COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
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JOSEPH F. PASSIMENT, JR.

ASHLEY M. JACOBS
COUNTY ADMINISTRATOR

SARAH W. BROCK
CLERK TO COUNCIL

AGENDA
COMMUNITY SERVICES COMMITTEE

Monday, September 16, 2019
2:00 p.m.
Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

Committee Members:
Lawrence McElynn, Chairman
Michael Covert, Vice Chairman
Gerald Dawson
York Glover
Chris Hervochon

Staff Support:
Monica Spells, Assistant County Administrator
Civic Engagement and Outreach

1. **CALL TO ORDER – 2:00 p.m.**

2. **PLEDGE OF ALLEGIANCE**

3. **INTRODUCTIONS**

   [*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** (backup)
   - **A. June 17, 2019**
   - **B. August 19, 2019**

6. **CITIZEN COMMENTS** (*comments regarding agenda items only)*

7. **INFORMATIONAL ITEMS**
   - **A. Organization overview / Beaufort Jasper Hampton Comprehensive Health Services, Inc.** - *Roland Gardner, CEO*
   - **B. Update / Alcohol and Drug Abuse Department** - *Steve Donaldson, Director, Alcohol and Drug Abuse Department* (backup)

8. **ACTION ITEMS**
   - **A. A Resolution approving the memorandum of understanding and agreement between the county and the South Carolina Association of Counties relating to the South**

Carolina Association of Counties being authorized and designated as the claimant agent for the county pursuant to the setoff debt collection act of 2003, as amended, and to authorize the Beaufort County Alcohol and Drug Abuse Department to use the procedures provided in chapter 56, title 12 as the initial step in the collection of delinquent fees - *Steve Donaldson, Alcohol and Drug Abuse Director* (backup)

B. Fiscal year 2020 Community Services Grant recommendations from the Beaufort County Human Services Alliance to local non-profit agencies in the cumulative amount of $398,000 - *Fred Leyda, Director, Human Services Department* (backup)

C. Potential New Riverside Branch for the Beaufort County Library System - *Ray McBride, Library Director* (backup)

9. ADJOURNMENT

2019-2020 POLICY PRIORITY COMMITTEE ASSIGNMENTS
NATURAL RESOURCES & COMMUNITY SERVICES
Attainable Housing & Housing Trust Fund
Smart Growth & Impact Fees

BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Approval of Minutes

Council Committee:

Community Services Committee

Meeting Date:

September 16, 2019

Committee Presenter (Name and Title):

Issues for Consideration:

Approval of the June 17th and August 19th committee minutes as presented.

Points to Consider:

Funding & Liability Factors:

None.

Council Options:

Approve, Modify or Reject

Recommendation:

Approve

MINUTES
COMMUNITY SERVICES COMMITTEE

June 17, 2019

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

ATTENDANCE

Present:	Committee Chairman Lawrence McElynn, Vice Chairman Michael Covert, and York Glover
Absent:	Gerald Dawson and Chris Hervochon
Ex-officio:	Alice Howard (Non- committee members of Council serve as ex-officio members and are entitled to vote.)
Staff:	Ray McBride, Library Director; Ashley M Jacobs, Beaufort County Administrator; Monica Spells, Assistant Administrator
Media:	Joe Croley, Lowcountry Inside Track

CALL TO ORDER

Councilman McElynn called the meeting to order at 3:00 p.m.

APPROVAL OF AGENDA

Motion: It was moved by Councilman Covert, seconded by Councilman Glover, that committee approve the agenda as presented. The vote: YEAS – Councilman Covert, Councilman Glover, Councilwoman Howard and Councilman McElynn. The motion passed.

APPROVAL OF MINUTES

Discussion: Councilman McElynn stated the minutes from the last meeting are being sent back to the clerk for correction of scrivener's errors. Councilman McElynn added some people that attended but were overlooked, staff members and others: Wanda Mays, Bill Love, Patrick Hill, Wendel Robertson, Ron Clifford, and William Bronson.

Motion: It was moved by Councilman Covert, seconded by Councilman Glover to send the minutes back for correction of scrivener's errors and additions of people who were in attendance. The vote: YEAS – Councilman Covert, Councilman Glover, Councilwoman Howard and Councilman McElynn. The motion passed.

CITIZEN COMMENTS

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No citizen comments.

ACTION ITEMS

Item: Library Systems Update: Approval – Proceeding with Interior Renovations at the Bluffton Branch Library and the Hilton Head Branch Library (Phase 2) Based on the Completed Phase 1 Library Interior Space Study with Funding to Come From Library Impact Fees – Ray McBride, Library Director

Discussion: Mr. McBride thanked the committee and stated that the Library Board of Trustees, Library Staff, and all of their supporters are always striving to save taxpayer dollars and to be efficient with every dollar they get in their budget now and in the future. It has been proven time and again that every $1 in funding that goes to a public library, we return $6 in library services. Mr. McBride went over some precursors he wanted the committee to think about:

1. The existing library portion of the Comprehensive Plan called for $58 million in capital costs for 5 new library facilities and the renovation of 3 existing. With the participation and approval of the Library Board of Trustees, we have drafted a revised and realistic library portion of the plan that would cut the need for new library facilities to 2 and reduce the future capital costs to around $15 million. A potential savings to the residents of Beaufort County of $43 million.
2. The introduction of 2 book mobiles with no increase in library operating budget has helped to buy time while we plan to buy these future facilities. The associated increase of 70 hours of library service to the public each week has been very well received.
3. The current Library Impact Fee Ordinance ends in approximately 1 year. While there is an ongoing study for future impact fees, I urge you not to lose sight of State Law and County Ordinance as relates to the expenditure of existing Library Impact Fees.
4. Lastly, thank you as always for your dedication to Beaufort County and your support of our library system.

