



## Community Services and Public Safety Committee Beaufort County, SC

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

**Monday, April 04, 2022  
2:00 PM**

### AGENDA

#### COMMITTEE MEMBERS:

**LARRY MCELYNN, CHAIRMAN**

**LOGAN CUNNINGHAM, VICE CHAIRMAN**

**GERALD DAWSON**

**YORK GLOVER**

**ALICE HOWARD**

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 – March 7, 2022
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. HUMAN SERVICES OUTREACH SPECIALIST INTRODUCTION AND PRESENTATION
8. INTRODUCTION OF ANGIE SALLEY – EXECUTIVE DIRECTOR OF COASTAL EMPIRE COMMUNITY MENTAL HEALTH CENTER (CECMHC)
9. UPDATE FROM ASSISTANT COUNTY ADMINISTRATOR PATRICK HILL, INFORMATION TECHNOLOGY & COMMUNICATIONS

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### AGENDA ITEMS

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10. APPROVAL OF A RESOLUTION RECOGNIZING APRIL AS FAIR HOUSING MONTH
11. RECOMMEND APPROVAL OF A RESOLUTION TO REVISE THE BEAUFORT COUNTY EMERGENCY DISASTER POLICY & PROCEDURES A.9

12. RECOMMEND APPROVAL OF THE APPOINTMENT OF JOE WALSH TO THE BEAUFORT COUNTY, BLUFFTON TOWNSHIP FIRE DISTRICT BOARD FOR A FIRST TERM WITH AN EXPIRATION DATE OF APRIL 2026 (TOWN OF BLUFFTON APPOINTEE)
13. RECOMMEND APPROVAL OF THE APPOINTMENT OF GALEN STURUP COMEAU AND DANIELLE QUAT TO THE BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS BOARD EACH FOR A FIRST TERM WITH AN EXPIRATION DATE OF APRIL 2026
14. RECOMMEND APPROVAL OF THE REAPPOINTMENTS OF ANDREW MASON AND NANCY LUDTKE TO THE DAUFUSKIE ISLAND FIRE DISTRICT BOARD EACH FOR THEIR SECOND TERM WITH AN EXPIRATION DATE OF APRIL 2026
15. RECOMMEND APPROVAL OF THE REAPPOINTMENT OF CHET HOUSTON TO THE LADY'S ISLAND/ST. HELENA FIRE DISTRICT COMMISSION FOR A SECOND TERM WITH AN EXPIRATION DATE OF APRIL 2026
16. RECOMMEND APPROVAL OF THE REAPPOINTMENTS OF BRUCE YEAGER, JR., (FOR A FOURTH TERM) AND BILL BROWN (FOR A SECOND TERM) TO THE BEAUFORT COUNTY PARKS AND RECREATIONS BOARD EACH WITH AN EXPIRATION DATE OF APRIL 2026
17. RECOMMEND APPROVAL OF DR. WILLIAM JESSEE, OR JERRY ESTENSON, PHD. TO THE BEAUFORT MEMORIAL HOSPITAL BOARD
18. ADJOURNMENT

**TO WATCH COMMITTEE OR COUNTY COUNCIL MEETINGS OR FOR A COMPLETE LIST OF AGENDAS AND BACKUP PACKAGES, PLEASE VISIT:**

**<https://beaufortcountysc.gov/council/council-committee-meetings/index.html>**



## Community Services and Public Safety Committee Beaufort County, SC

This meeting was held in person at the County Council Chambers, 100 Ribaut Road, Beaufort, and virtually through Zoom.

Monday, March 07, 2022  
2:00 PM

### MINUTES

1. **CALL TO ORDER**

Committee Chairman McElynn called the meeting to order at 2:21 PM

**PRESENT**

Committee Chairman Lawrence McElynn  
Committee Vice-Chairman Logan Cunningham  
Council Member Joseph F. Passiment  
Council Member D. Paul Sommerville  
Council Member Mark Lawson  
Council Member Stu Rodman  
Council Member Alice Howard  
Council Member York Glover  
Council Member Gerald Dawson

**ABSENT**

Council Member Chris Hervochon  
Council Member Brian Flewelling

2. **PLEDGE OF ALLEGIANCE**

Committee Chairman McElynn led the 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**

Committee Chairman McElynn noted that public notice of this meeting has 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 Glover, Seconded by Council Member Dawson to approve the agenda.

