



Finance

Beaufort County, SC

This meeting will be held both in-person in Council Chambers at 100 Ribaut Road, Beaufort, and virtually through Zoom

Tuesday, January 18, 2022
2:00 PM

AGENDA

COMMITTEE MEMBERS:

MARK LAWSON, CHAIRMAN CHRIS HERVOCHON, VICE CHAIRMAN
GERALD DAWSON BRIAN FLEWELLING
STEWART RODMAN

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT
4. APPROVAL OF AGENDA
- [5.](#) APPROVAL OF MINUTES- September 20, 2021, October 18, 2021, and November 15, 2021
6. **CITIZEN COMMENTS - (ANYONE who wishes to speak during the Citizen Comment portion of the meeting will limit their comments to no longer than three (3) minutes (a total of 15 minutes) and will address Council in a respectful manner appropriate to the decorum of the meeting, refraining from the use of profane, abusive, or obscene language)**
7. UPDATE FROM ASSISTANT COUNTY ADMINISTRATOR, DALE BUTTS

AGENDA ITEMS

- [8.](#) DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022
9. UPDATE FROM BUDGET DIRECTOR PINKY HARRIOT ON THE FY2023 BUDGET PROCESS
10. PRESENTATION FROM THE ASSESSOR'S OFFICE REGARDING THE 5 YEAR REASSESSMENT PROCESS AND TIMELINE
- [11.](#) DISCUSSION OF NEW BUSINESS LICENSE FEE ORDINANCE TO LONG TERM RENTALS OF RESIDENTIAL PROPERTIES
- [12.](#) PUBLIC DEFENDER'S ADDITIONAL FUNDING REQUEST FOR FY22 (*FISCAL IMPACT: ADDITIONAL APPROPRIATION OF \$83,198.15*)

- [13.](#) CONSIDERATION OF THE REAPPOINTMENTS OF JONATHAN SULLIVAN AND ANITA SINGLETON-PRATHER TO THE ACCOMMODATIONS (A-TAX) BOARD WITH AN EXPIRATION DATE OF 2026
- [14.](#) CONSIDERATION OF THE REAPPOINTMENTS OF RAYMOND (TREY) AMBROSE AND MARK BAILEY TO THE BEAUFORT COUNTY AIRPORTS BOARD FOR AN EXPIRATION DATE OF 2024
15. ADJOURNMENT



Finance Committee Beaufort County, SC

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**Monday, September 20, 2021
2:00 PM**

MINUTES

1. **CALL TO ORDER**

Chairman Lawson called the meeting to order at 2:00 PM

PRESENT

Committee Chairman Mark Lawson
Committee Vice-Chair Chris Hervochon
Council Member Joseph F. Passiment
Council Member D. Paul Sommerville
Council Member Gerald Dawson
Council Member Brian Flewelling
Council Member Stu Rodman
Council Member York Glover

ABSENT

Council Member Alice Howard
Council Member Lawrence McElynn
Council Member Logan Cunningham

2. **PLEDGE OF ALLEGIANCE**

Chairman Lawson led the Pledge of Allegiance.

3. **FOIA**

Chairman Lawson noted that Public notification of this meeting had been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. **APPROVAL OF AGENDA**

Motion: It was moved by Council Member Sommerville, seconded by Council Member Glover to approve the agenda. The motion was approved without objection.

5. **APPROVAL OF MINUTES**

Motion: It was moved by Council Member Sommerville, seconded by Council Member Flewelling to approve the minutes from June 21, 2021. The motion was approved without objection.

6. **CITIZEN COMMENTS**

No Citizen Comments

7. **UPDATE FROM CFO HAYES WILLIAMS**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

Status: For Informational Purposes Only

AGENDA ITEMS

8. **DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022**

Presentation: To see the full presentation click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

Status: For Informational Purposes Only

9. **FY2023 BUDGET CALENDAR**

Presentation: To see the full presentation click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

Status: For Informational Purposes Only

10. **PRESENTATION FROM ELLIOT DAVIS ON REPORT ON PROCESSES AND PROCEDURES FOR FINANCE, PROCUREMENT AND DISABILITIES, AND SPECIAL NEEDS**

Presentation and Discussion: To see the full presentation and discussion, click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

Motion: It Was Moved by Council Member Hervochon, Seconded by Council Member Flewelling For the County to Engage with An Outside CPA Firm to Preform A Forensic Audit of All Physical Assets of The County with A Historical Cost Of \$5,000.00 More Plus All Computers in An Effort to Put Together A Fixed Asset List with The Recommendation of Maintaining the List on An Ongoing Basis.