Mr. McBride stated the agenda items are 2 in particular. Completed this past April was a Library Facilities Space Utilization Study of the 2 existing branches in Bluffton and Hilton Head. Today, we are proposing to move forward with Phase 2 of this study and with only selected portions. Picking the highest 2 priorities, 1 at the Bluffton Library which is expanding the Children's Department space to 3 times the size. Since the door count of the Bluffton Library has increased to 16,000 visits per month there are over 200 children in a very small compact area. Based on the space study we need to get with facilities to get some bids or quotes on what it would cost now to implement that 1 portion of the study. At the Hilton Head branch, bookmobile staff at that branch, extending the staff area so we can accommodate that increased operations of the bookmobile there. We are only asking permission to work with facilities to get quotes and bids on those 2 individual segments. Also, to be allowed to go ahead and work with facilities and look at potential sites in the Pritchardville/Okatie/Sun City area for a potential new 15,000 square feet Bluffton Branch Library. Within the last 5 years library services have changed in which we require less books, more space for meetings, and more space for the community to be active in. In our new CIP, we have 3 priorities for new facilities.

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Mr. McBride asked that they be able to move forward and work with County Administration and Facilities to look at initial investigation for the future.

Councilman Covert asked if Mr. McBride had an estimated conceptual figure for the revision to the existing library.

Mr. McBride answered that is why he is seeking permission to get the bids for these projects. The architect was only tasked with developing the potential interior spaces that would solve our problem in Phase 1. Phase 2 is to get those bids.

Councilman McElynn asked how much is in the Library Impact Fee Account.

Mr. McBride answered in the Bluffton Library Impact Fee Account is $2,739,697.58. The Hilton Head Library Impact Fee account contains $361,011.80.

Councilman Glover asked Administrator Jacobs, would the library for Pritchardville be included or separate in the facility study.

Mr. McBride answered that both of these projects are already in the CIP. The 5 new branches are included in the existing CIP. However, the library states they do not need 5 new libraries there is only 2 libraries needed in these areas and that could potentially save $43 million.

Councilman McElynn asked what the timeframe to complete this project will be.

Mr. McBride answered it would be subject to facilities and committees getting approval to expend those funds and cost, until then he cannot give a timeframe.

Councilman McElynn asked if the goal is to get it done before the fees expire.

Mr. McBride confirmed this and does not want to miss a step.

Councilman McElynn asked how many miles the new library is from the Bluffton Library.

Mr. McBride answered about 4-5 miles where all of the development is going in. There are about 30,000 potential customers in the Pritchardville area. In 10 years, it will be an estimated 50,000.

Councilman McElynn asked how big the Bluffton Library is.

Mr. McBride answered about 32,000 feet.

Councilman McElynn applauded Mr. McBride for the reduction of the $43 million on the plan. Also, while introducing a good program for the new residents in the area.

Motion: It was moved by Councilman Covert, seconded by Councilman Glover to approve proceeding with interior renovations at the Bluffton Branch Library and the Hilton Head Branch Library (Phase 2) Based on the Completed Phase 1 Library Interior Space Study with Funding to

DRAFT

come from the Library Impact Fees. The vote: YAYS – Councilman McElynn, Councilman Covert, Councilman Glover, and Councilwoman Howard. The motion passed.

Recommendation: Council proceed with interior renovations at the Bluffton Branch Library and the Hilton Head Branch Library (Phase 2) based on the completed Phase 1 Library Interior Space Study with funding to come from Library Impact Fees.

Motion: It was moved by Councilman Covert, seconded by Councilman Glover to allow Library staff to begin discussions with contractors and planners seeking to create a Bluffton/Okatie/Pritchardville area annex to the Bluffton Library. The vote: YAYS – Councilman McElynn, Councilman Covert, Councilman Glover, and Councilwoman Howard. The motion passed.

Recommendation: To allow Library staff to begin discussions with contractors and planners seeking to create a Bluffton/Okatie/Pritchardville area annex to the Bluffton Library

ADJOURNMENT

Motion: It was moved by Councilman Glover, seconded by Councilman Covert to adjourn. The vote: YAYS – Councilman McElynn, Councilman Covert, Councilman Glover, and Councilwoman Howard. The motion passed.

The meeting adjourned at 3:21 p.m.

Ratified by Committee:

DRAFT

MINUTES
COMMUNITY SERVICES COMMITTEE

August 19, 2019

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

ATTENDANCE

Present: Committee Chairman Lawrence McElynn, Vice Chairman Michael Covert, York Glover, Gerald Dawson and Chris Hervochon

Absent:

Ex-officio: Alice Howard, Paul Sommerville, Joseph Passiment and Stu Rodman (Non-committee members of Council serve as ex-officio members and are entitled to vote.)

Staff: Chris Inglese, Deputy County Attorney; Phil Foot, Assistant Administrator; Barbra Holms, Beaufort County Open Land Trust; Steve Donaldson, Alcohol and Drug Abuse Department; Ray McBride, Library Director; Ashley M Jacobs, Beaufort County Administrator; Monica Spells, Assistant Administrator; Tom Keaveny, County Attorney and Anna Maria Tabernik, Library Board of Trustees

Media: Joe Croley, Lowcountry Inside Track

CALL TO ORDER

Councilman McElynn called the meeting to order at 1:00 p.m.

[Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act]

APPROVAL OF AGENDA

Motion: It was moved by Councilman Covert, seconded by Councilman Dawson, that committee approve the agenda as presented. The vote: YEAS – Councilman Covert, Councilman Hervochon, Councilman Rodman, Councilman Glover, Councilman Sommerville, Councilwoman Howard, Councilman Passiment and Councilman McElynn. The motion passed.

