

**SOUTH CAROLINA
HUMAN AFFAIRS COMMISSION**

SFY 2022-2023

BUDGET REQUEST

List of Key Officials

South Carolina Human Affairs Commission

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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 Employment 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, and that the provisions of all laws administered by the SCHAC, and state and federal rules and regulations are properly enforced.

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.

1) The Community Relations Division works to establish Community Relation Councils across the state to address at the local level issues that divide communities and has the effect of negativity impacting 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 Employment and Privileges to Public Accommodations Act.

- 2) The Technical Services Division promotes equal employment opportunity through monitoring each state agency's employment plan and provides an annual report to the General Assembly on the Status of Affirmative Action in state government to ensure fair employment. Technical Services also provides public and private employers training to prevent unlawful discrimination.

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 law may have occurred. When initial information provided indicates 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.

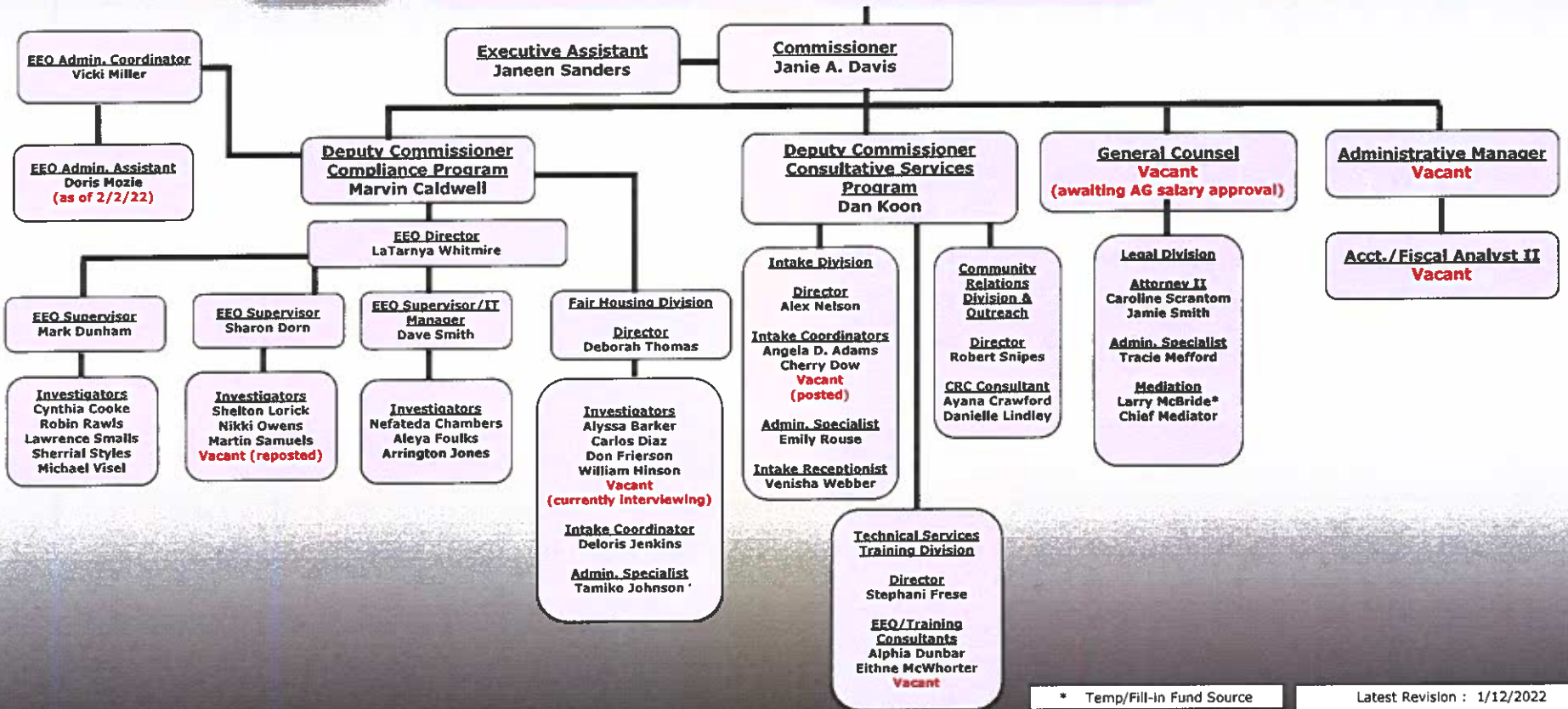
Legal Division – represents SCHAC in administrative and judicial proceedings related to the work of the agency. Legal counsel does not participate in the investigation of cases but reviews the findings in accordance with state and federal law, and judicial precedent. This Division also advises all areas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

