

List of Key Officials

South Carolina Human Affairs Commission

Marvin Caldwell, Jr.
Interim Commissioner/CAO

(O) 803-737-7826

(C) 803-873-3925

mcaldwell@schac.sc.gov

D. Clark Leslie
Deputy Commissioner

(O) 803-737-8326

(C) 803-661-3232

dleslie@schac.sc.gov

Caroline Scrantom
General Counsel

(O) 803-737-4678

(C) 803-873-5552

cscrantom@schac.sc.gov

Lawrence Smalls
Administrative Manager

(O) 803-737-0753

(C) 803-661-3205

lsmalls@schac.sc.gov

Thomas Kaminer
Agency Budget Director

(O) 803-737-0526

Thomas.Kaminer@admin.sc.gov

Agency Overview Summary

Agency Mission:

The mission of the South Carolina Human Affairs Commission (SCHAC) is to *prevent and eliminate* unlawful discrimination, thereby promoting harmony and the betterment of human affairs for all citizens across the state. The agency enforces the following laws in partnership with the U.S. Equal Employment Opportunity Commission (EEOC) and the United States Department of Housing and Urban Development (HUD): the South Carolina Human Affairs Law, the South Carolina Fair Housing Law. The Commission also enforces the Equal Enjoyment and Privileges to Public Accommodations Act, the Pregnancy Discrimination Act, and the Lactation Support Act.

Major Program Areas:

Administration - is responsible for the overall business operations and support services for the program areas of the organization. The administration staff serves as a major point of contact for persons seeking services through the agency.

The Commissioner/CAO is employed by the Governing Board (the Commission), with the approval of the Governor, and is the Chief Administrative Officer (CAO). The Commissioner coordinates all agency operations and is responsible to the nine (9) member Governing Board. The Commissioner/CAO has the responsibility for ensuring that the agency's operations follow the policies, rules, and regulations established by the Commission, the provisions of all laws administered by the SCHAC and state and federal rules and regulations.

Consultative Services (Prevention) – is responsible for working within local communities statewide to promote harmony and with employers to promote equal employment opportunity. This program area has two distinct divisions of work intended to *prevent* problems before they escalate into community unrest and problems in the workplace: 1) Community Relations and 2) Technical Services.

Compliance Programs (Elimination) – is the investigative and enforcement arm of the Commission for both employment and housing cases. When there is a violation of state and/or federal laws, it is the Commission's role to fashion an appropriate remedy to *eliminate* such violations. Our federal partners are the United States Equal Employment Opportunity Commission (EEOC) and the United States Department of Housing and Urban Development (HUD). This program area has two distinct divisions of work intended to eliminate unlawful discrimination: 1) EEO