APPROVAL OF MINUTES

Motion: It was moved by Councilman Covert, seconded by Councilman Glover to approve the minutes from May 20, 2019. The vote: YEAS – Councilman Covert, Councilman Hervochon, Councilman Rodman, Councilman Glover, Councilman Sommerville, Councilwoman Howard, Councilman Passiment and Councilman McElynn. The motion passed.

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CITIZEN COMMENTS

Mrs. Tabernik requested to speak after Mr. McBride's Library Presentation

ACTION ITEMS

Item: Library Systems Update regarding options available for a Pritchardville area/ New Riverside Branch as well as expansion of the Burton Wells Branch – Ray McBride, Library Director

Discussion: Mr. McBride started the discussion with addressing the options available for the Prichardville/ New Riverside Branch. His staff has been looking at options for new branches within the library system. Mr. McBride reminded the committee that library impact fees are not collected in the City of Beaufort and the Town of Port Royal however, both councils have stated they are willing to revisit this issue once the new impact fee study is complete. Fees have not been adjusted in the last ten years but Mr. McBride feels they will be adjusted after the new study. Currently there are five impact fee districts in Beaufort County and he believes the new proposal will change that to two districts, north and south of the broad. Mr. McBride provided the committee with the current status of library impact fees collected. Impact fees can be utilized for both proposed projects. Bluffton library impact fees = $2,819,714. 00 and Burton library impact fees = $585,266.00
Those wishing to examine the numbers provided may refer to backup materials in the agenda posted online

The cost associated with the revised Library Facilities Master Plan is approximately ten million dollars. The only two new facilities the board of trustees feels are needed are Prichardville and Burton Wells. The developer's proposal includes three options.

Robert Small, with Avtex Commercial Properties, spoke as to the design and layout of the proposed Prichardville site branch. The layout allows for visibility of the library both day and night. Option one consist of Avtex selling the 1.25 acres to the library system for $800,000 an acre. Option two consist of the library system leasing the property from Avtex and renting for 15 years at 6 ½ percent totaling $422, 000 a year. Option three consist of a ten year lease with an option for buyout.

Motion: It was moved by Councilwoman Howard, seconded by Councilman Hervochon to refer the three options for the Prichardville / New River Branch back to executive staff for recommendation on how council should proceed with a very clear understanding of where the funding for this project would be coming from. The vote: YEAS – Councilman Covert, Councilman Hervochon, Councilman Rodman, Councilman Glover, Councilman Sommerville, Councilwoman Howard, Councilman Passiment and Councilman McElynn. The motion passed.

Discussion: Mr. McBride stated expanding to Burton Wells has been in the library's plan for well over ten years but has been dropped by the wayside. There is no branch library in the Burton Wells area. Currently customers must drive to downtown Beaufort or to the Lobeco library. Potential

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branch in the Burton-Wells area could potentially serve 10,000 customers. This library would be twice the size of the Lobeco branch.

Motion: It was moved by Councilman Dawson, seconded by Councilman Glover to allow Mr. McBride to begin an inquiry in corporation with Mr. Phil Foot to explore the possibility of placement of a 5,000 square foot facility at the Burton Wells Recreation Center. The vote: YEAS – Councilman Covert, Councilman Hervochon, Councilman Rodman, Councilman Glover, Councilman Sommerville, Councilwoman Howard, Councilman Passiment and Councilman McElynn. The motion passed.

Recommendation: For Mr. McBride to begin an inquiry in corporation with Mr. Phil Foot to explore the possibility of placement of a 5,000 square foot facility at the Burton Wells Recreation Center.

CITIZEN COMMENTS

Mrs. Tabernik, with the Library Board of Trustees, stated Beaufort Libraries have exploded over the past few years and now offer services they never dreamt of. The Burton Wells Branch would be a great opportunity and the Prichardville Branch would take care of the growth in that area.

ADJOURNMENT

The meeting adjourned at 1:42 p.m.

Ratified by Committee:

DRAFT

BEAUFORT COUNTY SOUTH CAROLINA 1769

BEAUFORT COUNTY BCADAD

ALCOHOL & DRUG ABUSE DEPARTMENT

Community Services Committee
September 16, 2019

History

- 1957 - SC Alcoholic Center created to implement a statewide alcohol education program and develop SC's first inpatient treatment facility.

- 1966 – Redesignated as the SC Commission on Alcoholism as an independent agency to address prevention and control of alcohol related problems.

- 1971 - As a result of extensive committee hearings regarding the state's drug problems, the Office of the Commissioner of Narcotics and Controlled Substances created.

BEAUFORT COUNTY BCADAD
ALCOHOL & DRUG ABUSE DEPARTMENT

- Act 301 of 1973 created the system of county alcohol and drug abuse prevention offices which continue to provide services to communities statewide.

- 1974 - These two agencies were combined to create the SC Commission on Alcohol and Drug Abuse (SCCADA). Beaufort County Department of Alcohol and Drug Abuse created this year.

- 1993 - SCCADA was renamed the SC Department of Alcohol and Other Drug Abuse Services (DAODAS), and made a cabinet agency as part of government restructuring.

45TH ANNIVERSARY

BEAUFORT COUNTY BCADAD
ALCOHOL & DRUG ABUSE DEPARTMENT

About Us

- The Alcohol and Drug Abuse Department currently has 19 full-time employees with 5 full-time and 1 part-time grant-funded positions by the State; the department is CARF accredited.

- The Alcohol and Drug Abuse Board is comprised of 7 members appointed by County Council. Meetings are held bi-monthly on Wednesdays at 4:00 pm in the County Administration Building.

