



## South Carolina Planning Education Advisory Committee (SCPEAC)

November 9, 2023

### NOTICE OF DECISION

**Title of Program:** Folly Boards and Commissions Ethics Continuing Education

**Organization:** City of Folly Beach

**The following action has been taken by the SCPEAC on this application:**

RECEIVED BY THE COMMITTEE      Date: October 3, 2023

REVIEWED BY THE COMMITTEE      Date: October 4, 2023

ACCEPTED WITHOUT OBJECTION      Date: \_\_\_\_\_

- a)      X   ACCREDITED for: 90 min. CE credits: 1.5
- b)    \_\_\_\_\_ DENIED ACCREDITATION
- c)    \_\_\_\_\_ RETURNED for more information

**If accredited:**

a)    Authorized Course No.: 2023-03

b)    Date of accreditation: October 4, 2023

Certification Signature, MASC Administrative Representative: L.P. Floyd

Certification Signature, SCPEAC Representative: Stephanie Monroe Tilsen

**For further information, contact Urica Floyd at 803-354-4754  
or the committee at [SCPEAC@masc.sc](mailto:SCPEAC@masc.sc).**

Municipal Association of SC • 1411 Gervais Street • Columbia, SC • 29201

Phone: 803-933-1228

Email: [SCPEAC@masc.sc](mailto:SCPEAC@masc.sc)

Website: <https://www.scstatehouse.gov/SCPEAC/>

**LOCAL OFFICIAL'S CERTIFICATION OF NEED  
FOR CONTINUING EDUCATION PROGRAM**

**NOTE:** The Planning Director of a jurisdiction, or the COG Director serving a jurisdiction, may certify to the SCPEAC that a particular continuing education program is appropriate to meet the needs of that jurisdiction.

This certification form, together with the required information referenced therein, shall be submitted to the Committee. **If no objections are raised** by a member of the SCPEAC within 10 business days of receipt, the continuing education program shall be considered accepted. If an objection is raised, a teleconference meeting shall be scheduled, with appropriate public notice, as soon as reasonably possible, to review the application.

Applications are due no later than 30 days prior to the first scheduled presentation of a program or class. The Committee will consider extenuating circumstances where the 30 day deadline cannot be met.

**1. Certifying Official's Information:**

- a. Name: Jenna Stephens
- b. Title: Zoning Administrator
- c. Jurisdiction for which certification is being made: City of Folly Beach
- d. Address of Jurisdiction: 21 Center St.
- e. City: Folly Beach Zip Code: 29439
- f. Telephone: 843-693-1101 Email: jstephens@follybeach.gov
- g. For COG Directors:
  - i. Name of COG: \_\_\_\_\_
  - ii. Address of COG: \_\_\_\_\_
  - iii. City: \_\_\_\_\_ Zip Code: \_\_\_\_\_
  - iv. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Information on Educational Program:**

- a. Title of Program: Folly Boards and Commissions Ethics Continuing Education
- b. Name of Organization providing/sponsoring the Program: City of Folly Beach
  - i. Address: 21 Center Street
  - ii. City: Folly Beach Zip Code: 29439
  - iii. Contact Person: Jenna Stephens
  - iv. Title: Zoning Administrator
  - v. Telephone: 843-693-1101 Email: jstephens@follybeach.gov
- c. Date(s) & Location(s) of Program:  
November 6, 6pm, Folly Beach City Council Chambers
- d. Briefly describe the program and why it is relevant to your jurisdiction:  
This training satisfies a city requirement that all board and commission members take 1 hour of ethics CE.  
This also will count for one hour of CE for planning board members.

3. Method of presentation: \_\_\_\_\_  
in-person

4. Description of materials to be distributed: \_\_\_\_\_  
copy of slides

5. When are materials distributed (before the program, at the time of the program): \_\_\_\_\_  
at the time of the program

6. Instruction Time:

a. Indicate the total number of minutes of instruction time: 90

**NOTE:** Breaks, meals, and introduction should not be counted. A reasonable period of Q & A should be included and counted.