**The Vote:** The motion was approved without objection.

5. **APPROVAL OF MINUTES- OCTOBER 4, 2021**

Motion: It was moved by Council Member Glover, Seconded by Council Member Howard, to approve the minutes from October 4, 2021.

**The Vote:** The motion was approved without objection.

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)**

No Citizen Comments

## AGENDA ITEMS

7. **UPDATE AND PRESENTATION ON THE RONALD MCDONALD CARE MOBILE, DENTAL UNIT**

Billy Sorochnik, CEO/Executive Director, provided an update and presentation on the Ronald McDonald House and Care Mobile Dental Unit.

- The mobile dental unit is staffed and operated by Beaufort Jasper Hampton Comprehensive Health Services and does not leave Beaufort County. This unit provides dental services for 2,700-3,000 children annually. The school's social workers or nurses refer children that would otherwise not receive these services.

**Discussion:**

- Committee Chairman asked how much it cost to run the Mobile Unit annually for the area, do they meet the budget every year, and do they do follow-up care; Mr. Sorochnik stated the budget is \$230,000.00; in 19 years, they have never missed the budget, and that BJHCH follows up with additional care.

- Council Member Glover thanked Mr. Sorochnik for the presentation and commented on the importance of dental care.

To view the full presentation, click the link below:

<https://beaufortcountysc.new.swagit.com/videos/156186>

**Status:** Informational Purposes Only

8. **RECOMMEND APPROVAL OF A RESOLUTION TO ESTABLISH BEAUFORT COUNTY'S COMMUNITY DEVELOPMENT PRIORITY LIST**

Audra Antonacci-Odgen, ACA, presented Beaufort County's Community Development Priority List.

- The Beaufort County Community Development Priority List is updated annually and is provided to the Lowcountry Council of Governments as a pre-requisite for Community Development Block Grant

Program Applications. It is a broad list, and many of the items will be from ARPA funding, but the list is provided for potential grants that staff will be applying for.

**Discussion:**

- Committee Chairman, McElynn asked about the Fiscal impact of the list. Brittane Fields, Capital Projects Coordinator, spoke regarding some of the grants, the fiscal impact, and matching the programs
- Council Member Glover spoke regarding priority item number 4: Housing Programs and the failing septic tanks; how does that work in the rural community. Brittane Fields will check with LCOG and get additional information.
- Committee Chairman, McElynn asked if these are matching grant funds; Brittane said most of them are matching.

To view the full discussion, click the link below:

<https://beaufortcountysc.new.swagit.com/videos/156186>

**Motion:** It was moved by Council Member Cunningham, seconded by Council Member Howard, to recommend the approval of a resolution to establish Beaufort County's Community Development Priority List.

**The Vote:** The Motion was approved without objection.

**Status:** Forward to Council for approval.

9. **RECOMMEND APPROVAL OF FIRST READING OF AN ORDINANCE TO APPROVE THE TEXT AMENDMENTS TO CHAPTER 14, ARTICLE II: ANIMAL CONTROL ORDINANCES**

Phil Foot spoke regarding the changes to the text amendments to the Animal Control Ordinances and the importance of Ordinances that are usually particular to the community and only enforced within that community. Animal Control Ordinances are implemented in all municipalities as they are adopted through IGA's or MOU's. Individual Municipalities will be informed and asked to adopt the changes to be enforced.

