



## Executive Committee

### Chairman

PAUL SOMMERVILLE

### Committee Members

ALICE HOWARD  
LAWRENCE MCELYNN  
STU RODMAN  
MARK LAWSON

### Interim County Administrator

ERIC GREENWAY

### Clerk to Council

SARAH W. BROCK

### Administration Building

Beaufort County Government  
Robert Smalls Complex  
100 Ribaut Road

### Contact

Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228  
(843) 255-2180  
[www.beaufortcountysc.gov](http://www.beaufortcountysc.gov)

# Executive Committee Agenda

Monday, February 08, 2021 at 4:00 PM

[This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05]

**ALL OF OUR MEETINGS ARE AVAILABLE FOR VIEWING ONLINE AT [WWW.BEAUFORTCOUNTYSC.GOV](http://WWW.BEAUFORTCOUNTYSC.GOV) AND CAN ALSO BE VIEWED ON HARGRAY CHANNELS 9 AND 113, COMCAST CHANNEL 2, AND SPECTRUM CHANNEL 1304**

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- JANUARY 11, 2021

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### PRESENTATION ITEMS

6. SOUTHERNCAROLINA ALLIANCE QUARTERLY UPDATE

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### ACTION ITEMS

7. DISCUSSION REGARDING THE BEAUFORT COUNTY TRANSPORTATION ADVISORY GROUP
8. A RESOLUTION TO SET FORTH A UNIFORM POLICY FOR PROCESSING, RESPONDING TO, AND TRACKING REQUESTS FOR PUBLIC RECORDS IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT SC CODE OF LAWS 30-4-10 et seq.

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### BOARDS AND COMMISSIONS

9. CONSIDERATION OF REINSTATMENT FOR KATHY COOPER (3rd TERM) OF 4 YEARS TO BEAUFORT MEMORIAL HOSPITAL BOARD OF TRUSTEES  
VOLUNTEERS ARE LIMITED (3) 4 YEAR TERMS = 12 YEARS  
VOTE 10/11
10. CONSIDERATION OF APPOINTMENT FOR VERNITA DORE, REPLACING ANDREA ALLEN.  
1ST TERM OF 4 YEARS- TO BEAUFORT MEMORIAL HOSPITAL BOARD OF TRUSTEES

VOLUNTEERS ARE LIMITED (3) 4 YEAR TERMS = 12 YEARS

VOTE 6/11

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**EXECUTIVE SESSION**

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- 11. SECTION 30-4-70. (A) (2) DISCUSSION OF NEGOTIATIONS INCIDENT TO PROPOSED CONTRACTUAL AGREEMENTS REGARDING ECONOMIC DEVELOPMENT
  - 12. MATTERS ARISING OUT OF EXECUTIVE SESSION
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**CITIZEN COMMENTS**

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- 13. **CITIZEN COMMENTS** - CITIZENS MAY JOIN VIA WEBEX USING THE LINK AND MEETING INFORMATION BELOW:

[MEETING LINK](#)

Meeting number (access code): 179 094 6607

Password: BC123

***(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)***

- 14. ADJOURNMENT



**County Council of  
Beaufort County  
Executive Committee  
Meeting**

**Chairman**  
PAUL SOMMERVILLE

**Committee Members**  
ALICE HOWARD  
LAWRENCE P. MCELYNN  
CHRIS HERVOCHON  
BRIAN FLEWELLING  
MICHAEL COVERT

**County Administrator**  
ASHLEY M. JACOBS

**Clerk to Council**  
SARAH W. BROCK

**Administration Building**  
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## Executive Committee Minutes

**Monday, January 11, 2020 at 3:30 PM**

[This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05]

**ALL OF OUR MEETINGS ARE AVAILABLE FOR VIEWING ONLINE AT [WWW.BEAUFORTCOUNTYSC.GOV](http://WWW.BEAUFORTCOUNTYSC.GOV) AND CAN ALSO BE VIEWED ON HARGRAY CHANNELS 9 AND 113, COMCAST CHANNEL 2, AND SPECTRUM CHANNEL 1304**

### **CALL TO ORDER**

Committee Chairman Sommerville called the meeting to order at 3:30 PM.

### **PRESENT**

Committee Chairman Sommerville  
Council Member Passiment  
Council Member Hervochon  
Council Member Dawson  
Council Member Rodman  
Council Member Glover  
Council Member Howard  
Council Member McElynn  
Council Member Lawson  
Council Member Cunningham

### **ABSENT**

Council Member Flewelling

### **PLEDGE OF ALLEGIANCE**

Committee Chairman Sommerville led the Pledge of Allegiance

### **FOIA**

Committee Chairman Sommerville noted that the 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 Council Member Passiment, seconded by Council Member Howard to approve the agenda. The vote: Unanimous without objection. The motion passed. 11:0**

### **APPROVAL OF MINUTES: October 26, 2020**

**Motion:** It was moved by Council Member Passiment, seconded by Council Member McElynn to approve the minutes from December 14, 2020. The vote: Unanimous without objection. The motion passed. 11:0

**DISCUSSION ITEMS**

**Update on from Committee Chairs**

**Discussion:** Each Chairman from the individual Committee's discussed items they would like to see moving forward through the committee for the upcoming year.

**Motion:** It was moved by Council Member Hervochon, seconded by Council Member McElynn to approve the County Council Meeting Schedule as currently written. The Vote: Unanimous without objection. The motion passed. 10:0

**Discussion of Public Service Values**

Discussion: Committee Chairman Sommerville discussed the values which were also discussed at the last meeting. This list will be distributed to each committee chairman to change or add too.

**CITIZEN COMMENTS**

No citizen comments.

**ADJOURNMENT**

The meeting adjourned at 3:50 p.m.

**Ratified by Committee:**

**RESOLUTION  
AMENDING THE VOTING MEMBERS OF THE  
BEAUFORT COUNTY TRANSPORTATION ADVISORY GROUP**

WHEREAS, members of the Hardeeville Town Council recently annexed portions of land in Beaufort County into the Town of Hardeeville; and

WHEREAS, the Beaufort County Council deems it appropriate to add the Mayor, Town of Hardeeville (or designated Town Council member) as a voting member of the Beaufort County Transportation Advisory Group.

NOW, THEREFORE, be it resolved, that the Beaufort Transportation Advisory Group, as a multi-governmental body, shall have the following membership:

*Voting Members:*

- One County Council member from Hilton Head Island; one County Council member from Bluffton Township; two County Council members from north of the Broad River; all four Councilmen will be selected by the Chairman of Beaufort County Council, who shall also designate the Chairman and Vice Chairman of this Committee.
- Chairman, LRTA
- Beaufort County Sheriff
- Chairman, County Transportation Committee
- Mayor, Town of Hilton Head Island (or designated Town Council member)
- Mayor, City of Beaufort (or designated City Council member)
- Mayor, Town of Port Royal (or designated Town Council member)
- Mayor, Town of Bluffton (or designated Town Council member)
- Mayor, Town of Yemassee (or designated Town Council member)
- Mayor, Town of Hardeeville (or designated Town Council member)

*Ex-Officio Members:*

- Executive Director, Lowcountry Council of Governments
- General Manager, Lowcountry Regional Transportation Authority
- County Administrator, Jasper County
- County Administrator, Beaufort County
- Planning Director, Beaufort County
- County Engineer, Beaufort County
- State Senator, District 45
- State Senator, District 46
- State Representative, District 121
- State Representative, District 122
- State Representative, District 123
- State Representative, District 124
- Representative of Palmetto Electric Cooperative
- Representative of SCANA
- Representative of Beaufort Jasper Water & Sewer Authority
- Commanding General, MCRD, Parris Island
- Commanding Officer, MCAS, Beaufort