7. Local contact person (if other than Certifying Official):

a. Name: \_\_\_\_\_

b. Title: \_\_\_\_\_

c. Jurisdiction: \_\_\_\_\_

d. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

8. Required attachments:

- a. Course description and outline including estimated time per section
- b. Brochure, if available
- c. Course Presenter(s) and credentials (include brief resumes and qualifications)
- d. Copies of all handouts and course materials
- e. Evaluation Form and method of evaluation (each program must be evaluated)

9. Certification. By submitting this application, the applicant agrees to:

- a. Allow in-person observation, without charge, of the Program by the SCPEAC Committee members. Any food, travel, or lodging costs will be the responsibility of the Committee member(s).
- b. The Certifying Official acknowledges that its approval for this Program may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and as may be required by the SCPEAC.

10. Application and program materials shall be submitted:

- a. Electronically to each of the Committee members emails as listed on the website (<https://www.scstatehouse.gov/SCPEAC/members.htm>).

# Training Evaluation Form

***Date of Presentation:***

***Presenter's Name:***

***Topic or Session:***

***Please complete the evaluation for today's training session – your feedback is valuable to us and is appreciated.***

Criteria	Strongly agree	Agree	Disagree	Strongly agree	Not applicable
Training was relevant to my needs					
Materials provided were helpful					
Length of training was sufficient					
Content was well organized					
Questions were encouraged					
Training met my expectations					
The presenter and / or presentation was effective					

1. What did you enjoy most today?
2. What did you learn today that you anticipate using in your club?
3. How will you implement this into your Club's governance or operation and in what timeframe?
4. General Comments:

***Thank you for taking the time to help us improve our training.***



# Jenna Stephens

21 Center Street, Folly Beach, SC | 843-693-1101 | [jstephens@follybeach.gov](mailto:jstephens@follybeach.gov)

## PROFESSIONAL

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**Zoning Administrator and Environmental Planner**, City of Folly Beach, Folly Beach, SC 2022 - present

Responsible for day-to-day administration of the Zoning and Development Ordinance, including technical plan reviews, advising the public on current regulations, and providing recommendations for updates to the zoning ordinance. Serve as staff to the city's Planning Commission, Design Review Board, and Board of Zoning Appeals.

**Policy Manager**, Rhodes Bailey for State House, Columbia, SC 2019 – 2020

Educated voters on policy issues. Planned fundraisers, coordinated financial reporting, and performed legislative research. Created and maintained donor and volunteer database.

**Public Lands Coordinator**, South Carolina Wildlife Federation, Columbia, SC 2017 – 2018

Planned and executed a campaign to raise awareness in South Carolina about treatment and use of federal public lands. Organized events, composed op-eds, and expanded social media outreach to engage the public on the topic.

**Campaign Manager**, Avni Gupta-Kagan for Richland One, Columbia, SC 2016

Organized all aspects of a school board campaign. Coordinated events and organized volunteers. Maintained donor database, implemented digital strategy, supervised campaign budget and financial reporting. Raised record donations for a school board campaign in Columbia.

**President**, Rosewood Community Council, Columbia, SC 2011 – 2015

Worked closely with Columbia City Council, the Columbia Police Department, city agencies, and local non-profits to advance a long-term vision consistent with the neighborhood's strategic residential and commercial plans.

- Collaborated with the Columbia Planning Department and neighbors to develop the Rosewood Neighborhood and Corridor Plan—the neighborhood's long-term strategic vision for land use.
- Planned and presided over quarterly public meetings to educate residents, solicit feedback, and address neighborhood concerns, including community character and beautification.

**Committee Attorney and Research Analyst**, USC Children's Law Center, Columbia, SC 2014 – 2015

Supervised a seven-person policy and research team. Provided research analysis and legal advice to the Joint Citizens and Legislative Committee on Children. Managed preparation of annual data reference book for the General Assembly. Planned and executed public hearings across the state. Supervised \$1 million in contractual deliverables to third parties and state agencies.

**Staff Attorney**, South Carolina Association of Counties, Columbia, SC 2008 – 2014

Provided legal research and advice to county attorneys, administrators, and elected leaders on a wide range of local government issues including land use, local government powers, and constitutional law. Collaborated with colleagues in drafting weekly and annual print communications supporting the Association's policy goals. Helped draft the annual Policy Positions publication, technical bulletins, legislative alerts, and amicus briefs. Researched and prepared materials for members' legislative steering committees.