**Discussion:**

- Committee Chairman McElynn asked to be updated specifically on the changes.
- Brittany Ward, Deputy County Attorney, spoke regarding the changes and referenced the backup material in the packet with stricken and highlighted changes. Magistrates were consulted regarding the recommended changes.
- Clarification was asked amongst Council Members on the abandonment section during a named storm. Brittany Ward and Tallulah McGee cleared up the specifics on what owner's should do with animals during a named storm.

To view the full discussion, click the link below:

<https://beaufortcountysc.new.swagit.com/videos/156186>

**Motion:** It was moved by Council Member Dawson, seconded by Council Member Howard, to recommend approval of the reading of an ordinance to approve the text amendments to chapter 14, article II: animal control ordinances.

**The Vote:** The motion was approved without objection.

**Status:** Forward to Council for approval.

10. **REAPPOINTMENT OF RICK KROB TO THE BEAUFORT COUNTY BLUFFTON FIRE DISTRICT BOARD FOR A SECOND TERM WITH AN EXPIRATION DATE OF 2026**

**Motion:** It was moved by Council Member Dawson, seconded by Council Member Cunningham, to recommend the reappointment of Rick Krob to the Beaufort County Bluffton Fire District Board for a second term with an expiration date of 2026.

**The Vote:** The motion was approved without objection.

**Status:** Forward to Council for approval.

11. **APPOINTMENT OF ALAN ARSENEAU TO THE BEAUFORT COUNTY PARKS AND RECREATION BOARD FOR THE PARTIAL TERM WITH AN EXPIRATION DATE OF 2025**

**Motion:** It was moved by Council Member Dawson, seconded by Council Member Cunningham, to recommend the appointment of Alan Arseneau to the Beaufort County Parks and Recreation Board for the partial term with an expiration date of 2025.

**The Vote:** The motion was approved without objection.

**Status:** Forward to Council for approval.

12. **REAPPOINTMENT OF JOSEPH PAOLO TO THE BEAUFORT COUNTY BLUFFTON FIRE DISTRICT BOARD FOR A SECOND TERM WITH AN EXPIRATION DATE OF 2026**

**Motion:** It was moved by Council Member Dawson, seconded by Council Member Cunningham, to recommend the reappointment of Joseph Paolo to the Beaufort County Bluffton Fire District Board for a second term with an expiration date of 2026.

**The Vote:** The motion was approved without objection.

**Status:** Forward to Council for approval.

13. **RECOMMEND APPOINTMENT OF DANA MARSH TO THE BLUFFTON TOWNSHIP FIRE DISTRICT FOR A FIRST TERM (PARTIAL-TERM) WITH AN EXPIRATION DATE OF 2025**

**Motion:** It was moved by Council Member Dawson, seconded by Council Member Cunningham, to recommend the appointment of Dana Marsh to the Bluffton Township Fire District for a first term (partial-term) with an expiration date of 2025.

**The Vote:** The motion was approved without objection.

**Status:** Forward to Council for approval.

14. **ADJOURNMENT**

The meeting adjourned at 3:12 pm.

**Ratified by Committee:**





# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
OUTREACH SPECIALIST INTRODUCTION AND PRESENTATION
<b>MEETING NAME AND DATE:</b>
Community Services Committee April 4, 2022
<b>PRESENTER INFORMATION:</b>
Ben Boswell, Human Services 15 minutes
<b>ITEM BACKGROUND:</b>
<p>Ana Ramirez has accepted the Outreach Specialist position within the Human Services Department. Ana is new to the field of Human Services but joins us with a wealth of personal experience and a deep understanding of the Spanish-speaking community in Beaufort County. Ana has a bachelor's degree in social work and is currently working towards her master's degree. In the coming months, Ana will receive an orientation to the department's initiatives and will be exposed to the ongoing efforts communitywide to address homelessness.</p> <p>In addition to training and orientation for Ana, the Human Services Department's immediate short-term plan will be to leverage the Human Services Alliance network to establish a workgroup of local and regional stakeholders and partners who work with populations experiencing homelessness.</p>
<b>PROJECT / ITEM NARRATIVE:</b>
N/A
<b>FISCAL IMPACT:</b>
N/A
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
N/A
<b>OPTIONS FOR COUNCIL MOTION:</b>
N/A



