consistency in human resources compensation decisions, support data driven decisions regarding expenditure of funds for personnel in state government, and improve the state's ability to recruit and retain top talent, all state agencies are directed as follows: With regard to the annual Appropriations Act budget plan submission, agencies shall submit all human resources and personnel related budget requests to the Department of Administration's Executive Budget Office and Division of State Human Resources on or before September 1 of the current fiscal year. The Executive Budget Office and the Division of State Human Resources shall jointly review the budget requests and provide information and data to inform funding considerations. This information shall be submitted to the Governor, the Chairman of the House Ways and Means Committee, and the Chairman of the Senate Finance Committee. Agencies shall comply with all human resources rules, regulations, standards, plans, policies, and directives of the Division of State Human Resources. (B) The Judicial Department, Legislative Department, political subdivisions, and quasi-governmental bodies are exempt from the requirements of this provision.	Add
117.9	GP: Transfers of Appropriations	Authorizes state agencies to transfer appropriations within programs, not exceeding 20% of the program budget, upon notification to the Executive Budget Office.	Agencies and institutions shall be authorized to transfer appropriations within programs and within the agency with notification to the Executive Budget Office and Comptroller General. No such transfer may exceed twenty percent of the program budget. Upon request, details of such transfers may be provided to members of the General Assembly on an agency by agency basis. Transfers of appropriations from personal service accounts to other operating accounts or from other operating accounts to personal service accounts may be restricted to any established standard level set by the State Fiscal Accountability Authority upon formal approval by a majority of the members of the State Fiscal Accountability Authority.	Keep



**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.13	GP: Discrimination Policy	States the policy of the State to recruit, hire, train and promote employees without discrimination because of race, sex, national origin, age, religion, or physical disability. Directs each agency to report employment and filled vacancy data by race and sex to the Human Affairs Commission annually.	<p>It is the policy of the State of South Carolina to recruit, hire, train, and promote employees without discrimination because of race, color, sex, national origin, age, religion or physical disability. This policy is to apply to all levels and phases of personnel within state government, including but not limited to recruiting, hiring, compensation, benefits, promotions, transfers, layoffs, recalls from layoffs, and educational, social, or recreational programs. It is the policy of the State to take affirmative action to remove the disparate effects of past discrimination, if any, because of race, color, sex, national origin, age, religion or physical disability.</p> <p>Each state agency shall submit to the State Human Affairs Commission employment and filled vacancy data by race and sex by October thirty-first, of each year.</p> <p>In accordance with Section 1-13-110 of the 1976 Code, as amended, the Human Affairs Commission shall submit a report on the status of state agencies' Affirmative Action Plans and Programs to the General Assembly by February first each year. This report shall contain the total number of persons employed in each job group, by race and sex, at the end of the preceding reporting period, a breakdown by race and sex of those hired or promoted from within the agency during the reporting period, and an indication of whether affirmative action goals were achieved. For each job group referenced in the Human Affairs report, where the hiring of personnel does not reflect the percentage goals established in the agency's affirmative action plan for the year in question, the state agency shall submit a detailed explanation to the Human Affairs Commission by February fifteenth, explaining why goals were not achieved.</p> <p>The Human Affairs Commission shall review the explanations and notify the Department of Administration of any agency not in satisfactory compliance with meeting its stated goals.</p> <p>The Department of Administration shall notify any agency not in compliance that their request for additional appropriations for the current appropriation cycle, may not be processed until such time as the Department of Administration, after consultation with the Human Affairs Commission, is satisfied that the agency is making a good faith effort to comply with its affirmative action plan, and that the compliance must be accomplished within a reasonable length of time to be determined by the mission and circumstances of the agency. This requirement shall not affect additional appropriation requests for public assistance payments or aid to entities. This section does not apply to those agencies that have been exempted from the reporting requirements of the Human Affairs Commission.</p>	Keep
117.14	GP: Personal Service Reconciliation, FTEs	Directs the EBO to maintain supervision over the number of State employees.	<p>In order to provide the necessary control over the number of employees, the Executive Budget Office is hereby directed to maintain close supervision over the number of state employees, and to require specifically the following:</p> <p>(1) That no state agency exceed the total authorized number of full-time equivalent positions and those funded from state sources as provided in each section of this act except by majority vote of the State Fiscal Accountability Authority.</p> <p>(2) That the Executive Budget Office shall maintain and make, as necessary, periodic adjustments thereto, an official record of the total number of authorized full-time equivalent positions by agency for state and total funding sources.</p> <p>(a) That within thirty days of the passage of the Appropriation Act or by August first, whichever comes later, each agency of the State must have established on the Executive Budget Office records all positions authorized in the Act. Each agency may, upon notification to the Executive Budget Office, change the funding source of state FTE</p>	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.				ADMIN Request
Proviso No.	Proviso Title	Explanation	Proviso Text	
			<p>positions established on the Executive Budget Office records as necessary to expend federal and other sources of personal service funds to conserve or stay within the state appropriated personal service funds. No agency shall change funding sources that will cause the agency to exceed the authorized number of state or total full-time equivalent positions. Each agency may transfer FTEs between programs as needed to accomplish the agency mission.</p> <p>(b) That by September thirtieth, the office shall prepare a FTE analysis, by agency, which shows the number of authorized, filled, and vacant positions by source of funds for the current and two previously completed fiscal years. The office shall provide a copy of each agency's FTE analysis to the Senate Finance and House Ways and Means Committees.</p> <p>(3) That full-time equivalent (FTE) positions shall be determined under the following guidelines:</p> <p>(a) The annual work hours for each FTE shall be the agency's full-time standard annual work hours.</p> <p>(b) The state FTE shall be derived by multiplying the state percentage of budgeted funds for each position by the FTE for that position.</p> <p>(c) All institutions of higher education shall use a value of 0.75 FTE for each position determined to be full-time faculty with a duration of nine months.</p> <p>The FTE method of accounting shall be utilized for all authorized positions.</p> <p>(4) That the number of positions authorized in this act shall be reduced in the following circumstances:</p> <p>(a) Upon request by an agency.</p> <p>(b) When anticipated federal funds are not made available.</p> <p>(c) When the Executive Budget Office, through study or analysis, becomes aware of any unjustifiable excess of positions in any state agency.</p> <p>(5) That no new permanent positions in state government shall be funded by appropriations in acts supplemental to this act but temporary positions may be so funded.</p> <p>(6) That the provisions of this section shall not apply to personnel exempt from the State Classification and Compensation Plan under item I of Section 8-11-260 of the 1976 Code.</p> <p>The Governor, in making his appropriation recommendations to the Ways and Means Committee, must provide that the level of personal service appropriation recommended for each agency is at least ninety-seven percent of the funds required to meet one hundred percent of the funds needed for the full-time equivalents positions recommended by the Governor (exclusive of new positions).</p>	
117.15	GP: Allowance for Residences & Compensation Restrictions	Establishes the guidelines for residence requirements and compensation restrictions for State employees. Lists the employees/agencies authorized to occupy agency-owned residences.	That salaries paid to officers and employees of the State, including its several boards, commissions, and institutions shall be in full for all services rendered, and no perquisites of office or of employment shall be allowed in addition thereto, but such perquisites, commodities, services or other benefits shall be charged for at the prevailing local value and without the purpose or effect of increasing the compensation of said officer or employee. The charge for these items may be payroll deducted at the discretion of the Comptroller General or the chief financial officer at each agency maintaining its own payroll system. This shall not apply to the Governor's Mansion, nor to guards at any of the state's penal institutions and nurses and attendants at the Department of Disabilities and Special Needs, and registered nurses providing clinical care at the MUSC Medical Center, nor to the Superintendent and staff of John de la Howe School, nor to the cottage parents and staff of Wil Lou Gray Opportunity School, nor to full-time or part-time staff who work after regular working hours in the SLED Communications Center or Maintenance Area, nor to adult staff at the Governor's School for Science and Mathematics and the Governor's School for Arts and Humanities who are required to stay on campus by the institution because of job requirements or program participation. Any state institution of higher learning may provide	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
			<p>complimentary membership privileges to employees who work at their wellness centers. The presidents of those state institutions of higher learning authorized to provide on-campus residential facilities for students may be permitted to occupy residences on the grounds of such institutions without charge. Any state institution of higher learning may provide a housing allowance to the president in lieu of a residential facility, the amount to be approved by the State Fiscal Accountability Authority. That the following may be permitted to occupy residences owned by the respective departments without charge: the Farm Director, Farm Managers, and Specialists employed at the Wateree River Correctional Institution; the South Carolina State Commission of Forestry fire tower operators, forestry aides, and caretaker at central headquarters; the Department of Natural Resources' Game Management Personnel, Fish Hatchery Personnel, and Fort Johnson Superintendent; the Department of Parks, Recreation and Tourism field personnel in the State Parks Division; Director of Wil Lou Gray Opportunity School; President of the School for the Deaf and the Blind; houseparents for the Commission for the Blind; South Carolina Department of Health and Environmental Control personnel at the State Park Health Facility and Camp Burnt Gin; Residence Life Coordinators at Lander University; Residence Life Directors, temporary and transition employees, student interns, and emergency personnel at Winthrop University; Farm Superintendent at Winthrop University; Residence Hall Directors at the College of Charleston; the Department of Disabilities and Special Needs' physicians and other professionals at Whitten Center, Clemson University Off-Campus Agricultural Staff and Housing Area Coordinators; and TriCounty Technical College's Bridge to Clemson Resident and Area Directors; and housing maintenance night supervisors, residence life directors, temporary and transition employees, and emergency medical personnel occupying residences owned by the University of South Carolina. Except in the case of elected officials, the fair market rental value of any residence furnished to a state employee shall be reported by the state agency furnishing the residence to the Agency Head Salary Commission, and the Department of Administration by October first of each fiscal year. All salaries paid by departments and institutions shall be in accord with a uniform classification and compensation plan, approved by the Department of Administration, applicable to all personnel of the State Government whose compensation is not specifically fixed in this act. Such plan shall include all employees regardless of the source of funds from which payment for personal service is drawn. The Department of Administration is authorized to approve temporary salary adjustments for classified and unclassified employees who perform temporary duties which are limited by time and/or funds. When approved, a temporary salary adjustment shall not be added to an employee's base salary and shall end when the duties are completed and/or the funds expire. Academic personnel of the institutions of higher learning and other individual or group of positions that cannot practically be covered by the plan may be excluded therefrom but their compensations as approved by the Department of Administration shall, nevertheless, be subject to review by the State Fiscal Accountability Authority. Salary appropriations for employees fixed in this act shall be in full for all services rendered, and no supplements from other sources shall be permitted or approved by the State Fiscal Accountability Authority. With the exception of travel and subsistence, legislative study committees shall not compensate any person who is otherwise employed as a full-time state employee. Salaries of the heads of all agencies of the State Government shall be specifically fixed in this act and no salary shall be paid any agency head whose salary is not so fixed. As long as there is no impact on appropriated funds, state agencies and institutions shall be allowed to spend public funds and/or other funds for designated employee award programs which shall have written criteria approved by the agency governing board or commission. For purposes of this section, monetary awards, if any, shall not be considered a part of an employee's base salary, a salary supplement, or a perquisite of employment. The names of all employees receiving monetary awards and the amounts received shall be reported annually to the Department of Administration.</p>	

