

**South Carolina Human Affairs Commission
Board Meeting**

September 22, 2022
The Greater Columbia Chamber
930 Richland Street, 2nd Floor
Columbia, SC 29201

BOARD MEMBERS PRESENT

Chairman James T. McLawhorn
Vice Chair Sharon Sellers
Commissioner Mary Amonitti
Commissioner Steve Hall
Commissioner Leon Winn

GUEST

Thomas Kaminer – SCHAC Budget Director
ADMIN Shared Services

Lynn Hutto – Greater Columbia Community Relations
Council, Program Consultant

STAFF PRESENT

Commissioner/CAO Janie A. Davis
Deputy Commissioner Marvin Caldwell
Deputy Commissioner Dan Koon
Caroline Scramton
Janeen Sanders
Jonathan Knox – **New Hire**
Samantha Luck
Danielle Lindley
Jamie Smith
Stephani Frese

I. CALL TO ORDER

The South Carolina Human Affairs Commission (“SCHAC” or the “agency”) held its Board meeting on September 22, 2022, at the Greater Columbia Community Relations Council, located at 930 Richland Street, 2nd Floor, Columbia, SC. Public notice was posted at SCHAC’s main office entrance and placed on the SCHAC’s website. Chairman McLawhorn called the meeting to order at 10:37am and asked for the roll call.

II. ROLL CALL

Janeen Sanders, Executive Assistant, called the roll of Board members. A quorum was established.

III. APPROVAL OF MINUTES

Chairman McLawhorn called for the approval of the minutes from the July 29th meeting. The motion was made by Commissioner Winn for the minutes to be approved. Vice Chair Sellers seconded the motion. The minutes were unanimously approved.

IV. OLD BUSINESS

There was no old business to be discussed.

V. NEW BUSINESS

There was no new business to be discussed.

VI. BOARD REPORTS

A. Administration

Commissioner Amonitti gave way to Deputy Commissioner Koon to give the report. Deputy Koon delivered the following highlights:

- The water intrusion taking place in one small area of the large conference room has stopped, but the source of the issue, has not been fully corrected. A cable company cut a waste-water storm drainage-line. The Facilities Management Office of the Dept. of Administration is working to help resolve the issue, but the State is at the mercy of the City of Columbia and the private cable company to fully correct the problem.

- In addition to the water seepage into the building, the basement has been corrected and cleaned for now.
- In preparation to add additional employees, 1/3 of the large conference room will be turned into a smaller conference room. Six to eight cubicles will be added in the remaining space of the present large conference room and there will be a separate area to accommodate a security officer.
- The agency is looking to construct a second cubicle for the EEO Compliance area on the second floor.
- Quotes have been received for the cubicles to be constructed.
- A permanent wall will be constructed in the present-day large conference room to separate the cubicles and smaller conference room.
- The agency has received a quote from a State preferred contractor to add security cameras to the building so that monitors may be placed for the security officer to observe. A decision will be made soon on how to proceed.
- The Bureau of Protective Services is providing security for the Board meeting today.
- The agency under state law provides a recycling report to DHEC this year and that report was completed in September.
- The 2021-2022 SFY Accountability Report was completed by the management Team along with Stephani Frese coordinating and logging in data and information to submit to the Dept. of Administration.

Deputy Koon completed his report and advised that Commissioner Davis would be providing additional information on other administrative matters in her reports.

