

**LIST OF ATTENDING KEY OFFICIALS
SOUTH CAROLINA HUMAN AFFAIRS COMMISSION**

Staff Administration

Mr. Raymond Buxton, II

Commissioner

(O) 803-737-7826

(C) 803-414-5589

rbuxton@schac.sc.gov

Mr. Daniel H. Koon

Deputy Commissioner

(O) 803-737-7832

danny@schac.sc.gov

LIST OF KEY OFFICIALS

SOUTH CAROLINA HUMAN AFFAIRS COMMISSION

Board Members

Mr. John A. Oakland, Chair
136 Winged Elm Circle
Aiken, SC 29803
(H) 803-648-8659
(C) 803-270-0320
joakland@bellsouth.net

Ms. Cheryl F.C. Ludlum
134 Hidden Fawn Circle
Goose Creek, SC 29445
(O) 843-225-2990
(C) 843-408-6805 (Preferred)
cherylludlum@gmail.com

Ms. Harold Jean Brown
P.O. Box 2376
Georgetown, SC 29442
(O) 843-546-3155
(C) 843-340-8863
Jean2B@aol.com

Reverend Willie Albert Thompson
219 Grimes Drive
Simpsonville, SC 29681
(C) 864-346-8170
(WC) 864-380-6291
wiathompson@gmail.com

Mr. Joe Fragale
2 Crowell Court
Bluffton, SC 29909
(H) 843-705-2777
(C) 843-368-2874
joekayfrag@hotmail.com

Ms. Ashley P. Case
1192 Garrett-Patton Road
Fountain Inn, SC 29644
(H) 864-862-4898
(C) 864-313-0907
acase@greenvillecounty.org

Mr. Andrew C. Williams
2021 Emerald Pines Drive
Tega Cay, SC 29708
(C) 803-447-7455
acw@comporium.net

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Mr. Raymond Buxton, II
Commissioner
(O) 803-737-7826
(C) 803-414-5589
rbuxton@schac.sc.gov

Mr. Daniel H. Koon
Deputy Commissioner
(O) 803-737-7832
danny@schac.sc.gov

Ms. Christina Jordan
Administrative Manager
(O) 803-737-7804
(C) 803-728-9370
cjordan@schac.sc.gov

Ms. Lee Ann Rice
General Counsel
(O) 803-737-1131
larice@schac.sc.gov

Mr. Marvin Caldwell
Fair Housing Director
(O) 803-737-3179
mcaldwell@schac.sc.gov

**South Carolina Human Affairs Commission
Organizational Chart FY 2018-2019**

Board of Commissioners
 John A. Oakland, Chair
 Cheryl F.C. Ludlam, Vice-Chair
 Joe Fragale Harold Jean Brown Ashley P. Case Rev. Willie A. Thompson A.C. Williams

Commissioner
 Raymond Buxton, II

Deputy Commissioner
 Dan Koon

Executive Assistant
 Teresa McWilliams

Fair Housing
 Marvin Caldwell

Legal
 Lee Ann Rice

 Alex Pate
 Sarah Gable
 Tracie Mefford
 Larry McBride

Administration
 Christina Jordan

 Marcus Sumter

Intake
 Alex Nelson

 Angela Adams
 Cynthia Cooke
 Cherry Dow
 Emily Rouse
 Venisha Webber

Technical Services
 Stephani Frese

 Lauren Caudle
 Vacant

Community Relations
 Vacant

 Vacant

Public Relations
 Anita Dantzler

EEO Administration
 Vicki Miller

 LaTarnya Whitmire

 Reginald Green
 Michael Visel
 Sherril Styles
 Mark Dunham
 Carlos Diaz

EEO Enforcement

 Dave Smith

 Vacant
 Nefateda Chambers
 Aleya Foulks
 Leslie Centeno

Fair Housing
 Sharon Dorn

 Martin Samuels
 Nikki Owens
 Robin Rawls

 Nathania Anderson
 Shelton Lorick

Fair Housing
 Don Frierson
 Deloris Jenkins
 Grisel Jackson
 Deborah Thomas
 Alyssa Barker
 Tamiko Johnson

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AGENCY CODE:	L360	SECTION:	70

Fiscal Year 2017-18 Accountability Report

SUBMISSION FORM

AGENCY MISSION	<p>The mission of the South Carolina Human Affairs Commission (SCHAC) is to eliminate and prevent unlawful discrimination in:</p> <ul style="list-style-type: none"> • Employment on the basis of race, color, national origin, religion, sex, age, or disability; • Housing on the basis of race, color, national origin, religion, sex, familial status, or disability; • Public accommodations on the basis of race, color, national origin, or religion. <p>We also seek to promote harmony, understanding, and mutual respect among all the residents of South Carolina.</p>
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AGENCY VISION	<p>The vision of the South Carolina Human Affairs Commission is to be well-known with a positive image that is understood and accepted by the public. SCHAC is a fully-resourced, customer-friendly Agency with a diverse, well-trained, and efficient team working together effectively in a safe and supportive environment to prevent unlawful discrimination for the citizens of South Carolina.</p>
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Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

RESTRUCTURING RECOMMENDATIONS:	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Dan Koon	803 737-7832	danny@schac.sc.gov
SECONDARY CONTACT:	Christina Jordan	803 737-7804	cjordan@schac.sc.gov

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I have reviewed and approved the enclosed FY 2017-18 Accountability Report, which is complete and accurate to the extent of my knowledge.

**AGENCY DIRECTOR
(SIGN AND DATE):**

Raymond Buxton, II 9/11/18

(TYPE/PRINT NAME):

Raymond Buxton, II

**BOARD/CMSN CHAIR
(SIGN AND DATE):**

JOA 9/11/2018

(TYPE/PRINT NAME):

JOHN A. OAKLAND - CHAIR

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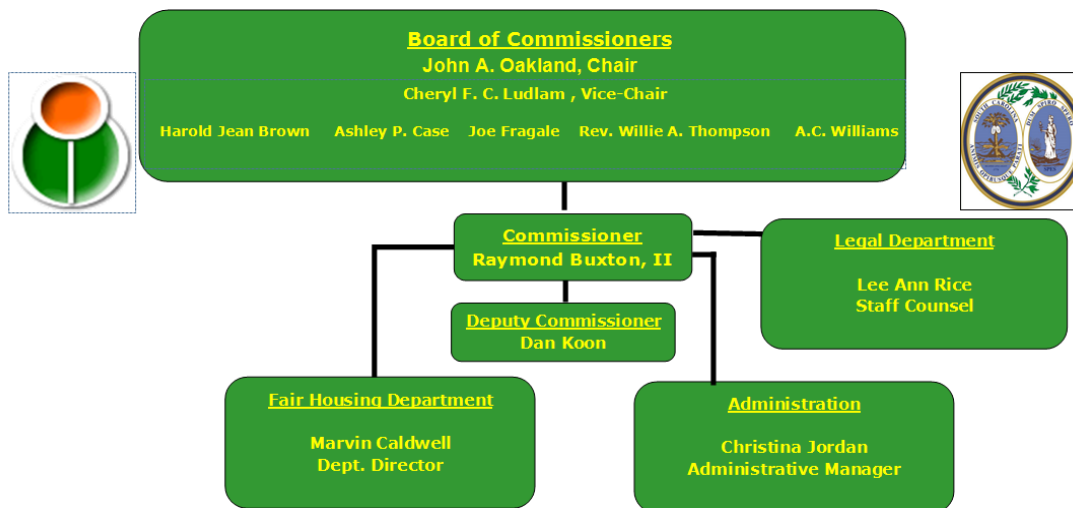
AGENCY'S DISCUSSION AND ANALYSIS

The Human Affairs Commission was created in response to the Civil Rights movement of the 1960s. During that time there were a number of demonstrations by South Carolinians who demanded equal opportunity and fair treatment. Some of these demonstrations led to violent clashes. During the early 1970s as a result of the demonstrations and conflict, State leaders decided that, in order for South Carolina to progress socially and economically, the time had come to eliminate discrimination and to promote fairness for all of its citizens. Thus, the South Carolina Human Affairs Commission was created in 1972 with the mission to eliminate and prevent discrimination and to foster harmony and respect for the betterment of all South Carolinians. The Agency strives to meet this mission objective through: **A) enforcing the State laws administered by the Commission and B) using preventive methods which the law prescribes.**

The **laws enforced** by the Commission are: 1) the **South Carolina Human Affairs Law** (dealing with employment discrimination), 2) the **SC Fair Housing Law**, and 3) the **SC Public Accommodations Law**. The primary methods used by the Commission to **prevent discrimination** are: 1) to **monitor each State agency's Affirmative Action Plan** and provide an Annual Report to the General Assembly, 2) to **provide training** to educate the private and public sector, and 3) to create and sustain **Community Relations Councils** in each county to promote harmony and respect among a diverse people and to bring communities together to resolve issues of division when those problems occur at the local level.

To fulfil the Mission and Vision of the Agency, the Commission emphasizes the **Values** of: **Accountability, Customer Service, Fairness, Integrity, Loyalty, Professionalism, and Teamwork.**

The management team that ensures the Agency's Mission, Vision, and Values are achieved are listed in the following Organizational Chart:



Major Achievements

Major Achievements in the area of **laws enforced by the Commission**:

- A) Compliance Division:** Most financial resources within the Commission are used to enforce the South Carolina Human Affairs Law (**Employment Discrimination**) and the South Carolina Fair Housing Law (**Housing Discrimination**), and for good reason. In order for the citizens of this State to have the resources

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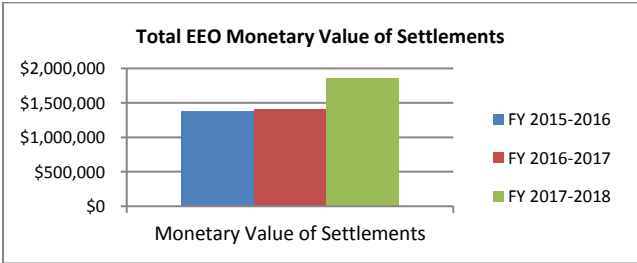
to live a productive life without government dependence, to make a contribution to society, and to have the right to “Life, Liberty and the pursuit of Happiness”, all South Carolinians must have fair access to employment, as well as housing. For a majority of the State’s history, many people in South Carolina did not have fair access to jobs, but with the employment law enforced by this Agency, citizens are now protected from employment discrimination. Citizens cannot be treated unfairly during the hiring process, nor can they be treated unfairly on the job based on their race, color, sex, national origin, religion, age, or disability. Similarly, citizens cannot be treated unfairly in their search for housing based on their race, color, sex, national origin, religion, familial status, or disability.

The Compliance Division enforces the laws prohibiting employment discrimination, and is comprised of four departments: 1) Intake, 2) EEO Investigations, 3) Mediation, and 4) Housing Investigations.

1) Intake Department: During fiscal year 2017-2018 the **Intake Department** (the department where all inquiries related to filing discrimination complaints are processed) within the Compliance Division received approximately 2,248 contacts. As a result of these contacts, the following occurred: A) 1,002 questionnaires were sent to citizens desiring to file a discrimination charge; B) 764 questionnaires were returned; C) 534 formal charges of discrimination were filed as a result of the returned questionnaires; D) 401 charges of discrimination were retained by the Agency for investigation; E) 142 charges were waived to other agencies for investigation.

2) EEO Investigation Department: During fiscal year 2017-2018 there were a total of 1,074 employment discrimination complaints either received for investigation from the Intake Department or transferred to the Human Affairs Commission from the US Equal Employment Opportunity Commission, resulting in 952 final actions taken by the Agency. Of those final actions: 225 were based on race; 142 were based on sex; 173 were based on disability; 57 were based on age; 10 were based on religion; 10 were based on national origin; and 24 were based on retaliation. Three (3) were based upon color, but 308 were based on multiple bases (e.g. race, sex, and retaliation, or religion and national origin). The number of final actions or closures from the previous year decreased by 60 final actions.

The resulting types of final actions or closures issued by the Commission during 2017-2018 are as follows: Administrative Closures-146 (11 of which were Potential Cause Determinations forwarded to the EEOC for additional processing), No Cause Determinations-658, Conciliations or Settlements-148. The total monetary value of settlements was \$1,852,657.