South Carolina Human Affairs Commission Organizational Chart FY 2021-2022



Board of Commissioners
John A. Oakland, Chair
Cheryl F.C. Ludlam, Vice Chair

Harold Jean Brown-Williams Andrew C. Williams Leon Winn



* Temp/Fill-in Fund Source

Latest Revision : 1/12/2022

Authorized FTE's	Filled FTE's	Vacant FTE's
51	42	9

Human Affairs Commission FTE Breakdown			
Department	Title	Filled	Vacancies
Administration	Commissioner	1	
Administration	Executive Assistant	1	
Administration	Adm. Program Manager I		1
Administration	Acct./Fiscal Analyst II		1
Consultative Services	Deputy Commissioner	1	
Community Relations	Supervisor	1	
Community Relations	Program Coordinator I	2	
Technical Services	Supervisor	1	
Technical Services	Program Coordinator II	1	
Technical Services	Program Coordinator 1	1	1
Intake	Supervisor	1	
Intake	Program Coordinator II	2	
Intake	Program Coordinator I		1
Intake	Program Assistant	2	
Compliance Programs	Deputy Commissioner	1	
Compliance Programs	Adm. Coord. II/EEO Liaison	1	
Compliance Programs	Administrative Assistant/EEO	1	
Compliance Programs/EEO	EEO Director	1	
Compliance Programs/EEO	Supervisor	3	
EEO Enforcement	Prog. Coord. II/Investigator	9	1
EEO Enforcement	Prog. Coord. I/Investigator	2	1
Fair Housing	Fair Housing Director	1	
Fair Housing	Prog. Coord. II/Investigator	3	
Fair Housing	Prog. Coord. I/Investigator	1	2
Fair Housing	Prog. Coord. II/Intake	1	
Fair Housing	Program Assistant	1	
Legal	General Counsel/Attorney IV		1
Legal	Attorney II	2	
Legal	Paralegal	1	
Total		42	9
Grand Total			51

Five (5) of the nine (9) vacant positions we are actively seeking to fill immediately. We will fill the others if suitable office space becomes available in-house. The two (2) vacancies in Administration will be filled when we no longer use Adm Shared Services. Currently, no funds are available to fill these positions and we do not have office space.

Performance Update

Achievements and Progress on Major Goals/Objectives

Consultative Services (Prevention)

Over the past 50 years since the creation of the Commission, South Carolina has made strides in race relations and community harmony. People have learned to live and work together. Despite the progress made, the unrest of 2020 and the ongoing strife in 2021, we cannot take progress for granted.

With the arrival of Commissioner Davis on January 2, 2020 and in response to the 2017 Recommendation of the Legislative Oversight Committee, there was a renewed commitment for the work of the *Community Relations Division*. The Division had the opportunity to reset its priorities, goals, and objectives.

One of these goals was the creation of a Community Relations Alert System to minimize the chances of loss of life and property due to community and racial unrest. To effectively implement this system, additional employees were needed. With the new funding provided in the FY2021-2022 budget, the agency was able to promote the one employee in Community Relations to Director of the Community Relations Division; a second internal employee was moved into the Division; and the new FTE approved for the agency was used to hire a second Community Relations Consultants.

The Consultants began work on October 4, 2021. Since that time the Community Relations Division has instituted the following:

- Developed a measurement system to distribute to 10 Community Relations Councils in the State to assist the councils to focus on the issue of race relations within their communities.
- Provided an intense two-week training for the two new Community Relations Consultants regarding the new SCHAC vision for Community Relations. The training included presentations from 10 public and private sector partners.
- Utilized the SC Emergency Management Division's map of six (6) service areas within SC and assigned the 46 counties in those service areas between the Director and two Consultants.
- Held a Statewide Virtual Meeting with over 100 participants to introduce the new Community and Race Relations Program. The meeting emphasized the

connection between race relations in communities and economic development.

- The Community Relations employees began the process of holding community meetings in each of the state's 46 counties to share information regarding how the Consultative Services Division and the Compliance Division are working to prevent and eliminate discrimination.
- The Community Relations staff have made visits to the 10 functioning Community Relations Councils to provide assistance in their development of focused program activities. Additionally, with the goal of preventing racial unrest, the staff continues to reach out to other communities around the state to plant the seeds of developing Community Relations Councils.

The *Technical Services Division* monitored state agencies, colleges and universities' hiring practices impacting approximately 65,000 state employees; provided an Annual Report to the General Assembly showing employment trends in state government, and progress towards fair employment based upon qualified applicants; and conducted training to educate public and private sector employers about how to implement fair employment practices effectively and legally. This past year there were 51 separate EEO training classes conducted for 7 State agencies and 8 county government/other entities by the Technical Services Division. Approximately 1,765 employees were trained and SCHAC continued to see an increase in agencies requesting training for employees to prevent claims of unlawful discrimination. The COVID-19 pandemic negatively impacted the agency's ability to provide in-person training, but the staff was able to provide interactive virtual training as an alternative. Additional training options were developed and implemented during this time to increase outreach, education and meet the training needs of employers.

The Annual Report to the General Assembly is processed through the Computerized Affirmative Action Management System (CAAMS). The collection and transport of data from 90 State Agencies into CAAMS was recently transferred to the iCloud for security reasons. This migration of data resulted in the hosting of the data being transferred from the SC Administration Department's DTO, to a system that is hosted by Affirmity, resulting in additional financial cost to the agency. SCHAC has a contract with Affirmity that operates CAAMS.

The Agency Director in 2021 restructured the agency to be more effective in its mission. Part of this restructuring moved the Intake Department, formally in the Compliance Division, into the Consultative Services Division. This move afforded the staff that has the first interaction with the public the opportunity to assist with community outreach and public information across the state.

In August 2021, the agency in accordance with state accountability reporting requirements, made the decision to realign annual accountability reporting with the United States Equal Employment Opportunity Commission (EEOC) contract year, which ends September 30th of each year. The last federal fiscal year for which the agency had end of the year data available was FFY19-20. During FFY19-20, the Intake Department received approximately **4,006** contacts. In response, **910** questionnaires were mailed to citizens desiring to file discrimination charges. This resulted in 639 employment discrimination complaints being filed.

Compliance Programs (Elimination)

1) EEO Enforcement

Cases carried forward from the previous year and new cases resulted in 989 final actions taken by the Commission. Of those final actions: 211 were based on race; 137 were based on sex; 170 were based on disability; 49 were based on age; 9 were based on religion; 7 were based on national origin; 30 were based on retaliation; 6 were based on color; and 370 were based on multiple bases (*e.g.*, race, sex, and retaliation, or religion and national origin, etc.).