B. Legal Update



Legal Activity Log July & August 2022

MAJOR ACTIVITIES CONDUCTED BY LEGAL ON A DAY-TO-DAY BASIS:	
Total Number of Cause Cases Reviewed & Written Up	3
Total Number of Revisions and Expanded Investigations Requested	30
Total Number of Guidance Meetings with Investigators	48
Total Number of Guidance Meetings with Non-Investigators (Executive + Other Divisions)	65
Total Number of No-Cause Case Reviews	109
Total Number of Conciliations Reviewed (Housing)	0
Total Number of Charge Intakes Reviewed (Employment & Public Accommodations)	189
On-Site Visits With Investigators	1

General Counsel Caroline Scramton began her report by discussing the major activities conducted by the Legal Division on a day-to-day basis. She advised that the above numbers reflect the major data points for the Legal Division. While the list is not all-inclusive, it offers a numerical representation of how the division allots their time reviewing matters to make sure the outcomes are compliant with state and federal law. The categories on the left are listed in descending order of most time-consuming to least. This list does not account for pending litigation; that will be covered in executive session because it is subject to the attorney-client privilege and because it is improper to comment on pending litigation in a public forum.

All the case review and meeting numbers increased from the last board meeting at the end of July. You will see that the legal team has issued 3 cause determinations in the past 2 months, up from 0 the prior 2 months.

The total number of revisions and expanded investigations requested reduced by 10.



MEDIATION REPORT July & August 2022

Mediation Update	
Number of Mediations Scheduled	13
Number of Mediations Successful	4
Number of Mediations Unsuccessful (Impasse)	9
Number of Mediations Returned	0
Amount of Monetary Settlements	\$129,000
Settlements Completed for EEO Contract Year	42 for a combined \$1,032,318
Settlements Completed for Calendar Year 2022	31 for a combined \$899,621

General Counsel Scrantom noted the above chart tracks the success of the agency’s mediator, Larry McBride, who has been with SCHAC since 1980. There is an unusually high number of unsuccessful mediations for this 2-month period, but the settlement amount increased from about \$56,000 to \$129,000. For the contract year that is about to close on Sept. 30, Larry had successfully mediated 42 settlements (with 26 total impasses) for over \$1 million in monetary settlements. Another way to review the mediation data is by the calendar year, and you will see the total for the calendar year on the bottom line of this chart.



FOIA REPORT July & August 2022

FOIA ACTIVITY	
FOIA Requests Invoiced	26
FOIA Requests Reviewed	29
FOIA Requests Finalized	27
Year-to-Date Payments Received	\$1381.30

General Counsel Scrantom further explained that the Legal Division also handles all FOIA requests that come into the agency. The Legal Division charges the requesting party if the file they are requesting is over 100 pages. FOIA requests are on the rise again.



Division Highlights July & August 2022

Trainings & Professional Development	
July 20	NFHTA Strategies for Addressing Discrimination: Housing Providers' Use of Criminal Records
July 20	EEOC-FEPA Legal Update
July 25-26	NFHTA Basis of Fair Housing Course (Samantha Luck)
Aug 8-11	NFHTA Fundamentals of Fair Housing Intake Course (Samantha Luck)
Aug 22-30	NFHTA Litigating Fair Housing Cases Course (Samantha Luck)
Aug 24	SC Women Lawyer's Assoc. "Building a People Rich Work Culture" (Caroline Scramtom)
Aug 26	SC PowerACT Conference on Legal Services for Victims of Sexual Violence & Indigenous Persons

The above chart tracks the Legal Division's professional development for the past two months. Samantha Luck, who joined the agency in July, completed the National Fair Housing Training Academy's introductory courses, which are all web-based and interactive. She is fully onboarded into the Legal Department, and General Counsel Scramtom shared that it has been an asset to have a full legal staff over the past two months, especially with the crunch of the EEOC contract closure date nearing. The Division also had the opportunity to get free CLE credit at the SC District Court's annual Power ACT Conference. This was a federally funded half-day CLE that discussed strategies for providing legal services to protected classes: victims of sexual assault and members of the Catawba Indian Nation.

Public Fair Housing Settlement Reached

- *SCHAC versus Burt & Nancy Davidson*
- *aggrieved party Tracy Hunter*
- *location York County*
- *basis Race (association with)*
- *facts*
- *suit filed*
- *settlement reached*
- *Davidsons have complied with terms.*

General Counsel Scramtom relinquished the floor to Staff Counsel Samantha Luck to explain a case that had reached a settlement. Staff Counsel Luck presented an interesting and detailed case where the outcome was that training would be conducted for the defendant.