# Jenna Stephens

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## BOARDS AND CERTIFICATIONS

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City of Columbia Board of Zoning Appeals, <i>member</i>	2018 - 2021
Capitol Places V HOA, <i>president</i>	2018 - 2021
First Thursday on Main, <i>president</i>	2019 - 2021
Charleston Master Naturalist	2019
Historic Columbia Advisory Council, <i>chair</i>	2015 - 2018

## EDUCATION AND LICENSES

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Member in Good Standing South Carolina Bar	2008-present
University of South Carolina, Columbia, SC <i>Juris Doctor</i>	2008
University of South Carolina, Columbia, SC Bachelor of Arts in Political Science	2003





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*City of Folly Beach*  
*2023 Boards and Commissions Training*



# Tonight's Agenda

- *Introduction of City Boards*
- *Introduction of City Staff*
- *Revised Boards & Commission Ordinance*
- *Importance of Being a Public Official: SC Ethics Act*
- *Freedom of Information Act*
- *Purchasing Policy*





# City Boards & Commissions

- ✿ *Accommodation Tax Advisory Board*
- ✿ *Board of Zoning Appeals*
- ✿ *Community Promotions Committee*
- ✿ *Construction & Fire Board of Adjustment & Appeals*
- ✿ *Design Review Board*
- ✿ *Parks and Recreation Board*
- ✿ *Planning Commission*
- ✿ *Tourism and Visitor Promotion Committee*
- ✿ *Utilities Advisory Board*



*“Democracy is the art and science of running  
the circus from the monkey cage”*

*—H. L. Mencken*



# Folly Beach Code, Chapter 33: Boards & Commission Ordinance

- *Appointed by City Council annually by June 1*
- *Terms: Generally 3 years, staggered, unexpired terms filled; Planning Commission terms run with the councilmember who appointed them*
- *Each board must appoint a chair and vice-chair annually*
- *Annual report to Council*
- *Each board may establish its own rules of procedure, subject to Robert's Rules*



# Folly Beach Code, Chapter 33: Boards & Commission Ordinance continued

- *Immediate family members of council cannot serve on any board appointed by city council*
- *Board members cannot serve on any other board or hold any other office*
- *One hour of ethics continuing education, included in requirement of three hours CE for planning boards*
- *Members may be replaced for cause*
  - *2019 amendment*



# You Are the Government:

## The Importance of Being a Public Official

### *Public Officials May Not:*

- ✿ *Use office to influence decision for personal/familial economic gain*
- ✿ *Receive anything of value to influence a decision*
- ✿ *Represent a person before City board*
- ✿ *Use government personnel, equipment, building in election or referendum campaign*





# Recusal: Don't Get Caught Up In Conflict & Economic Interest



- ✿ *Recusal made before business is at hand*
- ✿ *Recusal statement made in writing and read into record*
- ✿ *After recusal, may not participate in decision, recommended to leave the room*



# Freedom of Information Act (FOIA)

## ✿ *Meetings*

- ✿ *Schedule of regular meetings published in January; special meetings may be called by chair or quorum; some boards meet only as needed*
- ✿ *Agenda must be posted at City Hall and on our website*
- ✿ *A quorum of members may only conduct business at a properly-noticed meeting (no group emails or phone conferences)*



# Freedom of Information Act (FOIA)

- ✿ *Stay Cool: Documents Are Public Too*
  - ✿ *All documents relating to city business may be requested by the public*
  - ✿ *Includes emails*
  - ✿ *When emailing related to city business, you must copy your staff liaison so that a copy is retained on the city server*



# Spending City Money

- *All public funds governed by city's purchasing rules and subject to FOIA*
- *Most board and commission expenditures are less than \$5000 (travel expenses, small projects)*
- *Fill out a city check request with the help of staff liaison and attach supporting documentation (minutes, City Council resolution, etc.)*
- *Other thresholds: \$5000-\$10,000: 2 quotes; \$10,000-\$20,000: 3 quotes; \$20,000+: formal bid*



# Q & A







# 2023 Board & Commission Party

*DATE?*





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*City of Folly Beach*  
*2023 Boards and Commissions Training*



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