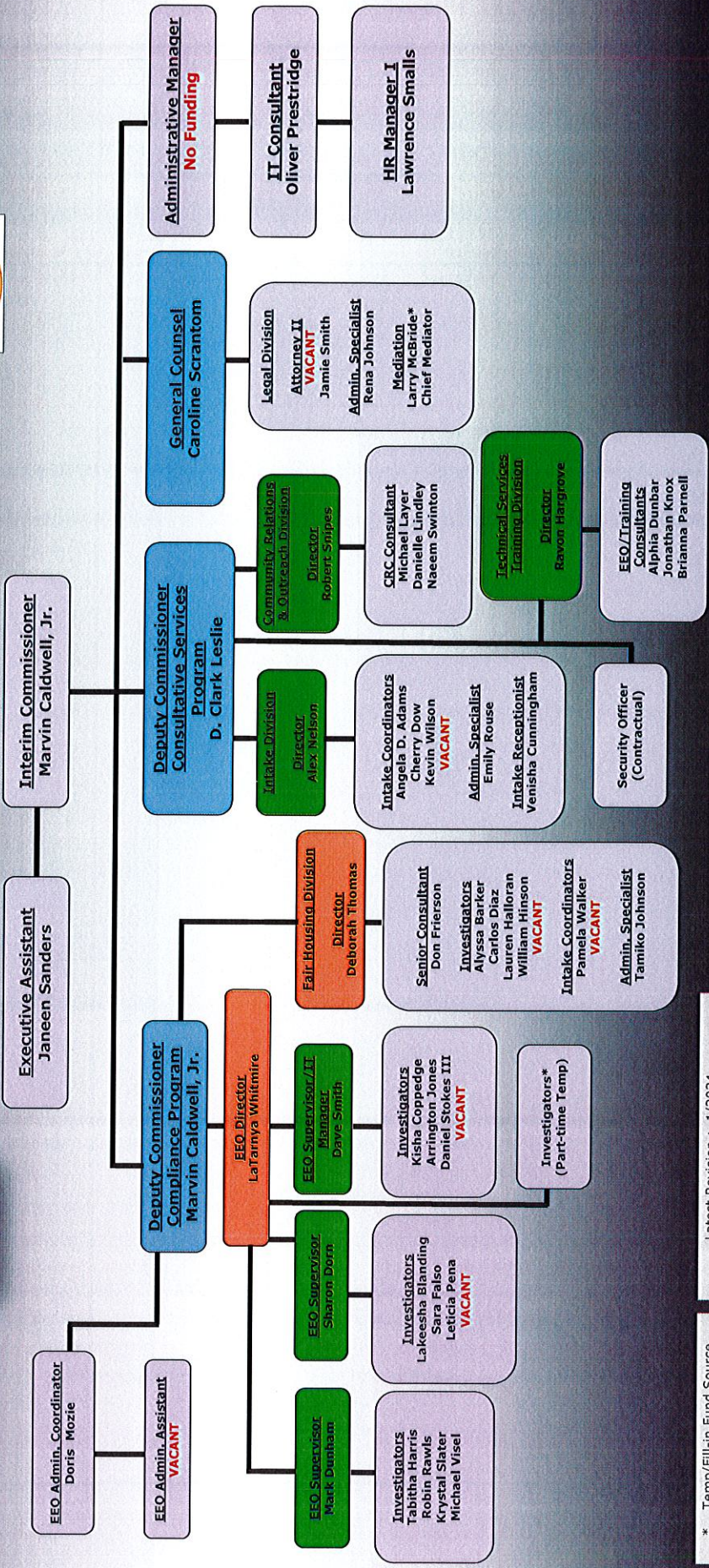
Enforcement and 2) Fair Housing Compliance. Both programs have In-Take Officers, who serve as the first point of contact to determine whether a possible violation of state and federal may have occurred. When initial information provided indications that a violation of law may have occurred, cases are assigned to Investigators to ascertain the facts. SCHAC handles all complaints in an impartial manner and upholds its responsibility to remain a neutral fact-finding agency.

Legal Division – represents SCHAC in administrative and judicial proceedings related to the work of the agency. Legal counsel does not participate in the investigation of cases but review the findings in accordance with state and federal law, and judicial precedent. This Division also advises all areas of the agency on matters of the law, as necessary.

South Carolina Human Affairs Commission Organizational Chart FY 2023-2024



Board of Commissioners
James T. McLawhorn, Jr., Chair
Sharon L. Sellers, Vice Chair
Mary Amonitti Steve Hall Leon Winn



Performance Update

Achievements and Progress on Major Goals/Objectives

Consultative Services (Prevention)

1) Community Relations

The Community Relations Division (CRD) works to establish Community Relations Councils across the state to address at the local level issues that divide communities and negatively impact economic growth, job creation, community harmony, and continued prosperity in an area. This Division also investigates non-employment and public accommodation complaints under the South Carolina Human Affairs Law and the Equal Enjoyment and Privileges to Public Accommodations Act.

The onboarding of one (1) additional Community Relations staff member grew the division from three (3) persons to four (4). Last fiscal year saw SCHAC's physical reach increase outreach by 30% with a single new consultant. In SFY 2023, SCHAC furthered its goal of being recognized statewide with another 13% increase.

The CRD worked in twenty-nine (29) out of forty-six (46) counties, developing partnerships, providing support, and collaborating with local communities. It served as a liaison for people to federal, state, and local agencies and non-profits. With the additional support from the General Assembly, SCHAC increased its physical reach to 63% across South Carolina.

During the SFY 2023, SCHAC CRD participated in ninety-six (96) events, including vendor events, speaking engagements, and educational seminars, and engaged in solution-oriented dialogue. These events helped extend the SCHAC's reach and effectiveness by providing a broader public audience with education and access to SCHAC services, including local awareness of the ever-present opportunity to utilize SCHAC to assist in creating local Community Relations Councils.

