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October 2, 2017

Chairman John Oakland
Commissioner Raymond Buxton, II
South Carolina Human Affairs Commission
1026 Sumter Street
Columbia, SC 29201

Dear Chairman Oakland and Commissioner Buxton:

After our meeting on September 18, the Subcommittee has some follow up questions for the agency.

Employees: Tenure, Separations, and Bonuses

1. Given the recent employee separations from the agency, please update the average years of tenure for agency employees chart previously provided to the Subcommittee.
2. For the staff who left the agency during calendar years 2016 and 2017, please provide their titles and salaries (i.e., not the names). If a staff member's salary was below \$50,000 please provide the appropriate salary range.
3. Have bonuses been awarded during the past three fiscal years? If yes, please indicate how many have been awarded, titles of those receiving bonuses, average amount of the bonuses, highest bonus awarded, lowest bonus awarded, and criteria used for awarding bonuses.

Investigators: Cost and Process of Training

4. What is the cost of training an investigator for employment cases? Please describe the process for onboarding a new employment investigator.

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5. What is the cost of training an investigator for housing cases? Please describe the process for onboarding a new housing investigator.

90(e) Complaints (i.e., other allegation of individual or institutional discrimination not considered unlawful)

6. Please provide further details on the agency's past referrals to the State Law Enforcement Division (SLED) or the Attorney General's Office for assistance with 90(e) complaints.

7. Please provide any examples of 90(e) complaints that were pursued by the SLED or the Attorney General's Office to the extent of the agency's knowledge based on its referrals.

Records Management

8. Is the agency current with transferring records, including electronic ones, to the Department of Archives and History? If not, why not?

9. Please provide the Subcommittee a copy of the agency's records management policy, if any. If the agency does not have a records management policy, does the agency intend to create one?

December 2014 Legislative Audit Council's Limited Review of the S.C. Human Affairs Commission

10. Please provide the Subcommittee with the status of any implementation of recommendations from the December 2014 Legislative Audit Council's report. If the agency does not agree with any of the recommendations from this report, please provide the Subcommittee with the reason(s).

Thank you for your service to the citizens of South Carolina and for your continued cooperation with the legislative oversight process. The Subcommittee looks forward to continuing its discussion of the study of the Human Affairs Commission with you on Tuesday, October 24, 2017.

Sincerely,



Laurie Slade Funderburk
Committee First Vice-Chair

cc: Economic Development, Transportation, and Natural Resources Subcommittee Members