HIGHLIGHT Upcoming Oral Argument:

*Students for Fair Admissions
versus
Univ. of North Carolina
and
President and Fellows of Harvard College*

Argument on
Oct. 31, 2022

10:00 am

These are two separate cases being argued before the United States Supreme Court. These arguments will focus on a challenge to the consideration of race in the admissions process at Harvard and the University of North Carolina.

Currently, race is a permissible consideration during the college admissions process, so long as it is only one of several factors, or sub-factors, being considered. The Court will be considering whether to overrule the 2003 *Grutter v. Bollinger* decision that frames the current affirmative action laws applying to college admissions. This is the first time the Court has considered affirmative action since 2016's *Fisher v. University of Texas*.

While the subject matter of this case is limited to the concept of affirmative action in education, it is possible that the Opinion the Court issues to decide the case will have broader implications. The Court may issue a ruling that eventually affects affirmative action practices in employment.

General Counsel Scrantom's final point of interest was relevant to SCHAC's Legal Department. They were watching for an outcome on the two United States Supreme Court cases on affirmative action in the college admissions process. Oral argument will be held in these cases on October 31. There was no indication as to when the opinion deciding the cases would be issued.

C. Legislative Update

Vice Chair Sellers noted that the Legislators are not currently in session. General Counsel Scrantom had no further updates to add.

D. Personnel Update

Commissioner Winn gave the personnel report. He advised that the agency has 55 FTE's; 46 were presently filled, with nine vacancies to be filled. Those nine vacancies consist of the following:

- IT Director
- HR Manager I
- Program Coordinator I -Community Relations
- Program Coordinator I – Intake
- Program Coordinator I- Technical Services (Hired)
- Program Coordinator I-Fair Housing
- Program Coordinator I- EEO Investigator (3)

Commissioner Winn went on to explain that since the last board meeting, one employee resigned (Cynthia Cooke) and the agency gained a new employee in the Technical Services and Training Division, Jonathan Knox. He read a short bio on Jonathan and welcomed him to the agency.

E. Financial Update

Commissioner Steve Hall, chair of the Finance Standing Committee of the Board, turned the meeting over to Thomas Kaminer to explain the financial report to the Board.

The first page of the report Mr. Kaminer explained outlines the recurring funds received for the fiscal year. He indicated that the agency's expenditures were where they should be, given the amount of time expended for the fiscal year. He indicated that other revenue would be added and that the Board will notice changes and adjustments being made as these additions occur.

Commissioner Davis elaborated on 'The Great Resignation'. The nation and all of state government experienced the turnover of employees. That is why there are so many positions vacant. The point was made by Mr. Kaminer about where the budget will be based upon filled positions, indicates that the agency must watch its spending of recurring money versus non-recurring. Personnel is a recurring annual obligation. The agency has plenty of non-recurring money, however it is not wise to use it for recurring functions. At the beginning of the fiscal year and throughout the year, Shared Services provides reports to make sure there are 24 paychecks for every FTE, whether the position is filled for the entire year or not. That money cannot be used for a position that has not been budgeted, as in the case of the PR position. When Mr. Kaminer mentioned there may be a shortage of recurring funds when all positions are filled, Commissioner Davis advised she was already taking into consideration the money received this year as recurring new money. The money needed for the items Deputy Commissioner Koon mentioned in his report will be paid with non-recurring money.

Commissioner Hall asked if the recurring money is coming from the legislature and Commissioner advised that it was. Commissioner Hall then asked if it had anything to do with money received from EEO and HUD. Commissioner Davis expressed her hesitancy in using those funds. During the time COVID hit, she was able to keep the staff employed by using state funds. That worked in the agency's favor due to the great resignation she previously mentioned. If employees were paid by federal funds, it meant that those employees could have been impacted by the reduction in the EEOC federal contract, due to employees leaving the agency and the contract being adjusted downward. If the agency depended on EEO contract dollars to pay investigators, that would have affected the agency greatly. With that assessment, Commissioner Hall surmised that the EEO and HUD money could change year to year and Commissioner Davis confirmed that was indeed the case. Previously the EEO contract had been as large as \$900k. This year it was approximately \$600k.