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.				ADMIN Request
Proviso No.	Proviso Title	Explanation	Proviso Text	
			In the case of lodging furnished by certain higher education institutions to employees, the prevailing local rate does not apply if the institution meets the exceptions for inadequate rent described in the current Internal Revenue Code Section 119(d)(2). To meet the exception, rental rates must equal the lesser of five percent of the appraised value of the qualified campus lodging, or the average of the rentals paid by individuals (other than employees or students of the educational institution) during the calendar year for lodging provided by the educational institution which is comparable to the qualified campus lodging provided to the employee, over the rent paid by the employee for the qualified campus lodging during the calendar year. The appraised value shall be determined as of the close of the calendar year in which the taxable year begins, or, in the case of a rental period not greater than one year, at any time during the calendar year in which the period begins.	
117.18	GP: Business Expense Reimbursement	Authorizes agency heads and specified employees to receive reimbursements for business expenses incurred while performing their official duties.	Agency heads and deputy commissioners or deputy directors designated by agency heads may receive reimbursements for business expenses incurred while performing their official duties, provided that receipts are presented when seeking reimbursement and justification is submitted to document the time, place, and purpose of the expense as well as the names of the individuals involved. The Department of Administration shall promulgate regulations governing these expenses.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.20	GP: Travel – Subsistence Expenses & Mileage	Establishes guidelines for reimbursement of lodging expenses, meals, and mileage for State of SC employees, elected officials, members of committees, state boards, commissions, and judges.	<p>Travel and subsistence expenses, whether paid from state appropriated, federal, local or other funds, shall be allowed in accordance with the following provisions:</p> <p>(A) Unless otherwise provided in paragraphs B through H of this section, all employees of the State of South Carolina or any agency thereof including employees and members of the governing bodies of each technical college while traveling on the business of the State shall, upon presentation of a paid receipt, be allowed reimbursement for actual expenses incurred for lodging, not to exceed the current maximum lodging rates, excluding taxes, established by the U.S. General Services Administration. The lodging reimbursement for employees of a school district must also conform to these rates when that employee's travel reimbursement is paid by state funds that are transferred to the school district. Agencies may contract with lodging facilities to pay on behalf of an employee. Failure to maintain proper control of direct payments for lodging may result in the revocation of the agency's authority by the Comptroller General or the State Auditor. The employee shall also be reimbursed for the actual expenses incurred in the obtaining of meals except that such costs shall not exceed \$35 per day within the State of South Carolina. For travel outside of South Carolina the maximum daily reimbursement for meals shall not exceed \$50. Agencies may contract with food or dining facilities to pay for meals on behalf of employees in accordance with rules and regulations established by the Office of Comptroller General. It shall be the responsibility of the agency head to monitor the charges for lodging which might be claimed by his employees in order to determine that such charges are following maximum lodging rates as established by the U.S. General Services Administration. Any exceptions must have the written approval of the agency head, taking into consideration location, purpose of travel or other extenuating circumstances. The provisions of this item shall not apply to Section 42-3-40 of the 1976 Code, and when pertaining to institutions of higher learning, for travel paid with funds other than General Funds.</p> <p>(B) That employees of the State, when traveling outside the United States, Canada, and Puerto Rico upon promotional business for the State of South Carolina shall be entitled to actual expenses for both food and lodging.</p> <p>(C) The Governor, Lieutenant Governor, Secretary of State, Comptroller General, Attorney General, State Treasurer, Adjutant General, Superintendent of Education and the Commissioner of Agriculture shall be reimbursed actual expenses for subsistence.</p> <p>(D) Non-legislative members of committees appointed pursuant to Acts and Resolutions of the General Assembly whose membership consists solely of members of the General Assembly or members of the General Assembly and other personnel who are not employees of the State of South Carolina shall be allowed subsistence expenses of \$42 per day while traveling on official business, unless otherwise designated by law. Members of such committees may opt to receive actual expenses incurred for lodging and actual expenses incurred in the obtaining of meals in lieu of the allowable subsistence expense.</p> <p>(E) Members of the state boards, commissions, or committees whose duties are not full-time and who are paid on a per diem basis, shall be allowed reimbursement for actual expenses incurred at the rates provided in paragraph A and I of this section while away from their places of residence on official business of the State. One person accompanying a handicapped member of a state board, commission, or committee on official business of the State shall be allowed the same reimbursement for actual expenses incurred at the rates provided in paragraph A through I of this section.</p>	

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.20 (Continued)	GP: Travel – Subsistence Expenses & Mileage		<p>(F) No subsistence reimbursement shall be allowed to a Justice of the Supreme Court or Judge of the Court of Appeals while traveling in the county of his official residence. When traveling on official business of said court within fifty miles outside the county of his official residence, a Supreme Court Justice and a Judge of the Court of Appeals shall be allowed subsistence expenses in the amount of \$42 per day plus such mileage allowance for travel as is provided for other employees of the State. When traveling on official business of said court fifty or more miles outside the county of his official residence, each Justice and Judge of the Court of Appeals shall be allowed subsistence expenses in the amount as provided in this act for members of the General Assembly plus such mileage allowance for travel as is provided for other employees of the State. The Chief Justice, or such other person as the Chief Justice designates, while attending the Conference of Chief Justices and one member of the Supreme Court while attending the National Convention of Appellate Court Judges, and three Circuit Judges while attending the National Convention of State Trial Judges shall be allowed actual subsistence and travel expenses.</p> <p>Upon approval of the Chief Justice, Supreme Court Justices, Judges of the Court of Appeals, Circuit Judges, and Family Court Judges shall be reimbursed for actual expenses incurred for all other official business requiring out-of-state expenses at the rate provided in paragraph A of this section.</p> <p>(G) No subsistence reimbursements are allowed to a Circuit Judge, a Family Court Judge, or an Administrative Law Judge while holding court within the county in which he resides. While holding court or on other official business outside the county, within fifty miles of his residence, a Circuit Court Judge, Family Court Judge, or an Administrative Law Judge is entitled to a subsistence allowance in the amount of \$42 per day plus such mileage allowance for travel as is provided for other employees of the State. While holding court or on other official business at a location fifty miles or more from his residence, a Circuit Court, Family Court or Administrative Law Judge is entitled to a subsistence allowance in the amount as provided in this act for members of the General Assembly plus such mileage allowance for travel as is provided for other employees of the State.</p> <p>(H) Any retired Justice, Circuit Court Judge or Family Court Judge or Master-in-Equity appointed by the Supreme Court to serve as a Special Circuit Judge, Family Court Judge, Appeals Court Judge, or Acting Associate Justice shall serve without pay but shall receive the same allowance for subsistence, expenses, and mileage as provided in Part I for Circuit Court Judges.</p>	

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.20 (Continued)	GP: Travel – Subsistence Expenses & Mileage		<p>(I) No expense shall be allowed an employee either at his place of residence or at the official headquarters of the agency by which he is employed except as provided in paragraph E, of this section. When an employee is assigned to work a particular territory or district, and such territory or district and his official headquarters are in different localities or sections of the State, expenses may be allowed for the necessary travel to his official headquarters. The members of the Workers' Compensation Commission may be reimbursed at the regular mileage rate of one round trip each week from their respective homes to Columbia. No subsistence reimbursement shall be allowed to a member of the Workers' Compensation Commission while traveling in the county of his official residence. When traveling on official business of the commission outside the county of his official residence, a member of the Workers' Compensation Commission shall be allowed subsistence expenses in the amount of \$42 per day. When traveling on official business of the commission fifty or more miles outside the county of his official residence, each member shall be allowed a subsistence allowance in the amount as provided in this act for members of the General Assembly. When out-of-state, members of the Workers' Compensation Commission and the members of the Appellate Panel of the Department of Employment and Workforce may claim the established amount of per diem, as stated in the General Appropriation Act, or actual expenses as deemed reasonable by the Comptroller General. The members of the Appellate Panel of the Department of Employment and Workforce may be reimbursed at the regular mileage rate when the member is on official business fifty miles or more outside of Columbia. The members of the Appellate Panel of the Department of Employment and Workforce shall be allowed subsistence allowance in the amount as provided in this act for members of the General Assembly when the member is on official business fifty miles or more outside of Columbia.</p> <p>(J) When an employee of the State shall use his or her personal automobile in traveling on necessary official business, a charge to equal the standard business mileage rate as established by the Internal Revenue Service will be allowed for the use of such automobile and the employee shall bear the expense of supplies and upkeep thereof. The standard business mileage rate used in this calculation shall be the current rate established by the Internal Revenue Service. Whenever state provided motor pool vehicles are reasonably available and their use is practical and an employee of the State shall request for his own benefit to use his or her personal vehicle in traveling on necessary official business, a charge of four cents per mile less than the standard business mileage rate as established by the Internal Revenue Service will be allocated for the use of such vehicle and the employee shall bear the expense of supplies and upkeep thereof. The standard business mileage rate used in this calculation shall be the current rate established by the Internal Revenue Service. When such travel is by a state-owned automobile, the State shall bear the expense of supplies and upkeep thereof but no mileage will be allowed. Agencies and employees are directed to use state fueling facilities to the maximum extent possible, when such use is cost beneficial to the State. When using commercial fueling facilities, operators of State-owned vehicles are directed to use self-service pumps. In traveling on the business of the State, employees are required to use the most economical mode of transportation, due consideration being given to urgency, schedules and like factors.</p> <p>Mileage between an employee's home and his/her place of employment is not subject to reimbursement. However, when an employee leaves on a business trip directly from his/her home, and does not go by the employee's headquarters, the employee shall be eligible for reimbursement for actual mileage beginning at his/her residence.</p>	