- Together, the Board and Department are available to advise Council, staff, and other stakeholders in matters concerning the provisions of ongoing programs in prevention, intervention, treatment, and aftercare for alcohol and drug misuse (including nicotine) and related problems. To that end, BCADAD is an ATOD Department.

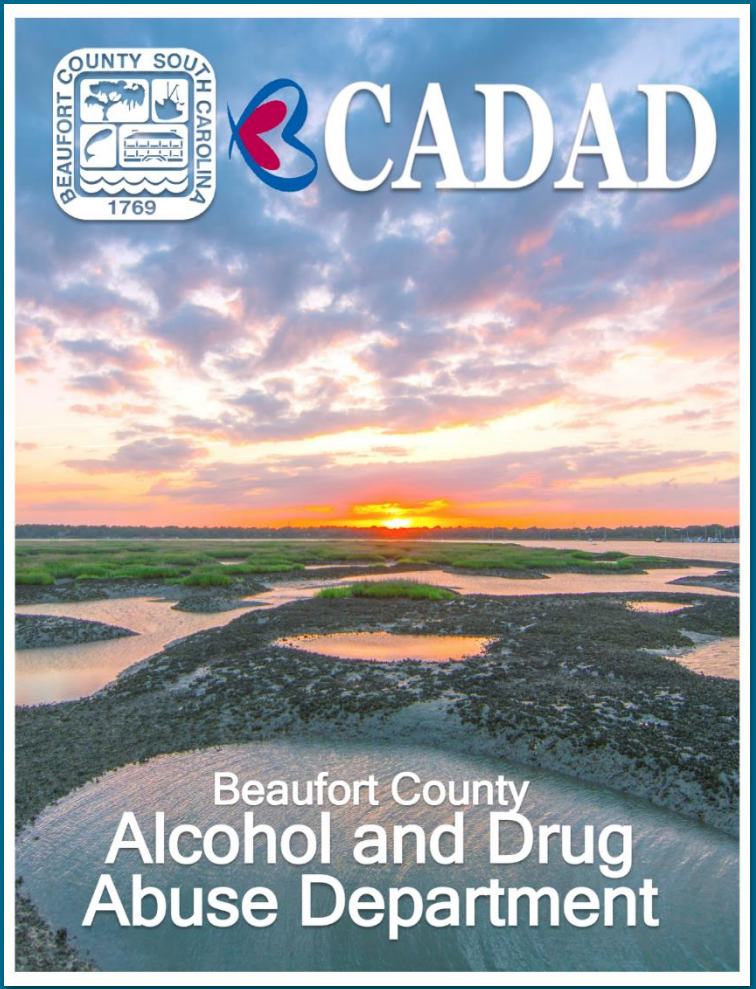
About Us

Two locations:

Beaufort County Human Services Building
1905 Duke Street, Suite 270, Beaufort
843-255-6000

Bluffton Government Center (Myrtle Park)
4819 Bluffton Parkway, Suite 303, Bluffton
843-255-6020

Need to evaluate location options in HHI



BEAUFORT COUNTY CADAD
ALCOHOL & DRUG ABUSE DEPARTMENT

New Vision

- Started as the Director on September 10, 2018.
- Focus on establishing a new direction and using Evidence Based Treatment approaches through a robust capacity building plan so that the department is using therapeutic interventions that are supported by science, such as Seeking Safety, Motivational Interviewing (MI), Medication Assisted Treatment (MAT), and others.
- Seeking small grants, recurring state funding, and one time monies from the state infrastructure fund to make facility improvements.

BEAUFORT COUNTY BCADAD
ALCOHOL & DRUG ABUSE DEPARTMENT

Who We Serve

- Adolescents 12-18
- Adult Men and Women 18 years of age and older
- Prevention serves those from birth to earth

Programs and Partnerships

- Adolescent Outpatient (Traditional and school programming such as SCiP and Bridge)
- Adult Outpatient and Intensive Outpatient
- Alcohol Driving Safety Action Program (ADSAP)
- Offender Based Intervention (OBI)
- Drug Court
- SBIRT (Screening Intervention Referral to Treatment)
- MAT (Medication Assisted Treatment)
- Prevention (New initiatives always evolving)
- Narcan Distribution

Current Goals

- Reviewing all contracts for compliancy and effectiveness.
- Setting up systems to ensure financial integrity, including the desire to participate in the Debt Set-Off Program.
- Evaluating personnel functions and productivity standards.
- Improving the department's use of technology.
- Creating a plan for clinical staff development.
- Developing new partnerships and funding streams.

BEAUFORT COUNTY BCADAD
ALCOHOL & DRUG ABUSE DEPARTMENT

Progress

- Reduction of contractual expenses.
- Stronger accounting, including collecting $40k in debt.
- Productivity of staff is tracked which has led to greater efficiency and utilization.
- Electronic surveying stakeholders satisfaction.
- Enhanced treatment services that utilizes Recovery Oriented System of Care (ROSC) and chronic disease language with matching interventions
- Development of strong relationships within the medical community.
- Positioned as helpers with the Opioid epidemic through resources obtained through the State Opioid response and designation as a Narcan Distributor at no additional cost to the County.

BEAUFORT COUNTY BCADAD
ALCOHOL & DRUG ABUSE DEPARTMENT

BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

A resolution approving the Memorandum of Understanding and Agreement between Beaufort County and the SC Association of Counties relating to the Setoff Debt Collection Act and Authorizing the Beaufort County Alcohol and Drug Abuse Department to Use the Procedures Allowing for Collection of Delinquent Fees.