COMMISSION REPORTS

- **Administration**

Commissioner Davis began her report discussing the space issue that was previously mentioned. The agency had been unable to find any state space to accommodate the agency present or future growth. That had been one of her two goals; completing the agency salary study and finding new office space. Although the General Assembly gave SCHAC the new FTEs requested, there is no office space for them. The real purpose for the upcoming construction in the office (i.e., dividing the boardroom and making 2/3's cubicle's) is to accommodate the new FTEs and shift employees around within the agency. Even with these renovations, there still may be a shortage in space by two offices. The idea is to make it work within the current location, but with nine new FTEs requested in the 2023 budget, there will be no office space. It will be up to the new Commissioner to find office space. Commissioner Sellers asked if the agency was to gain all nine FTEs, would there be enough space in the current location or would there need to be space rented to house those employees? Commissioner Davis advised the potential issue with that idea is the possible restructuring with Minority Affairs that is being discussed. Without knowing what the outcome of that is, it could possibly be a waste of money to make that move prematurely. Commissioner Davis again stressed the importance of the incoming Commissioner working with Admin Shared Services and Facility Services to assist in locating new space as soon as possible.

Commissioner further explained she asked for additional funds for the rent increase, in anticipation of needing money to maintain the rent. It should be from recurring money. By the next meeting in November, Commissioner was hopeful that the wall dividing the conference room and the new cubicles would be up. The goal after that would be to move Technical Services and Community Relations into those spaces downstairs, which then opens the upstairs to house all the investigators in one location. That would then also afford Deputy Commissioner Caldwell the opportunity to move upstairs with the Executive Leadership Team. The Personnel Office is available for the new person soon to be employed. Once those moves have been made, this would open a location for an IT person and the rest of the new FTEs that were just granted for this year.

Commissioner Hall asked if any of the FTEs could be accommodated now and as per Commissioner Davis, the unfortunate response was possibly one or two. It would also depend on how many telecommuters there were. The new Commissioner will need to ensure that telecommuters are really doing as they said they would when they signed the agreement to work remotely. They must also understand working remote requires them to vacate their offices. They cannot work from home and still hold an office space. A shared space would be available for them on the days they need to be in the office. This would require coordinating the use of the spaces so there are no conflicts in overscheduling.

Commissioner Hall questioned if the State Legislature would take the positions back if they are not filled due to a lack of space. Commissioner Davis indicated that the positions would still be ours. She anticipated space could be found and even though she was unable to find space as she previously mentioned, she advised that was due to her seeking office space strictly within state properties. The reason being state property cost per square foot is incredibly less expensive than going to the private sector. The new budget request was made for this move based on finding space in the private sector. There is no available state-owned space in the Columbia area for approximately another two years. Once the Department of Education campus is completed and they move out of all the locations they currently occupy, then state office space will become available again.

Commissioner Davis continued her report by discussing the two-year audit that was conducted for the agency. The agency received three minor exceptions previously and on this year's report, the agency only received one, which was a clerical error.

Commissioner Davis shared with the Board information about the Accountability Report. She commended the staff for their hard work. The report depicts what the agency has done, what goals have been accomplished and what has not been accomplished. One goal not met was on retention. It unfortunately got worse and can possibly be attributed to the "Great Resignation" due to COVID. The report is available on-line for members of the General Assembly and the public to view, Commissioner Davis recognized Stephani Frese for her leading the charge in making sure all the information was collected and recorded for this report.