**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.20 (Continued)	GP: Travel – Subsistence Expenses & Mileage		(K) That a state agency may advance travel and subsistence expense monies to employees of that agency for the financing of ordinary and necessary travel required in the conducting of the business of the agency. The Office of Comptroller General is directed to develop and publish rules and regulations pertaining to the advancing of travel expenses and no state agency shall make such advances except under the rules and regulations as published. All advances for travel and subsistence monies shall be repaid to the agency within thirty days after the end of the trip or by July fifteenth, whichever comes first.	
117.21	GP: Organizations Receiving State Appropriations Report	Requires organizations receiving a contribution in the appropriation act to provide information to the state agency making the contribution by November 1 of the current fiscal year	Each organization receiving a contribution in this act shall render to the state agency making the contribution by November first of the fiscal year in which funds are received, an accounting of how the state funds will be spent, goals to be accomplished, proposed measures to evaluate success in implementing and meeting the goals, a copy of the adopted budget for the current year, and also a copy of the organization's most recent operating financial statement. The funds appropriated in this act for contributions shall not be expended until the required financial statements are filed with the appropriate state agency. No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin. The State Auditor shall review and audit, if necessary, the financial structure and activities of each organization receiving contributions in this act and make a report to the General Assembly of such review and/or audit, when requested to do so by the State Fiscal Accountability Authority. From the funds an organization receives from a state agency, for accountability purposes, by June thirtieth organizations receiving contributions in this act shall submit a report to the state agency making the contribution that includes an accounting of how the funds were spent and the outcome measures used to determine the success of the stated goals. State agencies receiving such data from organizations shall forward the information to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee.	Keep
117.23	GP: Carry Forward	Authorizes each agency to carry forward up to 10% of their general fund appropriation into the next fiscal year.	<p>Each agency is authorized to carry forward unspent general fund appropriations from the prior fiscal year into the current fiscal year, up to a maximum of ten percent of its original general fund appropriations less any appropriation reductions for the current fiscal year. Agencies shall not withhold services in order to carry forward general funds.</p> <p>This provision shall be suspended if necessary to avoid a fiscal year-end general fund deficit. For purposes of this proviso, the amount of the general fund deficit shall be determined after first applying the Capital Reserve Fund provisions in Section 11-11-320(D) of the 1976 Code, and before any transfers from the General Reserve. The amount of general funds needed to avoid a year-end deficit shall be reduced proportionately from each agency's carry forward amount.</p> <p>Agencies which have separate general fund carry forward authority must exclude the amount carried forward by such separate authority from their base for purposes of calculating the ten percent carry forward authorized herein. Any funds that are carried forward as a result of this provision are not considered part of the base of appropriations for any succeeding years.</p>	Keep



**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.27	GP: School Technology Initiative	Directs the Dept of Education, in conjunction ADMIN, State Library, ETV, and a representative from the EOC, to administer the K-12 technology initiative funds.	From the funds appropriated/authorized for the K-12 technology initiative, the Department of Education, in consultation with the Department of Administration, the State Library, the Educational Television Commission, and a representative from the Education Oversight Committee, shall administer the K-12 technology initiative funds. These funds are intended to provide technology, encourage effective use of technology in K-12 public schools throughout the state, conduct cost/benefit analyses of the various technologies, and should, to the maximum extent possible, involve public-private sector collaborative efforts. Funds may also be used to establish pilot projects for new technologies with selected school districts as part of the evaluation process. K-12 technology initiative funds shall be retained and carried forward to be used for the same purpose.	Keep
117.29	GP: Base Budget Analysis	Requires each agency to complete and publish their accountability reports by 9/15 annually. Further directs the EBO to develop a process to train agency leaders on the annual report process.	Agencies' annual accountability reports for the prior fiscal year, as required in Section 1-1-810, must be accessible to the Governor, Senate Finance Committee, House Ways and Means Committee, and to the public on or before September fifteenth, for the purpose of a zero-base budget analysis and in order to ensure that the Agency Head Salary Commission has the accountability reports for use in a timely manner. Accountability Report guidelines shall require agencies to identify key program area descriptions and expenditures and link these to key financial and performance results measures. The Executive Budget Office is directed to develop a process for training agency leaders on the annual agency accountability report and its use in financial, organizational, and accountability improvement. Until performance-based funding is fully implemented and reported annually, the state supported colleges, universities and technical schools shall report in accordance with Section 59-101-350.	Keep
117.32	GP: Voluntary Separation Incentive Program	Authorizes state agencies to implement a voluntary separation incentive program, in conjunction with ADMIN's Division of State Human Resources, to realize recurring cost savings for realignment and/or permanent downsizing.	State agencies may implement, in consultation with the Department of Administration, a program to realign resources to include provisions for a separation incentive payment for employees which may include the employer portion of health and dental benefits not to exceed one year. Employees participating in such program shall not be eligible to participate in the Teacher and Employee Retention Incentive (TERI) program. Employees participating in such program shall be considered to have voluntarily quit their employment without good cause and be subject to the provisions of Section 41-35-120(1) of the South Carolina Employment Security Law. Any program developed under this provision will involve voluntary participation from employees and will be funded within existing appropriations. The program must be approved by the agency head and the Director of the Human Resources Division based on ability to demonstrate recurring cost savings for realignment and/or permanent downsizing. State agencies shall report the prior year's results to the Department of Administration by August fifteenth, of the current fiscal year. The Department of Administration, upon request, shall report to the Senate Finance Committee and the House Ways and Means Committee on these results.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.46	GP: Organizational Charts	Directs each agency to provide ADMIN's Division of State Human Resources an updated organizational chart annually.	All agencies, departments and institutions of state government shall furnish to the Human Resources Division (1) a current personnel organizational chart annually no later than September first of the current fiscal year, or upon the request of the division and (2) notification of any change to the agency's organizational structure which impacts an employee's grievance rights within thirty days of such change. The organizational chart shall be in a form prescribed by the Human Resources Division showing all authorized positions, class title, class code, position number and indications as to whether such positions are filled or vacant. In addition, the organizational chart shall clearly identify those employees who are exempt from the State Employee Grievance Procedure Act.	Keep
117.47	GP: Agencies Affected by Restructuring	Directs ADMIN to assist agencies affected by restructuring in order to phase-in operations of restructured organizations.	Upon restructuring of state agencies by the General Assembly the Department of Administration is directed to work with affected State agencies in order to phase-in operations of restructured organizations during the current fiscal year. Restructured organizations should be operating entirely under the revised structure no later than December thirty-first, of the current fiscal year, unless otherwise directed by law. The department is further directed to work with the affected agencies in order to identify and facilitate the transfer of any portion of their operations, including transfer of funds during the current fiscal year, which is affected by the restructured organization adopted by the General Assembly, but which has not already been accomplished herein. Until sufficient changes can be made to the State's accounting system and the appointment of appropriate agency heads, the Comptroller General and the State Treasurer shall allow those agencies affected by restructuring to continue processing documents within the account structure existing on June thirtieth, of the prior fiscal year. Restructured agencies shall make all the necessary accounting adjustments to complete the transition to the new account structure as soon as possible, but no later than December thirty-first, of the current fiscal year, unless otherwise directed by law. The Executive Budget Office is directed to prepare the subsequent detail budget to conform Part IA and corresponding provisos in this act to any restructuring changes that are ratified.	Keep
117.48	GP: Agency Administrative Support Collaboration	Expresses intent of the General Assembly to actively pursue cost savings measures through collaborative efforts and where feasible may combine administrative support functions with other agencies.	It is the intent of the General Assembly that state agencies continue to actively pursue cost savings measures through collaborative efforts and where feasible may combine administrative support functions with other agencies in order to maximize efficiency and effectiveness.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.53	GP: Employee Bonuses	Authorizes agencies to award employees who earn less than \$100,000 annually bonuses not exceeding \$3,000 per year.	State agencies and institutions are allowed to spend state, federal, and other sources of revenue to provide selected employees lump sum bonuses, not to exceed three thousand dollars per year, based on objective guidelines established by the Department of Administration. Payment of these bonuses is not a part of the employee's base salary and is not earnable compensation for purposes of employee and employer contributions to respective retirement systems. Employees earning \$100,000 or more shall not be eligible to receive bonuses under this provision. The employing agency must report this information on or before August thirty-first of each year and must include the total amount and source of the bonus received by the employee during the preceding fiscal year (July first through June thirtieth). The Human Resources Division of the Department of Administration shall formulate policies and procedures to ensure compliance with the reporting provisions of this proviso. Copies of the reports shall be made available to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee, upon request.	Keep
117.60	GP: CID & PCC Agency Head Salaries	Directs the hiring salaries and salary increases of the agency heads for the Commission on Indigent Defense and the Prosecution Coordination Commission be subject to the regulations of the Agency Head Salary Commission.	All hiring salaries and salary increases for the agency heads of the Commission on Indigent Defense and the Prosecution Coordination Commission shall be subject to all provisions related to agency heads covered by the Agency Head Salary Commission.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.63	GP: Critical Employee Recruitment and Retention	Authorizes agencies to award recruitment and retention bonuses not exceeding \$10,000 per year upon approval by the State Human Resources Director.	<p>State agencies are allowed to spend state, federal, and other sources of revenue to provide lump sum bonuses to aid in recruiting and retaining workers in critical needs jobs which provide services that directly impact the health, safety, and welfare of the public. The employee bonus amount shall be approved by the State Human Resources Director based on State Human Resources guidelines, and shall not exceed \$10,000 per year. Payment of these bonuses is not a part of the employee's base salary and is not earnable compensation for purposes of employee and employer contributions to respective retirement systems. These bonuses shall, however, be considered earnings for determining if an employee who has returned to work after retirement is subject to the earning limitation imposed in either Section 9-1-1790(A)(1) or Section 9-11-(4)(a)(i).</p> <p>These agencies may also provide paid educational leave for any employee in a FTE position deemed critical by the Department of Administration to attend class while enrolled in degree programs that are related to the agency's mission. All such leave is at the agency head's discretion.</p> <p>These agencies may enter into an agreement with individuals employed in critical needs positions to repay them for their outstanding student loans associated with completion of a relevant degree. Agencies may pay these employees up to twenty percent or \$7,500, whichever is less, of their outstanding student loan each year over a five-year period. Payments will be made directly to the employee at the end of each year of employment. The agency will be responsible for verifying the principal balance of the employee's student loan prior to issuing payments.</p> <p>Agencies are also authorized to allow tuition reimbursement from a maximum of ten credit hours per semester; allow probationary employees to participate in tuition programs; and provide tuition prepayment instead of tuition reimbursement for employees willing to pursue a degree in a healthcare program. An agency may pay up to fifty percent of an employee's tuition through tuition prepayment. The remaining tuition could be reimbursed to the employee after successful completion of the class.</p> <p>The Department of Administration shall approve of the designation of critical needs positions applicable to this provision using guidelines that include, but are not limited to: 1) the difficulty recruiting for the positions as reflected by data such as the vacancy rate maintained, the average time to fill, the lack of sufficient qualified applicants, and other objective factors; 2) the difficulty retaining employees in the positions as shown by turnover data; 3) justification by the state agency that the position is critical to the core mission of the agency and directly impacts the health, safety and welfare of the public; and 4) assurances from the state agency that there are sufficient existing funds available to pay for items under this provision.</p> <p>Healthcare employees in approved critical needs positions working on a practicum or required clinical experience towards completion of a healthcare degree may be allowed to complete these requirements at their state agency or another state agency at the discretion of the agency head. This field placement at another state agency may be considered work time for participating employees.</p> <p>State agencies must report to the Department of Administration by August 31st of each year any expenditure under this provision. The Department of Administration shall compile a report of the responses and submit them to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee by October 1st of each year.</p>	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.64	GP: Governor's Budget Certification	Directs the Director of the Revenue and Fiscal Affairs Office to certify the Governor's Executive Budget is in balance annually.	The annual Executive Budget proposed by the Governor must be certified by the Director of the Revenue and Fiscal Affairs Office or his designee in the same manner as the House Ways and Means and Senate Finance Committee versions of the budget bill are certified.	Keep
117.65	GP: Voluntary Furlough	Authorizes agency heads to institute a voluntary employee furlough program of not more than 90 days per fiscal year.	Agency heads may institute a voluntary employee furlough program of not more than ninety days per fiscal year. During this voluntary furlough, the state employees shall be entitled to participate in the same state benefits as otherwise available to them except for receiving their salaries. As to those benefits which require employer and employee contributions, the state agencies, institutions and departments will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted; and as to those benefits which require only employee contributions, the employee remains solely responsible for making those contributions. In the event an agency's reduction is due solely to the General Assembly transferring or deleting a program, this provision does not apply.	Keep
117.67	GP: Reduction in Force Antidiscrimin ation	Directs agencies to comply with Title 7 of the Civil Rights Act of 1964 or any other applicable federal or state anti-discrimination laws when implementing a reduction in force.	In the event of a reduction in force implemented by a state agency or institution, the state agency or institution must comply with Title VII of the Civil Rights Act of 1964 or any other applicable federal or state antidiscrimination laws.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.68	GP: RIF/Agency Head Furlough	Requires agency heads to take a 5-day furlough should they implement a reduction in force. Exempts agency head if the reduction in force is caused by federal budget cuts or reorganization to accomplish organizational efficiencies.	<p>In the event a reduction in force is implemented by a state agency or institution of higher learning, the agency head shall be required to take five days furlough in the current fiscal year. If more than one reduction in force plan is implemented in a fiscal year, the mandatory agency head furlough is only required for the initial plan. The agency head will retain all responsibilities and authority during the furlough. All monies saved from this furlough may be retained by that agency and expended at the discretion of the agency head. During this furlough, the agency head shall be entitled to participate in the same state benefits as otherwise available to them except for receiving their salaries. As to those benefits which require employer and employee contributions, the state agency will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted; and as to those benefits which require only employee contributions, the agency head remains solely responsible for making those contributions.</p> <p>Placement of an agency head on furlough under this provision does not constitute a grievance or appeal under the State Employee Grievance Procedure Act. In the event the reduction for the state agency or institution of higher learning is due solely to the General Assembly transferring or deleting a program, this provision does not apply. Agencies may allocate the agency head's reduction in pay over the balance of the fiscal year for payroll purposes regardless of the pay period within which the furlough occurs. The Department of Administration shall promulgate guidelines and policies, as necessary, to implement the provisions of this proviso. State agencies shall report information regarding furloughs to the Department of Administration.</p> <p>For purposes of this provision, agency head includes the president of a technical college as defined by Section 59-103-5 of the 1976 Code.</p> <p>The agency head of the State Board for Technical and Comprehensive Education shall not be required to take this mandatory furlough based solely on the implementation of a reduction in force plan by a technical college.</p> <p>An agency head shall not be required to take this mandatory furlough based solely on reductions in force implemented as a result of federal budget cuts or reorganization to accomplish organizational efficiencies.</p>	Keep
117.70	GP: IMD Operations	Directs all agencies that place children in certain group homes or institutional settings to provide reports to the General Assembly on their activities annually.	All funds received by the Department of Education, the Department of Juvenile Justice, the Department of Disabilities and Special Needs, the Department of Mental Health, the Department of Social Services, and the Department of Administration, Office of Executive Policy and Programs-Continuum of Care as State child placing agencies for the Institution for Mental Diseases Transition Plan (IMD) of the discontinued behavioral health services in group homes and child caring institutions, as described in the Children's Behavioral Health Services Manual Section 2, dated 7/01/06, shall be applied only for out of home placement in providers which operate Department of Social Services or Department of Health and Environmental Control licensed institutional, residential, or treatment programs. An annual report by each state child placing agency shall be made on the expenditures of all IMD transition funds and shall be provided to the Chairman of the Senate Finance Committee, Chairman of the House Ways and Means Committee, and the Governor no later than November first each year. The Department of Health and Human Services shall review the numbers of out of home placements by type and by agency each year and make recommendations to the General Assembly.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