Final Actions or closures issued by the Commission during the FFY2019-20 were: 100 Administrative Closures; 744 No Cause Determinations; and 137 Conciliations/Settlements. The total monetary value of settlements achieved for the citizens of the State was \$2,158,736. Four (4) potential cause cases were forwarded to the EEOC for additional processing.

2) Fair Housing Compliance

Based on South Carolina's population, the United States Department of Housing and Urban Development (HUD), which operates on the July through June fiscal year, estimates that the Commission should close at least 60 cases per fiscal year. During SFY20-21, the Fair Housing Department completed 162 cases. The Fair Housing Department has consistently exceeded performance over the past three contact years and continued this success despite the pandemic. During SFY20-21, the HUD revenue was \$577,400.00, after vouchersing for \$573,395.00 and \$477,647.00 during the prior two fiscal years. The Fair Housing Department closed 50% of the cases within 100 days. As a result of these successes, HUD has renewed the Memorandum of Understanding with the Commission. This is the fourth time (four consecutive years) in the Commission's history that over 100 housing cases have been closed

during the state fiscal year. During SFY20-21, SCHAC received 180 new housing cases.

Legal Division

The Legal Division scheduled six (6) housing hearings related to “for cause” investigations during SFY19-20, four (4) of which were removed to state Circuit Court at the election of a party. In employment, two (2) hearings were instituted against state agencies in “for cause” matters. During the fiscal year, the Commission received six Thousand (\$6,000) dollars in civil penalties as awards obtained by the legal staff in matters it resolved. Additionally, mediations are important because they give the charging party and the respondent an opportunity to resolve their issues and come to mutually agreed upon terms in settling the matter without a full investigation or court involvement. Out of 114 mediations, 75 complaints were successfully mediated for a total of \$970,719.32 during SFY19-20. This represents a \$40,652.32 increase from the previous year. The remaining 39 cases continued to full investigation.

Administration

Agency leadership successfully moved agency staff home and back to the office in response to the COVID-19 virus. New policies and procedures to ensure the safety and continued productivity of SCHAC were implemented. All employees returned to the office by the end of April 2021. Despite additional costs to make telecommuting possible, such as cell phones and computers, the agency ended the 2021 fiscal year having expended 72.0% of its budget.

During this reporting period, the Commissioner/CAO implemented: 1) a two-deputy structure focused on implementation of the agency’s mission, “to prevent and eliminate” unlawful discrimination; and 2) internally restructured and reorganized the agency to keep personnel focused in the two distinct program areas pertaining to the “prevention and elimination” of discrimination. The restructuring involved the selection of a new Housing Director, the creation and hiring of an EEO Enforcement Director, and the selection of a new Community Relations Director.

A Classification and Compensation Study affecting all employees was conducted to improve agency process management and employee retention. During much of SFY 2020-2021, most staff worked from home until late March 2021. In addition to the major accomplishments in program areas, additional administrative goals, strategies,

and objectives achieved included: the consistent use of the EPMs on an annual universal date; monthly management meetings to review expectations and standards; increased customer awareness through the agency website, social media, and outreach; and, partnering with three federal agencies – EEOC, HUD, and DOJ. Oversight of the following administrative support functions, i.e., budgeting, accounts payable, and reporting; clean state and federal audits; human resource management; procurement; building services and maintenance; and implementation of other services, ensured the smooth daily operation of the agency.

Human Affairs Commission
FY 2021-22 Budget Versus Actual As of 12/31/2021

Budget Program Category	FY 2021-22 Appropriations (Original)					FY 2021-22 Actual as of 12/31/2021					FY 2021-22 Budget Versus Actual				
	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds
I ADMINISTRATION															
Commissioners	115,000				115,000	57,500				57,500	57,500				57,500
Classified Positions	356,475				356,475	178,746				178,746	177,729				177,729
Unclassified Positions											2,848				2,848
Other Personal Services	35,683				35,683	32,835				32,835	41,211				44,711
Other Operating	83,209		3,500		86,709	41,998				41,998					44,711
Employee Benefits	281,914				281,914	101,962				101,962	179,952				179,952
SUBTOTAL ADMINISTRATION	872,281		3,500		875,781	413,040				413,040	459,241				462,741
II CONSULTATIVE SERVICES															
Classified Positions	633,589				633,589	274,197				274,197	359,392				359,392
Other Personal Services	7,500				7,500	9,000				9,750	(1,500)				(2,250)
Other Operating	140,300		18,000		158,300	51,978				51,978	88,322				106,322
Employee Benefits	83,046				83,046	110,833				110,891	(27,787)				(27,845)
SUBTOTAL CONSULTATIVE SERVICES	864,435		18,000		882,435	446,009				446,816	418,426				435,619
III COMPLIANCE PROGRAMS															
Classified Positions	672,895		450,000		1,122,895	282,559				282,559	390,336				390,336
Other Personal Services	60,000		360,656		420,656	13,920				23,204	(6,500)				(3,784)
Other Operating	111,198				111,198	33,608				26,872	77,590				340,006
Employee Benefits	265,045		194,000		459,045	115,200				47,189	149,845				199,034
SUBTOTAL COMPLIANCE PROGRAMS	1,109,138		1,004,656		2,113,794	445,288				446,826	663,850				1,828,936
IV Employee Benefits															
TOTAL HUMAN AFFAIRS COMMISSION	2,845,854		1,026,156		3,872,010	1,304,337				1,304,337	1,541,517				2,727,296
XI NON-RECURRING APPROPRIATIONS															
Proviso 118 16-SC Pregnancy Accommodations Adl Training	59,609				59,609						59,609				59,609
General Fund Carryforward	190,929				190,929						190,929				190,929
CRF-2006 Act 407(39) IT Upgrades			20,354		20,354						20,354				20,354
TOTAL NON-RECURRING APPROPRIATIONS	250,538		20,354		270,892						250,538				270,892
AGENCY TOTAL	3,096,392		1,046,510		4,142,902	1,304,337				1,304,337	1,792,055				2,998,189
OK	3,096,392		1,046,510.49		4,142,902.49	1,304,337				1,304,337	1,792,055				2,998,188.55
DIFF															
Employer Contributions	630,005		194,000		824,005	66,687				66,687	890,692				957,379