The next topic for conversation was the six items on the budget request as follows:

Rent – Commissioner Davis asked for \$200k. Presently, the rent for the agency is approximately \$143k. It was previously \$106k. The state picked up the difference and it does not come out of the agency's budget. The reason for the additional budget increase of \$200k is due to potentially having to go to the private sector for space. The cost being paid per square foot for the present location is \$10 but the square footage in the private sector could run from \$18 to \$25 per square foot.

Retention Funding – As Commissioner Davis previously mentioned, one of her goals was to address the low compensation of the staff. The basic work of addressing salary compression and moving employees into a job series affording upward mobility was completed. Commissioner Davis indicated she will still work on bringing the salaries up to the state averages for classifications comparable to ours. SCHAC average salaries compared to other agencies are still out of sync. She will be taking one last look to see how she can get salaries up to where they should be. Hopefully, by the time the new money is received on July 1, that will bring salaries even closer to where they should be per the state average by classification.

New EEO Supervisor and Investigative Team – Commissioner Davis stated the need for this request because of the last-minute push to finish the contract, especially on the EEO side. What she discovered was that for them to make the contract, they needed the assistance of legal to write up the cases. With the difference in the level of pay for attorneys versus investigators, it is not in the best interest of the agency to utilize the legal staff in this manner. With this continuously happening, Commissioner Davis decided the agency needed more than 12 investigators to get the work done. Taking into consideration the possibility of turnover, she wanted to have another team in place. With another EEO Team, there would be enough staff to produce enough cases

comparable to the 900K contract that is normally produced and provide the agency with the ability to publicize the work of the agency as the contract requires.

Community Relations Program Staffers – Commissioner Davis stated that based upon the State Emergency Management six districts, the Commission would work with Emergency Management to end community unrest because of racial tensions. The Commission has requested three new FTEs to finish fully staffing the Community Relations Program area, one CR Consultant for each district. Given the growing unrest and threats of violence, it is critical that these staff positions be requested and obtained in the upcoming budget cycle.

Technical Services and Training Program (Public /Private Sector Trainer) – The agency prevention EEO/DEI training in both the public and private sectors are in great demand, hence the request for an additional person in this section.

Fair Housing Investigator – With the continuous number of persons moving to South Carolina, the number of housing complaints continue to rise, especially along the coast. The housing section continues to exceed its HUD contract numbers; thus, the need for an additional position and the establishment of two investigative teams.

Commissioner Davis stated if all these requests are granted, the agency would be fully staffed to fulfill the statutory responsibility of the SCHAC Law. The House Legislative Oversight Committee in 2017 recommended that the agency work on its retention of employees and evaluate the effectiveness of Community Relations Councils across the state. Commissioner Davis indicated she made it her priority to get the Division restaffed given the divisiveness becoming more evident, and the fact that the House Oversight Committee would follow-up to ensure that the state law was being implemented and progress being made across the state to head off racial problems.

The Leadership Team had been very involved in the creation of the budget recommendations, and Commissioner Davis was confident they will be able to help the next Commissioner communicate the needs of the agency.

Commissioner Hall asked, “what the total number of requests being asked for in the budget?” Commissioner answered that there are nine additional FTEs being requested and money for increased rent and retention pay.

The next item up for discussion was the potential merger between SCHAC and CMA (Commission for Minority Affairs). The only note made by Commissioner Davis was regarding an email that was received by the agency requesting that both agencies Leadership Teams get together to discuss how to complete the study. There was a meeting set for October 6, 2022.

Consultative Services Programs

i. Technical Services

Deputy Commissioner Dan Koon started his report by reminding the board that Consultative Services Division represents the “prevention” side of the agency’s functions. They are responsible for monitoring hiring in state government and conducting employment training for public and private sector employers.