Motion to Amend: It Was Moved by Council Member Flewelling, Seconded by Council Member Hervochon To Amend the Wording of The Original Motion to State: To Direct the Administration to Move Forward with The Solicitation of Bids for Performing an Outside Audit of All County Properties with A Value Of \$5,000.00 Or More.

Motion to withdraw: It Was Moved by Council Member Flewelling, Seconded by Council Member Hervochon To Withdraw Original Motion and Amended Motion After Discussion That Administration Does Not Need Action to Carry Out the Specific Requests Within the Motions.

11. **PRESENTATION OF CORRECTIVE ACTION PLAN FROM THE REPORT ON PROCESSES AND PROCEDURES FOR FINANCE PROCUREMENT AND DISABILITIES AND SPECIAL NEEDS**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

Motion: It was moved by Council Member Sommerville, seconded by Council Member Flewelling to amend the include into the 21/22 budget to include 7 additional full-time positions; 3 in Finance, 2 in Budget, 1 in Purchasing, and 1 in Clerk to Council Office. This is to be paid for by existing surplus and vacancy savings and move forward to County Council for final approval. The motion was approved.

Voting Yea: Committee Chairman Lawson, Committee Vice-Chair Hervochon, Council Member Passiment, Council Member Sommerville, Council Member Dawson, Council Member Flewelling, Council Member Rodman

Voting Nay: Council Member Glover. The vote 7:1.

Motion: It was moved by Council Member Passiment, seconded by Council Member Sommerville to approve the corrective action plan as presented by Mr. Williams from Elliot Davis, which is separate from the employees just added. The motion was approved without objection.

12. **RESOLUTION TO ACCEPT FEDERAL GRANT: AWARD # 1H79TI084543-01 IN THE AMOUNT OF \$1,934,988**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

Motion: It was moved by Council Member Rodman, seconded by Council Member Sommerville to approve the acceptance of Federal Grant: Award #1H79TI084543-01 in the amount of \$1,934.988. The motion was approved without objection.

13. **FIRST READING OF AN ORDINANCE TO REPURPOSE COMMUNITY FOUNDATION OF THE LOWCOUNTRY'S 2021 LOCAL ATAX GRANT AWARD**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

Motion: It was moved by Council Member Rodman, seconded by Council Member Sommerville, to approve the First Reading of an Ordinance to Repurpose Community Foundation of the Lowcountry's 2021 Local ATAX Grant Award and move forward to County Council. The motion was approved.

Voting Yea: Committee Chairman Lawson, Council Member Passiment, Council Member Sommerville, Council Member Dawson, Council Member Rodman

Voting Nay: Committee Vice-Chair Hervochon, Council Member Flewelling, Council Member Glover. The vote 5:3

14. **A REQUEST TO AUTHORIZE THE COUNTY ADMINISTRATOR TO ENTER INTO MEDIATION TO ATTEMPT TO ESTABLISH THE PURCHASE PRICE OF TWO PARKING LOTS AT THE OLD COURTHOUSE FROM THE G.G. DOWLING FAMILY PARTNERSHIP, LP.**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

Motion: It was moved by Council Member Flewelling, seconded by Council Member Glover to approve the request to authorize the County Administrator to enter mediation to attempt to establish the purchase price of two parking lots at the old courthouse from the G.G. Dowling Family Partnership, LP. The motion was approved without objection.

15. **ADJOURNMENT**

The meeting was adjourned at 4:15



Finance Committee Beaufort County, SC

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**Monday, October 18, 2021
2:00 PM**

MINUTES

1. **CALL TO ORDER**

Chairman Lawson called the meeting to order at 2:00 PM

PRESENT

Committee Chairman Mark Lawson
Council Member Logan Cunningham
Council Member Joseph F. Passiment
Council Member Lawrence McElynn
Council Member Gerald Dawson
Council Member Brian Flewelling
Council Member Stu Rodman
Council Member York Glover
Council Member Alice Howard

ABSENT

Committee Vice-Chair Chris Hervochon
Council Member D. Paul Sommerville

2. **PLEDGE OF ALLEGIANCE**

Chairman Lawson led the Pledge of Allegiance.

3. **FOIA**

Chairman Lawson noted that Public notification of this meeting had been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. **APPROVAL OF AGENDA**

Motion: It was moved by Council Member Rodman, seconded by Council Member Glover to approve the agenda. The motion was approved without objection.