Council Committee:

Community Services Committee

Meeting Date:

September 16, 2019

Committee Presenter (Name and Title):

Steve Donaldson, Alcohol and Drug Abuse Director

Issues for Consideration:

- Participatation in the program will increase department revenues and reduce the financial burden to the County.

Points to Consider:

- The department provides indigent care for patients who meet federal poverty guidelines.
- Responsible payment for services rendered is part of a patient's treatment and recovery, e.g., becoming responsible for personal affairs.

Funding & Liability Factors:

- Council has approved participation in the program by other departments, e.g. Treasurer's Office, EMS, and the Library System

Council Options:

- Approve or disapprove the Alcohol and Drug Abuse Department's participation in the program.

Recommendation:

- Approve the Alcohol and Drug Abuse Department's participation in the program.

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OFFICE OF THE COUNTY ATTORNEY
Post Office Drawer 1228 · Beaufort, SC 29901
102 Industrial Village Road, Building #1
843.255.2055 (O) · 843.255.9414 (F)

LEGAL REVIEW REQUEST FORM

Form Number: 2019 - 0026

Originally submitted on: 9/10/2019 7:58:47 AM

Select Type: Ordinance/Resolution

Document Title: Debt Set-off Resolution and MOA

Department: Alcohol and Drugs

Requester's Name: sdonaldson

Ph: 8432556008

Em:

Date Needed by: 9/13/2019

Description of Document or Any Concerns:

This is a MOA and Resolution that needs council support for the department to participate in Debt Set-off. This will be part of a presentation to a council committee on 09/16/2019. Your support now and there would be apprecaited.

If applicable, please provide the total value amount of the contract:

- ☐ Amount BELOW $50,000.00
- ☑ Amount $50,000 to $99,999
- ☐ Amount $100,000 and above

Has the item been approved by Council Committee? ○ Yes ◉ No ○ N/A

Has the item been approved by full Council? ○ Yes ◉ No ○ N/A

Attachments:

Debt Setoff Resolution 2019 and MOA.docx 57.76 KB	No file attached	No file attached
2019-09-10T08:13:35		

LEGAL DEPARTMENT USE ONLY- INITIAL REVIEW

Attachments:

Debt Setoff Resolution 2019 and MOA 9.11.2019.docx
65.26 KB

No file attached

No file attached

2019-09-11T08:28:15

- (●) Approved
- ( ) Disapproved
- ( ) On Hold
- [ ] Additional Documents Requested
- [ ] Send to County Admin

Comments:

Some additional minor edits in the uploaded form. I recommend presenting to SCAC during the pendency of final Council approval.

Christopher S. Inglese 9/11/2019

8:27:52 AM

Legal Staff Date / Time

ADMINISTRATION USE ONLY

- ( ) Approved
- ( ) Disapproved

Comments:

County Administration Date / Time

RESOLUTION 2019/ ___

TO APPROVE THE MEMORANDUM OF UNDERSTANDING AND AGREEMENT BETWEEN THE COUNTY AND THE SOUTH CAROLINA ASSOCIATION OF COUNTIES RELATING TO THE SOUTH CAROLINA ASSOCIATION OF COUNTIES BEING AUTHORIZED AND DESIGNATED AS THE CLAIMANT AGENT FOR THE COUNTY PURSUANT TO THE SETOFF DEBT COLLECTION ACT OF 2003, AS AMENDED, AND TO AUTHORIZE THE BEAUFORT COUNTY ALCOHOL AND DRUG ABUSE DEPARTMENT TO USE THE PROCEDURES PROVIDED IN CHAPTER 56, TITLE 12 AS THE INITIAL STEP IN THE COLLECTION OF DELINQUENT FEES.

WHEREAS, the Setoff Debt Collection Act of 2003, as amended, (South Carolina Code Section 12-54-10), allows the South Carolina Department of Revenue to render assistance in the collection of delinquent accounts or debts owing to the County; and

WHEREAS, S.C. Code Ann. § 12-51-40(e) authorizes, in the alternative and subject to the prior approval of the county governing body, the Beaufort County Alcohol and Drug Abuse Department to use the procedures provided in Chapter 56, Title 12 (Setoff Debt Collection Act), as the initial step in the collection of delinquent fees; and

WHEREAS, the County Council wishes to increase the collection rate of debts that are due and owing to the County by availing itself of the Setoff Debt Collection Act of 2003, as amended; and

WHEREAS, County Council has reviewed and approved the Memorandum of Understanding and Agreement designating the South Carolina Association of Counties to serve as the claimant agent.

NOW, THEREFORE, BE IT RESOLVED, the County Council of Beaufort County hereby authorizes the Administrator to execute the attached Memorandum of Understanding and Agreement between Beaufort County and the South Carolina Association of Counties relating to SCAC serving as the claimant agent pursuant to the Setoff Debt Collection Act of 2003, as amended. A copy of the Memorandum of Understanding and Agreement is incorporated herein by reference.

Adopted this ____ day of _____, 2019.

COUNTY COUNCIL OF BEAUFORT COUNTY

DRAFT

By:_____

Stewart H. Rodman, Chairman

ATTEST:

_____

Sarah W. Brock, Clerk to Council.