Human Affairs Commission
 FY 2021-22 Budget Versus Actual As of 12/31/2021

Budget Program Category	FY 2021-22 Appropriations (Original)				FY 2021-22 Actual as of 12/31/2021				FY 2021-22 Budget Versus Actual						
	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds
Total Personal Services	1,813,642	450,000		175,230	2,438,872										

Human Affairs Commission
FY 2020-21 Budget Versus Actual

Budget Program Category	FY 2020-21 Appropriations (Final)					FY 2020-21 Actual					FY 2020-21 Budget Versus Actual				
	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds	General Funds	Earmarked Funds	Restricted Funds	Federal Funds	Total Funds
I ADMINISTRATION															
Commissioners	115,000				115,000	115,000				115,000					
Classified Positions	500,579			1,189	501,768	500,579			1,189	501,768					
Other Personal Services	22,383			45,928	22,383	22,383			45,928	22,383					22,369
Other Operating	158,148	3,500			207,576	141,514	(2,235)			185,207	16,534				
Employee Benefits	230,523				230,523	230,523	(15,043)			215,480	16,534				15,043
SUBTOTAL ADMINISTRATION	1,026,533	3,500		47,117	1,077,250	1,009,999	(17,276)		47,117	1,039,838	16,534				37,412
II CONSULTATIVE SERVICES															
Classified Positions	142,049				142,049	142,049				142,049					
Other Personal Services	4,750				4,750	4,750			8,275	97,391					5,000
Other Operating	133,482	18,000			151,482	119,998	(2,000)		85,201	270,271	28,140				847,084
Employee Benefits	58,937				58,937	58,937				58,937					
SUBTOTAL CONSULTATIVE SERVICES	339,218	18,000			357,218	325,734	(2,000)			323,734	13,484				33,484
III COMPLIANCE PROGRAMS															
Classified Positions	720,663	407,295		248,100	1,376,058	720,663	301,473		234,119	1,256,255					13,981
Other Personal Services	79,066	13,400		13,275	105,741	79,066	10,050		8,275	97,391					5,000
Other Operating	147,922	350,144		609,289	1,117,355	119,782	65,287		85,201	270,271	28,140				524,088
Employee Benefits	292,817	177,307		94,700	564,823	292,817	132,980		86,652	512,449					8,048
SUBTOTAL COMPLIANCE PROGRAMS	1,240,468	958,146		965,364	3,163,977	1,212,328	509,790		414,248	2,136,365	28,140				1,027,612
IV Employee Benefits															
TOTAL HUMAN AFFAIRS COMMISSION	2,606,319	979,546		1,012,481	4,598,445	2,548,051	480,512		461,364	3,499,937	58,288			581,116	1,098,508
XI NON-RECURRING APPROPRIATIONS															
Proviso 118.16.31 SC Pregnant/ Accommodations Act Training	60,588				60,588	979				979	59,609				59,609
General Fund Carryforward - 10%	224,552				224,552	91,881				91,881	132,671				132,671
CRF-2006 Act 407(39) IT Upgrades		20,354			20,354							20,354			20,354
TOTAL NON-RECURRING APPROPRIATIONS	285,140	20,354			305,495	92,860				92,860	192,280				212,635
AGENCY TOTAL	2,891,459	1,000,000		1,012,481	4,903,940	2,640,921	490,512		461,364	3,592,797	250,538			551,116	1,311,143
	OK			1,012,480.66	4,903,939.94	2,640,921	490,511.74		461,364.29	3,592,797.39	250,538			551,116	1,311,142.55
	OK														
Employer Contributions	582,277	177,307		94,700	854,283	582,277	117,937		86,652	766,866				8,048	67,417
BPI															
12% Pay Plan	31,914														
Bonus Allocation	15,825														
Employer Contribution Allocations	24,149														
Total Adjustments	71,888														

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY: 1

Provide the Agency Priority Ranking from the Executive Summary.

TITLE: Human Resources Manager I

Provide a brief, descriptive title for this request.

AMOUNT:
 General: \$97,816
 Federal:
 Other:
 Total: \$97,816

What is the net change in requested appropriations for FY 2022-23? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS: 1

Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST

<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

<input type="checkbox"/>	Mark "X" for primary applicable Statewide Enterprise Strategic Objective: Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens

ACCOUNTABILITY OF FUNDS

The specific Agency strategy that this funding request supports is:
 4.0 – Internal Focus Strategy on Improving Efficiencies

This request would advance Strategy 4.1, providing human resource services to employees to insure their continued growth and employee satisfaction within the Commission. Having this service would afford attention to employee needs, thus contributing to retention and customer service within the agency. Additionally, based upon the size of the agency and complexity of HR Law, dedicated position needed.