5. **CITIZEN COMMENTS**

No Citizen Comments

6. **UPDATE FROM DALE BUTTS, ASSISTANT COUNTY ADMINISTRATOR; PINKY HARRIOT, BUDGET DIRECTOR; AND HAYES WILLIAMS, CFO**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

Status: For Informational Purposes Only

AGENDA ITEMS

7. **DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022- HAYES WILLIAMS, CFO**

Presentation: To see the full presentation click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

Status: For Informational Purposes Only

8. **PRESENTATION FROM EVERGREEN SOLUTIONS, LLC- Angele**

Presentation: To see the full presentation click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

Status: For Informational Purposes Only

9. **APPROVAL OF A RESOLUTION FORMALLY ADOPTING THE BEAUFORT COUNTY CLASSIFICATION AND COMPENSATION PLAN. INCLUDED IN THE RESOLUTION IS EXHIBIT A- 2021 CLASSIFICATION AND COMPENSATION PLAN**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

Motion: It Was Moved by Council Member Flewelling, Seconded by Council Member Passiment For the Approval of a Resolution Formally Adopting the Beaufort County Classification and Compensation Plan. Included in The Resolution Is Exhibit A- 2021 Classification and Compensation Plan. Recommended to Full Council Without Objection.

10. **APPROVAL TO ACCEPT THE FUNDING AND APPROVE THE ATTACHED SPENDING PLAN FOR BCADAD \$79,212- Steve Donaldson, Director of BCADAD**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

Motion: It Was Moved by Council Member Flewelling, Seconded by Council Member Rodman for The Approval to Accept the Funding and Approve the Attached Spending Plan For BCADAD. The Motion Was Approved Without Objection.

11. **APPROVAL OF AN ORDINANCE CHANGING BEAUFORT COUNTY'S PROCUREMENT CODE, DIVISION 4 CONCERNING APPROVAL THRESHOLDS AND ADDITIONS TO THE CURRENT EXEMPTION SECTION – Dave Thomas, Purchasing Director**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

Motion: It was moved by Council Member Passiment, seconded by Council Member Flewelling to approve an ordinance changing Beaufort County's Procurement Code, Division 4 Concerning Approval Thresholds and Additions to the Current Exemption Section. This Is to Include Increasing the Administrator's Threshold To \$150,000.00. the motion was approved without objection.

Abstained: Council Member Cunningham

12. **APPROVAL OF AN ORDINANCE TO AMEND THE FY2022 BUDGET ORDINANCE 2021/30 TO INCLUDE AN ADDITIONAL \$150,000.00 TO THE SOLICITOR'S OFFICE- Pinky Harriot, Budget Director**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

Motion: It was moved by Council Member Cunningham, seconded by Council Member Rodman to approve the Ordinance to Amend the FY2022 Budget Ordinance 2021/30 to Include an Additional \$150,000.00 to the Solicitor's Office and forward to Council. The motion was approved. 7:2

13. **APPROVAL OF AN ORDINANCE DECLARING CERTAIN COUNTY-OWNED REAL PROPERTY AS SURPLUS PROPERTY AND AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS TO SELL REAL PROPERTY IDENTIFIED AS TMS NO. R700 036 000 13J 0000, R700 036 000 0112 0000, R700 036 000 0109 0000, R700 036 000 002C 0000 AND R600 036 000 001B 0000**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

Motion: It Was Moved by Council Member Flewelling, Seconded by Council Member Rodman to Approve an Ordinance Declaring Certain County-Owned Real Property as Surplus Property and Authorizing the County Administrator to Execute Any and All Necessary Documents to Sell Real Property Identified as TMS NO. R700 036 000 13J 0000, R700 036 000 0112 0000, R700 036 000 0109 0000, R700 036 000 002C 0000 AND R600 036 000 001B 0000. Approved without objection.

14. **ADJOURNMENT**

The meeting was adjourned at 3:30



Finance Committee Beaufort County, SC

This meeting will be held both in-person in Council Chambers at 100 Ribaut Road, Beaufort,
and virtually through Zoom

**Monday, November 15, 2021
2:00 PM**

MINUTES

1. **CALL TO ORDER**

Chairman Lawson called the meeting to order at 2:00 PM

PRESENT

Committee Chairman Mark Lawson
Committee Vice-Chair Chris Hervochon
Council Member Joseph Passiment
Council Member Alice Howard
Council Member Gerald Dawson
Council Member Stu Rodman
Council Member York Glover
Council Member Brian Flewelling

ABSENT

Council Member Lawrence McElynn
Council Member Paul Sommerville
Council Member Logan Cunningham

2. **PLEDGE OF ALLEGIANCE**

Chairman Lawson led the Pledge of Allegiance.