Deputy Commissioner Koon reported on the work being performed to create the Annual Report to the General Assembly and develop state agencies, colleges, and universities hiring plans:

- Returned Employee Files are being corrected and compiled to upload into CAAMS
 - Most requests for extension due to HR staff shortages/turnover
- Technical Assistance to State Agencies - questions mostly involved
 - New CAAMS v5 department format
 - New Census codes
 - Agency-specific recruitment issues

Training: July and August

COMMISSION FOR THE BLIND – JULY 13

- DIVERSITY, EQUITY AND INCLUSION

SANTEE COOPER – JULY 13

- EEO IS THE LAW

COMMISSION FOR THE BLIND – JULY 14

- EEO IS THE LAW

SECOND JUDICIAL CIRCUIT SOLICITOR'S OFFICE –
JUVENILE ARBITRATION PROGRAM – AUGUST 12

- DEI: IMPLICIT BIAS – WHAT WE DON'T THINK WE THINK

OFFICE OF ADJUTANT GENERAL – AUGUST 18 AND 24

- EEO IS THE LAW, TO INCLUDE SC PAA AND SC LSA

The other function of Technical Services is training. As previously mentioned, the agency prevents discrimination, and the chart above shows the trainings conducted in July and August.

Deputy Commissioner Koon discussed the importance of the training team getting out and bringing awareness about the agency around the state.

Deputy Commissioner Koon also talked about the Prevention Corner Newsletter that Alpha Dunbar manages for the agency. It is a publication that reaches over 6K people. Director Frese will be gathering the board members email addresses to ensure they are on the mailing list going forward.

ii. **Community Relations**

Deputy Commissioner Koon acknowledged Lynn Hutto who was in the room. Ms. Hutto is employed by the Greater Columbia Community Relations Council. The Greater Columbia Community Relations Council was started before SCHAC was formed. The agency has a close working relationship with Ms. Hutto and her team. Deputy Commissioner acknowledged the internal staff and indicated over the past year, they had been very instrumental in assisting local communities revile or consider creating Community Relations Councils.

Below are some highlights about the work Community Relations had been engaged in over the past few months.

Community Outreach:
 Billboards:
 Orangeburg
 I-26 (East and West)



South Carolina
 Human Affairs
 Commission



The above billboards will be in Orangeburg County along I-26 for a period of one year. The above pictures illustrate the two different sizes of the billboard: Top: 6x40 feet and the bottom: 8x41 feet.

Community Relations
 Outreach
 July-August

SC Chamber of
 Commerce-
 Washington Street
 Event

National Night Out-
 Enhancing
 relationships between
 the community and
 law enforcement



- The above pictures illustrate Community Relations Outreach (Clockwise):
- Columbia- Washington Street Night: SC Chamber of Commerce
 - Florence- Community Block Party- National Night Out
 - Columbia- Community Block party- National Night Out
 - McBee- Community Block Party- National Night Out

Community Outreach

Future Events:

Marion – Sept 17- NAACP Woman of The Year Banquet- 5pm

Jefferson- Sept 20- National Night Out- 6-8pm

Columbia- Sept 23- Together SC: Black Nonprofit Leaders Kick-Off Gathering 9-Noon

Lancaster- Sept 24- Sickle Cell Festival & Disabilities Awareness Parade 10-Noon.

Columbia- Oct 6-9- NAACP State Convention



South Carolina
Human Affairs
Commission



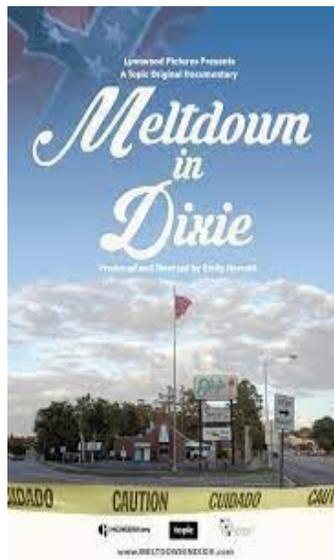
Deputy Commissioner Koon also highlighted the partnership that the Community Relations Division has with a group out of Orangeburg, SC, the Center for Creative Partnerships. They are visiting numerous towns around South Carolina showing a film called, 'Meltdown in Dixie'. A Division team member goes to each event because they are having discussions around racial dialogue. The hope is that there would be people in attendance interested in forming or assisting in the creation of a local Community Relations Council.