Adopted this 22nd day of August, 2005.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
Wm. Weston J. Newton  
Chairman

Attest:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

**RESOLUTION**  
**AMENDING THE VOTING MEMBERSHIP OF THE**  
**BEAUFORT COUNTY TRANSPORTATION ADVISORY GROUP (BTAG)**

~~WHEREAS, members of the Hardeeville Town Council recently annexed portions of land in Beaufort County into the Town of Hardeeville; and~~

~~WHEREAS, the Beaufort County Council deems it appropriate to add the Mayor, Town of Hardeeville (or designated Town Council member) as a voting member of the Beaufort County Transportation Advisory Group.~~

~~NOW, THEREFORE,~~ Be it resolved, that the Beaufort Transportation Advisory Group, as a multi-governmental body, shall have the following membership:

Voting Members (11):

- One County Council member from Hilton Head Island; one County Council member from ~~Bluffton Township~~ Southern Beaufort County; ~~two~~ (one) County Council members from north of the Broad River; all four Councilmen will be selected by the Chairman of Beaufort County Council, who shall also designate the Chairman and Vice Chairman of this Committee.
- ~~Chairman, LRTA~~
- Beaufort County Sheriff
- Chairman, County Transportation Committee
- Mayor, Town of Hilton Head Island (or designated Town Council member)
- Mayor, City of Beaufort (or designated City Council member)
- Mayor, Town of Port Royal (or designated Town Council member)
- Mayor, Town of Bluffton (or designated Town Council member)
- Mayor, Town of Yemassee (or designated Town Council member)
- Mayor, Town of Hardeeville (or designated Town Council member)

Ex-Officio Members:

- Executive Director, Lowcountry Council of Governments
- General Manager, Lowcountry Regional Transportation Authority
- County Administrator, Jasper County
- County Administrator, Beaufort County
- Planning Director, Beaufort County
- County Engineer, Beaufort County
- ~~State Senator, District 45~~
- ~~State Senator, District 46~~
- ~~State Representative, District 121~~
- ~~State Representative, District 122~~
- ~~State Representative, District 123~~
- ~~State Representative, District 124~~
- ~~Representative of Palmetto Electric Cooperative~~
- ~~Representative of SCANA~~
- Representative of Beaufort Jasper Water & Sewer Authority
- ~~Commanding General, MCRD, Parris Island~~

• ~~Commanding Officer, MCAS, Beaufort~~

Adopted this \_\_\_ day of \_\_\_, 2021.

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>
A RESOLUTION TO SET FORTH A UNIFORM POLICY FOR PROCESSING, RESPONDING TO, AND TRACKING REQUESTS FOR PUBLIC RECORDS IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT SC CODE OF LAWS 30-4-10 et seq.
<b>MEETING NAME AND DATE:</b>
Executive Committee – February 8, 2021
<b>PRESENTER INFORMATION:</b>
Robert Bechtold-IDCA, Tamekia Judge-Records Management Director (10 Minutes)
<b>ITEM BACKGROUND:</b>
<i>None</i>
<b>PROJECT / ITEM NARRATIVE:</b>
To set forth a uniform policy for processing, responding to, and tracking requests for public records. This Policy is intended to balance Beaufort County’s (“County”) commitment to transparency and openness, while ensuring the protection of the County’s confidentiality concerns and security interests.
<b>FISCAL IMPACT:</b>
<i>None</i>
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval of the resolution.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to approve/deny a resolution to set forth a uniform policy for processing, responding to, and tracking requests for public records in compliance with the Freedom of Information Act SC Code of Laws 30-4-10 et seq.  <i>(Move forward to Council for Approval/Adoption on February 8, 2021)</i>

**RESOLUTION NO. 2021 / XX**

**A RESOLUTION TO SET FORTH A UNIFORM POLICY FOR PROCESSING, RESPONDING TO, AND TRACKING REQUESTS FOR PUBLIC RECORDS IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT SC CODE OF LAWS 30-4-10 et seq.**

**WHEREAS**, the South Carolina Freedom of Information Act, which is codified at Title 30, Chapter 4 of the Code of Laws of South Carolina 1976, as amended, (the “*Act*”) declares that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy.; and

**WHEREAS**, in order to ensure that the County conducts public business in an open and public manner, it shall be the policy of the County to comply with both the letter and the spirit of the Freedom of Information Act (“FOIA”), as codified at §§ 30-4-10 et seq. of the Code of Laws of South Carolina, 1976, as amended; and

**WHEREAS**, the County Council of Beaufort has determined that a formal policy regarding the submission and processing of requests for access to public records under FOIA should be adopted to provide the public and County’s employees with clear requirements and practices that will permit the County to operate in an open and public manner.

**NOW THEREFORE BE IT RESOLVED**, by County Council of Beaufort County (the “*Governing Body*”) as set forth below:

**SECTION 1.** Pursuant to the findings above, the Council hereby adopts its Policy Regarding Requests for Public Records Under the Freedom of Information Act (the “*Policy*”), a copy of which is attached hereto.

**SECTION 2.** In adopting the Policy, the Governing Body has determined that the fee schedule for staff time and copies included in the Policy is an accurate reflection of the actual cost of searching for and making copies of records. The schedule has been approved by the terms of this Resolution, but may be updated in the reasonable discretion of the Governing Body by subsequent resolution or by the approval of its annual budget.

**SECTION 3.** In approving this Resolution and the Policy, the Governing Body expressly adopts any and all exemptions, restrictions and limitations from disclosure contained within FOIA as may be amended from time to time, and any additional exemptions, restrictions or limitations from disclosure that may be provided for now or in the future under South Carolina or Federal law.

**SECTION 4.** The Policy is effective immediately upon the adoption of this Resolution.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2021.

COUNTY COUNCIL OF BEAUFORT COUNTY

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Joseph Passiment, Chairman

ATTEST:

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Sarah Brock, Clerk to Council



# Beaufort County Freedom of Information Act Policy

## I. PURPOSE

The purpose of the Beaufort County Freedom of Information Act (FOIA) Policy (“Policy”) is to set forth a uniform policy for processing, responding to, and tracking requests for public records. This Policy is intended to balance Beaufort County’s (“County”) commitment to transparency and openness, while ensuring the protection of the County’s confidentiality concerns and security interests.

This Policy does not intend to encompass all aspects of FOIA law, nor to detail the specific procedures of the County’s FOIA specialists. Any term not specifically defined in this Policy shall be defined as provided for in S.C. Code Ann. Title 30 Chapter 4.

## II. BACKGROUND

The South Carolina Freedom of Information Act, S.C. Code Ann. Title 30 Chapter 4 provides the public access to public records created by or in the custody of Beaufort County in order to “learn and report fully the activities of their public officials.” S.C. Code Ann. §30-4-15. Except as provided for by law, FOIA governs access to public records in the possession of public bodies or its officers and employees.

## III. APPLICABILITY

This policy is applicable to all departments under the supervision of the Beaufort County Administrator and to any board or commission whose members are appointed by the County Council of Beaufort County, South Carolina, as well as the governing body of Beaufort County Government. This Policy shall apply to all parties submitting a request for public records including, but not limited to, individual citizens, businesses, and media publications.