3. **FOIA**

Chairman Lawson noted that Public notification of this meeting had been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. **APPROVAL OF AGENDA**

Motion: It Was Moved by Council Member Howard, Seconded by Council Member Dawson To Approve the Agenda. The Motion Was Approved Without Objection.

5. **APPROVAL OF MINUTES- AUGUST 16, 2021**

Motion: It Was Moved by Council Member Dawson, Seconded by Council Member Howard To Approve the Minutes from August 16, 2021. The Motion Was Approved Without Objection.

6. **CITIZEN COMMENTS**

No Citizen Comments

7. **UPDATE FROM INTERIM CFO HAYES WILLIAMS**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/148141>

Status: For Informational Purposes Only

AGENDA ITEMS

8. **DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022- HAYES WILLIAMS, CFO**

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/148141>

Status: For Informational Purposes Only

9. **ACCOMMODATIONS TAX (STATE 2%) BOARD RECOMMENDATIONS TO TOURISM-RELATED ORGANIZATIONS IN THE AMOUNT OF \$800,000**

Dick Farmer, Accommodations Tax (State 2%) Board Chairman will present the Board's recommendations for the 2021-2022 State A-TAX Grant Awards.

Hayes Williams stated an allocation of \$800,000 from State A-TAX Funds Collections to be awarded to grant applicants.

Discussion: To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/148141>

Motion: It Was Moved by Council Member Rodman, Seconded by Council Member Glover to Approve the Accommodations Tax (State 2%) Board Recommendations to Tourism-Related Organizations in The Amount Of \$800,000. Recommended to Full Council Without Objection.

Status: Forward to Council for approval

10. **REQUEST FROM THE 14TH CIRCUIT PUBLIC DEFENDERS' OFFICE FOR ADDITIONAL FUNDING OF \$166,397**

Stephanie Smart-Gittings stated the current Beaufort County allocation for the Beaufort County Public Defender's Office stands at \$1,498,131.00. Requesting a mid-year request for an additional \$166,397.00 to maintain staff for the Beaufort County Public Defender's Office.

Discussion: To see the full presentation and discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/148141>

Motion: It Was Moved by Council Member Flewelling, Seconded by Council Member Rodman to Approve the Request from the 14th Circuit Public Defenders' Office for Additional Funding Of \$166,397.00. Recommended to Full Council Without Objection.

Status: Forward to Council for approval

11. **RECOMMENDED CHANGES TO THE BEAUFORT COUNTY PROCUREMENT CODE, DIVISION 4 CONCERNING CONTRACT APPROVAL THRESHOLDS AND TO REQUEST ADDITIONS TO THE CURRENT EXEMPTION SECTION**

Discussion: To see the full discussion click the link below.

Deputy County Administrator, Whitney Richland, stated that this item came from the Finance Committee and went through the first reading at the Council level, however, there was a discrepancy in the Ordinance so therefore it has been brought back to discuss. The approval threshold was only to be increased for the County Administrator, but the Ordinance reflects an increase for all Department Heads, Purchasing Director, Budget Director, County Administrator, Committees, and Council which was not approved.

<https://beaufortcountysc.new.swagit.com/videos/148141>

Status: For Informational Purposes Only

12. **ADJOURNMENT**

The meeting was adjourned at 3:06 pm



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 8.

ITEM TITLE:
<i>Discussion and presentation of year to date financial statements for FY 2022.</i>
MEETING NAME AND DATE:
Finance Committee 1/18/2022
PRESENTER INFORMATION:
Hayes Williams Chief Financial Officer 15 Minutes
ITEM BACKGROUND:
<i>Discussion and presentation of the year to date financial reports for FY 2022.</i>
PROJECT / ITEM NARRATIVE:
<i>Discussion and presentation of the year to date financial reports for FY 2022.</i>
FISCAL IMPACT:
None.
STAFF RECOMMENDATIONS TO COUNCIL:
Discussion and related questions.
OPTIONS FOR COUNCIL MOTION:
N/A



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 11.