The Division has been working with USC: Center for Civil Rights and their "Justice for All" Exhibit. The team was asked to go in and promote some dialogue and discussion with the groups who participate in the exhibit viewing.

Meltdown in Dixie

Upcoming Viewings

- Newberry Sept 20
- Greenville Sept 24
- Spartanburg Sept 27
- Beaufort Oct 3
- Dorchester Oct 18



Viewing in Columbia

Above is some additional Outreach the team will be attending.

iii. **Intake Processing**

Deputy Koon acknowledged the staff and work of the Intake Division, that being receiving complaints of unlawful discrimination by mail, on-line and in person. The activities for the division from July and August are shown above.

Deputy Commissioner Koon concluded his report and turned the meeting over to Deputy Commissioner Caldwell.

• **Compliance Programs**

- i. **HUD Enforcement (FH – Fair Housing)** - Deputy Commissioner Caldwell began his report talking about Partnerships Funds which is grant money used to engage in fair housing education and outreach relating to the following focus areas:



July-August 2022

Initial Contacts:	
July: 106	August: 188
Total Contacts:	
July: 413	August: 568
Charges Formalized	
July: 22	August: 65



*South Carolina
Human Affairs
Commission*

Digital Media Ads



educate the public on COVID-19 specific fair housing rights and obligations within the non- metropolitan areas (rural counties) of the State.

- To educate Asian American and Pacific Islander, Black, indigenous, and other communities of color on the Fair Housing Act.
- Educate the LGBTQ community on protections under the Fair Housing Act and the jurisdiction's substantially equivalent law.

The Fair Housing Division was able to use their Partnership Funds by running three-month long television and digital media campaigns in rural counties. They ran concentrated radio campaigns in rural counties and had radio announcements specifically geared to sexual orientation and gender identity discrimination.

Deputy Commissioner Caldwell advised that during the months of April, May, and June, the Digital Media campaign had 505,057 impressions and 411 clicks. The digital media ads were run in Aiken, Beaufort, Bluffton, Florence, Hilton Head, Lake Wylie, North Augusta, Orangeburg, Rock Hill, Tega Cay, and York.

The above slides show the three Digital Media Ads. The first ad was based on how Covid-19 affected people financially and the possibility of quid pro quo sexual harassment. The second ad

is a race and national origin ad and the perception of having Covid-19. The third ad is the same message as the second one, but for the Asian community.

TV ads were run also. Deputy Commissioner Caldwell mentioned that previous board members indicated they had never witnessed or heard of any ads in these areas. This was because to tap into these markets, it required entering contracts in different states. For example, we had to contact Augusta to run ads in North Augusta and Aiken. We had to contact Savannah to run ads in Beaufort and Hilton Head areas, and we had to contact Charlotte to run ads in the Rock Hill and Fort Mill areas. So, the focus was on those areas where ad campaigns had never been run. Aiken - North Augusta Area - 90-spot TV Ad Campaign. Beaufort - Hilton Head Area - 74-spot TV Ad Campaign; and Rock Hill – Fort Mill Areas TV ad campaigns ran through the streaming service with 100,031 impressions with 6.26 frequency. Deputy Commissioner Caldwell ran the TV ads for the board members to view.

For the radio campaign, during the month of April, radio ads ran in North Charleston with a focus on the LGBTQ+ on the HOT AC radio station. Deputy Commissioner Caldwell stated the agency ran a four-week campaign for 320,400 impressions and 100 spots, and during the month of April, radio ads were run in Beaufort/Hilton Head with a focus on communities of color on the Hip Hop radio station. We ran a four-week campaign for 225,600 impressions and 104 spots. Deputy Caldwell also played the radio ads for the board to hear.

