

**South Carolina Human Affairs Commission
Emergency Board Meeting
Conference Call**

April 3, 2020
3:30 P.M.

BOARD MEMBERS PRESENT

John A. Oakland, *Chair*
Cheryl F.C. Ludlam, *Vice Chair (excused)*
Andrew C. Williams
Harold Jean Brown-Williams
Dr. Leon Winn

STAFF PRESENT

Janie A. Davis
Dan Koon
Lee Ann Watson
Christie Linguard

I. CALL TO ORDER

Chairman John Oakland called the Emergency Board Meeting to order at 3:33 PM. The South Carolina Human Affairs Commission (“SCHAC” or the “agency”) held an emergency conference call board meeting on April 3, 2020. On March 30, 2020, a public notice was posted at SCHAC’s main entrance and posted on SCHAC’s website.

II. ROLL CALL

Christie Linguard, Executive Assistant, called the roll of all Board members. A quorum was established.

III. SUCCESSION PLAN/COVID-19

Commissioner Davis thanked everyone for being on the call. She stated the Coronavirus has no respect of person and that a policy should be put in place in the event she tested positive for the virus and had to be out of work for a period. Commissioner Davis assured the Board that she and the agency’s management staff are taking steps to have staff members work from home exclusively. The proposed policy on the agenda was emailed to everyone and read by Commissioner Davis in its entirety. (See Attachment).

The Chairman opened the floor for further discussion as summarized below:

Commissioner Leon Winn asked if the agency has a process in place for everyone to work from home should the Governor mandate a Shelter-in-Place order. Commissioner Davis responded that the agency is purchasing several new laptops for the remaining staff who currently do not have laptops. Once received, everyone will have a laptop and cell phone and can begin work from home exclusively.

Commissioner Brown-Williams asked if there was a plan to retrieve and work on questionnaires that come through the mail as opposed to online. Commissioner Davis responded that the agency mail will be routed to Christie's home for her to open, scan and email to appropriate staff members. Commissioner Davis stated that she will be given gloves, Lysol and masks to take home and since Christie's job duties and functions are to support the Commissioner, Deputy Commissioner and the Board, she would need this additional task to satisfy a 7.5-hour workday.

Chairman Oakland again asked if there were any concerns about the proposed policy before ruling on the motion and no one had any additional concerns. Chairman Oakland called for a motion to adopt the policy as read and written; the motion was moved by Commissioner Brown-Williams and seconded by Commissioner Leon Winn. All were in favor of the proposed policy and there were no objections. The motion was carried and adopted.

IV. END OF CALL

Commissioner Davis will send the approved policy regarding COVID-19 to Chairman Oakland to sign, date and scan back to the agency. Commissioner Davis will communicate with Board members individually to inform them regarding the upcoming work from home processes and procedures.

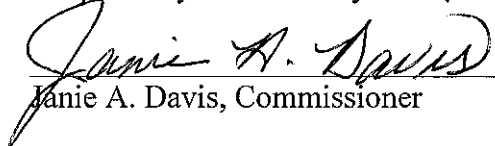
Commissioner Brown-Williams asked if the agency could Shelter-in-Place even if the Governor has not mandated this policy for the entire State. Commissioner Davis explained that the agency has been instructed to follow the same protocols as our federal counterparts. Right now, the EEOC is exclusively working from home. The agency will post information on the doors, on the agency's website, and on other communication devices regarding how to reach the staff.

V. ADJOURNMENT

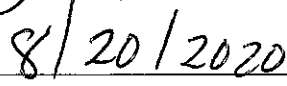
The next scheduled Board meeting is scheduled for May 21, 2020 at 10:00 A.M. in the Board Room of the South Carolina Human Affairs Commission.

There being no further discussion, the meeting was adjourned at 3:55 P.M.

Respectfully submitted by Christie D. Linguard, SCHAC Executive Assistant.


Janie A. Davis, Commissioner


John Oakland, Chair


Date

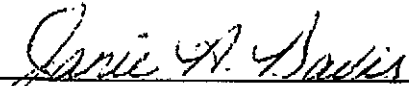
Board Motion Regarding COVID-19

In accordance with the duties of the Commission Board found in South Carolina Code Sections 1-13-50, and 31-21-90(B) and due to the COVID-19 pandemic, the South Carolina Human Affairs Commission Board seeks to clarify a leadership succession plan in the event exigent circumstances from the virus arise.

The Commissioner (CAO) has been statutorily delegated authority and powers related to the investigation and hearing of cases under the South Carolina Human Affairs Law and the Fair Housing Law, found in South Carolina Code Sections 1-13-90 and 31-21-130.

Should the Commissioner (CAO) be unable to fulfill her executive duties during the declared State of Emergency; namely, the COVID-19 pandemic, the Board of Commissioners in the interim, hereby delegates the authority and powers to oversee the agency to the Deputy Director.

Should an emergency situation arise where neither the Commissioner (CAO) nor the Deputy Director are able to perform the duties and responsibilities of their positions due to the COVID-19 pandemic, an emergency meeting of the Board of Commissioners shall be called to appoint an interim Commissioner.



Janie A. Davis, Commissioner



John Oakland, Chair

4/3/2020

Date