DRAFT

STATE OF SOUTH CAROLINA COUNTY OF RICHLAND	))	MEMORANDUM OF UNDERSTANDING AND AGREEMENT FOR PARTICIPATION IN THE SETOFF DEBT COLLECTION PROGRAM
SOUTH CAROLINA ASSOCIATION OF COUNTIES and BEAUFORT COUNTY ALCOHOL AND DRUG ABUSE DEPARTMENT	))))))	

This AGREEMENT is made and entered into this ___ day of ____ 2019, by and between the Beaufort County Alcohol and Drug Abuse Department ("Claimant Agency") and the South Carolina Association of Counties ("SCAC") in furtherance of Act No 114, 1999 S.C. acts codifying the 1999 amendments to the Setoff Debt Collection Act, S.C. Code § 12-56-10 *et seq.*

WHEREAS, the Setoff Debt Collection Act, S.C. Code §12-56-10 *et seq.* (2003), authorizes the South Carolina Department of Revenue ("Department") to render assistance to collect any delinquent account or debt owing to any Claimant Agency by the Department's setting off any income tax refunds due to a debtor by the sum certified by the Claimant Agency as a delinquent debt; and

WHEREAS, the Claimant Agency desires to enter into this Agreement with SCAC in order to participate in the Setoff Debt Collection Act to increase the collection rate of delinquent debts owed to Claimant Agency; and

WHEREAS, SCAC is a political subdivision for purposes of the Setoff Debt Collection Act and is authorized to submit claims on behalf of its members, other political subdivisions and Claimant Agencies as defined in S.C. Code §12-56-10 *et seq.* (1999);

NOW THEREFORE, in consideration of the mutual covenants and agreements, terms and conditions contained herein, it is hereby understood and agreed by and between the Claimant Agency and SCAC that:

1. The Claimant Agency is a state agency, board, committee, commission, public institution of higher learning, political subdivision of the State of South Carolina, South Carolina Student Loan Corporation, a housing authority established pursuant to Articles 5, 6, and 9 of Chapter 3 of Title 31 of the South Carolina Code or a member of SCAC and is authorized to participate in the Setoff Debt Collection Act.

2. The Claimant Agency hereby designates, appoints, and authorizes SCAC to process for submission to the Department, the Claimant Agency's delinquent debts.

Delinquent debt means any sum due and owing to the Claimant Agency, including collections costs, administrative fees, court costs, fines, penalties and interest which have accrued through contract, subrogation, tort, operation of law or any other legal theory regardless of whether there is an outstanding judgment for that sum which is legally collectible and for which a collection effort has been or is being made. Delinquent debt does not include sums owed to a county hospital when the hospital and the debtor have entered into a written payment agreement and the debtor is current in meeting the obligations of the agreement.

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3. SCAC agrees to submit delinquent debts to the Department. The Claimant Agency is responsible for complying with the notice and appeal provisions and other requirements of the Setoff Debt Collection Act.

4. Upon execution of this Agreement, Claimant Agency shall file a "Participation Form" with SCAC designating a Setoff Debt Coordinator with SCAC. The Setoff Debt Coordinator shall be the designated contact between SCAC and Claimant Agency for all communications and is authorized by Claimant Agency to carry out the requirements of the Setoff Debt Collection act, S.C. Code §12-56-10 *et seq*. (2003). The Setoff Debt Coordinator shall supply SCAC with any and all information which in the opinion of SCAC is necessary for the proper implementation of this Agreement.

5. The Claimant Agency shall use SCAC's "entity User Setoff Debt Software Program" or an ASCII file or Excel file layout specified by SCAC to prepare diskettes or electronic transfer files referred to herein as "debt files" and "adjustment to debt files." If, in the opinion of SCAC, change to the "entity User Setoff Debt Software program" or specifications of an ASCII file or Excel file are necessary to carry out this program, SCAC shall timely notify the Claimant Agency. The Claimant Agency covenants and agrees that it shall immediately implement any changes required by SCAC.

SCAC shall not accept a debt file or adjustment to debt file that is not prepared as specified by SCAC. SCAC will accept debt files that are electronically transferred through SCAC's File Transfer Protocol FTP software. Paper hard copies shall not be accepted.

Each "debt file" submitted to SCAC is deemed to bear a certification that the debts are owed and due to the Claimant Agency, for which prior efforts to collect have been made, and which Claimant Agency instructs SCAC to submit to the Department for collection from a debtor's tax refund. Each "adjustment to debt file" is deemed as authorization to SCAC to notify Department to reduce a previously submitted debt to the amount stated. A "debt file" and an "adjustment to debt file" shall have the certification provided in paragraph 6 affixed to it.

6. SCAC is not, and shall not be liable for a wrongful or improper setoff. Each "debt file" supplemental "debt file" or "adjustment to debt file" shall have affixed to it a "Certification Form" provided by SCAC, and executed by the Claimant Agency representative, which states:

> "I hereby certify that the Claimant Agency for who the attached data diskette was prepared has complied with all the requirements of the Setoff Debt Collection act; that the Claimant Agency has properly given each individual debtor whose name appears in the data diskette the notice of intention to set off and the Claimant Agency's appeal procedures pursuant to S.C. Code §12-56-62; that the information contained in the attached data diskette has been reviewed by me and is, to the best of my knowledge and belief, true, correct, and complete."

7. Not less than thirty (30) days before a debt file with SCAC, Claimant Agency shall provide the debtor with the statutory notice advising the debtor of the Claimant Agency's intention to cause the debtor's tax refund to be set off.

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8. Only after the required statutory thirty (30) days' notice is provided to debtor by Claimant Agency may Claimant Agency transmit a "debt file" to SCAC. Debt files shall be received in the SCAC offices on or before November 1 of the preceding calendar year in which the refund would be paid.

9. Upon receipt of Claimant Agency's "debt file," SCAC shall compile the information and submit the data to the Department on or before the close of business on December 15.

10. Debts totaling less than fifty ($50.00) dollars per individual at the time the debt is first submitted to SCAC for setoff may not be submitted. This provision does not prohibit submitting in subsequent years under paragraph 12 of this Memorandum, those debts which were fifty ($50.00) or more when first submitted to SCAC even though, in subsequent years, that debt is less than fifty ($50.00) because of successful interception(s) resulting in partial payment of the delinquent debt.