# Human Services Department

**Outreach Specialist: Introduction**

Community Services Committee

April 4, 2022

# Outreach Specialist: Job Description

- Provide information and referral services (internally and externally) as point-of-contact for homelessness
- Engage residents experiencing homelessness by building relationships and coordinating support
- Implement USHUD Homeless Management Information System (HMIS) and/or other relevant performance measurement or data collection tools
- Develop countywide and community-specific recommendations for homelessness prevention and re-housing

# Implementation

- **Information and Referral**
  - “Coordinated entry”
  - Collect basic information
  - Generate referrals as necessary
    - Human Services Alliance network (external)
    - Human Services Department (internal)
    - Identify Regional and State Resources

# Implementation

- **Engagement**
  - Develop relationships with individuals experiencing homelessness or housing insecurity
  - Assess root causes
  - Identify their needs and personal goals
  - Prioritize interventions
  - Provide a “warm handoff” to partners

# Implementation

- **Data-Collection**
  - Coordinate consistent countywide data collection
  - Leverage existing resources (e.g., CharityTracker)
  - Implement USHUD Homeless Management Information System (HMIS)
  - Provide reports on data, trends, root causes, etc.

# Implementation

- **Recommendations and Solutions**
  - Research comparable communities
  - Identify gaps in local service array
  - Coordinate with municipal partners to develop solutions
  - “High-Tech / High-Touch”

# Goals A-Z

- Address Needs
- **Build Capacity**
- **Coordinate Intervention**
- **Develop Recommendations**
- **Establish Protocols**

*to achieve:*

- **Functional Zero**



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 8.

<b>ITEM TITLE:</b>
INTRODUCTION OF ANGIE SALLEY – EXECUTIVE DIRECTOR OF CECMHC
<b>MEETING NAME AND DATE:</b>
Community Services Committee April 4, 2022
<b>PRESENTER INFORMATION:</b>
Audra Antonacci-Ogden <i>10 Minutes</i>
<b>ITEM BACKGROUND:</b>
Coastal Empire Community Mental Health Center supports the recovery of people with mental illnesses. Through a Statewide network of community mental health centers, clinics, hospitals, and nursing homes the Department’s clinical staff provide a complete array of medical and support services for children, adults, and families throughout South Carolina.
<b>PROJECT / ITEM NARRATIVE:</b>
N/A
<b>FISCAL IMPACT:</b>
N/A
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
None
<b>OPTIONS FOR COUNCIL MOTION:</b>
None





# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
A RESOLUTION RECOGNIZING FAIR HOUSING MONTH
<b>MEETING NAME AND DATE:</b>
Community Services Committee April 4, 2022
<b>PRESENTER INFORMATION:</b>
Audra Antonacci - Ogden, ACA Community Services <i>5 Minutes</i>
<b>ITEM BACKGROUND:</b>
April is nationally recognized as Fair Housing Month. All Community Block Grant/Economic Grantees are required to certify that the unit of local government will undertake an action to affirmatively further fair housing.
<b>PROJECT / ITEM NARRATIVE:</b>
A Resolution Recognizing Fair Housing Month is required annually.
<b>FISCAL IMPACT:</b>
N/A
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval of the Fair Housing Month Resolution.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to approve Resolution to Recognize Fair Housing Month. Motion to deny Resolution to Recognize Fair Housing Month.