## IV. ROLES AND RESPONSIBILITIES

### A. Records Management Department and FOIA Specialist

The Beaufort County Records Management Department (“Records Management”) has designated FOIA specialists who administer the process of accepting, processing, routing, compiling and responding to all FOIA requests for all Beaufort County departments. The FOIA specialists work within the Records Management Department and are supervised by its department head.

### B. Department FOIA Representative

Within each county department, persons are appointed as department-level Freedom of Information Act representatives to receive and respond to portions of FOIA requests assigned to their department. These FOIA representatives and their department heads are responsible for fulfilling FOIA requests.

### C. Elected Officials

Elected officials (i.e., County Council, Clerk of Court, Probate Judge, Sheriff, Coroner, Auditor, and Treasurer) and their departments, boards and officers, who are not subordinate to the County Administrator, may handle their own FOIA requests. If the elected official decides to allow Records

Management and the FOIA Specialists to administer their FOIA requests, they agree to adhere to the policy and procedures set forth in this Policy.

## V. PUBLIC RECORDS GENERALLY

### A. Public Records Under FOIA

A “public record” is any record containing information relating to the conduct of government business, which is prepared, owned, used, or retained by a public body. This includes, but is not limited to, emails, handwritten notes, reports, drafts, letters, spreadsheets, contracts, calendars, audio files, and photographs.

It is the subject matter of the record, not its form, which determines whether a record is considered a public record.

### B. Records Not Under this FOIA Policy

Any record that was not created, produced, collected, received or retained during the ordinary course of business are not considered public records, and are not subject to disclosure under FOIA. These types of records include, but are not limited to, spam emails, documents or emails of a personal nature(s).

Requests for public records in the custody of the following public bodies, among others, are not in the custody of Beaufort County and are therefore not covered by this Policy:

1. Beaufort County School District
2. Fourteenth Circuit Solicitor’s Office

### C. Access to FOIA Requests

The Records Management Department is the County department solely responsible for receiving and maintaining FOIA requests and the documents associated with FOIA requests. Beaufort County employees and staff members should not access the FOIA database, or any documents associated with a FOIA request, that do not require their attention. If it is determined by the County Administrator and Records Management Department that a County employee or staff member has inappropriately accessed a FOIA request, disciplinary actions as provided for in the Beaufort County Employee Handbook shall be followed.

This Section is not applicable to public bodies who are not covered by this Policy.

### D. Communication Following a FOIA Request

Following the receipt of a FOIA request related to, but not limited to, an elected official, County employee, or confidential information the Records Management Department will communicate the FOIA request to the County Administrator. The County Administrator will, at its discretion, inform the individuals related to the FOIA request of the information being requested.

## VI. SUBMITTAL OF FOIA REQUESTS

### A. Form of Requests

By law, any member of the public can submit a FOIA request to any member of Beaufort County government verbally or in writing. A request for public records are encouraged to be made in writing to the Records Management department by completing the online FOIA Request Form on the Beaufort County website: <http://www.beaufortcountysc.gov/foia>.

If a request is received by a department other than Records Management, the receiver should adhere to the appropriate following response:

- a) *Email.* Immediately forward the entire request and all attachments to the FOIA Specialist at [bcfoia@bcgov.net](mailto:bcfoia@bcgov.net).
- b) *Mail or Delivery Service.* Stamp or mark the envelope with the date it was received and forward everything via interdepartmental mail to "FOIA/Records Management."
- c) *Phone.* Transfer the call to 843-255-7200.
- d) *In Person.* Either direct the requester 1) to complete the form on the website; 2) to email the request to [bcfoia@bcgov.net](mailto:bcfoia@bcgov.net); or 3) call 843-255-7200.

## B. Receipt Date/Time

The processing time for a FOIA request begins on the day the request is received, except for requests received outside of normal business hours. Requests received 4:30 p.m. or later on a business day, on weekends, or on holidays are considered received the next business day.

## C. Content of Requests

Requestors are encouraged to provide as much specificity as possible to ensure the County can identify and locate the requested records. If a request(s) is not reasonably specific, the Records Management Department should contact the requester within ten (10) days to request additional information.

## D. Responses to Requester

In accordance with the South Carolina Freedom of Information Act, Beaufort County has ten (10) working days (excepting Saturdays, Sundays, and legal public holidays) to determine if the information requested is publicly available under the FOIA and whether or not a fee is required.

Before the end of the ten (10) day response period written communication should be sent to: (1) acknowledge the receipt of the request; (2) confirm the request was specific enough to obtain records, provide information about fees, costs; (3) convey whether a 25% deposit is required; (4) provide a date, time, and place the records will be available to be inspected if an inspection is requested.

## E. Deposit Requirement

Following an assessment by Records Management, if the request exceeds an actual cost of \$50.00, a 25% deposit may be required before the request is fulfilled. When a deposit is required, the 30 calendar day response period does not begin until the required deposit is received.

Payment is **required in full** before the public records are released to the requestor.

## VII. OBTAINING RECORDS

Within 10 business days of the original request (or 20 business days for records more than 24 months old), the FOIA specialists must respond to the requester with their findings. They will either provide the requested documents to the requester (if all have been provided by the departments), or they will notify the requester that documents exist but that it will take time to search and compile records and/or that a fee is required to complete the work.

**The request must be completed within 30 calendar days (or 35 days for records more than 24 months old) following the receipt of a deposit or payment of the estimated full amount.**

#### A. Department Responsibilities

Following a request from Records Management for records, each department representative must analyze the request to confirm if the requested documents pertain to that department. If so, an exhaustive search of its files must be completed in order to determine any and all documents that fulfill the broadest sense of the request. If the request does not pertain to that department or if no documents were found in response to the request, the department representative provides a statement as such, which is later reported to the requester.

#### B. Elected Officials

All requests for records on elected officials' personal devices or accounts, most notably emails on non-@bcgov.net accounts, must be submitted directly to the elected official. Beaufort County Administration does not own, operate, or have access to these accounts or devices nor can it compel elected officials to produce records found therein.

### VIII. FOIA EXEMPTIONS

FOIA contains discretionary exemptions under which public records may be withheld, as well as mandatory exemptions. If the applicability of an exemption is uncertain the Legal Department shall be consulted.

**All records in response to a FOIA request shall be submitted by the applicable department to the Records Management Department or, when appropriate, the Legal Department in their entirety without redactions.**

#### A. Duty to Redact

Under FOIA, the County may not withhold public records in their entirety because of an exemption. The County is obligated to produce the records with the exempt material redacted, unless the records fall within a required exemption as provided for in Section VIII(B) of this Policy.

#### B. Required Exemptions

A record must be withheld from disclosure in its entirety when a federal or South Carolina law requires that the record is exempt from disclosure. Records which are not public record under FOIA and are exempt from disclosure entirely include:

- (1) income tax returns;
- (2) medical records;
- (3) hospital medical staff reports;
- (4) scholastic records;
- (5) adoption records;
- (6) records related to registration and circulation of library materials to the extent they identify library patrons;
- (7) information relating to security plans;
- (8) the identity or information tending to reveal the identity of any individual who in good faith makes a complaint or otherwise discloses information which alleges a violation or potential violation of law or regulation to a state regulatory agency;
- (9) obtaining or using any personal information acquired from a state agency for commercial solicitation; or
- (10) other records which by law are required to be closed to the public.

No department should make the decision to withhold records without consulting the Records Management Department or the Legal Department.