ITEM TITLE:
<i>Discussion of New Business License Fee Ordinance to Long Term Rentals of Residential Properties.</i>
MEETING NAME AND DATE:
<i>Finance Committee, January 18, 2022</i>
PRESENTER INFORMATION:
<i>Thomas J. Keaveny, II 15 minutes</i>
ITEM BACKGROUND:
<i>In December 2020 Beaufort County adopted a new Business License Fee Ordinance. This new Ordinance requires those who rent out even one residential dwelling to apply for and to receive a business license. This is a departure from our previous Ordinance which imposed this requirement only on individuals who rented out two or more residential dwellings.</i>
PROJECT / ITEM NARRATIVE:
<i>N/A</i>
FISCAL IMPACT:
<i>This topic is for discussion only at this time.</i>
STAFF RECOMMENDATIONS TO COUNCIL:
<i>Staff does not have a recommendation at this time. Staff wished simply to bring this issue to the attention of the Finance Committee for discussion.</i>
OPTIONS FOR COUNCIL MOTION:
<i>Options for Committee are (1) ask staff to explore the possibility of reducing the impact of this new requirement on individuals who rent out one residential dwelling only or (2) to allow the ordinance to remain as it is.</i>



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 12.

ITEM TITLE:
Public Defender's Additional Funding Request for FY22
MEETING NAME AND DATE:
Finance Committee, January 18, 2022
PRESENTER INFORMATION:
Pinky Harriott, Budget Director 10 minutes
ITEM BACKGROUND:
Council deferred item back to Finance Committee for further discussion at the December 13 th Meeting. Finance Committee approved in Nov 2021 to move to Council for First Reading by Title Only.
PROJECT / ITEM NARRATIVE:
The Public Defender's Office requested on Nov 12 th additional funding of \$166,397.00 for FY2022 to implement a cost-of-living increase of 5.9% and hire an additional Magistrate Court attorney. Since then, Council requested additional information and the request has been reduced on January 3 rd to \$83,198.15 to fund the 5.9% cost of living increase for all staff, & to adjust the 3 vacant attorneys starting salaries up to \$66,000.00.
FISCAL IMPACT:
An additional appropriation of \$83,198.15
STAFF RECOMMENDATIONS TO COUNCIL:
Staff recommends that the amount requested be absorbed the current vacancy savings within the current FY2022 appropriations.
OPTIONS FOR COUNCIL MOTION:
Motion to approve/deny FY2022 Additional Funding Request.

Office of the Public Defender
Fourteenth Judicial Circuit
Stephanie Smart-Gittings, Circuit Defender

BEAUFORT COUNTY
 Human Services Building
 1905 Duke Street, Room 210
 Post Office Box 525
 Beaufort, SC 29902
 (843) 255-5805 (Phone)
 (843) 255-9494 (Fax)

ALLENDALE, HAMPTON & JASPER COUNTIES
 1 Courthouse Square
 80 Elm Street, Room 133
 Post Office Box 506
 Hampton, SC 29924
 (803) 914-2240 (Phone)

COLLETON COUNTY
 319 N. Lucas Street
 Walterboro, SC 29488
 (843) 549-1633 (Phone)
 (843) 549-2912 (Fax)

January 3, 2022

RE: FY 2021/2022

In response to your additional questions, I wanted to provide you additional information in order to clarify our mid-year budget request.

The current Beaufort County allocation for the Beaufort County Public Defender's Office stands at \$1,498,131.00. The Beaufort County Public Defender's Office is not requesting additional attorneys at this time. This request of \$83,198.15 is for the remaining FY 2021/2022 in order to recruit and retain current staff in Beaufort County. The reoccurring amount would be \$166,397.00 starting FY 2022/2023.

As you are aware, the Commission on Indigent Defense appropriated \$75,000 for one additional Public Defender per circuit. In an effort to provide the most for the 14th Circuit, I contracted with three attorneys to handle cases in the 14th Circuit; one of which is specifically assigned to handle six lower level cases in Beaufort County each month. I hired two investigators to handle regions: one for Jasper, Hampton and Allendale and one for Beaufort and Colleton. This is paid for by the appropriation act.

Currently the Beaufort County Public Defender's Office employees (or has positions for) Sixteen (16) Public Defenders, and ten (10) support staff members in Beaufort County. The breakdown is as follows:

- Eight (8) General Sessions Attorneys,
- Two (2) Juvenile Attorneys,
- Two (2) Bond Court Attorneys,
- One (1) Mitigation Attorney,
- Two (2) Magistrate Court Attorneys, and
- One (1) Municipal Court Attorney (Fully funded by Municipalities),
- Seven (7) Administrative Assistants; to include one Bond Court Admin, one violent crimes admin, one mitigation assistant, one juvenile assistant, one executive assistant, one GS/ Mag Court Assistant, and one Municipal Court Admin (funded by local Municipalities).
- Three (3) full time and one part time Investigators; one violent crimes and juvenile, two General Sessions, one state funded investigator (Beaufort/Colleton).