**RESOLUTION 2022 /**

**A RESOLUTION RECOGNIZING THE POLICY SUPPORTING FAIR HOUSING FOR ALL NOT ONLY DURING FAIR HOUSING MONTH, BUT THROUGHOUT THE YEAR**

**WHEREAS**, April 11<sup>th</sup> 2022, marks the 54<sup>th</sup> anniversary of the enactment of the Civil Rights Act of 1968, title VIII of which ([42 U.S.C. 3601](#) et seq.) commonly known as the Fair Housing Act; and

**WHEREAS**, the State of South Carolina enacted the South Carolina Fair Housing Law in 1989 supporting the policy of Fair Housing without regard to race, color, creed, national origin, sex, familial status, and handicap, and encourages fair housing opportunities for all citizens; and

**WHEREAS**, the County Council of Beaufort County is committed to addressing discrimination in our community, supporting programs that will educate the public about the right to equal housing opportunities, and planning partnership efforts with other organizations to help assure every citizen of their right to fair housing; and

**WHEREAS**, the County Council of Beaufort County rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and/or familial status in the sale, rental, or provision of other housing services; and

**WHEREAS**, the County Council of Beaufort County desires that all its citizens be afforded the opportunity to attain a decent, safe, and sound living environment.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Council of Beaufort County does hereby designate April 2022 as Fair Housing Month and recognizes the policy supporting Fair Housing in encouraging all citizens to endorse Fair Housing opportunities for all not only during Fair Housing month, but also throughout the year.

Adopted this 11<sup>th</sup> day of April, 2022.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
Joseph Passiment, Chairman

ATTEST:

\_\_\_\_\_  
Sarah W. Brock, Clerk to Council



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Resolution to Revise the Beaufort County Emergency Disaster Policy & Procedures A.9
<b>MEETING NAME AND DATE:</b>
Executive Committee – April 4 <sup>th</sup> , 2022
<b>Presenter Information:</b>
Neil Desai, P.E., Public Works Director Pamela Cobb, Disaster Recovery Manager (backup)
<b>ITEM BACKGROUND:</b>
The Emergency Disaster Policy and Procedures A.9 of the Beaufort County Personnel Handbook was last reviewed and revised on August 1 <sup>st</sup> , 2019.
<b>PROJECT / ITEM NARRATIVE:</b>
The revision to the Emergency Disaster Policy and Procedures includes a definition of the Operational Conditions (OPCONs), responsibilities for Administration, Management, and Employees, Emergency Operation Teams (EOT), and the increase of Standby pay for designated personnel on the EOT.
<b>FISCAL IMPACT:</b>
The fiscal impact will only occur if Beaufort County Sheriff’s Office Emergency Management Division has activated the Emergency Operation Center and activation of the Emergency Operation Team occurs. This cost will be reimbursable to Beaufort County.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval of the resolution to amend the Emergency Disaster Policy and Procedures A.9 and to increase Standby pay from \$2 to \$3 for the Emergency Operation Team (EOT).
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to approve/ deny the recommendation to amend the Emergency Disaster Policy & Procedures A.9 and to increase Standby pay from \$2 to \$3 for the Emergency Operation Team (EOT).
(Next Steps – Go before full council for determination on the Resolution and pay increase.

## **A.9 - County Emergency Disaster Policy and Procedures**

This policy is to provide guidance to the employees of Beaufort County regarding responsibilities, expectations and pay policies during declared emergencies / disasters. Beaufort County is mandated to provide services to the citizens of the county during emergencies and disaster situations in accordance with Section 25-1-420, South Carolina Code of Laws. An emergency, as defined by the Code, shall mean “actual or threatened enemy attack, sabotage, conflagration, flood, storm, epidemic, earthquake, riot, or other public calamity.”

The South Carolina Emergency Management Division has developed the following stages or operational conditions as a guideline for emergency situations:

- OPCON III - Normal Daily Operations
- OPCON II - Enhanced Awareness
- OPCON I - Full Alert

### **OPCON 3 - Normal Operations / Steady State**

- Day-to-Day operations to include normal training and exercises.
- Review of the department’s hurricane plan and make any necessary improvements.
- Routine watch and warning activities.

### **OPCON 2 – Enhanced Steady State / Partial Activation**

- Certain EOT members / organizations are activated to monitor a credible threat, risk or hazard and/or to support the response to a new and potentially evolving incident.
- At this time, the employee would be placed on “standby” status and will be expected to be ready to report to work in accordance with the dictated response time requirements.
- Possibility of an emergency that may require a limited or partial activation.
- Disaster or emergency likely or imminent.
- Activation of the Emergency Operation Plan or appropriate plan for the specific hazard if deemed necessary.

