



## **SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE**

### **AGENDA**

**Thursday, September 7, 2023, 11:00 a.m.**

**Conference Call Line: +1 323-486-1906**

**Phone Conference ID: 218 687 151#**

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#### **1. CALL TO ORDER**

The meeting began at 11:03 a.m. In attendance: Dr. John Gaber, committee member; Mary Catherine Lawton, committee member; Andrea Melocik, committee member; Stephanie Tillerson, committee member; Dr. Neal Woods, committee member; Eric Budds, Deputy Executive Director, Municipal Association of SC; and Urica P. Floyd, Staff Associate, Municipal Association of SC.

Since all members are newly appointed, the committee members consented to allow Eric Budds, to lead the meeting until officers are selected.

#### **2. FREEDOM OF INFORMATION ACT COMPLIANCE**

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

#### **3. NEW BUSINESS**

##### **a. Election of Officers**

- i. Andrea Melocik nominated Stephanie Tillerson to chair the Advisory Committee. Tillerson accepted the nomination. The vote carried 5-0.
- ii. Stephanie Tillerson nominated Andrea Melocik as vice chair for the Advisory Committee. Melocik accepted the nomination. The vote carried 5-0.

##### **b. Proposed 2023 and 2024 Meeting Dates**

Andrea Melocik motioned for the committee to meet the 2<sup>nd</sup> Thursday of the following months in 2023 and 2024 at 11 a.m.: November 9, 2023 (virtual); February 8, 2024 (in-person); May 9, 2024 (virtual); and August 8, 2024 (virtual). Dr. John Gaber seconded. Motion carried 5-0.

c. Update on Committee Reorganization

- i. Chairperson Tillerson recognized Eric Budds to provide a summary of actions taken to reorganize the committee after a period of inactivity due to committee appointment delays at the State level. He reported that updates to the committee's website to reflect the new committee members were completed, and the agenda and meeting notice for today's meeting were posted. Additional updates will be completed as needed.
- ii. Municipal Association staff offered to provide support to the Advisory Committee, including coordinating website updates with State House staff; providing an in-person meeting location and a virtual meeting platform through Microsoft Teams for committee meetings; assisting with streamlining the submittal and approval process for continuing education training, coordinating continuing education sponsor and program approval requests and assisting with drafting the annual report. The committee agreed with the Association's offer to provide support services for one year when the arrangement would be reevaluated.

d. Discussion of Traditional Practices and Procedures

The Chair recognized Eric Budds to give a brief history of the processes and procedures used in the past for submitting continuing education sponsor and training program approvals. Following the update, the committee discussed revising the process for sending approval requests and agreed that funneling the approvals through a single point of contact at the Association would be a better process. Municipal Association staff will prepare proposed process changes for the committee's consideration at the next meeting.

The following items were discussed for consideration on the November 9 agenda:

- The Municipal Association staff will work on a standardized process for the submittal and approval of request applications for continuing education credits.
- The Association staff will work on providing a matrix that the Advisory Committee can use when reviewing application proposals.
- Mary Catherine Lawton recommended the committee consider an expedited approval process for municipal and county programs offering continuing education credits to their officials.
- The Association will work on providing a draft annual report to the committee for review and editing.

**4. CONSENT AGENDA**

a. Continuing Education Program Submittals

- i. City of Tega Cay/Fort Mill – *Pennies for Progress - Local Option Sales Tax for Transportation*
- ii. City of Rock Hill – *South Carolina Commerce Corridor Study*

The Tega Cay/Fort Mill and Rock Hill continuing education submittals were approved by consent.

**5. ADJOURNMENT**

Dr. Neal Woods motioned to adjourn the meeting at 11:28. Andrea Melocik seconded. The motion carried 5-0.