

AGENCY NAME:	SC Human Affairs Commission	
AGENCY CODE:	L36	SECTION:



Fiscal Year 2014-15 Agency Budget Plan

FORM A – SUMMARY

RECURRING FUNDS (FORM B DECISION PACKAGES)	My agency is submitting the following recurring decision packages (Form B): \$254,600 (771 & 774)	
	For FY 2014-15, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting a net increase in recurring General Fund appropriations.
	<input type="checkbox"/>	Not requesting a net increase in recurring General Fund Appropriations.

CAPITAL & NON-RECURRING FUNDS (FORM C DECISION PACKAGES)	My agency is submitting the following one-time decision packages (Form C): \$50,000 for an Agency Scanner (777)	
	For FY 2014-15, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting capital and/or non-recurring funds.
	<input type="checkbox"/>	Not requesting capital and/or non-recurring funds.

PROVISOS	For FY 2014-15, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Raymond Buxton, II	803-737-7826	rbuxton@schac.sc.gov
SECONDARY CONTACT:	Lori Dean	803-737-7804	lgdean@schac.sc.gov

I have reviewed and approved the enclosed FY 2014-15 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN/DATE):	
AGENCY DIRECTOR (TYPE/PRINT NAME):	Raymond Buxton, II

This form must be signed by the department head – not a delegate.

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FORM B – PROGRAM REVISION REQUEST

DECISION PACKAGE	771
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Provide the decision package number issued by the PBF system ("Governor's Request").

TITLE	Critical Investigative Staff
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Provide a brief, descriptive title for this request.

AMOUNT	\$69,600
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What is the net change in requested appropriations for FY 2014-15? This amount should correspond to the decision package's total in PBF across all funding sources.

ENABLING AUTHORITY	This request was established by the Commissioner and the Chief Financial Officer.
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What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input checked="" type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program.
<input type="checkbox"/> Proposed establishment of a new program or initiative.	

RECIPIENTS OF FUNDS	Compliance Division would be the recipient of additional staff.
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

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RELATED REQUEST(S)	No
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Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?

MATCHING FUNDS	No
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Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.

FUNDING ALTERNATIVES	Earmarked Funds are given to our Agency based on the number of cases completed. However, these funds differ from year to year based on the cases completed.
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What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.

SUMMARY	<p>The request for 4 additional FTE's (Investigators) for the Compliance Division is based on the critical needs to support the agency's mission and to meet minimum standards for quality of work product. Severe budget reductions in past years resulted in a loss of investigators which also resulted in Compliance managers investigating cases and the remaining investigators carrying excessive case loads that have resulted in a negative impact upon the agencies critical mission and maintaining a standard of service.</p> <p>Minimum standards for investigators are to investigate 96 cases within a 180 day period, but with current staffing levels of 7 investigators, the average processing time for FY 12-13 was 226 days. This is far short of the minimum standard of investigating complaints in a timely manner. 1, 078 complaints of discrimination were filed during FY 12-13. The current staffing level of 7 investigators (whose highest expectation is to investigate 108 cases per year) is not able to investigate 154 cases per investigator based on the intake year of FY 12-13. This high amount of cases does not provide quality customer service to: A) citizens who file the complaints and to B) the employers/businesses who respond to the charges of discrimination. Failure to maintain services to an increasing population of South Carolinians and for an increasing number of businesses moving or being created in this State will result in a failure of the mission of the agency to serve all South Carolinians.</p> <p>The addition of 4 (four) investigators will result in Compliance managers being given the time to hold investigators accountable to maintain expected levels of service. It will provide case processing time that will improve the quality of work product to maintain the mission of the agency and to meet the standards and critical needs of service to the State's citizens.</p>
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Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used?

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METHOD OF CALCULATION	<p>This amount was calculated based on employer contributions and operating expenses for the 4 positions.</p>
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How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?

FUTURE IMPACT	<p>This request will impact the future operating budget for the 4 FTE's requested on an annual basis. If this request is honored, SCHAC will be able to complete our cases in a timely and efficient manner serving the citizens and employers of this State. If this request is not honored, services to the State's citizens will be negatively impacted.</p>
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Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?

PRIORITIZATION	<p>SCHAC would defer this action if no sufficient new funds were available.</p>
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If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2014-15?

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INTENDED IMPACT	<p>Adding the additional 4 staff members would enable us to complete our cases in a timely and efficient manner serving the citizens and employers of this State. It would also allow SCHAC to add additional cases each fiscal year which would make a positive financial impact on our contract with the EEOC.</p>
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What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?

PROGRAM EVALUATION	<p>The EEOC monitors SCHAC's progress on a monthly basis. If there is an increase in the cases completed by an annual contract, a positive financial impact will incur with EEOC.</p>
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How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?

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FORM B – PROGRAM REVISION REQUEST

DECISION PACKAGE	774
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Provide the decision package number issued by the PBF system (“Governor’s Request”).

TITLE	Additional Operating Costs
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Provide a brief, descriptive title for this request.

AMOUNT	\$25,000
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What is the net change in requested appropriations for FY 2014-15? This amount should correspond to the decision package’s total in PBF across all funding sources.