### C. Employee Personnel Files

Beaufort County employee personnel files (“Personnel File”) may be released in accordance with this Section. A Personnel File includes “information of a personal nature where the public disclosure thereof would constitute unreasonable invasion of personal privacy.” S.C. Code Ann. Sec. 30-4-40. Specifically, documents including, but not limited to, drivers licenses, information about spouse and children, personal phone numbers, personal email addresses, resumes, health insurance, benefit packages, employee reviews, and resignation letters will be redacted in order to adhere to FOIA law and protect the personal privacy of Beaufort County employees.

### D. Architectural Plans and Surveys

Architectural plans are protected by federal law, and under SC Code 30-4-30(A)(1) a person has a right to “inspect, copy or receive an electronic transmission of any public record of a public, except as otherwise provided by Section 30-4-40, or other state and federal laws.” Pursuant to the aforementioned SC Code Section, the request for architectural plans are exempt or are redacted accordingly.

Surveys shall not be released, copied, or distributed. The County shall allow for individuals to view a survey upon request.

### E. Video and Audio Records

Video and audio recorded within any building owned or occupied by Beaufort County are for security purposes and copies will not be released. Matters exempt from disclosure, S.C. Code Ann. Sec. 30-4-40.

### F. Release of Exempt Records or Documents

Nothing in this Section is to conflict with, or supersede, any other Beaufort County policy relating the maintenance or release of records or documents. If this Section does conflict with any other Beaufort County policy, then the other policy shall be followed.

1. *Owner of Record Required.* A record or document that is exempt pursuant to the Beaufort County FOIA Policy, may be released at the discretion of the County when the requester is the owner of the records or document. Additionally, when applying the privacy exemption the County may, at its discretion, release the reports or documents to the requester if the privacy interest at stake in the FOIA exemption belongs to the requester. If the County determines that the exempt records or documents are releasable pursuant to this section, then the requester must complete an affidavit as provided for in Exhibit A of this Policy.

2. *Commercial Solicitation.* A FOIA request that includes, but is not limited to, extensive tax records, housing records, or records pertaining to a large number of citizens in the County; the County may require a Commercial Solicitation Affidavit be executed by the requester. Prior to the documents being released, the County must receive a copy of the executed affidavit as provided for in Exhibit B of this Policy.

## IX. CHARGES FOR THE PRODUCTION OF RECORDS

The FOIA allows the County to establish and collect reasonable fees not to exceed the actual cost of the search, retrieval, and redaction of records. S.C. Code Ann. §30-4-30(B). The County may amend the charges for costs when determined appropriate by the County Administrator.



### A. Labor Costs

Each department providing records in a response to a FOIA request is responsible for providing the number of hours required to complete the response to Records Management Department. The number of hours will be charged for the actual time spent by County staff in producing the requested records rounded down to the nearest 15-minute increment. The hourly rate “shall not exceed the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request.” S.C. Code Ann. §30-4-30(B).

The labor cost will be calculated according to the following guidelines:

Service	Cost
Search and Retrieval by Department for Records (excluding IT Department)	Department Staff: \$14.00/hour Department Director: \$24.00/hour Assistant Administrator: \$50.00/hour Deputy/County Administrator: \$50.00/hour
Retrieval of Electronic Records by the IT Department	IT Department: \$33.00/hour
*Redactions	FOIA Specialist: \$14.00/hour Legal Department: \$30.00/hour

*\*Cost of redactions are based on one (1) minute per page requiring redaction*

### B. Copying and Other Costs

When physical copies of the records are requested the County shall provide the requestor the current rate of the County’s copying cost per page. The charge for copying must reflect the actual costs incurred by the County. The charges in this Section do not include records that are provided electronically to the requester.

The County may charge for the actual cost of the medium used to provide the records including, but not limited to, thumb drive, CD, or DVD; and for the actual cost of postage and packaging associated with mailing the responsive records.

Copying and other costs will be calculated according to the following guidelines:

Service	Cost
Printed Copies of Records (excluding GIS Maps)	\$0.20 per page (up to 11x17 only)
GIS Maps	\$10.00 up to 11x17 \$20.00 larger than 11x17
USB Drive	\$7.00 each
Certified Copy from Clerk of Court	\$3.00 per copy
Certified Copy from Family Court	\$5.00 per copy (All documents will be certified)
Certified Copy from Magistrate	\$0.50 per page
Postage expense	Actual cost as determined by size, weight and zip code

### C. Cost Waiver

The County may waive the costs associated with a FOIA request when the cost of producing the response is less than \$50.00. A waiver shall not be applied when a requester, or anyone associated with the requester, submits a second request for public records within seven (7) calendar days of the first request,

and the requests are of the same nature. The waiver as provided for in this Section is applied at the discretion of Records Management and the County Administrator.

## X. Inactive FOIA Requests

FOIA requests will be closed after 90 calendar days of inactivity. Inactivity is defined as a lack of a response from requesters to phone calls and/or correspondence by FOIA specialists or due to a lack of payment, and will typically not be reopened.

After 30 days of inactivity, FOIA specialists will issue one courtesy reminder in an attempt to reopen communication with the requester. After 90 days, the requester must submit a new FOIA request, which will be processed normally.

Upon a request being inactive, the requestor surrenders any deposit and the deposit may not be used towards any future FOIA requests.

EXHIBIT A



Release of Record or Document
Affidavit of Ownership and Indemnity Agreement

Contact Information:
Address
Telephone Number
Email Address (if available)

I, \_\_\_\_\_, being first duly sworn on oath says: (please initial)
\_\_\_\_\_ I am the owner of the record or document being requested.
\_\_\_\_\_ I am the individual, or have been provided authorization by the individual, who the records are about.

I hereby authorize Beaufort County to release the aforementioned document to me and I hereby agree to completely indemnify Beaufort County against any claim to releasing such record or document which might be made by any person, in the event that person is determined to be the rightful owner or interested party to such record or document.

Witness #1

Claimant's Signature

Witness #2

Authorized Individual (when applicable)

STATE OF \_\_\_\_\_ )
COUNTY OF \_\_\_\_\_ )

ACKNOWLEDGEMENT

I, the undersigned Notary Public, do hereby certify that \_\_\_\_\_, acting in the capacities heretofore mentioned, personally appeared before me this day and, in the presence of the two witnesses above named, acknowledged the due execution of the foregoing instrument.

Witness my Hand and Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Print Name: \_\_\_\_\_
Notary Public for \_\_\_\_\_
My commission Expires: \_\_\_\_\_

To Be Completed by Beaufort County

Date Affidavit Received \_\_\_\_\_ Receipt Acknowledged by: \_\_\_\_\_

EXHIBIT B



Affidavit of Commercial Solicitation and Indemnity Agreement

Contact Information: Address Telephone Number Email Address (if available)

I, \_\_\_\_\_, being first duly sworn on oath says: (please initial)

\_\_\_\_\_ I am the individual requesting the information.

\_\_\_\_\_ I am representing \_\_\_\_\_, as the \_\_\_\_\_

Name of Corporation/Organization

Title of Position

I hereby affirm that the information requested from Beaufort County pursuant to a Freedom of Information Act request, will not be used for commercial solicitation nor knowingly sold or given to secondary or tertiary parties...

Witness #1

Requestor's Signature

Witness #2

STATE OF \_\_\_\_\_ ) COUNTY OF \_\_\_\_\_ )

ACKNOWLEDGEMENT

I, the undersigned Notary Public, do hereby certify that \_\_\_\_\_, acting in the capacities heretofore mentioned, personally appeared before me this day and, in the presence of the two witnesses above named, acknowledged the due execution of the foregoing instrument.