These attorney and staff members, except for one Juvenile attorney, work primarily for Beaufort County. One attorney and one administrative assistant for Municipal Court is exclusively funded by the local Municipalities.

When the initial request was made, I had four (4) vacancies in Beaufort County for General Sessions Attorneys. I was able to hire one experienced attorney since my request, and therefore currently have three (3) vacant General Sessions Attorney Positions.

Within the last year, six (6) attorneys have resigned from the Beaufort County Public Defender's Office to take other positions. A general consensus among these attorneys was their salaries. In an effort to recruit/ retain current employees, I am proposing the following Tier System for Public Defenders in Beaufort County:

Tier 1 Attorney:	65,000 – 85,000
Tier 2 Attorney:	86,000 – 130,000

Additionally, the Beaufort County Public Defender's Office did not receive the previous cost of living increase or compensation study increase last year. Therefore, I am proposing a 5.9% increase for all staff members of the Beaufort County Public Defender's Office.

The total request of \$83,198.15 breakdown is below:

- **\$11,698.50 STAFF MEMBERS INCREASE**
 - o Beaufort County Investigators, Administrative Assistants, and Mitigation Specialists 5.9% cost of living/ retention increase for current staff members
 - o Rate of 5.9% which is consistent with the Social Security Administrations 2022 cost of living increase
- **\$50,856.50 ATTORNEY RETENTION AND RECRUITING ADJUSTMENT**
 - o Attorney Tier System Increase
- **\$20,643.15 FRINGE BENEFITS INCREASE**
 - o Beaufort County Fringe Benefits due to increases (approximate based on 33%)

This increase would allow my office to recruit at a higher salary for the three (3) vacant positions. Currently I have these positions listed at \$55,000 and would need to increase them to \$66,000.00.

Lastly, I would not use my fund balance for this request. This is a reoccurring request for salaries exclusively for Beaufort County employees. The Fund Balance is a result of many different funding sources.

In conclusion, I appreciate your consideration and am available for any additional questions you or council may have.

With kind regards, I am,

Sincerely,

Stephanie Smart-Gittings
14th Circuit Public Defender

South Carolina Association of Counties
Wage and Salary Report
Population Group: 1
(Greater than 200,000 Population)

PUBLIC DEFENDER**Job Code: 1804**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Midpoint</u>	<u>Avg or Actual</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>			
Horry	40	2	75,427	113,142	94,285		50%
Richland	37.5	1	78,577	141,438	110,008		80%
York	40	1	69,816	97,742	83,779		40%
ARITHMETIC AVERAGES:			74,607	117,441	96,024		

DEPUTY PUBLIC DEFENDER**Job Code: 1805**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Midpoint</u>	<u>Avg or Actual</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>			
Charleston	40	2	73,860	127,046	100,453		72%
Greenville	37.5	2	82,227	132,859	107,543		62%
Horry	40	1	75,427	113,142	94,285		50%
Lexington	40	2	73,659	110,489	92,074		50%
Richland	37.5	1	78,577	141,438	110,008		80%
Spartanburg	37.5	2	81,602	130,564	106,083		60%
York	40	2	93,320	130,648	111,984		40%
ARITHMETIC AVERAGES:			79,810	126,598	103,204		

ASST PUBLIC DEFENDER**Job Code: 1806**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Midpoint</u>	<u>Avg or Actual</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>			
Charleston	40	28	58,864	101,254	80,059		72%
Greenville	37.5	10	65,712	100,460	83,086		53%
Spartanburg	37.5	19	71,275	114,039	92,657		60%
York	40	13	53,024	74,234	63,629		40%
ARITHMETIC AVERAGES:			62,219	97,497	79,858		

DEPUTY SOLICITOR**Job Code: 1807**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>		<u>Midpoint</u>	<u>Avg or Actual</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>			
Berkeley	37.5	1	87,404	139,847	113,626		60%
Charleston	40	1	106,870	183,830	145,350		72%
Greenville	37.5	12	82,227	132,859	107,543		62%
Horry	40	2	75,427	113,142	94,285		50%
Lexington	40	2	73,659	110,489	92,074		50%
Richland	37.5	2	78,577	141,438	110,008		80%
Spartanburg	37.5	1	81,602	130,564	106,083		60%
York	40	2	93,320	130,648	111,984		40%
ARITHMETIC AVERAGES:			84,886	135,352	110,119		

Note: "Pay Range" reflects either the minimum and maximum salaries of a position's pay grade or the lowest and highest actual salary paid for a position. "Avg or Actual" is a county's reported arithmetic average of all actual salaries paid for a specific position or the actual salary for the position. "Percent Spread" shows the percent difference between the minimum and maximum salaries.