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360 SECTION: 70

What specific strategy, as outlined in the FY 2020-21 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

The Administration Unit, which currently has three (3) FTEs assigned – the Commissioner/CAO, the Executive Assistant, and the Finance Manager. These funds will be used to employ a dedicated HR staffer.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

The Commission currently has no dedicated HR expertise in the Administration area. The Commissioner/CAO previously worked in Human Resources; therefore, the Administrative Manager and the Commissioner/CAO implemented the recently completed agency Classification and Compensation Study. Addressing the personnel needs of the agency has grown and requires a dedicated HR staffer. The Commissioner/CAO can not continue to dedicate time to this work.

JUSTIFICATION OF REQUEST

Human Resources Manager I Salary: \$59,537
 Human Resources Manager I Fringe: \$23,279 (39.1%)
 Other Operating: \$15,000 (Cell phone, computer, training, office supplies)
 SCHAC has no FTE or funding for this position.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY 2

Provide the Agency Priority Ranking from the Executive Summary.

TITLE Community Relations Coordinator

Provide a brief, descriptive title for this request.

AMOUNT

General:	\$83,057
Federal:	
Other:	
Total:	\$83,057

What is the net change in requested appropriations for FY 2022-23? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS 1

Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST

<input checked="" type="checkbox"/>	Mark "X" for all that apply:
<input type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # _____

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

<input type="checkbox"/>	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:
<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens

ACCOUNTABILITY OF FUNDS

The specific Agency strategy that this funding request supports is:
 1.3 - Provide outreach and community relations opportunities to promote the Agency's mission across the State.

This request would advance Strategy 1.3 by helping cities and counties create Community Relation Councils and recruit diverse citizens to address civil and racial unrest. The funds requested will allow the Agency to hire one additional Community Relations Coordinator to work across the state.

AGENCY NAME:
AGENCY CODE:

HUMAN AFFAIRS COMMISSION

L360

SECTION:

70

We will evaluate the use of these funds by monitoring the involvement of diverse populations in the Community Relation Council process. Initial evaluation success would reflect the establishment of diverse Community Relation Councils, as opposed to minority or only African Americans, serving on Community Relation Councils. Community and race relations affects all persons in the community. This investment to foster community harmony translates into job creation, business development, safe schools, and so many other qualities of life measures.

What specific strategy, as outlined in the FY 2020-21 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

The Community Relations Department that works with towns, cities, and counties throughout the entire state would receive these funds and the FTE. This new position would join the new position funded last year to cover the entire state. Our need is one person to cover each of six districts, each district made up of 7-8 counties and numerous towns and cities.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

This request is a continuation from SFY 2021-2022, when we asked for seven (7) new FTEs to restaff the Community Relations Program, given the current racial divide and discord across the state and nation. Additionally, our statutory mandate to work across all 46 counties to promote harmony and the betterment of human affairs has been hampered by lack of staffing and funding for community relation work. This Community Relations Program loss all its funding because of the Recession of 2008 and subsequent cuts to the agency's budget. In 2017, the Legislative Oversight Committee made two recommendations regarding the work of the Commission. One dealt with increasing employee retention and the second with measuring SCHAC's performance related to Community Relation Councils. Because this program area remained understaffed and underfunded, SCHAC was not able to measure performance, thus making it necessary and a priority to reestablish, revitalize, and restaff the program area.

Over the years, some of the agency's funding was returned, but not enough to reestablish and staff this program appropriately to serve the entire state. The General Assembly approved one (1) new state funded FTE for the current year. Based upon the work of the agency during SFY 20-21, we have received nothing but positive responses from local and elected officials, who see the value and need for this work now.

SCHAC is requesting another position be added effective July 1, 2022. Based upon the positive responses from city and county leaders wanting to make their race relation programs effective and successful, this program requires more staff on the ground. So far, local leaders have appreciated our providing them with targeted performance measurements because they felt they were not focused on the real issues in the community and did not know how to go about getting back on track. We published the Community and Race Relations Guide in 2020, which provides guidance regarding

AGENCY NAME:
AGENCY CODE:

L360

SECTION:

70

HUMAN AFFAIRS COMMISSION

establishing Community Relation Council's across the state to address racial unrest and promote a better quality of life for all citizens.

This request is indeed timely given the racial discord, division and disharmony that now seeks to erode the progress made over the past almost 50 years since the creation of the Commission. Hate crimes are on the rise and the political divide that has the country spiraling toward community unrest dictates that the State must be strategic and preemptive in its efforts to maintain and "promote goodwill and the betterment of human affairs, thereby improving the quality of life for all South Carolinians".

Therefore, we are asking for an additional position. Not funding this work has the potential of undermining successful business development, expansion, and recruitment of companies to South Carolina. Summer 2021, the state of Virginia "captured top honors in CNBC's 2021 competitiveness rankings", being named the top state for Business in 2021. This honor was partially attributed to demands for inclusiveness, equity, and diversity. "Companies are increasingly vocal about their demands for inclusiveness in states where they do business." South Carolina has a diverse population, but we must work to ensure that diversity works to our advantage by nurturing racial harmony. That's the work of the Commission and it requires an investment in staff. The potential returns on the investment can pay big dividends for the state.

Program Coordinator I Salary: \$48,927 (Community Relations Coordinator)

Program Coordinator I Fringe: \$19,130 (39.1%)

Other Operating: \$15,000 (Cell phone, computer, travel, office supplies)

SCHAC has no FTE or funding for this position.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY

3

Provide the Agency Priority Ranking from the Executive Summary.

TITLE

IT Consultant I

Provide a brief, descriptive title for this request.