Witness my Hand and Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Print Name: \_\_\_\_\_ Notary Public for \_\_\_\_\_ My commission Expires: \_\_\_\_\_

To Be Completed by Beaufort County

Date Affidavit Received \_\_\_\_\_ Receipt Acknowledged by: \_\_\_\_\_



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
APPROVAL OF REINSTATEMENT OF APPOINTMENT
<b>MEETING NAME AND DATE:</b>
EXECUTIVE COMMITTEE MEETING <ul style="list-style-type: none"><li>FEBUARY 8, 2021</li></ul>
<b>PRESENTER INFORMATION:</b>
COMMITTEE CHAIRMAN SOMMERVILLE
<b>ITEM BACKGROUND:</b>
BEAUFORT MEMORIAL HOSPITAL BOARD FOR KATHY COOPER- REINSTATEMENT 3rd TERM LIMITED TO (3) 4YEAR TERMS= 12 YEARS RESUMMING PREVIOUS POSITION  1st term - 2013 2nd term - 2017 3rd term - VOTE NEEDS TO BE 10/11 VOTE
<b>PROJECT / ITEM NARRATIVE:</b>
CONSIDERATION OF REINSTATEMENT FOR KATHY COOPER TO BEAUFORT MEMORIAL HOSPITAL BOARD OF TRUSTEES
<b>FISCAL IMPACT:</b>
N/A
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
APPROVE, MODIFY OR REJECT
<b>OPTIONS FOR COUNCIL MOTION:</b>
MOTION TO (APPROVE, MODIFY, REJECT)REINSTATMENT FOR KATHY COOPER TO BEAUFORT MEMORIAL HOSPITAL BOARD OF TRUSTEES.

COUNTY COUNCIL OF BEAUFORT COUNTY  
Citizens Volunteer for Service  
County Boards, Agencies, Commissions and Authorities

Item 9.

Rec 10-29-12

County Council of Beaufort County selects citizens for service on Council appointed Boards, Agencies, Commissions and Authorities from a roster of individuals who have either volunteered or have been recommended for appointment. The Clerk to Council uses this form to keep an up-to-date roster of volunteers and to give Council basic information about each volunteer.

DATE: 10/22/12 NAME: Kathleen R. Cooper (Kathy) VOTER REGISTRATION NUMBER: [REDACTED]  
 OCCUPATION: Registered Nurse TELEPHONE: ( [REDACTED] Office) same  
 HOME STREET ADDRESS: [REDACTED] MAILING ADDRESS: [REDACTED]

☐ Are you presently serving on a Board, Agency, Commission or Authority? No If "yes," when does your term expire? \_\_\_\_\_  
 ☐ If recommended by a Council Member, indicate name: \_\_\_\_\_ ETHNICITY (Optional) Caucasian  African American \_\_\_ Other \_\_\_

**TOP THREE PRIORITIES:** Please indicate by placing a "1", "2", or "3" alongside the Board, Agency, Commission or Authority which you choose.

BOARDS	AGENCIES	COMMISSIONS	AUTHORITIES
<input type="checkbox"/> Accommodations Tax <input type="checkbox"/> Alcohol and Drug Abuse <input type="checkbox"/> Aviation <input type="checkbox"/> Construction Adjustments & Appeals <input type="checkbox"/> Disabilities and Special Needs <input type="checkbox"/> Historic Preservation Review <input type="checkbox"/> Library <input type="checkbox"/> Northern Corridor Review <input type="checkbox"/> Parks and Leisure Services <input type="checkbox"/> Planning <input type="checkbox"/> Rural and Critical Lands Preservation <input type="checkbox"/> Solid Waste and Recycling <input type="checkbox"/> Southern Corridor Review <input type="checkbox"/> Stormwater Management Utility <input type="checkbox"/> Tax Equalization <input type="checkbox"/> Zoning Appeals	<input checked="" type="checkbox"/> Beaufort Memorial Hospital <input type="checkbox"/> Bluffton Township Fire <input type="checkbox"/> Daufuskie Island Fire <input type="checkbox"/> Sheldon Township Fire	<input type="checkbox"/> Burton Fire District <input type="checkbox"/> L/St. Helena Island Fire District	<input type="checkbox"/> B/J Economic Opportunity Authority <input type="checkbox"/> B/J Water and Sewer <input type="checkbox"/> Coastal Zone Management Appellate Panel <input type="checkbox"/> Forestry <input type="checkbox"/> Foster Care <input type="checkbox"/> Lowcountry Council of Governments <input type="checkbox"/> Lowcountry Regional Transportation <input type="checkbox"/> Social Services

**COUNTY COUNCIL DISTRICT:**  
 Please encircle your County Council District No.    [1]    [2]    [3]    [4]    new  [5]    [6]    [7]    [8]    [9]    old  [10]    [11]

**CONFLICT OF INTEREST STATEMENT:** I, \_\_\_\_\_, as a voting member of the \_\_\_\_\_ Board, Agency, Commission or Authority, agree to disqualify myself from voting on any issue(s) which may arise and in which a conflict of interest exists.  
 Applicant's Signature: Kathleen R. Cooper

Once completed, please return this form **and attach a brief resume'** to: Clerk to Council, County Council of Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901. Applications without a brief resume' cannot be considered. Applications will be held three (3) years for consideration. All information contained on this application is subject to public disclosure.

**An incomplete application will be returned.**

COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING  
100 RIBAUT ROAD  
POST OFFICE DRAWER 1228  
BEAUFORT, SOUTH CAROLINA 29901-1228  
TELEPHONE: (843) 255-2180  
FAX: (843) 255-9401  
www.bcgov.net

D. PAUL SOMMERVILLE  
INTERIM CHAIRMAN

COUNCIL MEMBERS

STEVEN M. BAER  
RICK CAPORALE  
GERALD DAWSON  
BRIAN E. FLEWELLING  
HERBERT N. GLAZE  
WILLIAM L. McBRIDE  
STEWART H. RODMAN  
GERALD W. STEWART  
LAURA VON HARTEN

GARY KUBIC  
COUNTY ADMINISTRATOR

BRYAN J. HILL  
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

February 13, 2013

Ms. Kathleen R. Cooper



Re: Beaufort Memorial Hospital Board

Dear Mr. Cooper:

It is my very distinct pleasure to advise you that you have been appointed by the Beaufort County Council to serve on the Beaufort Memorial Hospital Board.

This will be a partial-term appointment, which expires February 2017 and, we are very appreciative of your willingness to serve. Council evaluated a number of applicants, and we feel you will do an excellent job.

Please accept our best wishes as you embark upon your service to Beaufort County on the Beaufort Memorial Hospital Board. I ask that you be cognizant of Council's policy that all members of its Boards, Agencies and Commissions attend at least two-thirds of the regular meetings, and we are attempting to enforce this policy. We believe that an effective representative is one who participates consistently in the decision-making process. You will be notified of the next meeting of the Beaufort Memorial Hospital Board, and I trust you will be able to attend.

Again, thank you for your willingness to serve Beaufort County and its citizens, and please do not hesitate to call upon me if I can answer any questions concerning this appointment.