Office of the Public Defender
Fourteenth Judicial Circuit
Stephanie Smart-Gittings, Circuit Defender

Item 12.

BEAUFORT COUNTY
Human Services Building
1905 Duke Street, Room 210
Post Office Box 525
Beaufort, SC 29902
(843) 255-5805 (Phone)
(843) 255-9494 (Fax)

ALLENDALE, HAMPTON & JASPER COUNTIES
1 Courthouse Square
80 Elm Street, Room 133
Post Office Box 506
Hampton, SC 29924
(803) 914-2240 (Phone)

COLLETON COUNTY
319 N. Lucas Street
Walterboro, SC 29488
(843) 549-1633 (Phone)
(843) 549-2912 (Fax)

November 12, 2021

Beaufort County Finance Council
100 Ribaut Road
Post Office Drawer 1228
Beaufort, SC 29901

RE: FY 2021/2022

Dear Council Members,

The current Beaufort County allocation for the Beaufort County Public Defender's Office stands at \$1,498,131.00. I am making a mid-year request for additional funding of \$166,397.00 in order to maintain staff for the Beaufort County Public Defender's Office.

Currently I have four (4) open previously funded attorney positions with the Beaufort County Public Defender's Office. Based on research of neighboring agencies and other Public Defender's Offices' throughout our state, I am proposing the following chart for Public Defenders in Beaufort County:

Tier 1 Attorney:	65,000 – 85,000
Tier 2 Attorney:	86,000 – 130,000

This is an increase from the funding you provided in 2020 wherein I predicted to hire Tier 1 attorneys at \$56,000 and Tier 2 attorneys at \$80,000.

Like many agencies and courts around the state, Covid-19 and the closures that followed increased the case load for the Beaufort County Public Defender's Office. This was especially prevalent in the Beaufort County Magistrate Court. The single attorney assigned to Magistrate Court became overwhelmed in 2021 with the pending case load, and ultimately, I was required to use any available funds to hire another attorney to assist in magistrate court. The Beaufort County Public Defender's Office now has two attorneys in Magistrate Court; one (1) attorney handling Beaufort Magistrate Court and one (1) attorney handling Bluffton Magistrate Court.

While this addressed the unyielding issue in Magistrate Court in Beaufort County, I was unable to give needed salary increases to Beaufort County attorneys and staff members. The Beaufort County Public Defender's Office did not receive the previous cost of living increase or the compensation study increase last year. In order to recruit and retain employees in the Beaufort County Public Defender's Office, I am requesting \$166,397.00 to cover this cost of

living increase, compensation study increase, and cost required to hire another Magistrate Court attorney.

At this time, I am not requesting additional attorneys for the Beaufort County Public Defender's Office. My current immediate need is to compensate the valuable staff members currently employed with my office, and recruit and retain attorneys for the four (4) available attorney positions with my office.

I am happy to answer any questions that council may have, and respectfully request to be heard at your next available council meeting on November 15, 2021.

With kind regards, I am,

Stephanie Smart- Gittings

Stephanie Smart-Gittings
14th Circuit Public Defender

BEAUFORT COUNTY PUBLIC DEFENDER'S OFFICE REQUEST:

STAFF MEMBERS COST OF LIVING INCREASES \$23,397.00

- Investigators, Administrative Assistants, Mitigation Specialist
- This would be a 5.9% cost of living/ retention increase for current staff members.
- Rate at 5.9% which is consistent with the Social Security Administrations 2022 cost of living increase.

ATTORNEYS RETENTION AND RECRUITING ADJUSTMENT \$143,000.00

Tier 1 Attorney: 65,000 – 85,000
 Tier 2 Attorney: 86,000 – 130,000

TOTAL REQUEST: \$166,397.00

NEW HIGHLIGHTS OF BEAUFORT COUNTY PUBLIC DEFENDER'S OFFICE:

1. MITIGATION TEAM CREATED IN 2021:

In 2021, the Beaufort County Public Defender's Office received funding from the Beaufort County Council which enabled our office to be able to form the Mitigation Division of the Public Defender's Office.

This team consist of a Mitigation Attorney, a Sentencing/ Mitigation Specialist, and an Administrative Assistant.