<b>FY 21-22 Proviso No.</b>				<b>ADMIN Request</b>
<b>Proviso No.</b>	<b>Proviso Title</b>	<b>Explanation</b>	<b>Proviso Text</b>	
117.72	GP: Mandatory Furlough	Directs agency heads to consider furloughing contract, post-TERI and TERI employees before furloughing other employees if the agency implements a program due to state general funds appropriations are less than the previous fiscal year or following implementation of an across the board mid-year cut.	In a fiscal year in which the general funds appropriated for a state agency are less than the general funds appropriated for that agency in the prior fiscal year, or whenever the General Assembly or the Executive Budget Office implements a midyear across-the-board budget reduction, and agency heads institute a mandatory employee furlough program, in determining which employees must participate in the program, agency heads should give consideration to furloughs for contract employees, post-TERI employees, and TERI employees before other employees. During this mandatory furlough, the state employees shall be entitled to participate in the same state benefits as otherwise available to them except for receiving their salaries. As to those benefits which require employer and employee contributions, the state agencies, institutions, and departments will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted; and as to those benefits which require only employee contributions, the employee remains solely responsible for making those contributions. In the event an agency's reduction is due solely to the General Assembly transferring or deleting a program, this provision does not apply.	Keep
117.73	GP: Reduction in Force	Directs agency heads required to make reductions in force to consider contract, TERI or post-TERI employees if the agency needs to implement a program due to state general funds appropriations being less than the previous fiscal year or following implementation of an across the board mid-year cut.	In a fiscal year in which the general funds appropriated for a state agency are less than the general funds appropriated for that agency in the prior fiscal year, or whenever the General Assembly or the Executive Budget Office implements a midyear across-the-board budget reduction, and agency heads must make reductions in force, agency heads should give consideration to reductions of contract employees, post-TERI employees, and TERI employees before other employees. In the event an agency's reduction is due solely to the General Assembly transferring or deleting a program, this provision does not apply.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.78	GP: Deficit Monitoring	Provides procedures for the EBO regarding quarterly deficit monitoring.	<p>It is the responsibility of each state agency, department, and institution to operate within the limits of its authorized appropriations. All agencies, departments, and institutions are to budget, allocate and manage its authorized appropriations in a way to avoid an operating deficit for the fiscal year.</p> <p>If at the end of each quarterly deficit monitoring review by the Executive Budget Office, it is determined by either the Executive Budget Office or a state agency, department, or institution that the likelihood of a deficit for the current fiscal year exists, the state agency shall notify the General Assembly within fifteen days of this determination and shall further request the Executive Budget Office to work with it to develop a plan to avoid the deficit. Within fifteen days of the deficit avoidance plan being completed, the Executive Budget Office shall either request the General Assembly to recognize the deficit if it determines the deficit avoidance plan will not be sufficient to avoid a deficit or notify the General Assembly of how the deficit will be avoided based on the deficit avoidance plan if the Executive Budget Office determines the plan will be sufficient to avoid a deficit.</p> <p>Upon notification from the Executive Budget Office that an agency will run a deficit and requesting that it be recognized, the General Assembly, by joint resolution, may make a finding that the cause of, or likelihood of, a deficit is unavoidable due to factors which are outside the control of the state agency, department, or institution, and recognize the deficit. Any legislation to recognize a deficit must be in a separate joint resolution enacted for the sole purpose of recognizing the deficit of a particular state agency, department, or institution. A deficit may only be recognized by an affirmative vote of each branch of the General Assembly.</p> <p>If the General Assembly recognizes the deficit, then the actual deficit at the close of the fiscal year must be reduced as necessary from surplus revenues or surplus funds available at the close of the fiscal year in which the deficit occurs and from funds available in the General Reserve Fund and the Capital Reserve Fund, as required by the Constitution of this State.</p> <p>Once a deficit has been recognized by the General Assembly, the state agency, department, or institution shall limit travel and conference attendance to that which is deemed essential by the director of the agency, department, or institution. In addition, the General Assembly, when recognizing a deficit may direct that any pay increases and purchases of equipment and vehicles must be approved by the Executive Budget Office.</p>	Keep