AMOUNT

General: \$97,816
 Federal:
 Other:
 Total: \$97,816

What is the net change in requested appropriations for FY 2022-23? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS

1

Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST

<input type="checkbox"/>	Mark "X" for all that apply:
<input type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input checked="" type="checkbox"/>	IT Technology/Security related
<input checked="" type="checkbox"/>	Consulted DTO during development
<input checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # 9

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

<input type="checkbox"/>	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:
<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens

ACCOUNTABILITY OF FUNDS

The specific Agency strategy that this funding request supports is:
 4.0 – Internal Focus Strategy on Improving Efficiencies

This request would advance Strategy 4.2, providing technology support for administrative/program functions agencywide. Additionally, in this era of technology advancement, the agency desires to be more efficient providing information to the public regarding case management and status of their complaints. This employee would help coordinate the efforts to create a secure WEB base/cell phone access to information.

What specific strategy, as outlined in the FY 2020-21 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS

The Administration Unit, which currently has three (3) FTEs assigned – the Commissioner/CAO, the Executive Assistant, and the Finance Manager. These funds will be used to employ a dedicated IT staffer to address internal IT support to staff and oversee upgrading the capacity of the agency to make the status of investigations accessible through agency WEB page/cell phone inquiries.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

The Commission currently has no dedicated IT position in the agency. When the agency went through the reduction-in-force after the recession of 2008, a Compliance Supervisor began troubleshooting IT problems and over the years assumed these tasks working with the DTO office on matters he was unable to resolve. This individual has indicated he plans to retire SFY 2022-2023. Therefore, we must hire a point person to work with DTO related to agency IT matters and providing internal IT staff support. Additionally, the Office of Human Resources has advised that the current EEO Supervisor/IT Coordinator functions be split at the retirement of current employee because they are two different recruitment skill sets.

IT Consultant I Salary: \$59,537
 IT Consultant I Fringe: \$23,279 (39.1%)
 Other Operating: \$15,000 (Cell phone, computer, training, office supplies)

SCHAC has no FTE or funding for this position.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360 SECTION: 70

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY 4

Provide the Agency Priority Ranking from the Executive Summary.

TITLE Security Officer/Cameras

Provide a brief, descriptive title for this request.

AMOUNT
 General: \$80,000
 Federal:
 Other:
 Total: 80,000

What is the net change in requested appropriations for FY 2022-23? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS No FTE/Contractual Position

Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:
<input type="checkbox"/>	Change in cost of providing current services to existing program audience
<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # 8

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:
<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360 SECTION: 70

ACCOUNTABILITY OF FUNDS

The specific Commission strategy that this funding request supports is: 4.3 - Increase the effectiveness and efficiency of the Commission through employee retention.

These funds will allow the Commission to hire contractual law enforcement personnel to protect the safety of our employees and the state office building. Employees want to feel safe and secure in their work environment which contributes to retention of employees. The use of these funds will be evaluated through documentation of effective and appropriate response to internal and external threats.

RECIPIENTS OF FUNDS

What specific strategy, as outlined in the FY 2020-21 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

The Administration Program. We anticipate hiring this person as a contract employee and have no need to pay fringe benefits. Given the shortage of law enforcement personnel throughout state government agencies and the country, we have been advised that going through a private law enforcement staffing agency would better serve the needs of the agency. We will be working in partnership with SLED to identify a staffing agency and making the selection.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

Currently, the agency has no security presence in-house. When a matter arises, staff personnel from areas of the office seek to handle matters and if necessary, State House/Bureau of Protective Services is called. We are increasing State DPS/BPS security at Board meetings per request of Board members because of threatening correspondence to them, to me and copied to other state and federal agencies, i.e., State Inspector General Office, US- EEOC, etc.

We have attempted to partner with the two state agencies in this Sumter Street Office building to add cameras to the outside areas, but they were not willing to financially support the project. We changed our front door access to entry by permission only and added a camera to the door. However, the exterior of the building remains accessible to an Oklahoma or Nashville car/truck event. Because of our location and public parking next to the building, and lack of windows to spot strategically parked vehicles left to do harm, we are making this request.

Security Officer/Law Enforcement (Contractual) \$80,000

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360
SECTION:	70

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360 SECTION: 70

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY: 5

Provide the Agency Priority Ranking from the Executive Summary.

TITLE: In-Take Officer

Provide a brief, descriptive title for this request.

AMOUNT

General:	\$83,057
Federal:	
Other:	
Total:	\$83,057

What is the net change in requested appropriations for FY 2022-23? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS: 1

Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:
<input type="checkbox"/>	Change in cost of providing current services to existing program audience
<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # _____

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:
<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input checked="" type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens

AGENCY NAME:
AGENCY CODE:

L360

SECTION:

70

HUMAN AFFAIRS COMMISSION

ACCOUNTABILITY
OF FUNDS

The specific Agency strategy that this request supports is 2:1 – Implement an efficient processing system for employment discrimination complaints. The Commission seeks to process the initial allegation out of the In-Take Division within 30 days and this new position would contribute to addressing current and future volume. We have a process in place that follows the charge from the time it is submitted, to the time it moves to legal review for determination of jurisdiction, and then to an Enforcement Officer to investigate the matter. It is our goal to investigate and close all matters within 180 days.

What specific strategy, as outlined in the FY 2020-21 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

In-Take Department. These funds will be utilized to hire one (1) In-Take Officer.