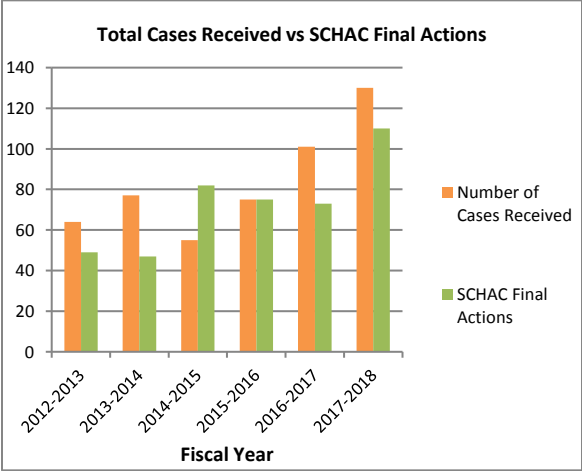
During the last Federal fiscal year ending September 30, 2017, the Commission successfully completed a contract with the United States Equal Employment Opportunity Commission (EEOC) conducting the investigation of 1,066 cases. In addition six (6) new EEO Investigator positions were filled to assist investigations. The universal review date for employee performance reviews ensures that

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Investigators are being held accountable to a standard of investigating the majority of their cases within 180 days of their assignment.

3) Mediation Department: During State fiscal year 2017-2018 there were 88 Mediations that resulted in 53 complaints being successfully mediated for a total monetary value of \$551,390. The total successful mediations decreased from 83 cases the previous year, and there was a \$35,900 monetary decrease from the previous year. Mediations are important, because they give the charging party and the respondent an opportunity to meet and sort out their issues in order to come to mutually agreed terms for settling the matter.

4) Fair Housing Department: The **Fair Housing Department** enforces the laws that prevent discrimination on the basis of race, color, sex, religion, national origin, disability, and familial status. The Fair Housing Department works to prevent discrimination through education and outreach to communities around the State. The Department also has an investigative component that investigates complaints of housing discrimination. To resolve these complaints the Fair Housing Department may mediate or conciliate cases on behalf of the complainant and the respondent. In the event that the Fair Housing Department makes a determination that the respondent has violated the Fair Housing Law, the Legal Department of the Human Affairs Commission can litigate a case in court or hold an administrative hearing on behalf of the aggrieved complainant. The Fair Housing Department has a working relationship with the United States Housing & Urban Development (HUD). This fiscal year (2017-2018) the Fair Housing Department completed 110 cases after completing 73, 75, and 82 cases respectively in the past three fiscal years. Investigation revenue is estimated to be \$475,100, after receiving \$304,370, \$289,550, and \$336,225 respectively during the previous fiscal years. Average case processing time is at 145 days per case with 39 of the cases being closed within 100 days. Out of the cases that aged over 100 days, 42% of those cases were successfully conciliated or settled. As a result of these successes, HUD has developed a Memorandum of Understanding with the Agency. Also, it shall be noted that this is the first time in the history of the Agency that over 100 Housing cases have been closed during the State fiscal year. In fact, 110 cases were closed.



Fiscal Year	Number of Cases Received	SCHAC Final Actions
2012-2013	64	49
2013-2014	77	47
2014-2015	55	82
2015-2016	75	75
2016-2017	101	73
2017-2018	130	110
Average	84	73
Averages are rounded to the nearest whole number		

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B) Major Achievements in the Area of Prevention or Consultative Services:

The Departments for Technical Services & Training and Community Relations accomplished the following:

- 1) **Technical Services Department:** The Department successfully monitored the hiring and promotions of employees in 90 State agencies and thereby produced on February 1, 2018, the “Annual Report to the General Assembly on the Status of Equal Employment Opportunity in South Carolina State Government”. The results of the report show that, while it appears that State government is making progress in the area of affirmative action where women and minorities have increased their employment representation in State employment, there continues to be under-representation of African Americans and women in the highest three pay bands of government. In order to accurately update affirmative-action reporting for all State agencies the Commission utilizes the Computerized Affirmative Action Management System (CAAMS). CAAMS allows the Agency to operate more efficiently and to gather statistics and data, which will assist agencies in their recruitment of minorities and will allow agencies to obtain their affirmative action goals more accurately.

With sufficient staffing the Agency once again was able to hold the Annual EEO Forum. The Forum, the second one held in over seven years, brings agency heads and their EEO officers together for learning, motivation, and recognition opportunities. While all State agencies are recognized for their work in affirmative action, the top ten State agencies were honored for their best practices and for achieving their goals.

- 2) **Community Relations and Development Department:** An important aspect of State government’s efforts to prevent discrimination in South Carolina is to create and sustain Community Relations Councils (CRCs). The primary goal of a Council is to promote harmony, understanding, and respect among local citizens in city or county. Since its re-establishment in 2012, the Community Relations Department has maintained a working relationship with the seven (7) existing Community Relations Councils in SC and is in the process of establishing or revitalizing other CRCs to eventually reach the goal of maintaining a CRC in each of the State’s 46 counties. During the 2017-2018 fiscal year the Department sustained Community Relations Councils in 13 counties to include the following: Aiken, Allendale, Anderson, Beaufort, Greenville, Greenwood (neighborhood association), Horry (Myrtle Beach), Lancaster, Lee (Enhance the Quality of Life Committee), McCormick, Richland (Greater Columbia Community Relations Council), West Columbia (neighborhood association), York (Rock Hill). One additional memorandum of understanding was established in Kershaw County with the United Way of Kershaw County.

Three years ago, the Community Relations and Development Department saw a need to revamp and update the process of forming and sustaining a Community Relations Council, training its members and initiating constructive and collaborative engagement between citizens to bring people together to resolve issues. Thus, the Commission entered into a contract with the College of Charleston to develop this procedure that will enhance the “quality of community life”. This new method, designed to produce constructive dialogue between citizens so that conversations can be conducted in a civil manner, was completed near the end of the 2017 State fiscal year. The goal for the Agency is to use two Community Relations Consultants to use an issues-management process as the central working service delivery model for creating and sustaining a Council. In addition to initiating this new

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development process, the staff works to partner with local and State organizations in hopes to include a yearly conference of Community Relations Councils and community partners.

In addition to creating and sustaining Community Relations Councils, the Community Relations Department works in other areas to prevent and eliminate discrimination through various outreach initiatives. Some of these outreach initiatives are updating the Agency’s WEB page, creating monthly and quarterly newsletters, and promoting the Agency at various community and Statewide events including: A) End Racism Day, B) Mother Emanuel 9 Remembrance Day, and C) Dialogue on Race Relations.

Also, the Community Relations Department is responsible for administering the **South Carolina Public Accommodations Law**. This third law administered by the Human Affairs Commission prevents discrimination in the area of citizens having access to public facilities such as restaurants, hotels, recreational parks, and others facilities. The law protects citizens on the basis of race, color, national origin, and religion. Twenty-seven (27) Statute 1-13-90 (e) and/or Public Accommodations cases were filed during the last fiscal year. Twenty-four (24) Statute 1-13-90 (e) cases and/or Public Accommodations cases were closed during FY 2017-2018.

- 3) **EEO Training:** Another important way to prevent and eliminate discrimination is through providing training. During the course of this past year there were 40 separate EEO training classes conducted for 13 State agencies by the Technical Services Department. The training primarily focused on prevention through educating supervisors and Human Resource personnel about EEO Laws, diversity training, and issues in employment. Approximately 1,535 employees were trained in these areas during the past fiscal year.

Also, Agency personnel participated in staff development and training within the Agency on 18 occasions this past year. Training was conducted in the areas of employment and housing law.

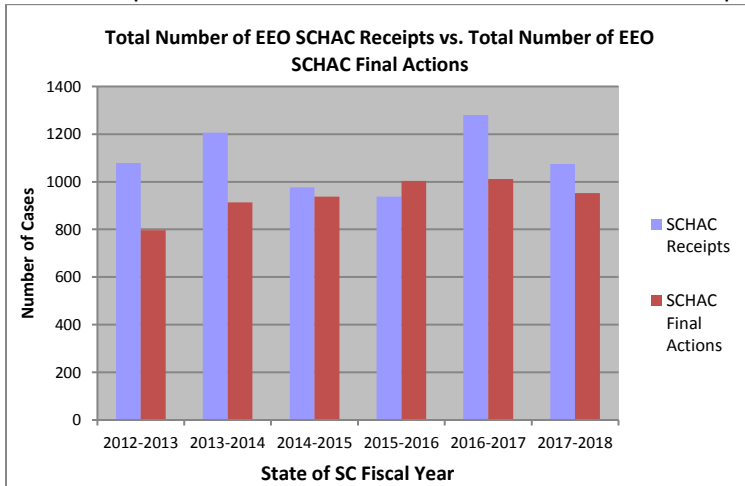
C) Major Achievements in Administration:

In addition to the previously mentioned reporting achievements made in EEO Enforcement, Fair Housing, Community Relations, and Technical Services & Training, additional goals, strategies, and objectives obtained through the efforts of administration this past year included: 1) the consistent use of the EPMS on an annual universal date, 2) facilitation of team-building events to involve all departments, 3) monthly management meetings, where there was a review of expectations and standards, 4) increased customer awareness through media advertisements, 5) partnering with three Federal agencies in terms of carrying out the Agency’s mission, 6) completing a House Legislative Oversight Committee review within a one-year period that confirms the successful operation of the Agency’s functions, 7) due to appropriate budget funding the Agency has three attorneys on staff resulting in the Agency’s fulfilling its legal obligations under the SC Human Affairs Law to reinstitute public hearings within the Agency regarding the final resolution of Housing and Employment cases, and 8) administering the following: A) managing the budget, B) facilitating cooperation with audits, C) determining priorities for the expenditure of funds to achieve Agency goals, and D) updating Human Resource policies and procedures.

Internal and External Factors Affecting the Agency’s Performance: With foresight and vision for the future, the General Assembly and Governor understand that a State which historically sanctioned discrimination must maintain a functioning State Agency whose primary mission is to prevent and eliminate discrimination. State leadership also recognized that the citizens and businesses of this State would prefer for issues of discrimination

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to be investigated at the State level as opposed to the Federal level. Thus, State government leadership began restoring funding to the Agency in the 2011-2012 fiscal-year. At this time the Agency has appropriate staffing in Employment, but needs an additional Investigator in the Housing Department due to an increase in the number of Housing cases being filed with the Agency. In addition, with the passage of the South Carolina Pregnancy Accommodations Act signed into law by the Governor on May 17, 2018, the law mandates that the SC Human Affairs Commission shall develop courses of instruction and conduct ongoing public education efforts as necessary to inform employers, employees, employment agencies and applicants for employment about their rights and responsibilities. As a result there is a need in the Technical Services Department to have additional funding for the development of this course and to hire an additional employee to conduct the training.



Fiscal Year	SCHAC Receipts	SCHAC Final Actions
2012-2013	1078	796
2013-2014	1206	914
2014-2015	977	938
2015-2016	938	1003
2016-2017	1280	1012
2017-2018	1074	952
Average	1096	933
Averages are rounded to the nearest whole number		

Risk Assessment and Mitigation Strategies: While each of the Agency’s goals is extremely important to the mission of the Agency, if goal number (1) Preventing and Eliminating Employment Discrimination were not delivered efficiently or effectively, there would be a severe negative impact to the State of South Carolina. First, if people do not feel that they have access to employment on a fair basis due to their own human uniqueness, this perspective can cause social unrest within society. Social unrest can lead to economic and social instability, to include demonstrations and violence, resulting in more work and negatively impacting social service and law enforcement agencies. Second, the largest part of the Commission’s budget, other than through State government funding, is received from the US Equal Employment Opportunity Commission. Should this funding ever be significantly cut, layoffs within the Agency would cause the Agency to work ineffectively and inefficiently. Again this effect could lead to long-range turmoil, evolving into creating social and economic issues within the general public. In addition, if employment discrimination laws enforced by the SC Human Affairs Commission were not operating effectively, the SC Courts system could have many more cases filed in court that were not resolved at the Agency’s administrative level.

There are no other State agencies or private entities that investigate employment discrimination in South Carolina. While there is a Federal agency that does enforce employment discrimination laws, without the support of the Human Affairs Commission, the work of the EEOC would be less effective thereby, again, negatively impacting our State citizens. Also, many citizens, the General Assembly, and many political and business leaders in South Carolina prefer not to have Federal intrusion into State government affairs. Without the anti-employment discrimination work of the Human Affairs Commission, businesses and the State citizens would be working with Federal authorities. Thus, the only option for the General Assembly to resolve the issue before it becomes a crisis is to ensure adequate funding for the Agency so that there is a well-maintained and adequately-trained staff.

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Other than additional funding being provided to the Human Affairs Commission, some ways that the General Assembly could address this public need should this deliverable be reduced or eliminated are: A) Amend the Human Affairs Law to require that State agencies attempt to mediate every charge filed with SCHAC prior to an investigation by the Commission; B) Amend the Human Affairs Law so that the damages and relief afforded to aggrieved parties are broadened to be better aligned with other States’ employment discrimination laws, as well as Federal laws administered by the EEOC.