If a debtor is due a refund of more than twenty-five dollars ($25.00), the Department sets the tax refund off in the amount of the delinquent debt plus twenty-five dollars ($25.00).
Pursuant to the S.C. Code §12-56-63 of the Setoff Debt Collection Act, as amended the South Carolina Department of Revenue shall add to each debt setoff the sum of $25 to defray its administrative cost, and SCAC as claimant agent for the Entity, shall add $25 to each "successful interception" as provided below, which shall be retained by SCAC to defray its administrative costs.

"Successful interception" means the Department matched a debt submitted by SCAC against a tax refund for interception and payment towards a delinquent debt owed to Claimant Agency. Payment shall be made as provided in paragraph 11.

11. Payment to SCAC by Claimant Agency for each successful interception is made as follows: SCAC will add the amount of the debt due Claimant Agency in the amount of twenty – five dollars ($25.00) and retain said twenty-five dollars ($25.00); provided, however, SCAC will not collect more than twenty- five dollars ($25.00) from any one individual in a calendar year.

12. In the event of partial payment of a delinquent debt, the balance of the debt may be submitted in a following year and twenty-five dollars ($25.00) shall be paid to SCAC for successful interception of a tax return in a subsequent year notwithstanding the previous year's interception and payment.

13. Claimant Agency acknowledges that Claimant Agency is responsible for the notice and hearing requirements of the Setoff Debt Collection Act and that SCAC is exempt from these provisions of the Setoff Debt Collection Act. The Claimant Agency affirms to SCAC that it will comply with the notice and hearing procedures required by S.C. Code §12-56-10 *et seq*.

14. The Claimant Agency shall file an "Appointment of Hearing Officer" form with SCAC certifying the appointment of a hearing officer. If the appointed hearing officer is unable to serve at any time, the Claimant Agency shall appoint another officer and file a new "Appointment of Hearing Officer" form with SCAC.

15. Within seven (7) calendar days of Claimant Agency's receipt of a debtor's Notice of Protest the Claimant agency shall send Notice of Protest to the Department and send a copy to SCAC. At the same time the Claimant Agency shall notify SCAC with an Adjustment to debt file" diskette marking the protested delinquent debt a protest account.

The Claimant Agency shall conduct a protest hearing in conformity with S.C. Code §12-56-65 and shall provide the Department and SCAC with a copy of the "verification of Hearing and "Decision of Hearing Officer" no later than seven (7) calendar days from the date these forms are executed by the hearing officer. If further appeal is taken, Claimant Agency shall immediately file copies of all pleadings and papers with the Department and SCAC. Upon resolution of protest, Claimant Agency shall notify SCAC of the resolution of the protest by sending an "adjustment to debt file" diskette (or other acceptable format) either reducing the balance or taking the debt out of protest status.

16. If the Claimant Agency is found to be entitled to no part of the amount of a setoff, it shall make a refund to the debtor in an amount equal to the amount of the debt plus the fee to the Department and the fee paid to SCAC along with interest, if any, as required by the Setoff Debt Collection Act.

17. SCAC shall remit to the Claimant Agency through a check or an electronic bank deposit funds received from the Department within a reasonable time from the date of receipt from the department. Thereafter, SCAC shall provide the Claimant Agency an accounting of the funds collected which will include the name of the debtor, the debtor's social security number, and the amount of the setoff. The Claimant Agency shall provide debtors with proper notice of payment and balance, if any, as required by the Setoff Debt Collection Act.

18. The Claimant Agency shall hold SCAC free and harmless ~~and shall indemnify SCAC~~ against any and all damages, claims, causes of action, injuries, actions, liabilities or proceedings arising from the performance of SCAC unless such damages or liabilities arise from the negligent acts of SCAC or its agents.

19. This Memorandum of Understanding and Agreement shall remain and continue in full force and effect from year to year unless modified or terminated in writing by either party upon ninety (90) days written notice to the other party; provided, however, that any debts submitted by the Claimant Agency to SCAC shall continue to be covered under the terms and conditions of the agreement until SCAC is notified by the Department that it has completed the collection cycle for that setoff year.

20. This Memorandum of Understanding is solely between SCAC and the Claimant Agency and is not intended to benefit any other person or entity. No debtor and/or taxpayer or their spouse, family member, successor or assign is intended to be a third party beneficiary of this Memorandum of Understanding.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding and Agreement to be properly executed on the day and year first above written.

ATTEST:

On Behalf of Claimant Agency:
Counties: By:
Signature: _____
Printed Name: _____
Title: _____
Address: _____
Phone: _____

ATTEST:

On Behalf of the S.C. Association of
By:
Signature: _____
Printed Name: _____
Title: _____
Address: _____
Phone: _____

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BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Fiscal Year 2020 Community Services Grant Recommendations from the Beaufort County Human Services Alliance to Local Non-Profit Agencies in the Cumulative Amount of $398,000

Council Committee:

Community Services Committee

Meeting Date:

September 16, 2019

Committee Presenter (Name and Title):

Fred Leyda, Human Services Director

Issues for Consideration:

- Process in place to formalize human/social services funding requests and maximize resources.

Points to Consider:

- The mission of the Beaufort County Human Services Alliance is to promote and sustain activities that improve the quality of life for all Beaufort County residents by creating coordinated, comprehensive, and integrated systems of human services. The Alliance also serves as the backbone organization to *Together for Beaufort County (T4BC),* an organizational framework that enhances our community's capacity to address specific social problems for Beaufort County residents.
- This framework was envisioned in 2004 by community leaders seeking to unite our community's diverse public and private agencies around a common purpose.