ENABLING AUTHORITY	
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What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply:
	<input type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program.
<input type="checkbox"/> Proposed establishment of a new program or initiative.	

RECIPIENTS OF FUNDS	The additional operational costs would be for all Divisions of this Agency.
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

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RELATED REQUEST(S)	NO
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Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?

MATCHING FUNDS	NO
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Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.

FUNDING ALTERNATIVES	Earmarked Funds are given to our Agency based on the number of cases completed. However, these funds differ from year to year based on the cases completed.
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What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.

SUMMARY	SCHAC moved August 28, 2013 to a State owned building. Although there will be savings for leased costs, will incur additional operating expenses to include parking for State owned vehicles and excess energy costs per our lease with the State Budget & Control Board. These are expenses that cannot be avoided.
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Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used?

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METHOD OF CALCULATION	<p>This method was calculated by contacting the Budget & Control Board. This amount will not be known until we have occupied this building for 1 year.</p>
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How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?

FUTURE IMPACT	<p>Any additional operational costs will negatively impact our budget.</p>
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Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?

PRIORITIZATION	<p>SCHAC would proceed by using available fund balances.</p>
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If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2014-15?

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INTENDED IMPACT	If these funds are not received, other programs would be negatively impacted.
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What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?

PROGRAM EVALUATION	The funds would be measured by monthly balancing.
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How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?

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FORM B – PROGRAM REVISION REQUEST

DECISION PACKAGE	774
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Provide the decision package number issued by the PBF system (“Governor’s Request”).

TITLE	Critical Investigative Staff
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Provide a brief, descriptive title for this request.

AMOUNT	\$160,000
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What is the net change in requested appropriations for FY 2014-15? This amount should correspond to the decision package’s total in PBF across all funding sources.

ENABLING AUTHORITY	This request was established by the Commissioner and the Chief Financial Officer.
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What state or federal statutory, regulatory, and/or administrative authority established this program? Is this decision package prompted by the establishment of or a revision to that authority?

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply:
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience.
	<input type="checkbox"/> Non-mandated change in eligibility / enrollment for existing program.
	<input type="checkbox"/> Change in case load / enrollment under existing program guidelines.
	<input type="checkbox"/> Non-mandated program change in service levels or areas.
	<input type="checkbox"/> Loss of federal or other external financial support for existing program.
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program.
<input type="checkbox"/> Proposed establishment of a new program or initiative.	

RECIPIENTS OF FUNDS	Compliance Division would be the recipient of additional staff.
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

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RELATED REQUEST(S)	No
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Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?

MATCHING FUNDS	No
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Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.

FUNDING ALTERNATIVES	Earmarked Funds are given to our Agency based on the number of cases completed. However, these funds differ from year to year based on the cases completed
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What other possible funding sources were considered? Could this request be met in whole or in part with the use of other resources, including fund balances? If so, please comment on the sustainability of such an approach.

SUMMARY	<p>The request for 4 additional FTE's (Investigators) for the Compliance Division is based on the critical needs to support the agency's mission and to meet minimum standards for quality of work product. Severe budget reductions in past years resulted in a loss of investigators which also resulted in Compliance managers investigating cases and the remaining investigators carrying excessive case loads that have resulted in a negative impact upon the agencies critical mission and maintaining a standard of service.</p> <p>Minimum standards for investigators are to investigate 96 cases within a 180 day period, but with current staffing levels of 7 investigators, the average processing time for FY 12-13 was 226 days. This is far short of the minimum standard of investigating complaints in a timely manner. 1, 078 complaints of discrimination were filed during FY 12-13. The current staffing level of 7 investigators (whose highest expectation is to investigate 108 cases per year) is not able to investigate 154 cases per investigator based on the intake year of FY 12-13. This high amount of cases does not provide quality customer service to: A) citizens who file the complaints and to B) the employers/businesses who respond to the charges of discrimination. Failure to maintain services to an increasing population of South Carolinians and for an increasing number of businesses moving or being created in this State will result in a failure of the mission of the agency to serve all South Carolinians.</p> <p>The addition of 4 (four) investigators will result in Compliance managers being given the time to hold investigators accountable to maintain expected levels of service. It will provide case processing time that will improve the quality of work product to maintain the mission of the agency and to meet the standards and critical needs of service to the State's citizens.</p>
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Provide a summary of the rationale for the decision package. Why has it been requested? How specifically would the requested funds be used?

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METHOD OF CALCULATION	<p>This amount was calculated based on the FTE salaries to be paid for these 4 positions.</p>
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How was the amount of the request calculated? What factors could cause deviations between the request and the amount that could ultimately be required in order to perform the underlying work?

FUTURE IMPACT	<p>This request will impact the future operating budget for the 4 FTE's requested on an annual basis. If this request is honored, SCHAC will be able to complete our cases in a timely and efficient manner serving the citizens and employers of this State. If this request is not honored, services to the State's citizens will be negatively impacted.</p>
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Will the state incur any maintenance-of-effort or other obligations by adopting this decision package? What impact will there be on future capital and/or operating budgets if this request is or is not honored? Has a source of any such funds been identified and/or obtained by your agency?