**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.80	GP: Bank Account Transparency and Accountability	Directs state agencies that have composite reservoir bank accounts or any other accounts containing public funds that are not included in the CG SARS or SCEIS systems to prepare a report annually disclosing every transaction of the prior fiscal year.	<p>Each state agency, except state institutions of higher learning, which has composite reservoir bank accounts or any other accounts containing public funds which are not included in the Comptroller General's South Carolina Enterprise Information System shall prepare a report for each account disclosing every transaction of the account in the prior fiscal year. The report shall be submitted to the State Fiscal Accountability Authority by October first of each fiscal year. The report shall include the name(s) and title(s) of each person authorized to sign checks or make withdrawals from each account, the name and title of each person responsible for reconciling each account, the beginning and year-end balance of funds in each account, and data related to both deposits and expenditures of each account. The report shall include, but not be limited to, the date, amount, and source of each deposit transaction and the date, name of the payee, the transaction amount, and a description of the goods or services purchased for each expenditure transaction. To facilitate review, the State Fiscal Accountability Authority shall prescribe a common format for the report which agencies must use. In order to promote accountability and transparency, a link to the report shall be posted on the Comptroller General's website as well as the agency's homepage.</p> <p>When the State Auditor conducts or contracts for an audit of a state agency, accounts of the agency subject to this proviso must be included as part of the review.</p> <p>If an agency determines that the release of the information required in this provision would be detrimental to the state or the agency, the agency may petition the State Fiscal Accountability Authority to grant the agency an exemption from the reporting requirements for the detrimental portion. The meeting to determine whether an exemption should be granted shall be closed. However, the exemption may only be granted upon a majority vote of the State Fiscal Accountability Authority in a public meeting.</p>	Keep
117.99	GP: Technology and Remediation	Requires funds appropriated to the ADMIN's Division of Information Security be used to develop a statewide information security program.	The funds appropriated to the Department of Administration for the Division of Information Security shall be used to develop and implement a statewide information security program. A portion of the nonrecurring funds may be used for enterprise technology and remediation, and distributed to state agencies to address the State's most serious information security vulnerabilities as determined by the Division of Information Security and the Division of Technology Operations. Unexpended funds appropriated for Enterprise Technology and Remediation may be carried forward from the prior fiscal year and used for the same purpose. These funds shall be excluded from the Department of Administration's base budget calculation of any across-the-board agency base reductions mandated by the Executive Budget Office or General Assembly.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.101	GP: State Ports Authority Property	Directs the Authority to transfer the remaining property on Daniel Island and St. Thomas Island to ADMIN if it has not been sold by 6/30/20.	If the State Ports Authority has not completed the sale of its real property on Daniel Island, except for the dredge disposal cells that are needed in connection with the construction of the North Charleston terminal on the Charleston Naval Complex and for harbor deepening and for channel and berth maintenance, by June 30, 2020, the authority must transfer the property to the Department of Administration. The authority shall sell the real property under terms and conditions it considers most advantageous to the authority and the State of South Carolina.	Keep
117.107	GP: Information Technology and Information Security Plans	Directs state agencies to submit information technology and information security plans to ADMIN by August 1. Outlines what should be included in both plans and how agencies may submit updates and/or changes. Exempts the legislative and judicial departments, higher	<p>(A) By August first of the current fiscal year, all state agencies must submit an information technology plan and an information security plan to the Department of Administration. State agencies must submit updates to their plans if there are changes following initial submission. Changes that would necessitate an updated plan include, but are not limited to, changes in response to technological advancements, changes in legislation, regulation or compliance requirements, newly identified funding sources, or new issues relating to information technology management or business requirements.</p> <p>The information technology plans required by this section shall be in the form and level of detail required by the department and shall include at least: (1) the information technology objectives of the state agency; (2) an inventory of the state agency's information technology; (3) any performance measures used by the state agency for implementing its information technology objectives; (4) how the state agency's development of information technology coordinates with other governmental entities; (5) the state agency's budget plans for information technology for the coming fiscal year which must include: (a) all fixed, recurring information technology costs, regardless of funding sources; (b) new information technology expenditures for services, hardware upgrades/replacements and software purchases, regardless of funding sources; (c) new information technology projects, regardless of funding sources; and (d) FTE counts, temporary personnel counts, and salary information and position descriptions for all information technology personnel, regardless of funding sources; and (6) the state agency's need for appropriations for information technology.</p> <p>The information security plans required by this section shall be in the form and level of detail required by the division and shall include at least: (1) the information security objectives of the state agency; (2) an inventory of the state</p>	Keep

Yellow – Admin Request

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
		<p>eds, tech colleges, political subdivisions and quasi-governmental entities from this requirement.</p>	<p>agency's information security technology; (3) a profile of the state agency's compliance with security policies established by the division; (4) a profile of the state agency's sensitive data and a description of applicable state and federal privacy requirements; (5) a profile of risk management and other measures taken by the state agency to protect its data from unauthorized access and disclosure; (6) the state agency's budget plans for information security for the coming fiscal year which must include: (a) all fixed, recurring information security technology costs, regardless of funding sources; (b) new information security expenditures for services hardware upgrades/replacements and software purchases, regardless of funding sources; (c) new information security projects, regardless of funding sources; and (d) FTE counts, temporary personnel counts, and salary information and position descriptions for all information security personnel, regardless of funding sources; and (7) the state agency's need for appropriations for information security.</p> <p>(B) The director of the Department of Administration should seek advice from private and public sector resources on the efficient use of information technology and best practices.</p> <p>(C) The Judicial Department, Legislative Department, public institutions of higher learning, technical colleges, political subdivisions and quasi-governmental bodies are specifically exempt from the requirements as provided in this proviso.</p>	