This elite team places a holistic approach to the criminal justice system and handles a variety of tasks including:

- Assisting attorneys in investigating, analyzing, developing, and presenting mitigation evidence to the court,
- Develops relationships with clients, their families, local service providers, treatment centers, substance abuse networks, mental health agencies, and vocational programs aimed at addressing substance abuse, mental illness, homelessness, or other issues that many clients maybe facing, and
- Addresses the collateral consequences associated with General Sessions cases.

2. BOND COURT DIVISION:

Likewise in 2021, the Beaufort County Public Defender's Office created the Bond Court Division. This Division handles Bond Hearings twice a day at the Beaufort County Detention Center. A dedicated Administrate Assistant assists our attorneys in bond court.

3. MAGISTRATE COURT:

Two Public Defenders now handle Magistrate Court in Beaufort County; one for Beaufort Magistrate and one for Bluffton Magistrate.

Previously one attorney rotated between the two courts: causing scheduling issues, and a growing case load.

UPCOMING GENERAL SESSIONS COURT DATES:

November 8 - 12, 2021
November 15 -19, 2021
December 6 -10, 2021
December 13 -17, 2021
January 10 -14, 2021
January 18 -21, 2021
January 31 - February 4, 2021
February 14 - 18, 2021
February 21 – 25, 2021
March 14 – 18, 2021
March 21 – 25, 2021
April 11 – 15, 2021
April 18 – 22, 2021
May 9 – 13, 2021
May 16 – 20, 2021

Did you know?

The Beaufort County Public Defender's Office Mitigation Division assisted 43 individuals with being placed in substance abuse treatment centers, homeless shelters, or half-way housing since August 2020.

Beaufort County
Public Defender's
Office Current
Numbers (as of
November 10, 2021):

Court Type	Clients (People)	Cases (Incidents)	Charges (Warrants/Tickets)
General Sessions	1371	1805	3164
Magistrate Court	524	583	970
Municipal Court	231	261	516
Juvenile	49		
Total	2175	2649	4650

DISPOSED CASE COUNT: BEAUFORT COUNTY MAGISTRATE COURT AND BEAUFORT COUNTY GENERAL SESSIONS COURT



12/20/2021

Ms. Anita Singleton-Prather



Shannon Milroy
Grants Administrator



Re: Accommodations Tax (2% State) Board

To Whom it May Concern:

This is a statement to verify the intention that I, Anita Singleton-Prather, am seeking reappointment to the Accommodations Tax (2% State) Board. This will go into effect in February 2022.

Sincerely,

Anita Singleton-Prather

From: [ANITA joyce prather](#)
To: [Milroy, Shannon](#)
Subject: Document: A_ Singleton-Prather - Seeking Reappointment.pdf
Date: Monday, December 20, 2021 4:24:59 PM

[EXTERNAL EMAIL] Please report any suspicious attachments, links, or requests for sensitive information to the Beaufort County IT Division at helpdesk@bcgov.net or to 843-255-7000.

Reappointment to ATAX Board.

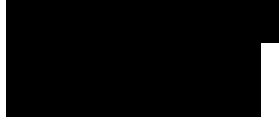
Please accept this as my signed reappointment letter copy to the Beaufort County SC Accommodations Tax Board.

Sincerely,

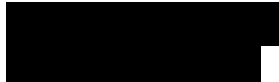
Anita Singleton Prather

[Sent from Yahoo Mail on Android](#)

Mr. Jonathan Sullivan



Shannon Milroy
Grants Administrator



Re: Accommodations Tax (2% State) Board

To Whom it May Concern:

This is a statement to verify the intention that I, Jonathan Sullivan, am seeking reappointment to the Accommodations Tax (2% State) Board. This will go into effect in February 2022.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Sullivan".

Jonathan Sullivan

LETTER OF INTENT

Jonathan Rembold-Airports Director



Mark Bailey

Committee Member



To Whom it may concern:

This is a statement to verify the intention that I, Mark Bailey, am seeking REAPPOINTMENT / RESIGN, from the Beaufort County Airports Board This will go into effect on January 1, 2022.

Sincerely,

DocuSigned by:

Mark Bailey

0607F75CFDEB4BA...

Mark Bailey

LETTER OF INTENT

Jonathan Rembold-Airports Director



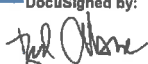
Raymond Ambrose
Chairman



To Whom it may concern:

This is a statement to verify the intention that I, **Raymond Ambrose**, am seeking **REAPPOINTMENT / RESIGN**, from the **Beaufort County Airports Board** This will go into effect on **January 1, 2022**.

Sincerely,

DocuSigned by:

BA0A7BCEBEAA467...

Raymond Ambrose