Continued Discussion on Internal and External Factors Affecting the Agency’s Performance: Other internal factors based on external issues that the Commission encounters related to the effectiveness of Agency operations are retention of employees due to inadequate pay and improvements needed to building facilities. New employees have been efficiently trained to be given new job skills that are also transferable to perform other careers within the workforce. As a result of consistent training and above-average performance, good employees are able to find higher-paying positions, especially within larger State agencies. Thus, the need for additional State funds to increase employee salaries is essential. Also, the building facilities for the Agency is inadequate in terms of enough space for the number of employees needed to perform the legal mandates to fulfil the agencies mission effectively. It is estimated that 80% of the staff works in spaces less than the State requirement of 210 square feet. While the old building structure was renovated in 2013 to move Agency employees from a private facility to a State-owned facility, the building lacks basic and adequate insulation, is susceptible to a number of water leaks.

Although there are various internal and external factors that have some minor adverse impacts on Agency operations, during this past fiscal year the dedicated Agency staff was able to successfully complete: 1) an Equal Employment Opportunity contract, 2) a Housing and Urban Development contract, 3) monitor each State agency’s hiring and promotion practices, and 4) provide training to a significant number of people regarding how to prevent and eliminate discrimination. While the Agency has accomplished various successes, the Agency also must better prepare to deal with situations within the State where social and civil unrest could erupt at any given moment.

Unfortunately, the State of South Carolina is not immune to tragic incidents of racism or other forms of discrimination.

The killing of nine African Americans during a Bible study by an individual whose reported motive was to incite racial conflict brought our State to an extremely difficult moment in its history. However, with forgiving families of the victims and strong leadership from local and State leaders to promote healing, South Carolina averted a very precarious situation. As a result of State and national incidents involving social unrest, the Commission currently is implementing a new community relations process called the “Quality of Life Initiative”. Through this process the Commission plans to institute an approach to train leaders in each of the State’s 46 counties to enhance dialogue so that respect and civility will become a primary focus of communication in South Carolina. This new community relations initiative will identify community issues and will provide civil conversation on how to resolve concerns that will help prevent civil unrest and discrimination in our State.

This spirit to promote healing, harmony, and respect among all South Carolinians is exactly what the Governor and General Assembly were hoping to accomplish through the establishment of the South Carolina Human Affairs Commission in 1972. The mission and the work of the Human Affairs Commission have helped South Carolina to make great progress in terms of social and economic growth for many of its citizens. In fact, the economic/social transformation which the State as a whole has achieved in modern times will only continue to be successful if State government consistently prioritizes the principles on which the Human Affairs Commission was founded: the belief that all citizens, no matter how complex or different they have been created, will have the free right to employment, housing, and public accommodations, so that the American dream of “Life, Liberty and the pursuit of Happiness” may be fulfilled and people may live in harmony and with respect for one another.

Agency Name:		HUMAN AFFAIRS COMMISSION					Fiscal Year 2017-2018							
							Accountability Report							
Agency Code:		L360		Section:		70								
Strategic Planning and Performance Measurement Template														
Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure		
		Goal	Strategy	Measure		Base	Target							
Government and Citizens	G	1			Prevent and Eliminate Employee Discrimination									
	S		1.1		Implement a process of hiring and training Employment Investigators									
	M			1.1.1	Provide monthly training sessions related to Employment Law for 15 employment investigators in 2017-2018	19	12	13	7/1/2017-6/30/2018	SCHAC Activity Report	Count	Provides data to show employees are being properly trained in the area of law, which they enforce.		
	M			1.1.2	Continue a workplace mentoring program for investigators/employees during FY 2017-2018	14	14	14	7/1/2017-6/30/2018	SCHAC Activity Report	Count and EPMS	Provides data to show employees are being properly trained in the area of law, which they enforce.		
	S		1.2		Maintain a reliable and measurable tracking system for the time it takes to process and investigate an employment discrimination complaint									
	M			1.2.1	Decrease the average amount of case processing time of 189 days to investigate a charge of discrimination from the date of filing to 180 days by June 30, 2018	189	180	225	7/1/2017-6/30/2018	EEOC Resolution Report	IMS	Provides data to ensure timely resolution rates.		
Government and Citizens	G	2			Prevent and Eliminate Housing Discrimination									
	S		2.1		Enhance the awareness of the Housing Division to include the awareness of the Agency in underserved counties									
	M			2.1.1	Implement the Fair Housing Outreach Plan by January 31, 2018	0	1	1	7/1/2017-6/30/2018	Status of Fair Housing Complaint Activity Report	# of plans implemented	Determine if outreach program is effective based on number of cases filed.		
	S		2.2		Implement an efficient processing system for Housing discrimination complaints									
	M			2.2.1	Process 50% of all Housing cases within 100 days during FY 2017-2018	40%	50%	35%	7/1/2017-6/30/2018	Status of Fair Housing Complaint Activity Report	Percentage of cases under 100 days	Provide data to ensure timely resolution of cases.		
	M			2.2.2	Conduct onsite investigations for all cases identified as problematic cases during FY 2017-2018	100%	100%	100%	7/1/2017-6/30/2018	Status of Fair Housing Complaint Activity Report	Percentage of problematic cases where onsite performed	Provides data on Housing cases.		
	M			2.2.3	Complete the investigation of 85 Housing cases during FY 2017-2018	73	85	110	7/1/2017-6/30/2018	Status of Fair Housing Complaint Activity Report	Count	Provide information to ensure cases are being investigated thoroughly.		

Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target					
Government and Citizens	G	3			Educate citizens about the use of legal remedies to achieve justice and fairness							
	S		3.1		Empower the Legal and Mediation Departments with authority as provided by law							
	M			3.1.1	Litigate probable cause cases that cannot be conciliated in the Fair Housing Division during FY 2017-2018	100%	100%	100%	7/1/2017-6/30/2018	SCHAC Activity Reports - Monthly	Legal Division Activities Report	Provides data on Legal Activities
	M			3.1.2	Hold an administrative hearing for an employment or housing case by June 30, 2018	0	1	1	7/1/2017-6/30/2018	SCHAC Activity Reports - Monthly	Legal Division Activities Report	Provides data on Legal Activities
	M			3.1.3	Mediate cases at the level of 15% during FY 2017-2018	10.90%	15%	9.20%	7/1/2017-6/30/2018	SCHAC Activity Reports - Monthly	Legal Division Activities Report	Provides data on Legal Activities
	S		3.2		Promote legislation to update and standardize the laws and regulations of the Commission							
	M			3.2.1	Continue to engage and educate members of the General Assembly in proposed changes to existing laws during FY 2017-2018	100%	100%	100%	7/1/2017-6/30/2018	SCHAC Activity Reports - Monthly	Legal Division Activities Report	Provides data on Legal Activities
Public Infrastructure and Economic Development	G	4			Foster Culturally Sensitive and Socially Inclusive Communities Statewide							
	S		4.1		Create and sustain existing Community Relations Councils in 46 counties							
	M			4.1.1	Increase the number of counties with Community Relations Councils from 17 to 22 during FY 2017-2018	17	22	14	7/1/2017-6/30/2018	CRC Activity Report - Monthly	Count	To expose the new Quality of Life initiative to new communities.
	M			4.1.2	Sustain the current leadership in existing Community Relations Councils per minimum requirement during FY 2017-2018	17	17	14	7/1/2017-6/30/2018	CRC Activity Report - Monthly	Count	Promote harmony in community and prevent discrimination
	S		4.2		Implement technology platform and external communication campaign to expand the network of Community Relations Councils							
	M			4.2.1	Distribute an electronic newsletter devoted to Community Relations Councils on a monthly basis during FY 2017-2018	12	12	12	7/1/2017-6/30/2018	CRC Activity Report - Monthly	Count	Promote harmony in community and prevent discrimination
	M			4.2.2	Develop the Agency web page to communicate periodic updated information to all Community Relations Councils during FY 2017-2018	0	17	5	8/1/2017-6/30/2018	CRC Activity Report - Monthly	Count	Promote harmony in community and prevent discrimination
	S		4.3		Promote the Quality of Life Initiative in all Community Relations Councils							
	M			4.3.1	Conduct Quality of Life Initiative meetings with 5 Community Relations Councils during FY 2017-2018	0	5	0	7/1/2017-6/30/2018	CRC Activity Report - Monthly	Count	To expose the new Quality of Life initiative to new communities.

Agency Name:		HUMAN AFFAIRS COMMISSION					Fiscal Year 2017-2018						
							Accountability Report						
Agency Code:		L360		Section:		70							
Strategic Planning and Performance Measurement Template													
Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure	
		Goal	Strategy	Measure		Base	Target						
Education, Training, and Human Development	G	5			Advocate the compliance of Agency Affirmative Action Policies within all State agencies								
	S		5.1		Partner with all State agencies to better monitor agency Affirmative Action policies								
	M			5.1.1	Conduct a computer analysis of each agency's hiring and promotion practices during FY 2017-2018	90	90	90	7/1/2017-6/30/2018	Annual Report to General Assembly	CAAMS	Adherence to SC Laws	
	M			5.1.2	Review all State agency Affirmative Action reports and provide necessary recommendations to State agencies in developing and implementing non-discriminatory employment systems during FY 2017-2018	90	90	90	7/1/2017-6/30/2018	Annual Report to General Assembly	CAAMS	Adherence to SC Laws	
	S		5.2		Provide Affirmative Action and Employment Law training to all State agencies								
	M			5.2.1	Provide 12 EEO Employment Law training sessions for supervisors of State agencies requesting assistance during FY 2017-2018	12	12	13	7/1/2017-6/30/2018	Annual Report to General Assembly	Count	Prevent employment discrimination	
	M			5.2.2	Organize one Statewide Affirmative Action Forum for all State agencies during FY 2017-2018	1	1	1	7/1/2017-6/30/2018	Annual Report to General Assembly	Count	Prevent employment discrimination	

Agency Name:		HUMAN AFFAIRS COMMISSION					Fiscal Year 2018-2019						
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Agency Code:		L360		Section:		70							
Strategic Planning and Performance Measurement Template													
Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure	
		Goal	Strategy	Measure		Base	Target	Actual					
Government and Citizens	G	1			Prevent and Eliminate Employee Discrimination								
	S	1.1			Implement a process of hiring and training Employment Investigators								
	M			1.1.1	Training - Internal: Provide nine (9) training sessions related to Employment Law for 14 employment investigators in 2018-2019	13	9		7/1/2018 - 6/30/2019	SCHAC Activity Report	Count	Provides data to show employees are being properly trained in the area of law, which they enforce.	
	M			1.1.2	Training - Internal: Continue a workplace mentoring program for EEO Investigators/employees during FY 2018-2019	14	14		7/1/2018 - 6/30/2019	SCHAC Activity Report	Count and EPMS	Provides data to show employees are being properly trained in the area of law, which they enforce.	
	S	1.2			Maintain a reliable and measurable tracking system for the time it takes to process and investigate an employment discrimination complaint								
	M			1.2.1	Ensure the average processing time for a case of discrimination to close is 218 days	225	218		7/1/2018 - 6/30/2019	EEOC Resolutioin Report	IMS	Provides data to ensure timely resolution rates.	
	M			1.2.2	Ensure the average time for a case of discrimination to close is 128 days from the date of assignment to Investigator to date of closing	132	128		7/1/2018 - 6/30/2019	EEOC Resolutioin Report	IMS	Provides data to ensure timely resolution rates.	
Government and Citizens	G	2			Prevent and Eliminate Housing Discrimination								
	S	2.1			Enhance the awareness of the Housing Division to include the awareness of the Agency in underserved counties								
	M			2.1.1	Continue the Fair Housing Outreach Plan during FY 2018-2019	1	1		7/1/2018 - 6/30/2019	SCHAC Activity Reports - Monthly	Status of Fair Housing Complaint Activity Report	Determine if outreach porgram is effective based on number of cases filed.	
	S	2.2			Implement an efficient processing system for Housing discrimination complaints								
	M			2.2.1	Process 50% of all Housing cases within 100 days during FY 2018-2019	35%	50%		7/1/2018 - 6/30/2019	Status of Fair Housing Complaint Activity Report	Percentage of cases under 100 days	Provide Data to ensure timely resolution of cases.	
	M			2.2.2	Conduct onsite investigations for all cases identified as problematic cases during FY 2018-2019	100%	100%		7/1/2018 - 6/30/2019	Status of Fair Housing Complaint Activity Report	Percentage of problematic cases where onsite performed	Provide information to ensure cases are being investigated thoroughly.	
	M			2.2.3	Complete the investigation of 100 Housing cases during FY 2018-2019	110	100		7/1/2017- 6/30/2018	Status of Fair Housing Complaint Activity Report	Count	Provides data on Housing cases.	
Government and Citizens	G	3			Educate citizens about the use of legal remedies to achieve justice and fairness								
	S	3.1			Empower the Legal and Mediation Departments with authority as provided by law								
	M			3.1.1	Litigate probable cause cases that cannot be conciliated in the Fair Housing Division during FY 2018-2019	100%	100%		7/1/2018 - 6/30/2019	SCHAC Activity Reports - Monthly	Legal Division Activities Report	Provides data on Legal Activities	
	M			3.1.2	Hold administrative hearings as necessary for Employment or Housing cases during FY 2018-2019	100%	100%		7/1/2018 - 6/30/2019	SCHAC Activity Reports - Monthly	Legal Division Activities Report	Provides data on Legal Activities	
	M			3.1.3	Successfully mediate assigned cases at the level of 50% during FY 2018-2019	60.20%	50%		7/1/2018 - 6/30/2019	SCHAC Activity Reports - Monthly	Legal Division Activities Report	Provides data on Legal Activities	
	S	3.2			Promote legislation to update and standardize the laws and regulations of the Commission								
	M			3.2.1	Continue to engage and educate members of the General Assembly in proposed changes to existing laws during FY 2018-2019	100%	100%		7/1/2018 - 6/30/2019	SCHAC Activity Reports - Monthly	Legal Division Activities Report	Provides data on Legal Activities	