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.112	GP: Statewide Strategic Information Technology Plan Implementati on	Directs agencies to comply with the recommendations set forth in the Statewide Strategic IT Plan to include; use shared services from DTO; comply with DTO IT rules, standards, plans, policies and directives; participate in and comply with decisions determined by IT governance advisory groups; submit IT budget requests; create IT plans for purchases that exceed \$50k with consultation and approval of DTO; develop a three year IT strategic plan; enter IT costs into SCEIS as determined by DTO & SCEIS. Directs agency to provide an annual agency compliance report by December 31st. Exempts certain entities.	<p>To ensure the uniform implementation of the Statewide Strategic Information Technology Plan developed pursuant to the Restructuring Act of 2014 and designed to improve the State's ability to provide reliable, secure, cost-efficient, and innovative information technology services and infrastructure, state agencies are directed as follows:</p> <p>(1) Agencies shall use the shared services from the Department of Administration, Division of Technology Operations as those services become available and in a sequence to be determined by the division. Agencies shall coordinate with the division to accomplish a strategic transition to the shared services environment. Shared services include, but are not limited to, mainframe services, application hosting, servers, storage, network services, desktop services, and disaster recovery services. The State Chief Information Officer may grant an exception, to be revisited on a periodic basis, if the division determines that it cannot immediately satisfy the technical or security capabilities required to support the agency in question;</p> <p>(2) With regard to information technology governance, standards, and enterprise architecture, agencies shall comply with the rules, standards, plans, policies, and directives of the Division of Technology Operations;</p> <p>(3) With regard to information technology governance, standards, and enterprise architecture, agencies shall participate and comply with decisions determined by the information technology governance advisory groups.</p> <p>(4) With regard to the annual Appropriations Act budget submission, agencies shall submit all information technology budget requests to the Executive Budget Office and the Division of Technology Operations. The Executive Budget Office and the Division of Technology Operations shall jointly review the budget requests and recommend for funding consideration only those proposals that fit into the overall Statewide Strategic Information Technology Plan.</p> <p>(5) With the consultation and approval of the Division of Technology Operations, agencies must create an information technology plan for purchases that exceed \$50,000 to ensure compliance with the Statewide Strategic Information Technology Plan and the standards defined by the division.</p> <p>(6) Agencies shall develop a three-year strategic plan for information technology, updated annually, for the Division of Technology Operations, that shall be approved by the Chief Information Officer, that sets forth: (a) operational and project priorities; (b) budget summaries; (c) planned projects and procurements; (d) staffing plans; (e) security initiatives; and (f) risks, issues, and concerns with the agency's information technology.</p> <p>(7) Agencies shall enter information technology costs into the South Carolina Enterprise Information System (SCEIS) as directed by the Division of Technology Operations and SCEIS.</p> <p>The Department of Administration shall provide a report to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee regarding agency compliance no later than December 31st of each calendar year.</p> <p>The Legislative Branch, the Judicial Branch, public institutions of higher learning, technical colleges, political subdivisions and quasi-governmental bodies are specifically exempt from the requirements as provided in this provision.</p>	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.114	GP: State Employee Leave Donation	Authorizes state employees to transfer annual and/or sick leave to a specific leave recipient other than to a leave pool account.	In the event of a medical emergency, a state employee may make a written request to the employing agency that a specified number of hours of his accrued annual and/or sick leave be transferred from his annual and/or sick leave account to a specific leave recipient rather than to a leave pool account, subject to the approval of the agency director. An employee with less than fifteen days in his sick leave account may not transfer any sick leave to the recipient, and an employee with more than fifteen days in his sick leave account may transfer sick leave to the recipient if he retains a minimum of fifteen days in his own sick leave account. Once leave of an employee has been transferred to the recipient, it may not be restored or returned to the leave donor. For purposes of this provision, a medical emergency is defined under IRS Revenue Ruling 90-29 as a medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan.	Keep
117.121	GP: Catastrophic Weather Event	Prevents re-appraisal of improvements made to personal residences by counties for improvements made using US HUD Block Grant funds through the Disaster Recovery Program	A) Any improvements made to real property or personal property used as a residence, such as a mobile home or manufactured housing unit, damaged during the catastrophic weather event in October 2015, Hurricane Matthew of 2016, or Hurricane Florence of 2018, after the event and before June 30, 2020 <b>thirtieth of the current fiscal year</b> , is not considered an improvement and does not require a re-appraisal. This provision only applies if as a result of the catastrophic weather event, the improvements made to the property were funded by the United States Department of Housing and Urban Development Block Grant - Disaster Recovery program. This provision also applies if, at the discretion of the county and using qualifications determined by the county, the improvements were made with the assistance of a volunteer organization active in disaster, or a similar volunteer organization.  (B) During the current fiscal year, the property tax value of an eligible property shall remain the same unless an assessable transfer of interest occurs. No refund is allowed on account of values adjusted as provided in this provision.	Amend
117.126	GP: SCEIS Data Entry Compliance	Requires Admin through its SCEIS division to develop and issue written standards and guidelines for data entry into SCEIS by all agencies.	The Department of Administration shall develop and issue written SCEIS data entry standards and guidelines for agency compliance. To ensure uniform compliance with these standards and guidelines, state agencies shall comply with all SCEIS data entry rules, standards, plans, policies, directives, and guidelines established by the Department of Administration.	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.127	GP: Statewide Real Estate Plan Implementati on	Establishes a comprehensive, central real property and facility management process. It strives to achieve a maximum efficiency and economy in the use of state-owned, state-leased, and commercial leased facilities that provide for the needs of state government agencies.	<p>Pursuant to legislative intent expressed in Proviso 118.2 (Titling of Real Property) of this Act to establish a comprehensive central real property and office facility management process to plan for the needs of state government agencies; and to achieve maximum efficiency and economy in the use of state-owned, state-leased, and commercial leased facilities, all state agencies are directed as follows:</p> <p>(1) In the current occupation of state-owned and commercial facilities or prior to incurring an obligation to expend funds through entering or renewing a lease for state-owned or commercial facilities, state agencies shall work in conjunction with the Department of Administration to achieve uniform space standards in state-owned, state-leased, and commercial leased facilities resulting over time in an overall target density of 210 square feet per person unless otherwise approved by the department.</p> <p>(2) Prior to entering or renewing any contract for leasing real property, state agencies shall comply with the Department of Administration's site selection criteria for state-owned, state-leased, or commercial leased space,</p> <p>(3) State agencies shall record into the South Carolina Enterprise Information System (SCEIS) all maintenance and operations expenditures for state-owned and state-leased facilities in the manner prescribed by the Department of Administration.</p> <p>(4) State agencies shall provide to the Department of Administration a list of all contracts related to facilities management, maintenance, and support, and shall not renew or enter into any new contracts related to facilities management, maintenance or support without prior approval from the Department of Administration.</p> <p>(5) Under guidance and direction of the Department of Administration, state agencies shall annually report on and submit plans to address ongoing and deferred maintenance for all state-owned real property.</p> <p>(6) State agencies shall annually update and submit an inventory of state-owned facilities and land to the Department of Administration by June 30 of each fiscal year in the manner prescribed by the department. Each submission shall include a portfolio assessment with recommendations for any dispositions.</p> <p>The Legislative Branch, the Judicial Branch, public institutions of higher learning, technical colleges, political subdivisions and quasi-governmental bodies are generally exempt from the requirements of this proviso; provided, however, that public institutions of higher learning and technical colleges shall be subject to the provisions of paragraph (6) in its entirety, and the provisions of paragraph (1) with respect to any facility or portion thereof used for administrative and office space.</p> <p>The Department of Administration shall provide a report to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee regarding compliance with this proviso no later than December 31 of each calendar year, beginning December 31, 2018.</p>	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.128	GP: Statewide Administrative Services	Proviso states that the Department of Administration may provide consolidated administrative services that promote cost savings for the state to agencies that receive \$20M or less in total appropriations.	<p>The Department of Administration may provide consolidated administrative services to all agencies to promote cost savings, process integrity and other efficiencies, and to reduce duplication, overlap and redundancies, or any combination thereof and to provide for consistency in transactions and processes and to advance a statewide approach to agency administration. Consolidated administrative services may include, but are not limited to: 1) financial and accounting support, such as accounts payable and receivable processing, procurement processing, journal entry processing and financial reporting assistance; 2) human resources administrative support, such as transaction processing and reporting, payroll processing, and human resources training; and 3) budget support, such as budget transaction processing and budget reporting assistance.</p> <p>Agencies that receive twenty million dollars or less in total appropriations in the current fiscal year shall consult with the Department of Administration to determine whether the use of consolidated administrative services offered by the department would be beneficial to the agency. The Legislative Branch, the Judicial Branch, public institutions of higher learning and technical colleges shall be exempt from the requirements of this provision.</p> <p>The Department of Administration shall provide a report to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee regarding agency utilization of administrative services offered by the department no later than December 31, 2019 <b><u>thirty-first of the current calendar year</u></b>.</p>	Amend
117.129	GP: Mobile Device Protection Plan	Requires Admin to implement updated policies for protecting mobile devices including but not limited to cellphones, tablets and laptops. Requires SFAA to establish a statewide contact for protecting all state owned, mobile devices that can be included in one combined contract.	<p>With funds appropriated and authorized in the current fiscal year, the Department of Administration in the current fiscal year, shall implement updated policies for protecting mobile devices including, but not limited to, cellular phones, tablets and laptops. The department must also consider the potential consolidation of existing protection plans as established by other state agencies, to ensure an effective and efficient statewide approach to a protection plan that covers all state owned devices.</p> <p>(A) The following factors shall be considered by the department as it reviews options for providing this protection, and to the extent possible, the following components must be included in the updated plan:</p> <ol style="list-style-type: none"> <li>(1) Protective cases and screens for all devices;</li> <li>(2) Multi-year insurance coverage for both the device and the protective case;</li> <li>(3) Zero deductible if possible to ensure cost savings to the department;</li> <li>(4) Multiple claims per device should be allowable;</li> <li>(5) Replacement policy if devices cannot be repaired; and</li> <li>(6) Local pickup and delivery service for efficient repair and replacement where possible.</li> </ol> <p>(B) Upon development of these policies and to follow the new mobile device purchasing policy for state agencies, the State Fiscal Accountability Authority must establish a statewide contract for protecting all state owned, mobile devices that can be included in one combined contract.</p> <p>(C) The State Fiscal Accountability Authority must ensure that any contract developed for this purpose is awarded utilizing a competitive approach in accordance with the South Carolina Procurement Code.</p>	Keep

**South Carolina Department of Administration  
FY 2021-2022 Provisos**

FY 21-22 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.130	GP: State Flag Study Committee	Creates the SC Flag Study Committee charged with proposing an official, uniform design for the state flag based on historically accurate details & legislative adoptions. Study committee consists of 5 members, including the Director of Admin or her designee.	There is created the South Carolina State Flag Study Committee charged with proposing an official, uniform design for the state flag based on historically accurate details and legislative adoptions. Membership of the study committee shall be comprised of five members as follows: (1) the Director of the Department of Archives and History, or his designee, who shall serve as chairman; (2) the Director of the Department of Administration, or his designee; (3) one member appointed by the President Pro Tempore of the Senate; (4) one member appointed by the Speaker of the House of Representatives; and (5) one member appointed by the Governor. The study committee shall provide a report including a proposed design to the General Assembly by June 30, 2020, at which time the study committee shall dissolve. Members of the study committee shall receive mileage, per diem, and subsistence as provided by law.	Keep
117.137	GP: CDBG-DR Flexibility	Directs Commerce to transfer any funds remaining from the amount appropriated in FY 2018 (Proviso 118.14(B)(13) 2015 Flood – Non-CDBG Disaster Recovery \$250K) to be used on any Disaster Recovery program.	The Department of Commerce is directed to transfer any funds remaining from the appropriation it received through Act 97 of 2017 for 2015 - Non-CDBG - Disaster Recovery to the Department of Administration which shall utilize these funds for any disaster recovery program.	Delete
117.140	GP: Voting System Funds Transfer	Directs Admin to hold funds appropriated for the purchase of a new statewide voting system in a separate account and use the funds in FY20 to purchase a new system.	The State Election Commission is directed to transfer any funds which have been appropriated to the commission for the purchase of a new statewide voting system or for the refurbishment of the current statewide voting system to the Department of Administration. The Department of Administration shall hold these funds and any other funds appropriated to the department for the same purpose in a separate account. This transfer requirement shall not apply to any federal funds granted to the State Election Commission. Any funds available to the State Election Commission or the Department of Administration shall be used in Fiscal Year 2019-20 to purchase a new statewide voting system.	Delete