The results of those ads were a 45% increase in those concentrated areas over the same time frame last year; the agency received nine (9) cases in those areas from July 2021 to March 2022. From April 2022 to August 2022, the agency received 15 cases. That is about a 66.5% increase in those areas. Additionally, the agency received 13 race (black) based cases, one sexual harassment-based case, and three LGBTQ+ based inquiries, with one complaint originating from the area where we had a digital campaign for the LGBTQ+ community.

ii. **EEO Enforcement**

Deputy Commissioner Caldwell acknowledged this was a busy time for EEO. For the last two months EEO had been pushing out cases and had been conducting what they call stand downs. He defined a stand down as a time when an Investigator briefs the supervisor, EEO Director, and Deputy Commissioner on their cases. During the process, Investigators go over the particulars of a case, and all members give viewpoints and ask questions. A determination is made as to whether additional information is needed or if there is enough to write up the case. If the decision is made to write up the case, it is written up immediately during the meeting, with input from all members. This typically takes about an hour per case and can typically reduce the review process by 2-3 days. During the stand down process there are a lot of “cause” cases that are found. He said the board would be hearing more about those cases in the coming months.

Deputy Commissioner Caldwell advised in the last few months leading up to August, the Investigators were averaging about 50 cases a month. Since the previous Board Meeting, it was determined that 142 cases were needed within two months, which translated to 71 cases a month. That meant everyone had to put their best foot forward and go above and behind to reach the contract. He advised the EEO investigators closed 79 cases in August and for the month of September, they need to close 63 cases. At last check there were 20 cases left to close to meet target.

Deputy Caldwell concluded his report.

is made as to whether additional information is needed or if there is enough to write up the case. If the decision is made to write up the case, it is written up immediately during the meeting, with input from all members. This typically takes about an hour per case and can typically reduce the review process by 2-3 days. During the stand down process there are a lot of "cause" cases that are found. He said the board would be hearing more about those cases in the coming months.

Deputy Commissioner Caldwell advised in the last few months leading up to August, the Investigators were averaging about 50 cases a month. Since the previous Board Meeting, it was determined that 142 cases were needed within two months, which translated to 71 cases a month. That meant everyone had to put their best foot forward and go above and behind to reach the contract. He advised the EEO investigators closed 79 cases in August and for the month of September, they need to close 63 cases. At last check there were 20 cases left to close to meet target.

Deputy Caldwell concluded his report.

I. PUBLIC COMMENT PERIOD

Vice Chair Sellers acknowledged that the agency did not receive any request for public comments prior to the beginning of the meeting.

II. BOARD MEMBER COMMENTS

Commissioner Hall, Commissioner Winn and Vice Chair Sellers all commended the agency for the hard work they put forth.

III. ADJOURNMENT

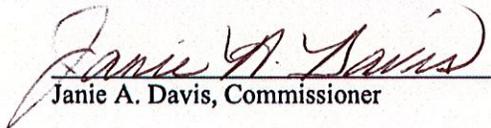
Vice Chair Sellers called for a motion to end the general board meeting and move into Executive Session. Commissioner Amonitti made the motion and Commissioner Hall seconded. There was unanimous consent, and the board meeting was adjourned at 1:08pm and moved straight into Executive Session.

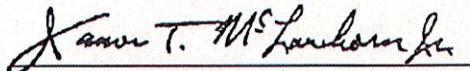
IV. EXECUTIVE SESSION

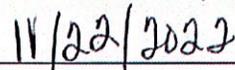
Vice Chair Sellers called for a motion to end Executive Session. A motion was made by Commissioner Winn to end Executive Session. Commissioner Hall seconded. After unanimous consent, the Executive Session ended at 3:13pm and the meeting was closed.

The next Board meeting is scheduled for November 17th, 2022, with a location to be determined.

Respectfully submitted by Janeen D. Sanders, SCHAC Executive Assistant.


Janie A. Davis, Commissioner


James T. McLawhorn, Chairman


Date