Agency Name:		HUMAN AFFAIRS COMMISSION					Fiscal Year 2018-2019							
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Agency Code:		L360		Section:		70								
								Strategic Planning and Performance Measurement Template						
Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure		
		Goal	Strategy	Measure		Base	Target	Actual						
Public Infrastructure and Economic Development	G	4			Foster Culturally Sensitive and Socially Inclusive Communities Statewide to Resolve Mutual Issues									
	S		4.1		Create and sustain existing Community Relations Councils in 46 counties.									
	M			4.1.1	Number of Quality of Life initiatives implemented for 2 new and 2 existing Community Relation Councils	0	4		7/1/2018 - 6/30/2019	CRC Activity Report - Monthly	Count	To expose new Quality of Live initiative to new communities.		
	M			4.1.2	Sustain the current leadership in existing Community Relations Councils per minimum requirement during FY 2018-2019	14	14		7/1/2018 - 6/30/2019	SCHAC Activity Reports - Monthly	Count	Promote harmony in community and prevent discrimination		
	S		4.2		Implement technology platform and external communication campaign to expand the network of Community Relations Councils									
	M			4.2.1	Distribute an electronic newsletter devoted to Community Relations Councils on a monthly basis during FY 2018-2019	12	12		7/1/2018 - 6/30/2019	SCHAC Activity Reports - Monthly	Count	Promote harmony in community and prevent discrimination		
	M			4.2.2	Communicate periodic updates on Agency web page to all Community Relations Councils during FY 2018-2019	5	6		7/1/2018 - 6/30/2019	SCHAC Activity Reports - Monthly	Count	Promote harmony in community and prevent discrimination		
Education, Training, and Human Development	G	5			Advocate the compliance of Agency Affirmative Action Policies within all State agencies									
	S		5.1		Partner with all State agencies to better monitor agency Affirmative Action policies									
	M			5.1.1	Conduct a computer analysis of each agency's hiring and promotion practices during FY 2018-2019	90	90		7/1/2018 - 6/30/2019	Annual Report to General Assembly	CAAMS	Adherence to SC Laws		
	M			5.1.2	Review all State agency Affirmative Action reports and provide necessary recommendations to State agencies in developing and implementing non-discriminatory employment systems during FY 2018-2019	90	90		7/1/2018 - 6/30/2019	Annual Report to General Assembly	CAAMS	Adherence to SC Laws		
	S		5.2		Provide Affirmative Action and Employment Law training to all State agencies									
	M			5.2.1	Provide 12 EEO Employment Law training sessions for supervisors of State agencies requesting assistance during FY 2018-2019	12	12		7/1/2018 - 6/30/2019	Annual Report to General Assembly	Count	Prevent Employment discrimination		
	M			5.2.2	Organize one Statewide Affirmative Action Forum for all State agencies during FY 2018-2019	1	1		7/1/2018 - 6/30/2019	Annual Report to General Assembly	Count	Prevent Employment discrimination		

Agency Name: HUMAN AFFAIRS COMMISSION

Fiscal Year 2017-2018
Accountability Report

Agency Code: L360 Section: 070

Program Template

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	To provide administrative direction, control, and support for the Agency	\$ 809,488	\$ -	\$ -	\$ 809,488	\$ 858,268	\$ -	\$ -	\$ 858,268	3.1.1,3.1.2,3.1.3,3.2.1
					\$ -				\$ -	
					\$ -				\$ -	
II. Consultative Services	To provide technical services, training, and equal opportunity, community relations, and consulting services	\$ 193,857	\$ -	\$ -	\$ 193,857	\$ 220,074	\$ -	\$ -	\$ 220,074	4.1.1,4.1.2,4.2.1,4.2.2, 4.3.15.1.1,5.1.2,5.2.1, 5.2.2
					\$ -				\$ -	
					\$ -				\$ -	
III. Compliance Programs	To enforce State laws prohibiting employment, housing, and public accommodations discrimination	\$ 821,193	\$ 417,044	\$ 256,813	\$ 1,495,050	\$ 857,147	\$ 620,695	\$ 233,208	\$ 1,711,050	1.1.1,1.1.2,1.2.1, 2.1.1,2.2.1,2.2.2,2.2.3
					\$ -				\$ -	
					\$ -				\$ -	
IV. Employer Contributions		\$ 488,774	\$ 102,404	\$ 67,989	\$ 659,167	\$ 570,840	\$ 144,672	\$ 67,068	\$ 782,580	

Agency Name: HUMAN AFFAIRS COMMISSION

Fiscal Year 2017-2018
Accountability Report

Agency Code: L360 Section: 070

Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	1-13-20. Declaration of policy.	State	Statute	Establishes that discrimination is unlawful and declares that the Agency was created by the General Assembly to promote harmony, and eliminate and prevent discrimination on the basis of race, religion, color, sex, age, national origin, or disability.	No	No - But relates to manner in which one or more agency deliverables is provided		
2	1-13-30. Definitions.	State	Statute	Provides definitions for terms within the Human Affairs Law, which help to establish the jurisdiction of and guidance to the Agency.	No	No - But relates to manner in which one or more agency deliverables is provided		
3	1 - 13 - 40. Creation of South Carolina Commission on Human Affairs.	State	Statute	Establishes the Commission (Board) and provides guidance on members who may be selected for the Board, and the appropriate methods of voting.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
4	1-13-50. Commissioner and personnel.	State	Statute	Guides the Commission Board on selection of an Agency Head and additional staff.	No	No - But relates to manner in which one or more agency deliverables is provided		
5	1-13-60. Duties of chairman and vice-chairman.	State	Statute	Commands the Chairman to act as the presiding officer at meetings of the Commission and states that he shall promote the orderly transaction of its business.	No	No - But relates to manner in which one or more agency deliverables is provided		
6	1-13-70. Powers of Commission.	State	Statute	Explains the Commission's powers, including (1) the ability to maintain an office or offices; (2) the ability to adopt bylaws; (3) the authority to promulgate regulations related to the chapter; (4) the authority to formulate policies to effectuate the purposes of this chapter and to make recommendations to appropriate parties in furtherance of such policies; (5) the ability to obtain and utilize upon request the services of all governmental departments and agencies; (6) the ability to create or recognize community councils to promote the Agency's mission; (7) the ability to work with the EEOC and accept reimbursement from it; (8) the ability to investigate charges of discrimination; (9) the ability to hold hearings following an investigation; and (10) the ability to petition for an order of a court of competent jurisdiction requiring compliance with an order issued by the Commission pursuant to the procedure set forth in item (16) of subsection (c) of Section 1-13-90; (11) the ability to accept grants, bequests, or donations; (12) and the ability to institute proceedings in a court of competent jurisdiction, for cause shown, to prevent or restrain any person from violating any provision of the chapter.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
7	1-13-80. Unlawful employment practices; exceptions.	State	Statute	Establishes various unlawful employment practices, which the Commission has the power to investigate, and exceptions thereto. Requires notices to be posted at employers' businesses. Commands the the Commission to develop courses of instruction and conduct ongoing public education efforts as necessary to inform employers, employees, employment agencies, and applicants for employment about their rights and responsibilities.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
8	1-13-85. Medical examinations and inquiries.	State	Statute	Establishes various unlawful employment practices related to medical inquiries and examinations which the Commission has the power to investigate.	No	No - But relates to manner in which one or more agency deliverables is provided		

9	1-13-90. Complaints, Investigations, Hearings and Orders.	State	Statute	Establishes the means by which the Commission may accept charges of discrimination and investigate the same. This section establishes the subpoena power of the Agency regarding any complaint filed against a State agency or any other jurisdictional employer, labor organization, or employment agency. Empowers the Agency to conciliate a charge of discrimination. Provides processes and timelines for when parties shall respond to requests for information from the Agency. Establishes the procedures for holding hearings following the investigation process in employment matters filed against a State agency when a reasonable cause determination is issued. Requires that the Chairman designate a panel to hear the matter pursuant to the unlawful practices in Section 1-13-80 or 1-13-85, and based on the practices found in the Administrative Procedures Act of South Carolina. An Order must be issued from the Panel following the conclusion of the hearing, either finding in favor of the complaining party and awarding damages or injunctive relief, or dismissing the matter pending against the respondent state agency. This section further establishes the Commission's right to bring an action in circuit court for discriminatory employment practices. The law also provides recourse for a complainant who is issued a notice of right to sue following the dismissal of a charge.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
10	1-13-100. Construction and Application of Chapter.	State	Statute	Limits the construction and application of the Human Affairs Law to those things which violate the law per section S.C. Code Ann. § 1-13-90; that violate Title VII of the Civil Rights Act of 1964, as amended, 42 U. S. C. Section 2000e et seq.; that violate the Age Discrimination in Employment Act of 1967, as amended, 29 U. S. C. Section 621 et seq.; or that violate the Americans with Disabilities Act of 1990, as amended, Public Law 101-336.	No	No - But relates to manner in which one or more agency deliverables is provided		
11	1-13-110. Affirmative Action Plans by State Agencies; Approval by Commission; Action by General Assembly.	State	Statute	Requires that each State agency shall develop an Affirmative Action Plan to assure equitable employment for members of minorities and shall present the plans to the Agency on or by February 1 of each year. The Commission reports to the Department of Administration if a State agency has not satisfactorily complied with meeting its Affirmative Action goals.	Yes	Yes	Report our agency must/may provide	
12	65-1 Definitions.	State	Regulation	Provides definitions for terms within the Human Affairs Law regulations, which help to establish the jurisdiction of and guidance to the Agency.	No	No - But relates to manner in which one or more agency deliverables is provided		
13	65-2 Complaint.	State	Regulation	Governs the requirements for the Agency's acceptance and retention of formal complaints of discrimination under the Human Affairs Law. Provides for circumstances in which a complaint may be amended and further guides the Agency on when a complaint should be dismissed.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
14	65-3. Investigation and Production of Evidence	State	Regulation	Provides structure to the investigation process and identifies responsibilities of the investigator, Commission members, and other staff. Explains the steps required prior to Agency enforcement of a subpoena. Provides clarity on the Administrative Hearing process. Explains the confidential nature of the file and gives guidance to the Agency regarding the production of file contents when requested by parties to the investigation or others.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
15	65-4 Preliminary or Temporary Relief.	State	Regulation	Grants the Agency authority to apply to a court or competent jurisdiction, seeking injunctive relief regarding a pending complaint with the Agency, pursuant to 1-13-70(c).	No	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
16	65-5 Conference, Conciliation and Persuasion.	State	Regulation	Explains the processes related to conciliation and settlement during the investigation, or after. Requires that those attempts at conciliation be kept confidential by the Agency.	Yes	Yes	Other service or product our agency must/may provide	Conciliation of discrimination investigations
17	65-6 Reasonable Cause Determination: Procedure and Authority.	State	Regulation	Requires that the Agency submit a reasonable cause determination and notify the parties of the same, if based on evidence obtained by the Commission, the Agency believes that an unlawful employment practice has occurred or is occurring, and provided conciliation efforts have failed.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
18	65-7 Reconsideration of Order of Dismissal or Order to Initiate Suit.	State	Regulation	Establishes the Commission's duty to provide an opportunity of reconsideration of a matter where applicable.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
19	65-8 Procedure for Hearing as Provided by Section 1-13-90(c) of the Act.	State	Regulation	Establishes the procedures for holding an Administrative Hearing, and issuing an Order, in any case where a reasonable cause determination has been issued against a State agency for violation of the Human Affairs Law.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations

20	65-9 Procedure for the Institution of Civil Actions as Provided in Section 1-13-90(d) of the Act.	State	Regulation	Establishes the procedures for the Agency to institute a civil action in any case where a reasonable cause determination has been issued against an employer that is not a State agency for violating the Human Affairs Law. Alternatively, authorizes the Complaining Party to file civil action following the Agency's issuance of a notice of right to sue.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
21	65-10 Certification.	State	Regulation	Authorizes and empowers the Chairman or Agency Head to certify documents or records of the Commission.	No	No - But relates to manner in which one or more agency deliverables is provided		
22	65-11 Availability of Rules.	State	Regulation	Establishes that the Agency should have the rules and regulations available to the public at its office.	Yes	Yes	Report our agency must/may provide	
23	65-12 Construction of Rules and Pleadings.	State	Regulation	Explains that the regulations shall be constructed liberally to effectuate the purposes of the Human Affairs Law of South Carolina.	No	No - But relates to manner in which one or more agency deliverables is provided		
24	65-13 General Investigations.	State	Regulation	Establishes that the Agency may, in its discretion, conduct general investigations of discrimination.	No	No - But relates to manner in which one or more agency deliverables is provided		
25	65-20 Submission of Equal Employment Opportunity Reports.	State	Regulation	Requires that all State agencies submit Equal Employment Opportunity Reports to the Agency. Requires supplements to each report on a regular basis and when specifically requested by the Human Affairs Commission.	No	No - But relates to manner in which one or more agency deliverables is provided		
26	65-21 Equal Employment Officer to be Designated.	State	Regulation	Requires that every State agency head designate an Equal Employment Officer for preparing reports and communicating with the Human Affairs Commission regarding the Equal Employment Opportunity Report.	No	No - But relates to manner in which one or more agency deliverables is provided		
27	65-23 Preservation of Records in Event of Charge of Discrimination.	State	Regulation	Requires that a State agency preserve all personnel records relevant to a pending charge or action under the Human Affairs Law until final disposition of the charge or the action.	No	No - Does not relate directly to any agency deliverables		
28	65-24 Notices to be Posted.	State	Regulation	Requires that State agencies post notices in their buildings for the benefit of their employees, and the notices will be prepared by the Human Affairs Commission setting forth excerpts from and summaries of pertinent provisions of the Human Affairs Law, and information pertinent to the filing of a complaint.	Yes	Yes	Report our agency must/may provide	
29	65-30 Guidelines Established.	State	Regulation	Expounds upon the types of unlawful treatment in S.C. Code Ann. § 1-13-80(a) based on an employee's pregnancy, maternity leave, childbirth, or temporary disability.	No	No - But relates to manner in which one or more agency deliverables is provided		
30	65-40 Minimum Requirements.	State	Regulation	Sets for parameters that community groups must meet before being recognized as a Community Relations Council by the Agency.	No	No - But relates to manner in which one or more agency deliverables is provided		
31	Civil Rights Act of 1964 [Title VII , 42 USC §2000 et seq]	Federal	Statute	Prohibits discrimination in employment based on race, color, religion, sex, or national origin; prohibits discrimination against an employee/applicant for opposing an unlawful employment practice, making a charge, or assisting in an investigation, proceeding, or hearing against an employer in regard to an unlawful employment practice.	No	No - But relates to manner in which one or more agency deliverables is provided		
32	Title I of the Americans with Disabilities Act of 1990 (ADA)	Federal	Statute	Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. Title II requires that state and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities, including employment. The Human Affairs Law is substantially equivalent to Title I.	No	No - But relates to manner in which one or more agency deliverables is provided		
33	The Age Discrimination in Employment Act of 1967 (ADEA) [29 USC §621]	Federal	Statute	Prohibits an employer from refusing to hire, discharge or from otherwise discriminating against any individual age 40 or older, solely on the basis of age.	No	No - But relates to manner in which one or more agency deliverables is provided		

34	Ledbetter Fair Pay Act of 2009 [Public Law 111-2, 123]	Federal	Statute	Amends Civil Rights Act of 1964 to state that the 180-day statute of limitations for filing an equal pay suit resets with each new discriminatory paycheck.	No	No - But relates to manner in which one or more agency deliverables is provided		
35	Equal Pay Act of 1967 [29 USC §206(d)]	Federal	Statute	Prohibits paying wages to employees at a rate less than the rate at which the employer pays wages to employees of the opposite sex for equal work on jobs, the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.	No	No - But relates to manner in which one or more agency deliverables is provided		
36	Genetic Information Nondiscrimination Act (GINA) [Public Law 110-223]	Federal	Statute	Prohibits discrimination based on genetic information in both health insurance (Title I) and employment (Title II).	No	No - Does not relate directly to any agency deliverables		
37	Pregnancy Discrimination Act [42 U.S.C. § 2000(e) et seq.]	Federal	Statute	Prohibits discrimination against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.	No	No - But relates to manner in which one or more agency deliverables is provided		
38	31-21-20. State policy.	State	Statute	Establishes the State policy to provide fair housing throughout the State.	No	No - But relates to manner in which one or more agency deliverables is provided		
39	31-21-30. Definitions.	State	Statute	Provides definitions for terms within the Fair Housing Law, which help to establish the jurisdiction of the Agency, and guidance to the Agency and citizens of South Carolina.	No	No - But relates to manner in which one or more agency deliverables is provided		
40	31-21-40. Discrimination in relation to sale or rental of property.	State	Statute	Establishes the prohibited discriminatory housing practices that the Commission has the power to investigate based on discrimination regarding sales or rentals of jurisdictional property.	No	No - But relates to manner in which one or more agency deliverables is provided		
41	31-21-50. Discrimination in relation to membership or participation in multiple listing service, real estate brokers' organization, or related service, organization, or facility.	State	Statute	Establishes that it is unlawful to deny any person access to, or membership or participation in, any multiple-listing service, real estate brokers' organization, or other service, organization, or facility relating to the business of selling or renting dwellings or to discriminate against him in the terms or conditions of the access, membership, or participation on account of their membership in a protected class (due to race, color, national origin, religion, gender, disability, or familial status).	No	No - But relates to manner in which one or more agency deliverables is provided		
42	31-21-60. Discrimination in relation to residential real estate-related transactions.	State	Statute	Defines the term "residential real estate-related transaction" and establishes that it is unlawful for any person or other entity whose business includes engaging in residential real estate-related transactions to discriminate against any person in making available such a transaction, or in the terms or conditions of the transaction, because of race, color, religion, sex, handicap, familial status, or national origin.	No	No - But relates to manner in which one or more agency deliverables is provided		
43	31-21-70. Application and exceptions.	State	Statute	Further explains jurisdiction and clarifies the law by restricting the Fair Housing Law's application to certain housing providers. Expands unlawful discrimination related to a disability or handicap to include issues such as a housing provider's failure to accommodate, a failure to permit a modification, or non-compliance with ANSI requirements for accessible design.	No	No - But relates to manner in which one or more agency deliverables is provided		
44	31-21-80. Interference with the exercise of any right under this chapter.	State	Statute	Makes it unlawful to coerce, intimidate, threaten, or interfere with any person in the exercise of, or on account of his having aided or encouraged any other person in the exercise of, any right granted under the Fair Housing Law.	No	No - But relates to manner in which one or more agency deliverables is provided		
45	31-21-90. Administration of chapter.	State	Statute	Provides that the Human Affairs Commissioners shall administer the Fair Housing Law, but may delegate responsibilities to Commission staff, such as investigating, conciliating, hearing, determining, ordering, certifying, reporting.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations

46	31-21-100. Powers of the Commission.	State	Statute	Explains the Commission's powers regarding the South Carolina Fair Housing Law, including (1) the ability to make regulations necessary to enforce the Fair Housing Law; (2) to make studies with respect to the nature and extent discriminatory fair housing practices; (3) the ability to work with the U.S. Department of Housing and Urban Development or another organizations and accept reimbursement from it; (4) the ability to accept gifts or bequests; and (5) the ability to institute proceedings in a court of competent jurisdiction, for cause shown, to seek appropriate temporary or preliminary injunctive relief pending final administrative disposition of a complaint.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
47	31-21-110. Investigations by commission; subpoenas.	State	Statute	Establishes the Commission's investigatory power and the power to issue subpoenas.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
48	31-21-120. Complaints; process and handling; conciliation; effect of local laws; civil action.	State	Statute	Explains the process by which a complaint of discrimination may be accepted for investigation at the Agency. Establishes the Commission's ability to conciliate matters through mutual agreements. Limits an investigation to 100 days unless there is a reason for an extension or delay. States that an investigation will end if a court action is filed regarding the matter.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
49	31-21-130. Investigator's report and recommendation; dismissal of or hearing on complaint; civil action; amending of complaint; subpoenas; hearing by commission; opinion and order; review; court appeals; enforcement orders.	State	Statute	Explains the procedures for completing an investigation and either dismisses the matter for lack of cause or recommends that the matter be heard in an administrative hearing before a panel of the Board of Commissioners because the complainant has met their burden of proof under Fair Housing Law. Establishes the right of either party to elect that a civil action be filed instead of an administrative hearing. Explains the hearing process if an administrative hearing is to be held.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
50	31-21-140. Civil action; damages.	State	Statute	Provides that a civil action shall be commenced within one year of the alleged discriminatory housing practice, though that period may be tolled during portions of the investigation. Explains that a complainant does not need to exhaust an administrative remedy through the Human Affairs Commission prior to filing a lawsuit in civil court. States that relief in a matter brought under the Fair Housing Law may include any permanent or temporary injunction, temporary restraining order, or other order, and may award the plaintiff actual damages, and punitive damages, together with court costs and reasonable attorney's fees in the case of a prevailing party.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
51	31-21-150. Coordination regarding complaint filed with multiple agencies.	State	Statute	States that the Agency will determine if a complainant has filed a similar complaint with the Federal Home Loan Bank Board, the Comptroller of the Currency, the Federal Deposit Insurance Corporation of the Federal Reserve System, the United States Department of Housing and Urban Development, or any other agency with authority to investigate and resolve complaints alleging a violation of this chapter in order to prevent duplicate complaints.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
52	65-210 General.	State	Regulation	Provides further clarification related to jurisdiction of the law for certain housing providers. Incorporates definitions from the Law for purposes of the regulations and provide additional definitions.	No	No - But relates to manner in which one or more agency deliverables is provided		
53	65-211 Discriminatory Housing Practices.	State	Regulation	Interprets certain prohibitions of unlawful conduct in the context of real estate practices; advertisements, statements and notices; representations on the availability of dwellings; blockbusting; and the provision of brokerage services.	No	No - But relates to manner in which one or more agency deliverables is provided		
54	65-213 Discrimination in Residential Real Estate-Related Transactions.	State	Regulation	Interprets certain prohibitions of unlawful conduct in the context of residential real estate-related transactions; the making of loans and in the provision of other financial assistance; the purchasing of loans; the terms and conditions for making available loans or other financial assistance; and in the selling, brokering, or appraising of residential real property.	No	No - But relates to manner in which one or more agency deliverables is provided		
55	65-215 Prohibition Against Discrimination Because of Handicap.	State	Regulation	Interprets certain prohibitions of unlawful conduct in the context of the protected class of disability by listing general prohibitions against discrimination because of handicap and by providing additional definitions.	No	No - But relates to manner in which one or more agency deliverables is provided		
56	65-217 Housing for Older Persons.	State	Regulation	Explains certain jurisdiction limitations for State and federal elderly housing programs, and fifty-five or over housing.	No	No - But relates to manner in which one or more agency deliverables is provided		