### **OPCON 1 – Full Activation**

- Employees should report to their designated duty station and come prepared to stay for an extended period of time (i.e, more than one day) at the appointed worksite if necessary.
- Emergency Operation Center is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat.
- Disaster or emergency in effect and/or occurring emergency operations are underway
- Evacuations may or may not be in progress
- Maximum preparedness level with the highest State of Emergency Operations

The following County procedure follows the general guidelines provided.

## **Procedure**

### **Responsibility**

#### **Administration**

- The Chairman of Beaufort County Council may activate the Beaufort County Emergency Operations Plan as necessitated by an actual or imminent disaster or incident.
- Under the direction of the Beaufort County Emergency Policy Group, consisting of the Chairman of County Council, the County Administrator, and the County Sheriff, the Director of Emergency Management is responsible for the administration of this policy and coordination of all procedures herein.

#### **Management**

- Identify and notify those employees whose presence is essential during OPCON 1 or OPCON 2.
- Compile and maintain a listing of employees' current telephone information so they may be contacted during hazardous weather or other emergency conditions.
- Ensure timesheets and activity logs are properly documented for payroll and reimbursement purposes.
- Convey policy to new or prospective employees.

#### **Employees**

- Check County email for any updates regarding hazardous weather or emergency conditions.
- Come prepared to stay at the appointed workstation for an extended period of time (i.e., more than one day) if designated to report to work during emergency conditions.
- Provide supervisors with current telephone information so contact may be made during hazardous weather or emergency conditions.

## **Emergency Operation Team (EOT)**

Personnel who have been identified as essential personnel who have a role in supporting a disaster or emergency event (natural or man-made) that affects Beaufort County. This includes, but not limited to, those who hold a position in the EOC and those who may be required to stay during an evacuation or evacuate with the County. Some departments may not have a role in the EOT and others may require the entire department to support such events.

- The County Administrator or his/her designee shall approve the county personnel to be assigned to the Emergency Operations Team (EOT). NO employee shall be eligible for the special pay provisions of this policy unless his/her department and position title is specifically listed on the approved EOT Roster.
- Furthermore, no employee shall be eligible for the special pay provisions of this policy unless his/her name, by approved position above, is specifically provided to the Director of Emergency Management by his/her Department Head prior to the start of hurricane season.

## **Compensation During an Emergency**

Based on this guideline, the County Administrator or his/her designee, in conjunction with the County Council Chair and County Sheriff, may order County office closures due to a disaster/emergency related event such as a hurricane, winter storm, etc.

During such an event, the following pay policies will apply for County employees, depending on whether or not staff worked during a declared emergency:

Status	Disaster Pay - Non-Exempt	Disaster Pay - Salaried Exempt	Staff Not Identified to Work during an Emergency
Normal Daily Operations	Regular Work & Pay	Regular Salary	Regular Work & Pay
Enhanced Awareness / EOT Activated (either partially or fully) <b>(County Offices Open)</b>	Regular Work & Pay <i>(Standby Pay* May Be Authorized For Identified Staff as Needed - \$3.00 pr hr)</i>	Regular Salary	Regular Work & Pay
Full Alert - Emergency Declared by County Officials <b>(County Offices Closed)</b>	Administrative Leave Pay Per Day  Regular Pay for Hours Worked. Overtime Pay for Hours Worked > 40 per work week; 8 hours  Standby Pay	Administrative Leave Pay Per Day  Regular Pay for Hours Worked. Overtime Pay for Hours Worked > 40 per work week; 8 hours  Standby Pay	<b>8 hours Administrative Leave Pay Per Day for Scheduled Workdays</b>
State of Emergency Lifted – County Offices Open	Regular Pay – Work as Directed	Regular Salary- Work as Directed	Regular Pay- Work as Directed
Re-entry/ Recovery	Regular Pay – Work as Directed	Regular Salary- Work as Directed  <i>(Overtime for exempt authorized only by County Administrator or designee)</i>	Regular Salary- Work as Directed