RECIPIENTS OF
FUNDS

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

As of the last completed contract year with the US – EEOC, the In-Take Department received approximately 4006 contacts by phone, mail, on-line, and in person. In response, 910 questionnaires were mailed to citizens desiring to file discrimination complaints; 1235 questionnaires were returned through mail and through on-line services; 639 formal charges of discrimination were perfected and signed by Complainants; 549 charges of discrimination were retained by SCHAC for investigation; 90 charges were waived to other agencies for investigation primarily due to lack of jurisdiction; and additionally, the EEOC waived 225 cases to SCHAC. As contacts increase, more complaints require drafting. It is for these reasons we need a new staff person in the In-Take Department.

JUSTIFICATION OF
REQUEST

Program Coordinator I Salary: \$48,927 (In-Take Officer)
Program Coordinator I Fringe: \$19,130 (39.1%)
Other Operating: \$15,000 (Cell phone, computer, travel, office supplies)

SCHAC has no FTE or funding for this position.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360 SECTION: 70

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY:	6
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Technology – Replacement of (2) Cisco Switches
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Provide a brief descriptive title for this request.

AMOUNT	\$9,000
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What is the net change in requested appropriations for FY 2022-23? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST	<input type="checkbox"/> Mark "X" for all that apply: <input type="checkbox"/> Change in cost of providing current services to existing program audience <input type="checkbox"/> Change in case load/enrollment under existing program guidelines <input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program <input type="checkbox"/> Non-mandated program change in service levels or areas <input type="checkbox"/> Proposed establishment of a new program or initiative <input type="checkbox"/> Loss of federal or other external financial support for existing program <input type="checkbox"/> Exhaustion of fund balances previously used to support program <input type="checkbox"/> IT Technology/Security related <input checked="" type="checkbox"/> Consulted DTO during development <input type="checkbox"/> Request for Non-Recurring Appropriations <input type="checkbox"/> Request for Federal/Other Authorization to spend existing funding <input type="checkbox"/> Related to a Recurring request – If so, Priority #
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STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	<input type="checkbox"/> Mark "X" for primary applicable Statewide Enterprise Strategic Objective: <input type="checkbox"/> Education, Training, and Human Development <input type="checkbox"/> Healthy and Safe Families <input type="checkbox"/> Maintaining Safety, Integrity, and Security <input type="checkbox"/> Public Infrastructure and Economic Development <input checked="" type="checkbox"/> Government and Citizens
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ACCOUNTABILITY OR FUNDS	Administration Division - IT
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What specific strategy, as outlined in the FY 2020-21 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360 SECTION: 70

RECIPIENTS OF FUNDS	South Carolina Human Affairs Commission
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST	<p>We were made aware by Patrick Weathersby, Network Design and Planning, Division of Technology Operations – Admin., that the (EOL) end of life status of the (2) Cisco switches managed by DTO for the Commission will occur 10/31/2022. This request is to replace the two (2) switches at a cost of approximately \$4,500 each or \$9,000 total.</p> <p>These switches have an (EOL) end of life date and are not regularly replaced. This is not expected to be a recurring cost.</p> <p>Cost to Replace Cisco Switches (\$9,000)</p>
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Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. Does this non-recurring appropriation request create an annualization or need for recurring funds?

AGENCY NAME:	
AGENCY CODE:	
	SECTION:

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY:	7
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Affirmity/CAAMS Perpetual Services
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$10,000 Federal: Other: Total: \$10,000
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What is the net change in requested appropriations for this Fiscal Year? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	N/A
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	
<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	HR/Personnel Related
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # _____

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	
<input type="checkbox"/>	Mark "X" for primary applicable Statewide Enterprise Strategic Objective: Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens

AGENCY NAME:
AGENCY CODE:

SECTION:

ACCOUNTABILITY
OF FUNDS

This request would advance Strategy 1.2.2 of the Annual Accountability Report and fulfill Section 1-13-110 of the South Carolina Code of Laws of 1976, as amended.

This funding would allow the agency to compensate the private sector company that works with the SCHAC to produce the planning documents for state employers.

Over the years, the state of South Carolina has successfully diversified its workforce and the funding allocated to the Commission for this software program contributed to the state's success. We have had no litigation of unlawful discrimination regarding this program.

What specific strategy, as outlined in the most current Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF
FUNDS

The Consultative Services Program area houses the CAAMS program that is responsible for producing employment documents for 90 state agencies, colleges, and universities.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF
REQUEST

The Medical University Hospital Authority/MUSC recently acquired additional health facilities, inclusive of their employees. These employees became state employees and must be counted in the service contract agreement with Affirmity/CAMMS. The base/max in prior years was 65,000 state employees but SCHAC was notified that we have exceeded that number and in July 2022, our payment will be adjusted to reflect the growth in state employees. To cover recent state government growth, and future growth due to new MUSC acquisitions and other state agencies employee growth, we are asking for \$10,000 in recurring funds to cover this recurring cost.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

AGENCY NAME:	
AGENCY CODE:	
SECTION:	

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360 SECTION: 70

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY: **8**

Provide the Agency Priority Ranking from the Executive Summary.

TITLE: **Security/Cameras**

Provide a brief, descriptive title for this request.

AMOUNT: **\$60,000**

What is the net change in requested appropriations for FY 2022-23? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:
<input type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding
<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Priority # 4

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:
<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens

ACCOUNTABILITY OF FUNDS

The specific Commission strategy that this funding request supports is: 4.3 – Increase the effectiveness and efficiency of the Commission through employee retention.

These funds will allow the Commission to install security cameras inside and outside of the building, to cover the parking areas around the building 24/7. The cameras would provide an extra layer of security to protect the safety of our employees and the state office building. Employees want to feel safe and secure in their work environment which contributes to retention of employees. The use of these funds will be evaluated through documentation of effective and appropriate response to internal and external threats.