57	65-219 Interference, Coercion or Intimidation.	State	Regulation	Interprets unlawful conduct under 31-21-80, considered to be retaliatory or found to be an attempt to coerce, intimidate, threaten or interfere with any person in the exercise or enjoyment of, or on account of that person having exercised or enjoyed, or on account of that person having aided or encouraged enjoyment of, any right granted or protected by this section.	No		No - But relates to manner in which one or more agency deliverables is provided	
58	65-220 Complaints.	State	Regulation	Provides guidance related to the acceptance of complaints of discrimination by the Agency. Further explains when an amendment would be appropriate and how the complaint will be served by the Agency. Allows a respondent to answer the complaint.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
59	65-221 Referral of Complaints to State and Local Agencies.	State	Regulation	Explains the proper procedure for handling dually filed or duplicative complaints among local, state, and other agencies.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
60	65-223 Investigation Procedures.	State	Regulation	Provides the burden of proof in a housing investigation (reasonable cause) and gives the Investigator guidance on how to process and investigate file. States the need for the investigator to disclose final conclusions in a report to be made available to the parties.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
61	65-225 Conciliation Procedures.	State	Regulation	Requires the Commission to attempt conciliation with each complaint filed. Provides guidance on the type of relief that may be contemplated in a conciliation agreement.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
62	65-227 Issuance of Complaint.	State	Regulation	Explains how a reasonable cause determination should be issued and how an administrative pleading should be created to be served on the parties following a reasonable cause determination. Allows a party to elect to have the matter heard in a civil action in Common Pleas rather than through the administrative hearing before a panel of the Board of Commissioners.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
63	65-229 Other Action.	State	Regulation	Directs the Commission to notify agencies about a hearing if it has an interest in the enforcement of the respondent's obligation. Requires other agencies to cooperate with the Commissioner in furthering the purposes of Fair Housing.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
64	65-230 General Information.	State	Regulation	Contains the rules of practice and procedure established by the Commission for administrative proceeds, to include reasonably accommodating persons with disabilities and maintaining filed documents.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
65	65-231 Hearing Panel.	State	Regulation	Grants authority to the Chief Hearing Office of the administrative hearing panel, such as conducting the hearing, issuing subpoenas, ruling on evidence, and handling motions.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
66	65-232 Parties.	State	Regulation	Permits the parties to a complaint to be present at the hearing, as well as intervenors to the matter if they are aggrieved. States that there may be legal representatives for the parties, and the Commission. Requires that parties and others at the proceedings act with integrity and in an ethical manner.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
67	65-233 Pleadings, Motions and Discoveries.	State	Regulation	Indicates the types of pleadings necessary to an administrative hearing, and those which are permitted. Provides certain deadlines related to filing of pleadings and for discovery. Allows the Chief Hearing Officer to permit supplemental pleadings or amendments to pleadings, and gives him the right to require oral arguments on motions, and to issue subpoenas among other powers.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
68	65-234 Dismissal and Decisions.	State	Regulation	Requires that an administrative proceeding be dismissed if a separate suit is filed as a civil action.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
69	65-235 Hearing Procedures (Review and Enforcement).	State	Regulation	Provides guidance on the date and place that a hearing should be held and further provides who may be present to represent the parties. Explains the conduct of the hearing, to include the exclusion of certain evidence. States that the hearing shall be recorded and requires that an Order be issued and filed following the hearing's conclusion. Allows parties to request a reconsideration of an Order, and states that the hearing transcript will be made available after the hearing's conclusion. Explains the process by which a party may appeal the Order and states the way the Commission can seek enforcement of its Order.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
70	65-236 Certification.	State	Regulation	Authorizes and empowers the Chairman or Agency Head to certify documents or records of the Commission.	No		No - But relates to manner in which one or more agency deliverables is provided	
71	65-237 Availability and Construction of Rules.	State	Regulation	Establishes that the Agency should have the rules and regulations available to the public at its office.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations
72	65-240 Purpose.	State	Regulation	States that the purpose of the regulation is to assist advertising media and agencies.	No		No - Does not relate directly to any agency deliverables	

73	65-242 Scope.	State	Regulation	Provides the scope of the rule and states that persons who fail to use the appropriate criteria will be subject to reasonable cause determinations when necessary.	No			No - But relates to manner in which one or more agency deliverables is provided	
74	65-244 Use of Words, Phrases, Symbols, and Visual Aids.	State	Regulation	Provides certain words, phrases, symbols, and forms that may be considered discriminatory by the Commission when investigating an allegation of discrimination in housing advertisements.	No			No - But relates to manner in which one or more agency deliverables is provided	
75	65-246 Selective Use of Advertising Media or Content.	State	Regulation	Explains that content in and use of housing advertising may be considered discriminatory by the Agency if such advertising appears to have a discriminatory impact by being targeted for a particular protected class.	No			No - But relates to manner in which one or more agency deliverables is provided	
76	42 U.S.C. §§ 3601 - 3619*	Federal	Statute	The Federal Fair Housing Act defines the discriminatory fair housing practices and the enforcement procedure for Fair Housing violations. The South Carolina Fair Housing Law is substantially equivalent to the Federal Fair Housing Act.	No			No - But relates to manner in which one or more agency deliverables is provided	
77	ANSI A117.1	State	Regulation	The American National Standard for Buildings and Facilities Providing Accessibility and Usability for Physically Handicapped People requirements have been incorporated by reference into 31-21-70(H) and provide a "safe harbor" for housing providers to remain in compliance with Fair Housing Law requirements.	No			No - But relates to manner in which one or more agency deliverables is provided	
78	45-9-10. All persons entitled to equal enjoyment of and privileges to public accommodations; places of public accommodation; "supported by state action" defined.	State	Statute	Provides that all persons should be entitled to the full and equal enjoyment of the services and accommodations of any place of public accommodation, regardless of their race, color, religion, or national origin. Defines those locations that are considered places of public accommodation under the law. Defines "supported by state action."	No			No - But relates to manner in which one or more agency deliverables is provided	
79	45-9-20. Exception for private establishments.	State	Statute	Provides that the chapter does not apply to a private club or other establishment not in fact open to the general public.	No			No - But relates to manner in which one or more agency deliverables is provided	
80	45-9-30. Deprivation of right to equal enjoyment of and privileges to public accommodations prohibited.	State	Statute	Prohibits persons from depriving or attempting to deprive others from the rights of equal enjoyment in places of public accommodations.	No			No - But relates to manner in which one or more agency deliverables is provided	
81	45-9-40. Processing of complaints; review by State Human Affairs Commission; complaint by Attorney General.	State	Statute	Provides that after receipt of the investigation into complaints by Attorney General (AG) and SLED, Agency shall conduct an investigation to determine whether there is reasonable cause that Article I rights to public accommodations were violated. If reasonable cause is found, Agency Chairman informs AG. After the AG brings an action, Agency panel will conduct a hearing on the matter on the allegations presented. If a license revocation proceeding is initiated, a separate Commission panel will conduct the hearing.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations	
82	45-9-50. Hearing on complaint by Attorney General; notice of hearing.	State	Statute	Provides that a panel of Agency members, designated by Chairman must hold a hearing within 60 days of the AG complaint and provide notice of the hearing.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations	
83	45-9-60. State Human Affairs Commission may establish rules of procedure for hearings; subpoenas; rights of persons charged; rules of evidence	State	Statute	Provides that the Agency may establish rules of procedure for hearings related to allegations of discrimination in a place of public accommodation. Provides that Commission shall grant relief for Article I violations and may order reimbursement for costs incurred in conducting hearings.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations	
84	45-9-65. Liability of employer for acts of employee; conditions under which revocation of license not required for pattern or practice of discriminatory conduct.	State	Statute	Provides conditions where Agency may find discrimination but not require revocation of license. Provides that Agency may find employers are not liable for acts of employee unless it was reasonably known to the licensee, permittee, or managing agent.	No			No - But relates to manner in which one or more agency deliverables is provided	
85	45-9-70. Right to intervene in action.	State	Statute	Provides that panel shall consider whether intervention will unduly delay or prejudice adjudication of rights of the original parties.	Yes			No - But relates to manner in which one or more agency deliverables is provided	
86	45-9-75. Final decision of panel; appeals.	State	Statute	Provides that the final Agency decision shall be in writing and list licenses or permits to be revoked.	Yes	Yes	Other service or product our agency must/may provide	Adjudication of discrimination investigations	

87	45-9-80. Attorney General to notify permitting, regulatory, or licensing authority of violations; immediate revocation of license or permit; enforcement of panel's decision; violators not to obtain license or permit for three years.	State	Statute	Authority not granted to Agency. The statute states that if the Agency determines a violation occurred, then the Attorney General must notify the licensing, permitting, or regulatory entity of the violation in order to revoke the same.	No	No - But relates to manner in which one or more agency deliverables is provided
88	45-9-85. Penalty for violating confidentiality provisions.	State	Statute	Violators of confidentiality provisions in 42-9-60 subject to fine or imprisonment.	No	No - But relates to manner in which one or more agency deliverables is provided
89	45-9-90. Penalty for violating provisions of Article 1.	State	Statute	Violators of Article I subject to misdemeanor conviction along with fine and/or imprisonment.	No	No - But relates to manner in which one or more agency deliverables is provided
90	45-9-100. Action for damages by aggrieved party; minimum damages for violation.	State	Statute	Provides that party may file a suit in circuit court for recovery of damages subject to 45-9-110 limitations.	No	No - Does not relate directly to any agency deliverables
91	45-9-110. Prerequisites to action for damages; conciliation.	State	Statute	Establishes the process by which a charge of unlawful discrimination or segregation may be conciliated by the Agency, and requires that a complaining party seek conciliation through the Agency before filing a lawsuit.	No	No - But relates to manner in which one or more agency deliverables is provided
92	45-9-120. Prerequisites to action for damages not to limit right to pursue license revocation or criminal penalties.	State	Statute	Establishes 45-9-110 limitations do not apply to pursuit of license revocation and criminal penalties.	No	No - But relates to manner in which one or more agency deliverables is provided
93	70.1 (HAC: Human Affairs Forum Carry Forward)	State	Proviso	States that revenue from donations and registration fees from Forums shall be retained and carried forward for general operations.	No	No - But relates to sources of funding for one or more agency deliverables
94	70.2 (HAC: Training Revenue)	State	Proviso	States that revenue from fees from training and technical assistance shall be retained and carried forward for general operations.	No	No - But relates to sources of funding for one or more agency deliverables
95	70.3 (HAC: Revenue from Copying Fees)	State	Proviso	States that revenue derived from copies of Commission files, opinions, and Orders shall be retained and carried forward for general operations.	No	No - But relates to sources of funding for one or more agency deliverables
96	117.13(GP: Discrimination Policy)	State	Proviso	Reaffirms the State's discrimination policy and describes the details required to be included in the Commission's report on State Agency Affirmative Action Plans and Programs.	Yes	Yes Report our agency must/may provide

Agency Name: HUMAN AFFAIRS COMMISSION

Agency Code: L360 Section: 70

Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.</i>
Compliance - EEO Enforcement and Fair Housing	Complainant or Individual filing a complaint of discrimination	Provides timely and professional assistance and processes the charge of discrimination to a successful resolution.	General Public	All Citizens employed or seeking employment. All Citizens living in rental homes, neighborhoods or purchasing homes or seeking rentals.
Compliance - EEO Enforcement and Fair Housing	Respondent or business to which the complaint is filed against	Provides timely and professional assistance and processes the charge of discrimination to a successful resolution.	Industry	All private Industry or Businesses. All private Rental Businesses and Realtors.
Compliance - EEO Enforcement and Fair Housing	Attorneys representing the Complainant or Respondent	Provides timely and professional assistance and processes the charge of discrimination to a successful resolution.	Industry	Law Firms
Consultative Services - Technical Services	State Agencies, organizations and individuals receiving training services and/or affirmative action program assistance	Provides knowledge and assistance which will enhance their capacity to carry out the responsibilities to contribute to the prevention and elimination of unlawful discrimination.	General Public	All citizens employed by state government Private industry seeking EEO training
Consultative Services - Community Relations	Local Community Relations Councils which receive assistance in developing local issue resolution capabilities	Provides assistance to enable local communities to enhance their capacity to address local issues related to diversity thereby serving their citizens, promoting harmony, and improving the quality of life in local communities.	General Public	All citizens seeking to promote harmony related to matters of human diversity
Compliance - EEO Enforcement	US Equal Employment Opportunity Commission (EEOC)	Processes complaints where contractual obligations and responsibilities are successfully fulfilled.	Industry	Federal Government
Compliance - Fair Housing	US Department of Housing and Urban Development (HUD)	Processes complaints where contractual obligations and responsibilities are successfully fulfilled.	Industry	Federal Government

Agency Name:

HUMAN AFFAIRS COMMISSION

Fiscal Year 2017-2018

Accountability Report

Agency Code:

L360

Section:

070

Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	
Citizens of SC	Individual	Enforce the laws in an impartial and timely manner, and to help prevent discrimination through promoting harmony among a diverse group of people.	1.1.1, 1.1.2, 1.2.1, 2.1.1, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 4.1.1, 4.1.2, 4.2.2, 4.3.1, 5.1.1, 5.2.1
Business/Companies	Private Business Organization	Enforce the laws in an impartial and timely manner, and to help prevent discrimination through promoting harmony among a diverse group of people.	1.1.1, 1.1.2, 1.2.1, 2.1.1, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 4.1.1, 4.1.2, 4.2.2, 4.3.1, 5.1.1, 5.2.1
Governor	State Government	Enforce the laws in an impartial and timely manner, and to help prevent discrimination through promoting harmony among a diverse group of people. Request funds to efficiently and effectively carry out the mission of the Agency and train Board Members appointed by Governor about the Agency's mission and operations.	1.1.1, 1.1.2, 1.2.1, 2.2.1, 2.2.2, 2.2.3, 3.2.1, 4.1.1, 4.3.1, 5.1.1, 5.1.2
State Legislature	State Government	Enforce the laws in an impartial and timely manner, and to help prevent discrimination through promoting harmony among a diverse group of people. Request funds to efficiently and effectively carry out the mission of the Agency and train Board Members appointed by the Governor with the advice and consent of the Senate about the Agency's mission and operations.	1.1.1, 1.1.2, 1.2.1, 2.2.1, 2.2.2, 2.2.3, 3.2.1, 4.1.1, 5.1.1, 4.3.1, 5.1.2
State Agencies	State Government	Monitor State Agency Affirmative Action Plans including hiring and promotion practices and train managers on methods to prevent and eliminate discrimination.	1.1.1, 1.2.1, 3.1.2, 3.1.3, 5.1.1, 5.1.2, 5.2.1, 5.2.2
US Equal Employment Opportunity Commission (EEOC)	Federal Government	Enforce Employment laws in an impartial and timely manner, and to help prevent discrimination through promoting harmony among a diverse group of people.	1.1.1, 1.1.2, 1.2.1, 3.1.2, 3.1.3, 5.1.1, 5.1.2
US Department of Housing and Urban Development (HUD)	Federal Government	Enforce Housing laws in an impartial and timely manner, and to help prevent discrimination through promoting harmony among a diverse group of people.	2.1.1, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.1.3
Community Relations Councils - Local Government - Counties/Municipalities	Local Government	To help prevent discrimination through constructive dialogue thereby promoting harmony among a diverse group of people.	4.1.1, 4.1.2, 4.2.1, 4.2.2, 4.3.1
US Department of Justice		Share information and coordinate activities related to preventing	4.1.1, 4.1.2, 4.2.1, 4.2.2

Agency Name: HUMAN AFFAIRS COMMISSION

Fiscal Year 2017-2018
Accountability Report

Agency Code: L360 Section: 070

Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	Report	Annual House Restructuring Report	House Legislative Oversight Committee	State	Annually	September 15, 2017	Overview of Agency's mission and vision. Review of Agency's strategic plan, legal standards, structure, budget, partners and goals	http://www.scstatehouse.gov/reports/reports.php
2	Report	Accountability Report	Executive Budget Office	State	Annually	September 15, 2017	Overview of Agency's mission and vision. Review of Agency's strategic plan, legal standards, structure, budget, partners and goals	http://www.scstatehouse.gov/reports/reports.php
3	Report	Agency Contract Performance Report (322)	US Equal Employment Opportunity Commission	Federal	Monthly	5th of each Month	Agency Complaint Closures	Internal - Report on EEOC IMS Software
4	Report	Annual Report to the General Assembly	General Assembly	State	Annually	February 1, 2018	Status of Equal Employment Opportunity in State Government	http://www.scstatehouse.gov/reports/reports.php
5	Report	Onsite Monitoring Questionnaire	US Department of Housing and Urban Development	Federal	Annually	June 30, 2017	Performance standards, reporting, recordkeeping, budget and finance and data support system requirements	Internal Records
6	Report	SC State Agencies and Colleges/Universities Recycling and Buying Recycled Annual Report	SC Department of Health and Environmental Control	State	Annually	September 15, 2017	Amount of material Agency recycled and products purchased from recycled material.	http://www.scdhec.gov/Library/OR-1339.pdf
7	Review	State Auditor Report	State Auditors Office	State	Annually	07/1/2017 - 06/30/2018	Financial Transactions	http://osa.sc.gov
8	Review	HR Audit of Delegated Transactions	State OHR Office	State	Annually	07/1/2017 - 06/30/2018	HR Transactions	Internal - Agency HR Director
9	Review	Fair Housing Assistance Program; Performance Assessment US Department of Housing and Urban Development (HUD)	US Department of Housing and Urban Development	Federal	Annually	07/1/2017 - 06/30/2018	Case Closure Type	Internal
10	Review	US Equal Employment Opportunity Commission (EEOC) (Reviews a minimum of 10% of Employment Case Closures to monitor quality of work)	US Equal Employment Opportunity Commission	Federal	Annually	10/1/2017 - 09/30/2018	Case Closure Type	Internal - EEOC only

Fiscal Year 2019-20 Budget Request Executive Summary

Agency Code: L360
 Agency Name: Human Affairs Commission
 Section: 70

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	South Carolina Pregnancy Accommodations Act - H.3865 - Trainer	70,708				70,708	1.00				1.00
2	B2 - Non-Recurring	South Carolina Pregnancy Accommodations Act - H.3865 - Training	70,100				70,100					0.00
3	B1 - Recurring	Bilingual Housing Investigator	68,930				68,930	1.00				1.00
4							0					0.00
5							0					0.00
6							0					0.00
7							0					0.00
8							0					0.00
9							0					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
21							0					0.00
22							0					0.00
23							0					0.00
24							0					0.00
25							0					0.00
26							0					0.00
27							0					0.00
28							0					0.00
29							0					0.00
30							0					0.00
TOTAL BUDGET REQUESTS			209,738	0	0	0	209,738	2.00	0.00	0.00	0.00	2.00



**Fiscal Year 2019-20
Agency Budget Plan**

FORM A - BUDGET PLAN SUMMARY

**OPERATING
REQUESTS
(FORM B1)**

For FY 2019-20, my agency is (mark "X"):	
<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
<input type="checkbox"/>	Requesting Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**NON-RECURRING
REQUESTS
(FORM B2)**

For FY 2019-20, my agency is (mark "X"):	
<input checked="" type="checkbox"/>	Requesting Non-Recurring Appropriations.
<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**CAPITAL
REQUESTS
(FORM C)**

For FY 2019-20, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting funding for Capital Projects.
<input checked="" type="checkbox"/>	Not requesting any changes.

**PROVISOS
(FORM D)**

For FY 2019-20, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
<input checked="" type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
PRIMARY CONTACT:	Raymond Buxton, II	803-737-7826	rbuxton@schac.sc.gov
SECONDARY CONTACT:	Christina Jordan	803-737-7804	cjordan@schac.sc.gov

I have reviewed and approved the enclosed FY 2019-20 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

SIGN/DATE:	<i>Agency Director</i>	<i>Board or Commission Chair</i>
TYPE/PRINT NAME:	Raymond Buxton, II	John A. Oakland

This form must be signed by the agency head – not a delegate.

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	1
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	South Carolina Pregnancy Accommodations Act - H.3865 - Trainer
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Provide a brief, descriptive title for this request.

AMOUNT	General: 70,708 Federal: 0 Other: 0 Total: 70,708
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What is the net change in requested appropriations for FY 2019-20? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	1.00
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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 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 checked="" 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 checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # <u>2</u>

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<input checked="" 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

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

ACCOUNTABILITY OF FUNDS	<p>The specific Agency strategy that this funding request supports is: 5.2 – Provide Affirmative Action and Employment Law training to all State agencies.</p> <p>The funds requested will allow the Agency to develop courses of instruction and conduct ongoing public education efforts as necessary to inform employers, employees, employment agencies, and applicants for employment about their rights and responsibilities under the South Carolina Pregnancy Accommodation Act.</p>
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What specific strategy, as outlined in the FY 2018-19 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	<p>The Consultative Services Division: These funds will be utilized to support one (1) FTE for training within the Technical Services Department.</p>
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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>The South Carolina Pregnancy Accommodations Act (PAA) was signed by Governor McMaster on 5/17/2018. Within this Act, the South Carolina Human Affairs Commission (SCHAC) is tasked with developing courses of instruction and conducting ongoing public education efforts to inform employers, employees, employment agencies, and applicants for employment about their rights and responsibilities under the PAA.</p> <p>Program Coordinator I Salary: \$40,000 Program Coordinator I Fringe: \$14,240 (35.60%) Other Operating: \$16,468 (Cell phone, travel, printing)</p> <p>If the funding is not received, SCHAC will not have sufficient staffing and funds to provide ongoing public education for the citizens and businesses of South Carolina.</p> <p>SCHAC currently does not have any open FTE positions.</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. If new positions have been requested, explain why existing vacancies are not sufficient.

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	3
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Bilingual Housing Investigator
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$68,930 Federal: \$0 Other: \$0 Total: \$68,930
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What is the net change in requested appropriations for FY 2019-20? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	1.00
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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
	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 type="checkbox"/>	Public Infrastructure and Economic Development
	<input checked="" type="checkbox"/>	Government and Citizens

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

ACCOUNTABILITY OF FUNDS	<p>The specific Agency strategies that this funding request supports is: 2.1 – Enhance the awareness of the Housing Division to include the awareness of the Agency in underserved counties and 2.2 – Implement an efficient processing system for Housing discrimination complaints.</p> <p>The funds requested will allow the Agency to hire an additional Bilingual Housing Investigator to assist with ongoing public education and outreach within the Spanish speaking community as well to investigate the historically high case load that the Fair Housing Department is experiencing.</p>
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What specific strategy, as outlined in the FY 2018-19 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	<p>The Compliance Division – Fair Housing Department. These funds will be utilized to support one (1) Bilingual Housing Investigator within the Fair Housing Department.</p>
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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>The South Carolina Fair Housing Law makes it illegal to discriminate in housing because of race, color, religion, sex, national origin, physical or mental handicaps, or familial status (families with children). The South Carolina Human Affairs Commission has a historically high fair housing case load. A large number of these cases are from the Spanish speaking community, necessitating SCHAC have an additional bilingual investigator who is able to assist these individuals when they feel they have been unlawfully discriminated against in the sale, rental, and financing of residential housing.</p> <p>Program Coordinator I Salary: \$40,000 Program Coordinator I Fringe: \$14,240 (35.60%) Other Operating: \$14,690 (Cell phone, travel, office supplies)</p> <p>If the funding is not received, SCHAC will not have sufficient staffing and funds to complete their current case load, potentially resulting in a decrease of funds from the US Department of Housing and Urban Development.</p> <p>SCHAC currently does not have any open FTE positions.</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. If new positions have been requested, explain why existing vacancies are not sufficient.

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	2
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	South Carolina Pregnancy Accommodations Act - H.3865 - Training
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Provide a brief, descriptive title for this request.

AMOUNT	\$70,100
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What is the net change in requested appropriations for FY 2019-20? 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 checked="" 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>1</u>	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:
	<input checked="" 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: 5.2 – Provide Affirmative Action and Employment Law training to all State agencies.
	The funds requested will allow the Agency to develop courses of instruction for ongoing public education efforts as necessary to inform employers, employees, employment agencies, and applicants for employment about their rights and responsibilities under the South Carolina Pregnancy Accommodation Act.

What specific strategy, as outlined in the FY 2018-19 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:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

RECIPIENTS OF FUNDS	<p>The recipients of these funds will be vendors working with the South Carolina Human Affairs Commission and would be based upon predetermined eligibility criteria, existing formulas, and the Procurement Process.</p>
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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>The South Carolina Pregnancy Accommodations Act (PAA) was signed by Governor McMaster on 5/17/2018. Within this Act, the South Carolina Human Affairs Commission (SCHAC) is tasked with developing courses of instruction and conducting ongoing public education efforts to inform employers, employees, employment agencies, and applicants for employment about their rights and responsibilities under the PAA.</p> <p>Consultant to Assist in Creation of Courses of Instruction: \$67,500 (90 days, 7.5 hours/day, \$100/hour) Other Operating: \$2,600 (Laptops, projector for classes)</p> <p>If the funding is not received, SCHAC will not be able to create a course of training for public education for the citizens and businesses of South Carolina on the PAA.</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:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	N/A
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	N/A
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Provide a brief, descriptive title for this request.

AMOUNT	N/A
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How much is requested for this project in FY 2019-20? This amount should correspond to the total for all funding sources on the Executive Summary.

CPIP PRIORITY	N/A
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Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.