Sincerely,

D. Paul Sommerville, Chairman

Attachments: Board Membership, Template Ordinance, Enabling Legislation  
cc: Gerald Schulze, Chairman

COUNTY COUNCIL OF BEAUFORT COUNTY  
ADMINISTRATION BUILDING  
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
100 RIBAUT ROAD  
POST OFFICE DRAWER 1228  
BEAUFORT, SOUTH CAROLINA 29901-1228  
TELEPHONE: (843) 255-2180  
www.bcgov.net

D. PAUL SOMMERVILLE  
CHAIRMAN

GERALD W. STEWART  
VICE CHAIRMAN

COUNCIL MEMBERS

RICK CAPORALE  
MICHAEL E. COVERT  
GERALD DAWSON  
BRIAN E. FLEWELLING  
STEVEN G. FOBES  
YORK GLOVER, SR.  
ALICE G. HOWARD  
STEWART H. RODMAN  
ROBERTS "TABOR" VAUX

GARY T. KUBIC  
COUNTY ADMINISTRATOR

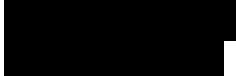
JOSHUA A. GRUBER  
DEPUTY COUNTY ADMINISTRATOR  
SPECIAL COUNSEL

THOMAS J. KEAVENY, II  
COUNTY ATTORNEY

ASHLEY M. BENNETT  
CLERK TO COUNCIL

February 21, 2017

Mrs. Kathleen Cooper



Re: Reappointment to Beaufort Memorial Hospital Board

Dear Mrs. Cooper:

It is my very distinct pleasure to advise you that you have been reappointed by the Beaufort County Council to serve as a member on the Beaufort Memorial Hospital Board.

This will be a four-year term reappointment, which expires February 2021, and we are very appreciative of your willingness to serve.

Please accept our best wishes as you continue your service to Beaufort County on the Beaufort Memorial Hospital Board. I ask that you be cognizant of Council's policy that all members of its Boards, Agencies and Commissions attend at least two-thirds of the regular meetings, and we are attempting to enforce this policy. We believe that an effective representative is one who participates consistently in the decision-making process.

Again, thank you for your willingness to serve Beaufort County and its citizens, and please do not hesitate to call upon me if I can answer any questions concerning this reappointment.

Sincerely,

D. Paul Sommerville, Chairman

Attachment: Board Membership

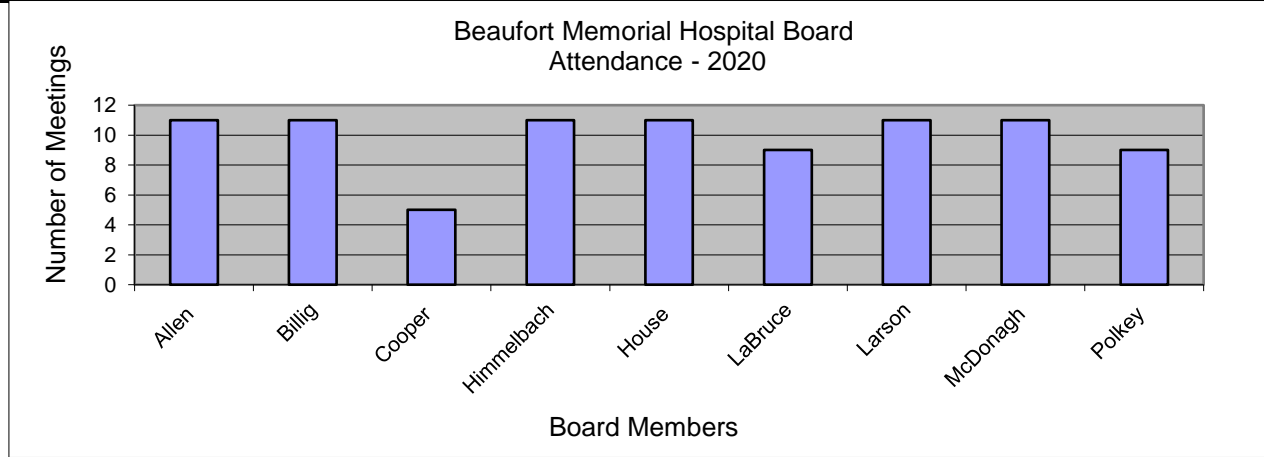
cc: Terry Murray, Chairman  
Edmond Baxley, President and Chief Executive Officer



Beaufort Memorial Hospital Board  
Attendance 2020

Month	January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
Date	29	26	*	22	20	24								
Allen	1	1	*	1	1	1	1	1	1	1	1	1	11	100%
Billig	1	1	*	1	1	1	1	1	1	1	1	1	11	100%
Cooper	1	1	*	1	1	1	***	***	***	***	***	***	5	100%
Himmelbach	1	1	*	1	1	1	1	1	1	1	1	1	11	100%
House	1	1	*	1	1	1	1	1	1	1	1	1	11	100%
LaBruce	**	**	*	1	1	1	1	1	1	1	1	1	9	100%
Larson	1	1	*	1	1	1	1	1	1	1	1	1	11	100%
McDonagh	1	1	*	1	1	1	1	1	1	1	1	1	11	100%
Polkey	0	1	*	1	1	1	1	0	1	1	1	1	9	80%

- 1 - Present
- 0 - Absent
- \* No meeting
- \*\* Appointed  
McDonagh 021119
- \*\*\* Resigned  
LaBruce 030920



Beaufort County Code of Ordinances: Article V. Boards and Commissions, Division 1, Section 2-193 Membership states: "Members shall be removed automatically for: (a) Absences from more than 1/3 of the board or agency meetings per annum whether excused or unexcused; (b) Failure to attend any three consecutive regular meetings."



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
APPROVAL OF APPOINTMENT
<b>MEETING NAME AND DATE:</b>
EXECUTIVE COMMITTEE MEETING <ul style="list-style-type: none"><li>FEBUARY 8, 2021</li></ul>
<b>PRESENTER INFORMATION:</b>
COMMITTEE CHAIRMAN SOMMERVILLE
<b>ITEM BACKGROUND:</b>
BEAUFORT MEMORIAL HOSPITAL BOARD FOR  VERNITA F. DORE (1st TERM) - APPOINTMENT - LIMITED TO (3) 4YEAR TERMS= 12 YEARS REPLACING ANDREA ALLEN  VOTE 6/11
<b>PROJECT / ITEM NARRATIVE:</b>
CONSIDERATION OF APPOINTMENT FOR VERNITA DORE TO BEAUFORT MEMORIAL HOSPITAL BOARD OF TRUSTEES
<b>FISCAL IMPACT:</b>
N/A
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
APPROVE, MODIFY OR REJECT
<b>OPTIONS FOR COUNCIL MOTION:</b>
MOTION TO (APPROVE, MODIFY, REJECT) APPOINTMENT FOR VERNITA F. DORE TO BEAUFORT MEMORIAL HOSPITAL BOARD OF TRUSTEES.

January 4, 2021

Via United States Mail, with copy by E-Mail

Beaufort County Council  
c/o Mr. Joseph Passiment, Chairman  
Post Office Drawer 1228  
Beaufort, South Carolina 29902

Dear Mr. Chairman and Members of Council,

In accordance with Sec. 46-27 of the Beaufort County Code of Ordinances, it is with great pleasure that the Board of Trustees for Beaufort Memorial Hospital present the following nominees for consideration by Beaufort County Council to fill upcoming vacancies on the Board. All three of these nominees carry with them exceptional credentials and a dedication to serving those in Beaufort County.