PRIORITIZATION	<p>SCHAC would defer this action if no sufficient new funds were available.</p>
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If no or insufficient new funds are available in order to meet this need, how would the agency prefer to proceed? By using fund balances, generating new revenue, cutting other programs, or deferring action on this request in FY 2014-15?

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INTENDED IMPACT	<p>Adding the additional 4 staff members would enable us to complete our cases in a timely and efficient manner serving the citizens and employers of this State. It would also allow SCHAC to add additional cases each fiscal year which would make a positive financial impact on our contract with the EEOC.</p>
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What impact is this decision package intended to have on service delivery and program outcomes, and over what period of time?

PROGRAM EVALUATION	<p>The EEOC monitors SCHAC's progress on a monthly basis. If there is an increase in the cases completed by an annual contract, a positive financial impact will incur with EEOC.</p>
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How would the use of these funds be evaluated? What specific outcome or performance measures would be used to assess the effectiveness of this program?

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FORM C – CAPITAL OR NON-RECURRING APPROPRIATION REQUEST

DECISION PACKAGE	777
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Provide the decision package number issued by the PBF system ("Governor's Request").

TITLE	Scanner
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Provide a brief, descriptive title for this request.

AMOUNT	\$50,000
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How much is requested for this project in FY 2014-15?

BUDGET PROGRAM	Compliance
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Identify the associated budget program(s) by name and budget section.

SUMMARY	<p>In an effort to enhance operational needs and maintain standards of efficiency the Commission is requesting the purchase of a scanner. During August-September 2013 the agency moved to a state owned facility. Storage at the new site is limited. Due to a high volume of intake complaints, investigations and case closures, much paper work has been created which complicates matters related to a lack of storage space.</p> <p>The scanner being requested will allow efficient and maximum use for storage of files and paper work. Ultimately, purchase of this scanner, service & maintenance agreements would save the agency in cost with less storage being required, and it will allow workers to make more efficient use of time through accessing files and paper work in a timely manner. The scanner will allow an electronic exchange of material that will reduce paper cost and postage to the agency and will result in savings that will allow the agency to maintain standards and focus on the critical needs of the agency's mission.</p> <p><u>Additional Costs</u> Additional costs related to this scanner would be annual maintenance charges, service agreements, and supplies.</p>
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Provide a summary of the project and explain why it is necessary.

AGENCY NAME:	SC Human Affairs Commission		
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RELATED REQUEST(S)	NO
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Is this decision package associated with other decision packages requested by your agency or other agencies this year? Is it associated with a specific capital or non-recurring request?

MATCHING FUNDS	NO
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Would these funds be matched by federal, institutional, philanthropic, or other resources? If so, identify the source and amount.

FUNDING ALTERNATIVES	There are no other funding sources to consider.
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What other possible funding sources were considered?

LONG-TERM PLANNING AND SUSTAINABILITY	No other funds have been invested in this project.
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What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured?

OTHER APPROVALS	No other approvals have been obtained for this request.
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What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, BCB, etc.)

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FORM D – PROVISO REVISION REQUEST

NUMBER	
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Cite the proviso according to the State Budget Division’s renumbered list for FY 2014-15 (or mark “NEW”).

TITLE	Increase in Copy Fees
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Provide the title from the FY 2013-14 Appropriations Act or suggest a short title for any new request.

BUDGET PROGRAM	Compliance
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Identify the associated budget program(s) by name and budget section.

DECISION PACKAGE	NO
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Is this request associated with a decision package you have submitted for FY 2014-15? If so, cite it here.

REQUESTED ACTION	Amend
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Choose from: Add, Delete, Amend, or Codify.

OTHER AGENCIES AFFECTED	NONE
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Which other agencies would be affected by the recommended action? How?

SUMMARY	<p>To amend Proviso to the following language</p> <p>The costs for file materials will be based on the average actual costs per copy for the past years services.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it.

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EXPLANATION	<p>Costs of copying services have increased over the years and inserting this change into the Proviso will provide a fair and equitable cost for this agency.</p>
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Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

FISCAL IMPACT	
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Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

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PROPOSED PROVISO TEXT	Human Affairs Commission
	<p>A. (70.1, 70.2, 70.3) Section 1-13-70 of the 1976 Code is amended by adding a new appropriately lettered subsection at the end to read:</p> <p>"() To retain, carry forward, and expend for the purpose of general operations of the commission all revenue derived from:</p> <p>(1) donations and registration fees received from attendance at Human Affairs Forums;</p> <p>(2) fees received from training and technical assistance provided by the commission to entities other than state agencies; and</p> <p>(3) providing requested copies of commission files, final opinions, orders, and determinations."</p> <p><u>This is related to #3 only</u></p> <p>There is no proposed change in the text, but the Agency would like to be compensated fairly in the copying & service charges. What we are proposing is that the costs for copying & service fees will be based on the average actual costs per copy & service for the past years services.</p>

Paste FY 2013-14 texts above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.