2) Technical Services and Training

The Technical Services and Training Division (TS&T) has successfully monitored the hiring and promotions of employees in 94 State agencies. On February 1, 2023, SCHAC issued the "Annual Report to the General Assembly on the Status of Equal Employment Opportunity in South Carolina State Government."

During SFY 2023, due to the new Computerized Affirmative Action Management System (CAAMS) version 5, all state agencies with fifteen (15) FTEs were required to participate in this year's affirmative action reporting process. No agencies were granted exempt status for SFY 2023. Results of this year's Annual Report demonstrate that four (4) agencies achieved 100% of their goal attainment, twelve (12) agencies increased their goal attainment by 5% or more, and six (6) agencies increased their goal attainment by more than 10%.

In order to prevent and eliminate discrimination, it is crucial to provide external training. TS&T has conducted forty-one (41) sessions on employment law training for twenty-eight (28) state

agencies and ten (10) county government/other entities, reaching a total of 4,122 employees. Educating human resource personnel, supervisors, and employees about EEO Laws and workplace professionalism helps prevent discrimination. TS&T staff has provided both interactive virtual and in-person training as needed.

This year, TS&T reinstated its Equal Employment Opportunity (EEO) Forum and its annual day of EEO Officer Training. SCHAC has been unable to offer these initiatives for the past three years due to the COVID-19 pandemic. The EEO Forum acknowledged state agencies that have effectively implemented 'best practices for goal attainment. At the EEO Officer training, TS&T collaborated with the EEOC Atlanta District Office and the EEOC Charlotte District Office to provide EEO Officers training on their responsibilities in developing or revising their agency's individual Affirmative Action Plans. Both events exceeded SCHAC's attendance goals.

TS&T also expanded its ordinary reach. During SFY 2022-23, SCHAC's monthly "Prevention Corner" newsletter received more than 87,659 views.

Compliance Programs (Elimination)

1) EEO Enforcement

During FFY 2023, a total of 648 employment discrimination complaints were received for investigation from the Intake Department or transferred to SCHAC from the EEOC. (Any difference in Intake and Enforcement Reporting numbers related to Intake are due to waivers to and receipts from the EEOC.) SCHAC's Intake Department drafted 523 complaints out of the 648 (125 were waived from EEOC). This resulted in 520 final actions taken by SCHAC. Of those final actions: 106 were based on race; 76 were based on sex; 96 were based on disability; 22 were based on age; nine (9) were based on religion; (six) 6 were based on national origin; 15 were based on retaliation; zero (0) were based on color; and 190 were on multiple bases (e.g., race, sex, and retaliation, or religion and national origin).

Final Actions or closures issued by SCHAC during federal fiscal year are: 85 Administrative Closures (including 11 closures for no credit); 339 No Cause Determinations; 88 Conciliations/Settlements. The total monetary value of settlements achieved for the charging parties was \$1,049,916.00. Six (6) potential "Cause Cases" were forwarded to the EEOC for additional processing, and 13 cases were closed for additional credit under other categories such as for federal class action suits.

2) Fair Housing Compliance

Based on South Carolina's population, HUD expects SCHAC to close at least 60 cases per fiscal year. During SFY 2023, SCHAC completed 117 cases. Of those 117 cases completed 17 were based on race; eight (8) were based on sex; 51 were based on disability; 22 were based on familial status; one (1) was based on religion; six (6) were based on national origin; zero 0 were based on color; and 25 were based on multiple bases (e.g., race, sex, and retaliation, or religion and national origin, etc.).

Based on South Carolina's population, HUD expects SCHAC to close at least sixty (60) cases per fiscal year. SCHAC has consistently exceeded performance over the years and continued this success. As a result, HUD has renewed its Memorandum of Understanding with SCHAC. This is the sixth time in six (6) consecutive years that over 100 housing cases have been closed during the state fiscal year in the agency's history.