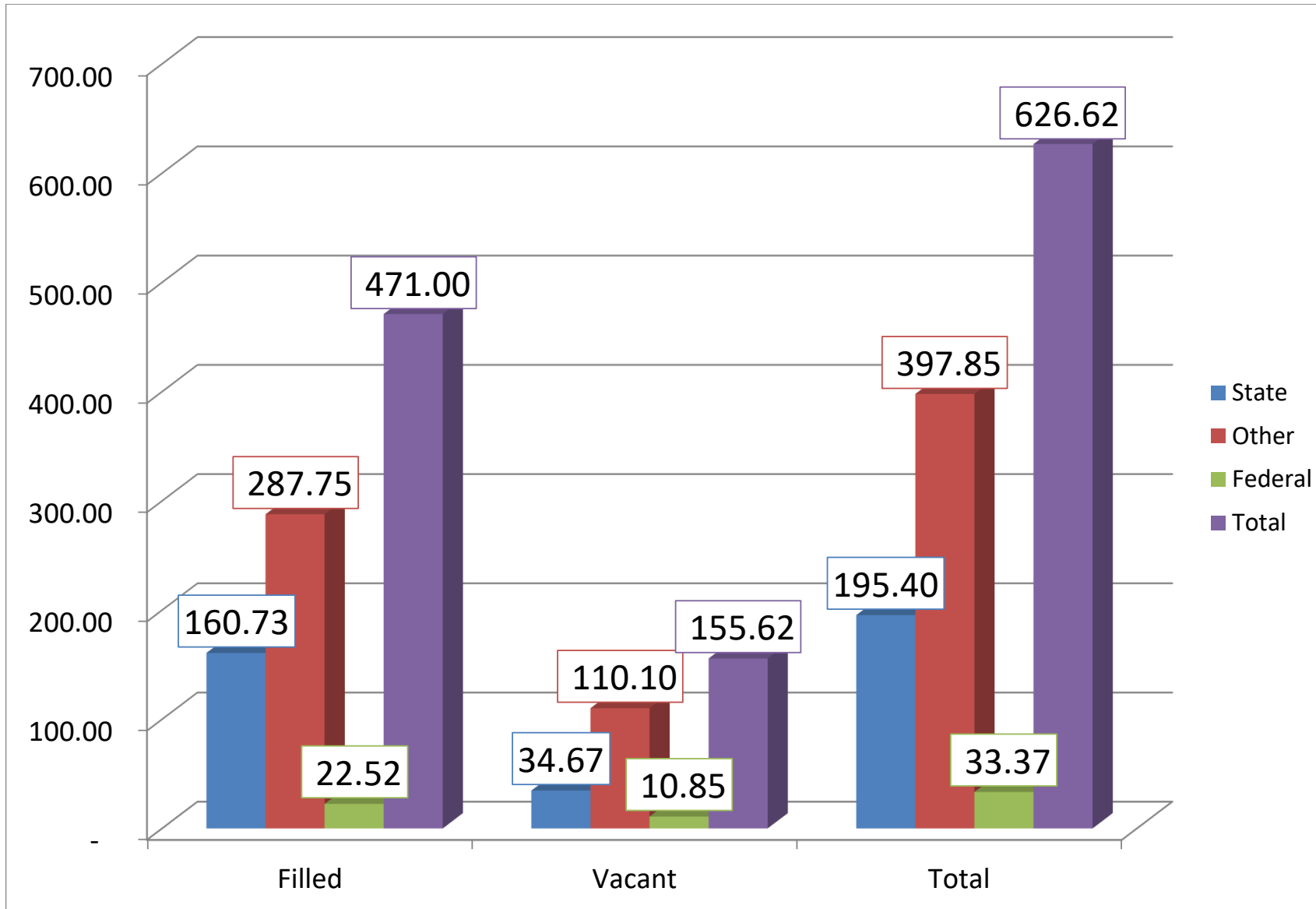


DEPARTMENT OF ADMINISTRATION						
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES						
FISCAL YEAR 2020						
Office / Description				Fund	Balance 6/30/2020	%
<b>Funds Restricted in Use by Court Orders or Federal law</b>						
<i>General Services</i>						
		Federal Surplus Property	4190	1,000,632.38	1%	
<b>Funds Held as Agent for Other Governmental Units or Persons</b>						
<i>Division of State IT</i>						
		K-12 E-Rate	3329	31,221,961		
		K-12 Education Improvement Act	4973	-		
		K-12 School Technology	3323	357,005		
		Wireless Tower Revenue	3037	704		
		Statewide IT Disaster Recovery Funds	1001	1,918,300		
		CRF Statewide IT Disaster Recovery Funds	3634	5,339,940		
		Assist agencies with <b>800 Mhz</b> radio user Fees	1001	615,452		
<i>SCEIS</i>						
		SCEIS (Project Funds transferred by Other Agencies)	3037	1,238,603		
<i>Division of Information Security</i>						
		Statewide Enterprise Technology & Remediation Funds	1001	3,905,505		
<i>Non-Admin Related Accounts</i>						
		Technology Investment Council	1001	-		
		African American History Monument	4305	33,211.05		
		Santee Cooper Consulting	3417	5,777,719		
		Save the Hunley	3487	723,075		
		COVID-19 Response Oversight	3105	1,386,794		
		COVID-19 Response Appropriations Held for DHEC	3105	15,000,000		
<i>General Services</i>						
		Pendleton Street Safety Upgrades	1001	766,916		
	*	Commercial Vendor Repair Program	3792	2,960,898		
		Surplus Property - Due to Agencies	3840	579,212		
		SC Veteran's Monument	3485	3,606		
		<b>Subtotal</b>		<b>71,828,900</b>	<b>37%</b>	
<b>Building Projects &amp; Deferred Maintenance</b>						
<i>General Services</i>						
	*	<b>Non-Capital Projects</b>	3149	2,537,644		
<b>Capital Projects:</b>						
		Capital Projects - State Appropriations	3600	7,109,669		
		Capital Projects - Capital Reserve	3603	13,629,564		
		Capital Projects - Capital Improvement Bonds	3043	-		
	*	Capital Projects - Other Funds	3907	55,645,459		
		<b>Total Capital Projects</b>		<b>76,384,692</b>		

DEPARTMENT OF ADMINISTRATION						
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES						
FISCAL YEAR 2020						
				Fund	Balance	
Office / Description				Fund	6/30/2020	%
			Sale of Real Property Proviso	38F2	850,349	
			Facilities Mngmnt - Deferred Maint. Provisos	1001	-	
		*	Dep Res OGS	3234	3,820,196	
			Dep Res State Park	3265	105,829	
			Dep Res State House	3266	-	
			<b>Subtotal</b>		<b>83,698,709</b>	<b>43%</b>
<b>Business Operations Financed by User Charges / State Appropriations</b>						
			<b>Administrative Programs</b>			
			Special Operating	3417	1,444,204	
			General Fund	1001	608,526	
			Sale of Assets	3958	15,875	
			<b>Executive Budget Office</b>			
			General Fund	1001	279,547	
			Special Operating	3417	255	
			Sale of Assets	3958	398	
			<b>Division of Technology Operations / SCEIS</b>			
		*	Operating Revenue	3035	6,140,578	
			SCEIS-Recurring General Funds	1001	1,860,082	
			SCEIS - Sale of Asset	3958	5,254	
			Telecommunication Revolving Funds	3489	361,544	
		*	Depreciation Reserve	3081	11,382,696	
			Emergency Management - General Fund	1001	274,185	
			Sale of Assets	3958	16,629	
			<b>Division of Information Security</b>			
			Div of Information Security - Recurring	1001	150,673	
			DIS - Special Operating	3417	84,750	
			Sale of Assets	3958	-	
			<b>Enterprise Privacy Office</b>			
			General Fund	1001	193,234	
			<b>Division of General Services</b>			
		*	General Services	3067	792,639	
		*	Rent-State Owned Real Property	3124	-	
			Special Operating	3417	114,418	
			State House / Mansion & Grounds	1001	-	
			Sale of State Property	3840	-	
		*	State Fleet Management	3197	9,350,977	
		*	State Fleet Depreciation Reserve	3774	2,037,380	
		*	State Fleet Master Lease	46N1	54,524.18	
			Sale of Assets <sup>(3)</sup>	3958	-	
			Dual Employment	3003	-	
			<b>Office of Human Resources</b>			

DEPARTMENT OF ADMINISTRATION							
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES							
FISCAL YEAR 2020							
					<b>Balance</b>		
<b>Office / Description</b>				<b>Fund</b>	<b>6/30/2020</b>	<b>%</b>	
			General Fund	1001	56,531		
			Special Operating	3417	-		
			Training Sessions Fees	3212	1,426,105		
			Sale of Assets	3958	-		
<b><i>Program Management Office - Shared Services</i></b>							
			General Fund	1001	196,193		
<b><i>Disaster Recovery Office</i></b>							
			General Fund	1001	-		
			SC Housing Authority Matching Funds	3417	500,000		
<b><i>Developmental Disabilities</i></b>							
			General Fund	1001	75,557		
<b><i>Ombudsman</i></b>							
			General Fund	1001	81,907		
			Client Assistance Program Indirect Cost	3718	23,432		
<b><i>Small &amp; Minority Businesses</i></b>							
			General Fund	1001	83,994		
<b><i>Office of Economic Opportunity</i></b>							
			Economic Opportunity Project Share	3721	113,845		
			<b>Subtotal</b>		<b>37,725,929</b>	<b>19%</b>	
			<b>Grand Total</b>		<b>194,254,170</b>	<b>100%</b>	
		*	Indicates those funds that are subject to Federal repayment.				

**Department of Administration  
Filled Vs Vacant FTEs  
As of December 31, 2020**





THE SOUTH CAROLINA  
DEPARTMENT *of* ADMINISTRATION

FY 2020-2021

Ways & Means Budget Hearing

# Budget Request Summary

# Recurring Priority 1: Division of State Human Resources

## Who we are:

- The Division of State Human Resources (DSHR) works with agency customers to ensure excellence in human resources by providing guidance on HR-related matters, delivering resources that encourage effective workforce planning and organizational development, and overseeing the state's Alternative Dispute Resolution process.
- Additionally, DSHR leads the state recruiting efforts to attract top talent to careers in state government.
- As of December 21, 2020, DSHR has 19 FTEs which support 60,603 employees (47,839 classified and 12,764 unclassified) in 101 state agencies and higher education institutions.

# Recurring Priority 1: Division of State Human Resources (Cont.)

## **FY20-21 Funding Priorities**

- Class & Compensation Reform
- Budget Reporting

# Recurring Priority 1: Division of State Human Resources (Cont.)

## Classification & Compensation – The Need

- The report found that the “current [classification and compensation] plan is experiencing some ‘signs of age,’ having been in place for 20 years” and the current “decentralized decision making, coupled with broad banded classifications and very wide salary bands, are contributing factors to the internal equity and salary disparity issues” found in the study.
- At the time of the study, state government’s salaries lagged behind other states by an average of 15%, the in-State public sector market by 16% and the in-State private sector market by 18% making current pay bands and actual pay uncompetitive. The study noted the current salaries “create[s] challenges both in recruitment and retention of qualified employees.

## State of South Carolina Classification and Compensation System Study Project Report

January 4, 2016





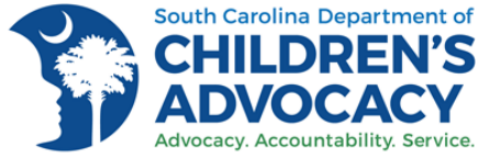
# Recurring Priority 1: Division of State Human Resources (Cont.)