The three nominees we are presenting for County Council consideration are as follows:

1. **Vernita F. Dore.** Born and raised in Beaufort County, Vernita has lead local, regional, state, and national efforts to provide needed investment and assistance to rural areas throughout the country. Most recently, she served as Deputy Under Secretary for the United States Department of Agriculture, in which role she was tasked with spearheading the USDA's Rural Development mission and managing an annual agency operating budget of \$684 Million, a Rural Development program budget of \$38 Billion, and the USDA's Rural Development loan portfolio of approximately \$212 Billion. Prior to her service in Washington, Vernita worked as the State Director for USDA Rural Development in Columbia. Her late husband, Louis O. Dore, Esq., was a former member of the Board of Trustees for Beaufort Memorial. Vernita resides in the City of Beaufort and her immediate and extended family remains connected and committed to Beaufort County. We are honored to nominate Vernita Dore for consideration of appointment to the Beaufort Memorial Hospital Board of Trustees with such appointment to become effective on March 1, 2021.
2. **Eric Esquivel.** Eric and his family moved to Hilton Head Island in 1983 and the Esquivels have remained a constant presence ever since. The son of a physician who practiced at Beaufort Memorial, Eric appears ideally situated for continuing his father's commitment to serving the healthcare needs of Beaufort County. An accomplished businessman, Eric spent his early years in Texas with Dell before returning to Hilton Head a number of years ago. Through his recent work, including founding and running *La Isla Magazine* among other projects, Eric has created and developed an extensive media platform that connects and communicates with many Hispanic members of our community. Eric lives in Hilton Head with his wife and 3 children. It is our true pleasure to nominate Eric Esquivel for consideration of appointment to the Beaufort Memorial Hospital Board of Trustees with such appointment to become effective on March 1, 2021.
3. **Demetrajane ("Jane") Kokinakis, D.O.** Dr. Jane Kokinakis has been selected by the Beaufort Memorial Hospital Medical Staff to fill the Medical Staff Representative seat that will become vacant upon the expiration of Dr. Faith Polkey's term in March of 2021. Dr. Kokinakis is an award-winning ophthalmologist and frequent lecturer. Due in no small part

to the stellar professional reputation she has gained running Beaufort Eye Center, the Medical Staff of Beaufort Memorial Hospital strongly endorses Dr. Kokinakis for consideration of appointment to the Beaufort Memorial Hospital Board of Trustees with such appointment to become effective on March 1, 2021.

All of the above-listed nominees meet the qualifications necessary for consideration by the Beaufort County Council for appointment to the Beaufort Memorial Hospital Board of Trustees. On behalf of Beaufort Memorial, we are excited about the opportunity these nominees present to add strong and accomplished voices to our Board.

Thank you in advance for your consideration.

Sincerely,



David House, Chairman  
Beaufort Memorial Hospital

Cc: Eric Greenway, Interim County Administrator (*e-mail only*)  
Sarah W. Brock, Clerk to Council (*e-mail only*)  
Russell Baxley, Beaufort Memorial Hospital CEO (*e-mail only*)  
E. Richardson LaBruce, BMH Governance Committee Chair (*e-mail only*)



COUNTY COUNCIL OF BEAUFORT COUNTY  
County Boards, Agencies, Commissions, Authorities and Committees

County Council of Beaufort County selects citizens for service on Council appointed Boards, Agencies, Commissions, Authorities and Committees from a roster of individuals who have either volunteered or have been recommended for appointment. The Clerk to Council uses this form to keep an up-to-date roster of volunteers and to provide Council basic information about each volunteer.

**Top Three Priorities:** Please indicate by placing a "1", "2", or "3" alongside your choices.

**BOARDS AND COMMISSIONS**

- \_\_\_ Accommodations Tax (2% State)
- \_\_\_ Airports
- \_\_\_ Alcohol and Drug Abuse
- \_\_\_ Assessment Appeals
- \_\_\_ Beaufort County Transportation
- \_\_\_ Beaufort-Jasper Economic Opportunity
- \_\_\_ Beaufort-Jasper Water & Sewer
- 1 Beaufort Memorial Hospital
- \_\_\_ Bluffton Township Fire
- \_\_\_ Burton Fire
- \_\_\_ Coastal Zone Management Appellate (inactive)
- \_\_\_ Construction Adjustments and Appeals
- \_\_\_ Daufuskie Island Fire
- \_\_\_ Design Review
- \_\_\_ Disabilities and Special Needs
- \_\_\_ Economic Development Corporation
- \_\_\_ Forestry (inactive)
- \_\_\_ Historic Preservation Review
- \_\_\_ Keep Beaufort County Beautiful
- \_\_\_ Lady's Island / St. Helena Island Fire
- \_\_\_ Library
- \_\_\_ Lowcountry Council of Governments
- \_\_\_ Lowcountry Regional Transportation Authority
- \_\_\_ Parks and Recreation
- \_\_\_ Planning \*
- \_\_\_ Rural and Critical Lands Preservation
- \_\_\_ Sheldon Fire
- \_\_\_ Social Services (inactive)
- \_\_\_ Solid Waste and Recycling
- \_\_\_ Southern Beaufort County Corridor Beautification
- \_\_\_ Stormwater Management Utility
- \_\_\_ Zoning

DATE: 9/11/2020 NAME: VERNITA F. DORE

BEAUFORT COUNTY VOTER REGISTRATION NUMBER: [REDACTED]

OCCUPATION: Retired Administrator

TELEPHONE: (Home) [REDACTED] Office) [REDACTED] EMAIL: [REDACTED]

HOME ADDRESS: [REDACTED] STATE: SC ZIP CODE: [REDACTED]

MAILING ADDRESS: (Same as above) STATE: " ZIP CODE: "

COUNTY COUNCIL DISTRICT: 1  2  3  4  5  6  7  8  9  10  11

ETHNICITY: Caucasian  African American  Other

Are you presently serving on a Board, Agency, Commission, Authority or Committee? Yes  No

If "yes", what is the name of the board and when does term expire? Beaufort Jasper Higher Education Commission Expires 6/30/2022

- Please return completed form and a brief resume' either Email or U.S. Mail:
  - o Email: [boardsandcommissions@bcgov.net](mailto:boardsandcommissions@bcgov.net)
  - o U.S. Mail: Clerk to Council, County Council of Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901
- Applications without a brief resume' cannot be considered.
- Applications will be held **three (3) years** for consideration.
- All information contained on this application is subject to public disclosure.

**YOU MUST BE A BEAUFORT COUNTY REGISTERED VOTER TO APPLY**  
**YOU MUST ATTACH YOUR RESUME' WITH THIS APPLICATION TO BE CONSIDERED**  
An incomplete application will be returned

\* Anyone submitting an application to serve on the Planning Commission must fill out the questionnaire on page 2.

Applicant's Signature: Vernita F. Dore



## SUMMARY OF QUALIFICATIONS

**PASSIONATE AND SUCCESS-DRIVEN VISIONARY IN COMMUNITY ECONOMIC DEVELOPMENT:** Over 25 years of experience driving dramatic results in economic development of rural communities throughout America. Expert in creating and identifying opportunities in rural communities and providing high-quality service delivery and executive leadership.

### **PROFESSIONAL EXPERIENCE:**

**Deputy Under Secretary (Operations and Management)**, United States Department of Agriculture (USDA), Rural Development, Washington, DC (April 2015 – January 2017)

- Responsible for leading and supporting the USDA, Rural Development mission: ... to increase economic opportunity and improve the quality of life for all rural Americans by utilizing 42 programs to address the needs of communities in areas of housing, essential community facilities, water and environmental infrastructure, businesses, broadband, distance learning and telecommunications services.
- Directed and supported the work of 47 State Directors in all aspects of operations with responsibility for an annual operating budget of \$684 million; an annual program budget of \$38 billion and financial management of a \$212 billion loan portfolio. Under my leadership we experienced record breaking success in deploying capital to rural America.
- Administered the work of human resources, civil rights, information technology, procurement, and field office leasing for more than 500 offices and nearly 5000 geographically dispersed employees.