Legal Division

This past state fiscal year, the legal division carried out SCHAC's enforcement provisions instituting one administrative hearing in a 'for cause' finding resulting from a charge of housing discrimination, resolved by settlement one administrative hearing related to a 'for cause' finding in another housing matter, and resolved three housing discrimination cases which had been removed to state circuit court upon election of a party. Settlement resolutions in these cases resulted in \$3,000 in civil penalties paid to the agency. The division also obtained a separate monetary judgment of \$6,227.46 in favor of the agency. At the end of SFY 2023, two 'for cause' housing matters remained pending as litigation in the state circuit court due to the election of a party. So far into SFY 2024, the division has initiated administrative hearings in two new 'for cause' housing matters, one of which has been removed to circuit court at the election of one or more parties.

The agency's mediator assists the legal division in attempting to resolve employment and non-employment charges by conference, conciliation, and persuasion. This past state fiscal year, thirty-five (35) complaints were successfully resolved from a total of sixty-six (66) mediations conducted in employment discrimination cases. Twelve (12) non-employment cases were referred to mediation, with three of those cases resolving at mediation. Settlement funds from mediation totaled \$524,302.00 across both employment and non-employment cases mediated during SFY 2023. Employment matters which resulted in an impasse at mediation continued to full investigation.

Administration

The Interim Agency Director/CAO continued to work to fulfill the suggested recommendation of the House Legislative Oversight Committee's directive to improve the retention rate. As a result of the 2023 Legislative Session, SCHAC was approved retention pay for the employees SCHAC receives the most turnover from, which are the positions of Program Coordinator and Attorney. SCHAC received funding for relocation costs and rent increase. SCHAC also received an additional FTE in the Fair Housing, a request supported by HUD.

Our commitment to continuous improvement and operational efficiency is evident in the administrative goals, strategies, and objectives we have achieved. These include the consistent use of the EPMS on annual universal dates based on federal contracts' case processing dates, monthly management meetings to review expectations and standards, and increased customer awareness through our agency website, social media, and outreach. Our administrative oversight of various support functions, such as budgeting, accounts payable, reporting, human resource management, procurement, building services and maintenance, and other services, has ensured the smooth daily operation of the agency despite leadership changes.

Human Affairs Commission - L360
 FTE Count by Office and Funding
 December 2023

Division	Filled FTEs				Vacant FTEs				Grand Total
	State	Other	Federal	Total	State	Other	Federal	Total	
Department of Human Affairs	35.0000	7.0000	4.0000	46.0000	8.5000	1.0000	0.5000	10.0000	56.0000
Total	35.0000	7.0000	4.0000	46.0000	8.5000	1.0000	0.5000	10.0000	56.0000
Percentage	76.09%	15.22%	8.70%		85.00%	10.00%	5.00%		

SOUTH CAROLINA HUMAN AFFAIRS COMMISSION			
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES			
FISCAL YEAR 2024			
Office / Description	Fund	Balance	6/30/2023
General Fund	1001	335,257	
SC Pregnancy Accommodations Act Training Non Recurring	1001	59,609	
Non Recurring Appropriations	1005	63,536	
Operating Revenue	3035	1,385,367	
Covid-19 GF Reimbursement	3035	32,586	
Special Deposits	3037	132,933	
Capital Reserve Fund/Information Technology Upgrades	3634	20,354	
Human Affairs Forum	3874	40,614	
Sale Of Assets	3958	25	
Grand Total		2,070,280	