*\*Standby Pay will be paid only as authorized by the County Administrator or designee and only for those employees not actively on duty – standby pay will not be paid in addition to hourly wages while working.*

**Relief from Duty**

Employees identified to work during emergencies (*identified on the Emergency Operation Team*) are expected to report to work when called. An employee may be excused from work only in extreme situations, and only by the appropriate reporting authority (County Administrator, Sheriff).

**Return to Regular Duties**

Once the emergency incident is declared resolved, employees who worked during emergency conditions shall be allowed a reasonable amount of time for rest and recuperation prior to returning to their regular assignments.

## **Payroll Processing**

The Finance Department, in the event of possible or likely office closures due to an emergency, may issue a standard payroll prior to the normal payroll processing date to ensure that all employees will have access to wages if offices are closed.

If this occurs, employees will be paid for their “standard” scheduled hours for the emergency pay run via direct deposit. Corrections, whether in the form of additional pay or recoupment of overpayments, will be handled as soon as possible after normal operations are reinstated.

## **Re-Entry / Recovery**

The recovery process after a storm or other disaster may take days, weeks, or months. Payment of administrative leave during the recovery process will be subject to weekly review and Administrator approval. Under no circumstance will administrative leave pay be continued after County offices have reopened.

Employees activated during the emergency will begin recovery operations as directed after the event. All other County employees are expected to report to work when County offices reopen (or when instructed to do so earlier) and will be paid their normal wages (and overtime as required) and may be required to perform work outside of their normal duties to assist with recovery efforts. This work will enable Beaufort County government to return to normal operations and assist citizens in returning to their normal daily routines as quickly as possible.

## **Other Provisions**

Employees who are required to remain at their emergency duty stations will be allowed to sleep and/or rest when conditions allow at no loss of supplemental compensation outlined above.

The Chief Financial Officer is responsible for developing and maintaining a payroll system to properly administer the pay practices described above. No supplemental pay will be authorized for employees who do not stay behind during an event or have received prior authorization by the County Administrator or designee.

The County Administrator is not eligible for pay outlined in this policy unless approved by the Beaufort County Council.



*-County Council reserves the right to change this policy at anytime for any reason-*

RESOLUTION 2022/ \_\_\_\_\_

**BEAUFORT COUNTY PERSONNEL HANDBOOK –  
REVISED SECTION A.9 “COUNTY EMERGENCY DISASTER POLICY &  
PROCEDURES”**

**WHEREAS**, Beaufort County Council finds that it is in the best interest of County employees to implement uniform employee practices; and

**WHEREAS**, the current Beaufort County Personnel Handbook was adopted August 1, 2016; and

**WHEREAS**, the Beaufort County Council recognizes that from time to time, certain policies within the Personnel Handbook need to be updated to stay current; and

**WHEREAS**, County Administration has reviewed and recommends changes to **A.9 County Emergency Disaster Policy and Procedure dated August 1, 2019**, as to incorporate the increase of Standby pay from \$2 to \$3 for staff who have been identified on the Emergency Operations Team (EOT).

**NOW THEREFORE, BE IT RESOLVED**, that the Beaufort County Council hereby revokes and repeals the previously issued “A.9 – County Emergency Disaster Policy & Procedure” within the personnel handbook issued by the Beaufort County Council, its officers, members and employees, and hereby adopts the amended **A.9 County Emergency Disaster Policy and Procedure dated July 1, 2022.**

This Resolution shall be effective July 1, 2022.

Dated this 18th of April 2022.

COUNTY COUNCIL OF BEAUFORT COUNTY

\_\_\_\_\_  
Joseph F. Passiment

Attest:

\_\_\_\_\_  
Sarah W. Brock, Clerk to Council