OTHER APPROVALS	N/A
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What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)

LONG-TERM PLANNING AND SUSTAINABILITY	N/A
--	-----

What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

SUMMARY	N/A
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Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

FORM D – PROVISIO REVISION REQUEST

NUMBER	N/A
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Cite the proviso according to the renumbered list for FY 2019-20 (or mark "NEW").

TITLE	N/A
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Provide the title from the FY 2018-19 Appropriations Act or suggest a short title for any new request.

BUDGET PROGRAM	N/A
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2019-20? If so, cite it here.

REQUESTED ACTION	N/A
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Choose from: Add, Delete, Amend, or Codify.

OTHER AGENCIES AFFECTED	N/A
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Which other agencies would be affected by the recommended action? How?

SUMMARY & EXPLANATION	N/A
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

FISCAL IMPACT	N/A
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Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISOR TEXT	N/A
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Paste FY 2018-19 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

**FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION
CONTINGENCY PLAN**

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
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AMOUNT	<p>\$72,319</p> <p><i>What is the General Fund 3% reduction amount (minimum based on the FY 2018-19 recurring appropriations)? This amount should correspond to the reduction spreadsheet prepared by EBO.</i></p>
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ASSOCIATED FTE REDUCTIONS	<p>The Human Affairs Commission will plan to reduce 2 State FTEs in association with this General Fund reduction.</p> <p><i>How many FTEs would be reduced in association with this General Fund reduction?</i></p>
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PROGRAM/ACTIVITY IMPACT	<p>The Compliance Division would be impacted by the General Funds identified.</p> <p><i>What programs or activities are supported by the General Funds identified?</i></p>
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AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

SUMMARY	<p>The service delivery impact caused by a reduction in General Fund Appropriations will increase the agency's average processing time and decrease the number of cases that it can reasonably process. The Agency's Compliance Division contracts with the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Housing and Urban Development (HUD) to process employment and housing cases. The Agency's goal is to investigate its employment cases within 180 days and HUD cases within 100 days.</p> <p>The increase in average case processing time will adversely impact citizens and businesses that depend upon a quick resolution to matters that can be highly sensitive in nature. In addition, less investigators processing complaints will negatively affect the number of discriminatory allegations being investigated by the State of South Carolina and will allow the Federal Government to have exclusive jurisdiction to resolve charges.</p> <p>The anticipated reductions were determined by the Governor's Office and the Executive Budget Office.</p>
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Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.

AGENCY COST SAVINGS PLANS	<p>A reduction of more than \$50,000 will require a reduction in staffing at the SC Human Affairs Commission. The Agency would need to perform a Reduction in Force of 2 State FTEs, a savings of approximately \$88,005.</p> <p>The Agency will repurpose the funds to provide training in efforts to maintain efficiency and strive to complete the Agency's agreements with the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Housing and Urban Development (HUD).</p>
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What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	N/A
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Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	N/A
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What is the expected savings to South Carolina’s businesses and citizens that is generated by this proposal? The savings could be related to time or money.

FACTORS ASSOCIATED WITH THE REQUEST	<p>Mark “X” for all that apply:</p> <input type="checkbox"/> Repeal or revision of regulations. <input type="checkbox"/> Reduction of agency fees or fines to businesses or citizens. <input type="checkbox"/> Greater efficiency in agency services or reduction in compliance burden. <input type="checkbox"/> Other
--	--

METHOD OF CALCULATION	N/A
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Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

REDUCTION OF FEES OR FINES	N/A
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Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?

REDUCTION OF REGULATION	N/A
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Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?

AGENCY NAME:	South Carolina Human Affairs Commission		
AGENCY CODE:	L360	SECTION:	70

SUMMARY

N/A

*Provide an explanation of the proposal and its positive results on businesses or citizens.
How will the request affect agency operations?*

Fiscal Year 2019-20 Operating Request Detail

Agency Code:
Agency Name:
Section:
Request Item:
Priority Number:

L360
Human Affairs Commission
70
South Carolina Pregnancy Accommodations Act - H.3865 - Trainor
1

FUNDING BALANCING					FTES BALANCING				
State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
70,708	0	0	0	70,708	1.00	0.00	0.00	0.00	1.00
0	0	0	0	0	0.00	0.00	0.00	0.00	0.00

REQUEST DETAIL			FUNDING					FTES				
Funded Program	Commitment Item	New Position Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
0502.000000.000 - Consultive Services	501058 - Classified Positions	Program Coordinator I	40,000				40,000	1.00				1.00
0502.000000.000 - Consultive Services	513000 - Employer Contributions		14,240				14,240					0.00
0502.000000.000 - Consultive Services	512001 - Other Operating Expenses		16,468				16,468					0.00
			0				0					0.00
			0				0					0.00
			0				0					0.00
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			0				0					0.00
TOTAL BUDGET REQUEST DETAIL			70,708	0	0	0	70,708	1.00	0.00	0.00	0.00	1.00

Fiscal Year 2019-20 Operating Request Detail

12/21/2018 3:52 PM

Agency Code:
Agency Name:
Section:
Request Item:
Priority Number:

L360
Human Affairs Commission
70
South Carolina Pregnancy Accommodations Act - H.3865 - Training
2

FUNDING BALANCING					FTES BALANCING				
State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
70,100	0	0	0	70,100	0.00	0.00	0.00	0.00	0.00
0	0	0	0	0	0.00	0.00	0.00	0.00	0.00

1			FUNDING					FTES				
Funded Program	Commitment Item	New Position Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
0502.000000.000 - Consultive Services	512001 - Other Operating Expenses		70,100				70,100					0.00
							0					0.00
							0					0.00
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TOTAL BUDGET REQUEST DETAIL			70,100	0	0	0	70,100	0.00	0.00	0.00	0.00	0.00

Transportation and Regulatory Subcommittee Proviso Request Summary

Proviso # in FY 19-20 Act	Proviso Title	Short Summary	Agency Recommended Action (keep, change, delete, add)
70.1	HAC: Human Affairs Forum Carry Forward	All revenue derived from donations and registration fees received for attendance at Human Affairs Forums shall be retained and carried forward and expended for the purpose of general operations of the Human Affairs Commission.	Keep
70.2	HAC: Training Revenue	All revenue derived from fees received from training and technical assistance provided by the Human Affairs Commission to entities other than state agencies shall be retained, carried forward, and expended for the purpose of general operations of the Human Affairs Commission.	Keep
70.3	HAC: Revenue from Copying Fees	All revenue derived from providing requested copies of commission files, final opinions, orders, and determinations shall be retained, carried forward, and expended for the purpose of general operations of the Human Affairs Commission.	Keep

1 funding equal to the billing from the district refusing to pay and submit the funding (equal to the invoice) to the department. If
2 adequate funding is not received, the department shall have the flexibility to use funds from other programmatic areas to maintain
3 an appropriate level of service.

4 **67.13.** (DJJ: Early Release Authorization) In order to avoid unconstitutional levels of overcrowding and other unconstitutional
5 conditions from occurring in facilities operated by the department and in residential programs operated for the department, the
6 number of children housed in residential placements (either committed to the custody of the Department of Juvenile Justice or who
7 are under the department's supervision) shall not exceed the number of beds available to the department to house them. Should
8 appropriation reductions necessitate that the department close any additional facility, program, or housing unit it operates, or to be
9 unable to fund any additional residential program operated for its benefit, the department is authorized and empowered to release
10 from its residential placements sufficient numbers of children committed to its custody or supervision for a status offense, a
11 misdemeanor offense, other than Assault and Battery of a High and Aggravated Nature and Assault with Intent to Kill, or for
12 violation of probation/contempt of a status offense or a misdemeanor offense, other than Assault and Battery of a High and
13 Aggravated Nature and Assault with Intent to Kill, so that the number of children in its custody or under its supervision and placed
14 in these residential placements does not exceed the number of housing units/beds available to properly house those children. No
15 child adjudicated delinquent for a violent crime as defined in Section 16-1-60 of the 1976 Code, a felony offense as defined in
16 Section 16-1-90 of the 1976 Code, or a sexual offense shall be released pursuant to this proviso.

17 18 **SECTION 70 - L360 - HUMAN AFFAIRS COMMISSION**

19
20 **70.1.** (HAC: Human Affairs Forum Carry Forward) All revenue derived from donations and registration fees received for
21 attendance at Human Affairs Forums shall be retained and carried forward and expended for the purpose of general operations of
22 the Human Affairs Commission.

23 **70.2.** (HAC: Training Revenue) All revenue derived from fees received from training and technical assistance provided by the
24 Human Affairs Commission to entities other than state agencies shall be retained, carried forward, and expended for the purpose of
25 general operations of the Human Affairs Commission.

26 **70.3.** (HAC: Revenue from Copying Fees) All revenue derived from providing requested copies of commission files, final
27 opinions, orders, and determinations shall be retained, carried forward, and expended for the purpose of general operations of the
28 Human Affairs Commission.

29 30 **SECTION 71 - L460 - COMMISSION FOR MINORITY AFFAIRS**

31
32 **71.1.** (CMA: Private Contributions and Sponsorship) Monies derived from private sources for agency research, forums,
33 training, and institutes may be retained and expended by the commission for the said purpose. Any remaining balance may be
34 carried forward and expended for the same purpose.

35 **71.2.** (CMA: Carry Forward Registration Fees) Revenue derived from registration fees received from training and institutes
36 may be retained and carried forward for the purpose of conducting future training and institutes.

Budget Transaction Report

Last Run Date: 12/21/18

Business Area	Fund	State Funded Program	Commitment item	Document Number	Process	Original Budget	Carry Forwards	Current Budget
HUMAN AFFAIRS COMM	GENERAL FUND	STATEWIDE CF APPRO	MISC OPS	1000567333	COVR		143,765.17	143,765.17
HUMAN AFFAIRS COMM	GENERAL FUND	Community Relations	MISC OPS	1000560862	COVR		7,121.8	7,121.8

Human Affairs Commission FTE Breakdown				
			Average Tenure	
Department	Title	Count	Years	Months
Administration		6	10	2
Community Relations		2	-	-
EEO Enforcement	Investigator	14	1	8
EEO Enforcement	Senior Consultant	3	22	6
Fair Housing	Admin Specialist	1	7	5
Fair Housing	Director	1	5	6
Fair Housing	Investigator	5	6	10
Intake	Admin Specialist	2	-	11
Intake	Investigator	3	4	1
Intake	Supervisor	1	3	-
Legal		4	2	8
Technical Services		3	-	3
Public Relations		1	3	7
Grand Total		46	5	-

Human Affairs Commission Temporary Employee Breakdown				
			Average Tenure	
Department	Title	Count	Years	Months
Mediation		1	38	8
Grand Total		1	38	8



December 10th, 2018

Mr. Ray Buxton
South Carolina Human Affairs Commission
1026 Sumter Street
Columbia, SC 29201

Dear Commissioner Buxton:

The South Carolina Chamber of Commerce and the state's business community appreciate the job the South Carolina Human Affairs Commission does. Businesses from across the state work diligently every day to make sure their workplaces are free from discrimination. The Commission can always be counted on to provide fast case processing times, a fair process, and prompt communication. Having a state agency, instead of a federal agency, administer the process continues to allow for matters to be dealt with in a timely, fair and efficient manner.

Thank you, your team and the agency for the work you do. The South Carolina Human Affairs Commission plays a key role for South Carolina.

Sincerely,

Ted Pitts
President and CEO
SC Chamber of Commerce

Lou Kennedy
Chairman of the Board
SC Chamber of Commerce

1301 Gervais Street
Suite 1100
Columbia, SC 29201

(803) 799-4601

Fax
(803) 779-6043

www.scchamber.net



April 26, 2017

Commissioner Raymond Buxton, II
South Carolina Human Affairs Commission
1026 Sumter Street
Columbia, SC 29201

Dear Commissioner Buxton:

I am writing today to express the South Carolina Bar's support of the work of the South Carolina Human Affairs Commission. Attorneys across the state work diligently every day to ensure that businesses and workplaces are free from unlawful discrimination by representing employers and employees, and by offering preventative advice on a variety of issues.

It is in the best interest of our state, its citizens, and businesses to have the South Carolina Human Affairs Commission continue to investigate allegations of discrimination with efficiency and quality in order to provide protections to all parties, whether or not the party is represented by counsel. The Commission can always be counted on to provide efficient case processing times, a fair process, and answer questions about their process. Additionally, SCHAC's free mediation program is a valuable service to Bar members, as well as other parties involved in pending investigations.

The South Carolina Bar is hopeful that the General Assembly understands the valuable role that the South Carolina Human Affairs Commission plays in our State.

Sincerely yours,

William K. Witherspoon
President