South Carolina Human Affairs Commission
FY23 Budget vs Actual

Fund	Division	Commitment Item	Current Budget	YTD Actual Expense	Commitments	Remaining Balance
10010000	ADMINISTRATION	501033	73,791.62	73,791.62		0.00
		501058	318,812.28	318,812.28		0.00
		501070	72,820.34	72,820.34	0.00	0.00
	COMP PROGRAMS	512001	303,731.84	303,731.84	0.00	0.00
		501058	970,292.83	970,292.83	0.00	0.00
		501070	43,889.84	43,889.84	0.00	0.00
	CONSULTIVE SERVICES	512001	86,932.17	86,932.17	0.00	0.00
		501058	553,634.30	553,634.30		0.00
		501070	61,598.39	61,598.39		0.00
	SC PREGNANCY ACCOM	512001	158,467.31	158,467.31	0.00	0.00
		561000	0.00			0.00
	STATE EMPLOYER CONTR	513000	733,560.03	733,560.03	0.00	0.00
	10010000 Total			3,377,530.95	3,377,530.95	0.00
10050023	CISCO SWITCHES REPLC	561000	0.00			0.00
	PUBLIC INFORMATN IT	561000	41,676.87	41,676.87	0.00	0.00
	SECURITY CAMERAS	561000	33,787.30	33,787.30	0.00	0.00
10050023 Total			75,464.17	75,464.17	0.00	0.00
30350000	COMP PROGRAMS	501058	338,616.00			338,616.00
		501070	90,000.00	56,222.78	0.00	33,777.22
		512001	349,583.00	105,456.38	0.00	244,126.62
	STATE EMPLOYER CONTR	513000	181,457.00	116,390.45	0.00	65,066.55
30350000 Total			959,656.00	278,069.61	0.00	681,586.39
30370000	ADMINISTRATION	512001	3,500.00			3,500.00
	COMP PROGRAMS	512001	25,000.00			25,000.00
	CONSULTIVE SERVICES	512001	33,000.00	12,590.00	0.00	20,410.00
30370000 Total			61,500.00	12,590.00	0.00	48,910.00
36340000	IT UPGRADES	512001	20,354.49			20,354.49
36340000 Total			20,354.49	0.00	0.00	20,354.49
50000000	COMP PROGRAMS	501058	265,230.00	263,466.74		1,763.26
		501070	30,000.00	19,146.76	0.00	10,853.24
		512001	213,269.01	37,510.44	0.00	175,758.57
	STATE EMPLOYER CONTR	513000	105,717.99	105,717.99	0.00	0.00
50000000 Total			614,217.00	425,841.93	0.00	188,375.07
Grand Total			5,108,722.61	4,169,496.66	0.00	939,225.95

South Carolina Human Affairs Commission
 FY24 Budget vs Actual
 As of 1/1/24

Fund	Division	Commitment Item	Current Budget	YTD Actual Expense	Commitments	Remaining Balance
10010000	ADMINISTRATION	501033	126,500.00			126,500.00
		501058	423,783.00	212,575.05		211,207.95
		501070	60,000.00	32,859.00	100.00	27,041.00
	COMP PROGRAMS	512001	445,669.92	44,851.57	625.23	400,193.12
		501058	933,835.00	449,253.28		484,581.72
		501070	0.00	8,500.00		-8,500.00
	CONSULTIVE SERVICES	512001	238,370.65	56,814.42	6,029.52	175,526.71
		501058	628,707.00	315,515.75		313,191.25
		501070	155,000.00	32,129.50		122,870.50
	SC PREGNANCY ACCOM	512001	283,539.33	106,850.36	5,232.10	171,456.87
		561000	59,609.23			59,609.23
	STATE EMPLOYER CONTR	513000	960,707.00	465,023.14	0.00	495,683.86
	10010000 Total			4,315,721.13	1,724,372.07	11,986.85
10050023	CISCO SWITCHES REPLC	561000	9,000.00			9,000.00
	PUBLIC INFORMATN IT	561000	28,323.13			28,323.13
	SECURITY CAMERAS	561000	26,212.70			26,212.70
10050023 Total			63,535.83	0.00	0.00	63,535.83
30350000	COMP PROGRAMS	501058	345,000.00	180,278.88		164,721.12
		501070		3,500.00		-3,500.00
	STATE EMPLOYER CONTR	512001	511,656.00	61,090.41	376.00	450,189.59
		513000	148,000.00	80,653.82	0.00	67,346.18
30350000 Total			1,004,656.00	325,523.11	376.00	678,756.89
30370000	ADMINISTRATION	512001	3,500.00			3,500.00
	CONSULTIVE SERVICES	512001	18,000.00	7,000.00	0.00	11,000.00
30370000 Total			21,500.00	7,000.00	0.00	14,500.00
36340000	IT UPGRADES	512001	20,354.49			20,354.49
36340000 Total			20,354.49	0.00	0.00	20,354.49
50000000	COMP PROGRAMS	501058	273,730.00	160,442.16		113,287.84
		501070	1,500.00	1,500.00		0.00
		512001	222,300.00	4,204.16	331.78	217,764.06
	STATE EMPLOYER CONTR	513000	116,687.00	66,240.12	0.00	50,446.88
50000000 Total			614,217.00	232,386.44	331.78	381,498.78
Grand Total			6,039,984.45	2,289,281.62	12,694.63	3,738,008.20