## Classification & Compensation – The Need

- Too many positions exist in state government with the same generic classification titles. This impedes effective recruitment and retention.
- Examples: Program Coordinator

# Recurring Priority 1: Division of State Human Resources (Cont.)

## JOB RESPONSIBILITIES



Are you an experienced professional looking for new opportunities to further your career? The South Carolina Department of Children's Advocacy is seeking a hardworking and dependable candidate just like you to apply! This position will offer great benefits with the state, including 15 days of annual and sick leave per year or more depending on applicable state service.

### Responsibilities of the Program Coordinator I:

Under limited supervision, responsible for casework, court preparation and court attendance for cases in which there is no volunteer Guardian ad Litem appointed. Must operate in accordance with the best practices and policies of the South Carolina Guardian ad Litem Program. Additional responsibilities to include training and public relations components as the needs of the circuit/county changes. In this position you will:

- Perform direct advocacy for victims of abuse/neglect within the assigned judicial circuit on cases until such time a volunteer Guardian ad Litem can be appointed. Direct advocacy may also include courtesy visits for staff members and volunteers in other counties.
- Maintain current programmatic knowledge of child-specific and hearing related information in assigned caseload. Complete monthly monitoring reports and inputs the data into ETO.
- Establish and maintain positive working relationships to include relationships with the Department of Social Services, Family Court and other child serving agencies.
- Assist the coordinator with the supervision/management of volunteers. Volunteer training sessions and recruitment efforts as caseload decreases.
- Complete special projects as assigned by supervisor.
- Complete all other additional duties as assigned.

### **Minimum and Additional Requirements**

A bachelor's degree and relevant experience.

### Additional Requirements:

- Ability to exercise sound and objective judgment.
- Ability to establish and maintain productive and effective working relationships with co-workers and the public. Must be able to work with people of diverse backgrounds.
- Employee will be required to attend state staff meetings and staff development trainings.

## Job Responsibilities

Under limited supervision of Director of DOS,

- Exercise independent judgment and discretion in assisting with research, development and implementation of new initiatives to assist in combating the contraband being introduced into 21 institutions.
- The duties include a constant focus on prevention of contraband introduction and related security issues.
- Responsible for Drone operations, including but not limited to record keeping, report writing and record retention.
- Applicant must possess strong communication skills enabling them to successfully conduct technical equipment training sessions to supervisory and front line employees as needed.
- Duties will require a flexible work schedule for emergency call back and after hour target assignments to include nights and weekends.
- Must be compliant with all Laws/Regulations and training.
- Applicant needs a good working relationship with local law enforcement agencies.

Must successfully complete three (3) week SCDC Basic Training upon hire.

Questions regarding the application process, this job posting or any other postings with the SCDC should be directed to:

### Recruiting and Employment Services

(803) 896-1649

[Employment@doc.sc.gov](mailto:Employment@doc.sc.gov)

## Minimum and Additional Requirements

### **State of South Carolina Minimum Requirements:**

A bachelor's degree and relevant program experience.

(Or an acceptable equivalency as approved by The Division of State Human Resources).

### **SCDC Minimum Requirements:**

- A Bachelor's degree.
- Three (3) years of experience in performing surveillance and/or contraband detection to include security or correctional environment.

OR

# Recurring Priority 1: Division of State Human Resources (Cont.)

## Classification & Compensation – Recent Efforts

- Revised classifications 4 occupational groups: Legal, Engineering, Trades and Human Services.
- Currently revising classifications in 2 additional occupational groups: Human Resources & Fiscal Services
- Studying changes to the executive compensation process.

Choose a job category

Click Job Title Below For Details

- KC12 - [Electrician I](#) - Pay Band 05
- KC13 - [Electrician II](#) - Pay Band 06
- KC18 - [Plumber I](#) - Pay Band 05
- KC19 - [Plumber II](#) - Pay Band 06
- KC23 - [HVAC/Energy Management Systems Technician I](#) - Pay Band 05
- KC24 - [HVAC/Energy Management Systems Technician II](#) - Pay Band 06
- KC32 - [General Maintenance Technician I](#) - Pay Band 03
- KC34 - [General Maintenance Technician II](#) - Pay Band 04
- KC35 - [General Maintenance Technician III](#) - Pay Band 05
- KC36 - [General Maintenance Technician IV](#) - Pay Band 06
- KC42 - [Facilities Maintenance Manager I](#) - Pay Band 06
- KC45 - [Facilities Maintenance Manager II](#) - Pay Band 07
- KC52 - [Highway Maintenance Worker I](#) - Pay Band 02
- KC53 - [Highway Maintenance Worker II](#) - Pay Band 03
- KC54 - [Highway Maintenance Worker III](#) - Pay Band 04
- KC55 - [Highway Maintenance Worker IV](#) - Pay Band 05
- KC56 - [Highway Maintenance Worker V](#) - Pay Band 06

# Recurring Priority 1: Division of State Human Resources (Cont.)

## Human Services Revisions

OLD HUMAN SERVICES CLASS SERIES		
Class Code	Class Title	Pay Band
GA10	Human Services Assistant I	1
GA20	Human Services Assistant II	2
GA30	Human Services Specialist I	3
GA40	Human Services Specialist II	4
GA50	Human Services Coordinator I	5
GA60	Human Services Coordinator II	6
GA70	Human Services Coordinator III	7

ADDITIONS TO HUMAN SERVICES JOB CATEGORY			
Class Code	Class Title	Pay Band	Fed Category
GA13	Case Worker Assistant	3	E5
GA14	Case Worker I	4	E5
GA15	Case Worker II	5	E2
GA16	Case Worker III	6	E2
GA23	Client Advocate Assistant	3	E5
GA24	Client Advocate I	4	E5
GA25	Client Advocate II	5	E2
GA26	Client Advocate III	6	E2
GA33	Counselor Assistant	3	E5
GA34	Counselor I	4	E5
GA35	Counselor II	5	E2
GA36	Counselor III	6	E2
GA43	Eligibility Specialist I	3	E5
GA44	Eligibility Specialist II	4	E5
GA45	Eligibility Coordinator I	5	E5
GA46	Eligibility Coordinator II	6	E2
GA47	Eligibility Manager I	7	E1
GA48	Eligibility Manager II	8	E1
GA55	Mental Health Professional I	5	E2
GA56	Mental Health Professional II	6	E2
GA57	Mental Health Professional III	7	E2
GA63	Workforce Specialist I	3	E5
GA64	Workforce Specialist II	4	E2
GA65	Workforce Consultant I	5	E2
GA66	Workforce Consultant II	6	E2
GA67	Workforce Consultant III	7	E2
ADDITIONS TO NURSING SERVICES JOB CATEGORY			
Class Code	Class Title	Pay Band	Fed Category
EA02	Nursing Assistant I	2	E5
EA03	Nursing Assistant II	3	E5
PROFESSIONAL & THERAPIST SERVICES JOB CATEGORY			
Class Code	Class Title	Pay Band	Fed Category
EB45	Activity Therapist I	4	E5
EB46	Activity Therapist II	5	E2
EB47	Activity Therapist III	6	E2
EB48	Activity Therapy Director	7	E1
ADDITIONS TO PERSONAL CARE & SUPPORT SERVICES JOB CATEGORY			
Class Code	Class Title	Pay Band	Fed Category
EC52	Direct Support Professional I	2	E5
EC53	Direct Support Professional II	3	E5
EC54	Direct Support Professional III	4	E5
EC55	Direct Support Manager	5	E2

# Recurring Priority 1: Division of State Human Resources (Cont.)

## Classification & Compensation – Budget Request

- 2 FTEs and a consultant to fully implement the recommendations of the Class & Comp Study.
  - Develop a compensation philosophy
  - Update all the more than 400 classifications
  - Redesign the pay bands
  - Purchase market survey tools
  - Develop criteria and framework to give annual budget guidance and/or recommendations based on relativity to market, performance, and other relevant factors

# Recurring Priority 1: Division of State Human Resources (Cont.)

## Reporting – Recent Efforts

- Updated dashboard.
- Prepared an annual report.
- DSHR is committed to providing more human resources related data to the Governor’s office, the General Assembly, and state agencies to enable the state’s leadership to make data driven decisions regarding personnel related matters and funding.

The screenshot displays the 'Human Resources' dashboard. At the top, there is a dark blue header with the text 'Human Resources'. Below this is a navigation breadcrumb: 'Home > Transparency > Transparency Portal > Inside SC > Human Resources'. A 'Contact Admin' link is visible in the top right corner. A search bar with the placeholder 'Search Our Site' and a magnifying glass icon is on the left, and a dropdown menu labeled 'I NEED TO ...' is on the right. The main content area features a grid of six interactive dashboard tiles, each with a right-pointing arrow:

- Compensation - Pay Bands and Average Salaries
- Recruitment and Retention - Vacancies, Hires and Separations
- Recruitment and Retention - Age, New Hire Salaries and Pay Increases
- Workforce - County, Gender and Ethnic Origin
- Workforce - Job Categories
- Workforce - Service Years and Education Levels

Below the tiles, there is a disclaimer: 'The Statewide HR Dashboards show detailed compensation and workforce demographics information for employees of the state of South Carolina. These interactive dashboards are developed using information individual state agencies enter in the South Carolina Enterprise Information System (SCEIS). Disclaimer: The South Carolina Department of Administration (Admin) maintains access to the Inside SC Dashboards on behalf of the state of South Carolina. Admin, however, is not responsible for the content displayed on any dashboard herein, except for Admin-owned data provided for certain dashboards. Agencies submit information and statistics reflected in the dashboards. Questions about specific data points should be directed to the agency that submitted the respective information or statistics. Each agency is responsible for the accuracy and timely updating of its associated information and statistics displayed on the Inside SC Dashboards. The HR Dashboards are updated on the first Monday of each month and show data for employees occupying classified and unclassified Full-Time Equivalent (FTE) positions at regulatory and non-higher education agencies as of the last day of the previous month, unless noted otherwise. The information shown includes data from regulatory and non-higher education agencies. Please view the User Guide for a full list of exclusions and definitions of terms used. Questions about the information presented may be directed to the Division of State Human Resources (DSHR) (803-896-5300). DSHR may direct questions to the appropriate agency for answering.'

Questions?