What specific strategy, as outlined in the FY 2020-21 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of

AGENCY NAME:
AGENCY CODE:

HUMAN AFFAIRS COMMISSION

L360

SECTION:

70

these funds be evaluated?

RECIPIENTS OF
FUNDS

South Carolina Human Affairs Commission - Administration Program. We anticipate contracting for the installation of the cameras, screens to monitor activities inside and outside building throughout the day, and capacity to check office by app 24/7.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

Currently, the agency has no comprehensive security presence inside/outside the building and parking lot. Agency recently installed a camera at the front door with an inside release button to allow entrance. When a matter arises, staff personnel from areas of the office seek to handle matters and if necessary, State House Security/BPS is called. We have increased State DPS/BPS security at Board meetings per request of Board members because of threatening correspondence to them, to me and copied to other state and federal agencies, i.e., State Inspector General Office, United States Equal Employment Opportunity Commission (EEOC), etc.

We have attempted to partner with the two state agencies in this Sumter Street Office building to add cameras to the outside areas, but they were not willing to financially support the project. We changed our front door access to entry by permission only and added a camera to the door. However, the exterior of the building remains accessible to an Oklahoma or Nashville car/truck event. Because of our location and public parking next to the building, and lack of windows to spot strategically parked vehicles left to do harm, we are making this request.

If there is a monthly monitoring fee for camera system, this amount was included with the Security personnel cost that would be state recurring – Priority #4 – Recurring.

JUSTIFICATION OF
REQUEST

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. Does this non-recurring appropriation request create an annualization or need for recurring funds?

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY: 9
Provide the Agency Priority Ranking from the Executive Summary.

TITLE: Public Information (IT)
Provide a brief, descriptive title for this request.

AMOUNT: \$70,000
What is the net change in requested appropriations for FY 2022-23? This amount should correspond to the total for all funding sources on the Executive Summary.

FACTORS ASSOCIATED WITH THE REQUEST	
<input type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding
<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Priority # <u>3</u>

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	
<input type="checkbox"/>	Mark "X" for primary applicable Statewide Enterprise Strategic Objective: Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens

ACCOUNTABILITY OF FUNDS

The specific Commission strategy that this funding request supports will be new and added in the SFY 2022-2023 Accountability Report. Specifically, the strategy will address security of information being shared with the public through WEB/cell phone access. No such service currently exists. The success of this initiative will be measured by the number of complainants and respondents who take advantage of accessing information regarding the status of their issues being handled by the Commission. Also, a successful initiative will minimize the time spent by investigators responding to phone calls regarding the status and timeliness of complaints.

What specific strategy, as outlined in the FY 2020-21 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

AGENCY NAME:	HUMAN AFFAIRS COMMISSION
AGENCY CODE:	L360 SECTION: 70

RECIPIENTS OF FUNDS

South Carolina Human Affairs Commission - Administration Program. We anticipate contracting for the development of a secure site through ADMIN Services or a private competitive process.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

Persons filing complaints with the agency want immediate turn around on their complaints. They want to know the status of the investigation, how far along the investigation has gotten, and when can they expect a determination. Often, individuals will attempt to go around the investigator and reach out to the agency head to determine the status of their complaints. Having access to a site where everyone can see the progress of the work on each would afford individuals a current update on the work and investigation.

It would be the responsibility to the new IT Consultant (recurring funds), to coordinate with internal staff and the contractors, to ensure that the project is successful and meets the publics need for information, while protecting the information in accordance with state and federal guidelines and laws.

JUSTIFICATION OF REQUEST

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. Does this non-recurring appropriation request create an annualization or need for recurring funds?

FY 22-23 Prioritized Budget Request Summary

Agency Name												
BUDGET REQUESTS				FUNDING					FTEs			
Priority	Request Type (recurring, non-recurring, capital)	Request Title	Brief Description	General - Recurring	General - Nonrecurring	Other	Federal	Total	State	Other	Federal	Total
1	Recurring	HR Manager I	Oversee all personnel functions and interaction with ADMIN Shared Services in the areas of C&C, ER, Benefits, Payroll, PEBA, etc.	\$97,816				97816	1.00			1.00
2	Recurring	CR Coordinator I	Promote harmony and betterment of human affairs and race relations	83,057				83057	1.00			1.00
3	Recurring	IT Consultant I	Oversee all technology functions and implementation of app/WEB technology for use by citizens to check status of investigations/services of agency.	97,816				97816	1.00			1.00
4	Recurring	Security Officer	Provide contractual law enforcement protection during office hours, oversee the installation of cameras inside and outside the office building for 24/7 camera monitoring, and cost of monthly monitoring fee.	80,000				80000				0.00
5	Recurring	In-Take Officer	Take complaints and format information/documents for review by legal staff	83,057				83057	1.00			1.00
6	Non-Recurring	Technology Parts	Replacement of (2) Cisco Switches		9,000			9000				0.00
7	Recurring	Affirmity/CAAMS	Due to state employee growth (MUSC Hospital Acquisitions and other agencies), SCHAC exceeded 65,000 processing number. Must pay for numbers in excess of 65,000.	10,000				10000				0.00
8	Non-Recurring	Security/Cameras	Purchase security cameras for inside and outside of building.		60,000			60000				0.00
9	Non-Recurring	Public Information (IT)	Through agency WEB site/cell phone access status information on complaints filed with agency		70,000			70000				0.00
10								0				0.00
11								0				0.00
12								0				0.00
13								0				0.00
14								0				0.00
15								0				0.00
16								0				0.00
17								0				0.00
18								0				0.00
19								0				0.00
20								0				0.00