Funding & Liability Factors:

- Council approved $398,000 in its FY2020 budget for the Community Services Grants Program (Together for Beaufort County/Public Welfare Subsidies 10001598-55600).

Council Options:

- Approve or disapprove the Community Services Grants Program recommendations.

Recommendation:

- Approve the Community Services Grants Program recommendations.

Human Services Alliance

Community Services Grant Recommendations

Beaufort County Council
Community Services Committee
September 16, 2019

BEAUFORT COUNTY SOUTH CAROLINA 1769

BEAUFORT COUNTY
Human
SERVICES DEPARTMENT

As a County department since 1974, we support all residents by leading policy innovation, inspiring collaborative solutions, and facilitating partnerships to improve quality-of-life while maximizing resources.

Together for Beaufort County (T4BC) is an organizational framework that enhances our community's capacity to address social problems.

The Human Services Alliance coordinates collaborative activities, provides shared measurements for success, and facilitates the development of a shared vision among diverse community partners.

Purpose of the Grant Program

Promote and sustain activities that improve quality-of-life for all Beaufort County residents.

Eligibility

- Registered 501(c)3 non-profit in good standing
- Serve Beaufort County residents
- Active participant in achieving *Together for Beaufort County* goals and objectives
- Registered Human Services Alliance partner

Ineligible Activities

- Capital Improvements
- Religious or Political Activities
- Endowments or Subgrants
- Fund Raising Campaigns or Events
- Debt or Encumbrances
- Direct Subsidies

FY20 Review Process

- Received 24 applications.
- Evaluated by a diverse volunteer panel of community professionals.
- Applications evaluated on their own merit using a competitive process.

FY20 Review Process (cont.)

- **Volunteer panelists remain anonymous.**
- **Panelists are chosen based on demographics, skills, experience, and participation with the *Together for Beaufort County* process.**
- **New volunteers are invited every two years on a staggered rotation.**

FY20 Grant Recommendations

AccessHealth Lowcountry**	$22,500
Alliance Match Funding / T4BC***	$25,000
Beaufort County Community Relations Council**	$12,500
Beaufort Jasper Economic Opportunity Commission	$5,000
Bluffton Jasper Volunteers in Medicine	$25,000
Bluffton Self-Help	$10,000
Child Abuse Prevention Association	$22,000
Coalition for Aging in Place**	$18,000
Community Services Organization**	$18,000
Family Promise	$10,000

** ***Together for Beaufort County* (T4BC) Coalition**

*** **Account administered by United Way of the Lowcountry**

FY20 Grant Recommendations

Good Neighbor Free Medical Clinic	$20,000
Hopeful Horizons	$37,000
Lowcountry Affordable Housing Coalition**	$7,000
Lowcountry Food Bank	$3,000
LowCountry Habitat for Humanity	$15,000
Mental Health Access Coalition**	$5,000
Military and Veterans Service Alliance**	$17,500
Med-I-Assist Program	$15,000
National Alliance for Mental Illness (NAMI) Lowcountry	$5,000
Ronald McDonald Mobile Care Unit*	$19,000

*** Established Agreement with Beaufort County**

**** *Together for Beaufort County* (T4BC) Coalition**

FY20 Grant Recommendations

Safe Harbour	$5,000
Second Helpings	$10,000
The Literacy Center	$16,000
Transitional Workforce Education Assistance Collaborative	$17,500
United Way of the Lowcountry*	$20,000
Volunteers in Medicine – Hilton Head Island	$18,000

*** Established Agreement with Beaufort County**
**** *Together for Beaufort County* (T4BC) Coalition**
***** Account administered by United Way of the Lowcountry**

Examples of Past Successes

Bluffton Self-Help's Education Resource Center:

- **Identified full-time and part-time work for unemployed residents**
- **Celebrated the graduation of several GED students**

Lowcountry Food Bank's Cooking Matters Program:

- **Provided evidence-based nutrition and cooking classes to over 400 mothers and children eligible for SNAP benefits.**

Examples of Planned Activities for FY20

- Providing outreach and support services to ensure the economic and social wellbeing of at-risk children and families.
- Supporting volunteer-based medical clinics that provide safe, high-quality healthcare services to eligible residents.
- Enhancing cross-sectoral, multidisciplinary civic engagement activities.

Questions?

Together
for Beaufort County
One COUNTY. One FUTURE.

Beaufort County Library System

Update

September 16, 2019

Beaufort County Council
Community Services Committee

BEAUFORT COUNTY LIBRARY
For Learning + For Leisure + For Life

DEVELOPMENT SUMMARY

Parcel	Acre	Use	Sqft.	Parking
1	1.4	Commercial	5,000	1/10
2	1.2	Commercial	5,000	1/10
3	1.3	Commercial	5,000	1/10
4	1.3	Commercial	5,000	1/10
5	1.3	Restaurant	5,000	1/10
6	4.0	Commercial	20,000	1/10
7	9.8	Multi-Family	220 Units	1.5/ unit
8	5.5	Townhouses	49 units	2/unit
9	1.5	Office	16,000	3/1000
10	1.1	Civic/Library	15,000	3/1000
Open Space	6.1	Buffers/Pond/Parks/Trails		

THOMAS & HUTTON

CONCEPT SKETCH PLAN

NEW RIVERSIDE VILLAGE

JUNE 24, 2019

BEAUFORT COUNTY LIBRARY

For Learning + For Leisure + For Life

Staff Recommendation for Potential New Riverside Branch

- October 7 Finance Committee Meeting:
  - Recap proposed project overview, e.g. listed in CIP, timing relevance; population and development boom in Bluffton/Pritchardville area; and likelihood of future prime site opportunities.
  - **Recommendation**: Borrow full amount for purchase and use impact fees for repayment.

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life