**State Director**, USDA Rural Development, Columbia, SC (August 2009 - March 2015)

Responsible for the administration and supervision of 42 programs offered by USDA, Rural Development in 46 counties in South Carolina. Served as a key member of USDA's administration, overseeing strategic planning, development, and implementation of rural economic development programs and policies for the state of South Carolina. During this time, I also served the Under Secretary in an advisory capacity on matters pertaining to operations, policies, collaboration and strategic planning. Advised on issues involving processes, and establishing policies that increased effectiveness in delivering programs. Accomplishments include advancing the implementation of the pay.gov system which streamlined the application and payment process resulting in increased efficiency and substantial savings.

Accomplishments include:

- Significantly increased delivery of program dollars from an average \$340 million to more than \$900 million annually to provide financing for economic development in South Carolina.
- Represented the Administration within the state and nationally. Conducted meetings with all levels of government and served as agency spokesperson with the media.
- Facilitated community meetings with county and municipal officials to substantially expand economic development in their communities.
- Reorganized internal structure with emphasis on Community Facilities (CF) programs and Business and Cooperative programs. As a result, team SC increased investments in CF programs by 400% in the first year.
- Introduced an economic focus in underserved areas and established an application process for awarding grants to most deserving communities.
- Cultivated relationships with stakeholders, managed and facilitated job forums, round table discussions and private public partnership meetings which focused on job creation and economic development.

- Utilized data and analyses to identify economic development deficiencies and their affect on customers resulting in significant increase in funding to economically distressed areas. Item 10.

**Rural Development Manager/Area Director**, USDA, Walterboro, SC (November 1999 - August 2009)  
Responsible for the administration and supervision of all programs offered by the agency for a district consisting of ten large and demographically diverse counties.

- Served as a key member of the State Director's staff, participating in strategic planning, development, and implementation of agency programs and policies and outreach for the state of South Carolina.
- Responsible for creating business plans, growth strategies, establishing and building partnerships.
- Directed a team of district employees comprised of loan specialists, construction analysts, and logistic personnel to win the District of the Year Award which was based on the highest production in the state.

**Community Development Manager**, (November 1996 - October 1999)

- Represented the agency with all local and municipal officials and fostered good will in communities through outreach and marketing.
- Coordinated RD programs with other federal and state programs.

**County Supervisor**, (October 1991 - November 1996)

- Managed a large county office staff delivering farm lending, economic development and housing programs under RD (formerly Farmers Home Administration).
- Performed a variety of duties to include originating, processing, approving, and servicing single family housing loans, farm loans and youth loans, appraising real estate and inspecting housing construction.

**Assistant County Supervisor**, (September 1987 - October 1991)

- Performed a variety of duties to include originating, processing, approving and servicing loans for single family housing; performed inspections on new and existing single family dwellings.
- Conducted outreach and marketing.

**Management Analyst**, (Presidential Career Intern), February 1984-1987, United States Department of Army, Commercial Activities, Fort Jackson, South Carolina

- Conducted work methods and engineering studies involving the full range of management analyses to include management surveys, organizational studies, management improvements and advisory service to identify the most efficient and effective organization (MEO). (Conducted A-76 studies)
- Performed policy and organization reviews, staffing patterns, procedures, workflow and applied theories. Wrote clear and concise Performance Work Statements in order to provide contractors with specific standards of performance to engage in the bidding process.

#### **ACCOMPLISHMENTS:**

- Led State Directors and field staff to produce record breaking investments and assistance to rural areas throughout the country.
- Provided leadership in the development and implementation of Rural Development's (RD) Regionalization Initiative, designed to streamline and leverage field staff in critical administrative and program support functions.
- Provided leadership in RD's Information Technology (IT) enhancements and major investments, including a \$100 million investment focused on developing a more agile IT platform for program delivery, improving data transparency, retiring legacy systems and integrating systems for enhanced coordination and reporting.
- Enhanced the public image and recognition of agency programs through new business strategies, community outreach, and aggressive networking.
- Successfully spearheaded the delivery of all agency products resulting in nearly \$6 billion invested in rural communities in South Carolina within six years. (State Director)
- Drove the growth of agency investments and launched new USDA initiatives such as Great Regions, Corridor I-95, StrikeForce, Stronger Economies Together, etc. (State Director)

**RECENT AWARDS:**

- Invited by US President to the Oval Office to be recognized for foresight and leadership in the building and renovation of Dillon County Schools
- Recognized for Outstanding Performance from 2009-2016
- National Rural Coalition – “for exemplary leadership and creation of partnerships to reach the communities who most need the services of Rural Development”
- SC Senate - for “passionate and tireless effort for improving the quality of life in rural America”
- SC Women’s Connection and Clemson Institute for Economic and Community Development – award for “contributions to women and rural economic development in South Carolina”
- South Carolina Rural Development Employees – Award - “for unselfish service and dedication to improving the quality of life in rural South Carolina”
- Williamsburg County Award - “for services rendered above and beyond the call of duty”
- Clarendon County Award- “for improving the quality of life for the citizens of Clarendon County”
- Federation of Southern Cooperatives – Award - “for service and dedication to the underserved, limited resource, socially disadvantaged farmers, as well as other low income residence...” Award
- Orangeburg, Calhoun, Allendale, Bamberg Community Action Agency, Inc. - Award - “ A Leader Who Came, Saw and Conquered” Award

**RECENT BOARD OF DIRECTOR APPOINTMENTS:**

- Beaufort – Jasper Higher Education Commission
- The Art of Community, Rural South Carolina, SC Arts Commission
- Treasurer, Islands of Beaufort
- Beaufort County Open Land Trust

**EDUCATION & PROFESSIONAL TRAINING:**

- Bachelor of Arts, Journalism, University of South Carolina, Columbia, SC
- Army Management Engineering Training Agency, Rock Island, Illinois
- Graduate School, United States Department of Agriculture, Washington, DC
- University of South Carolina, Darla Moore School of Business
- Federal Executive Institute, Charlottesville, WV
- Harvard Kennedy School of Government, Cambridge, MA
- Fellow, Diversity Leadership Institute, Richard W. Riley Institute, Furman University, Greenville, SC



**From:** [Weitz, Kristina](#)  
**To:** [Vaughn, Tithanie](#)  
**Subject:** RE: Vernita Dore  
**Date:** Tuesday, January 12, 2021 12:48:17 PM  
**Attachments:** [image001.png](#)

---

Everything is perfect for her and she is in [REDACTED]

*Regards,  
Kristina Weitz  
Voter Registration and Elections Manager*

Board of Voter Registration and Elections of Beaufort County  
Post Office Box 1228  
Beaufort, SC 29901-1228  
Fax: (843) 255-9429 | Voice: (843) 255-6900

---

**From:** Vaughn, Tithanie <tithanie.vaughn@bcgov.net>  
**Sent:** Tuesday, January 12, 2021 10:46 AM  
**To:** Weitz, Kristina <kweitz@bcgov.net>  
**Subject:** Vernita Dore

Good Morning,

Can you check

Vernita F. Dore  
[REDACTED]  
[REDACTED]  
[REDACTED]

Thank you,

T. Vaughn  
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