



**SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE
MEETING MINUTES**

Thursday, February 8, 2024, 11:00 a.m.

Conference Call Line: +1 323-486-1906

Phone Conference ID: 715 107 657#

Members Present: Stephanie Tillerson, Chairperson, Andrea Melocik, Vice Chairperson and Committee Members, Mary Catherine Lawton and Dr. Neil Woods; Dr. John Gabor was absent.

Administrative Support Present: Eric Budds and Urica Floyd with the Municipal Association of SC

1. CALL TO ORDER – Chairperson Tillerson called the meeting to order at 11:02 a.m.

2. FREEDOM OF INFORMATION ACT COMPLIANCE

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

3. Approval of Minutes

- a. The meeting minutes from November 9, 2023, were motioned for approval by Dr. Woods and second by Mary Catherine Lawton. The motion passed 4-0.

4. UNFINISHED BUSSINESS

- a. Discussion of Changes to the Continuing Education Training Approval Process – The Committee approved a clear chain of process for approval of continuing education submissions. The Municipal Association will use an approved checklist of requirements for submitted CE approvals. Additionally, the number of years of experience for CE facilitators was lowered to require that individuals must have a minimum of a bachelor's degree and at least five years of experience. The Municipal Association will send out an eblast to all planning officials about the new process for submission of CE applications and the years of experience changes. Motioned by Mary Catherine Lawton and second by Andrea Melocik. The motion passed 4-0.

5. NEW BUSINESS

- a. Consideration of the Draft 2022 Annual Report – Motion to accept and approve the draft 2022-2023 Annual Report by Mary Catherine Lawton, second by Neal Woods. The motion passed 4-0.

6. CONSENT AGENDA

- a. Continuing Education Program Submittals - Andrea Melocik motioned for approval of the items listed on the consent agenda.

Dr. Woods seconded the motion, which passed 4-0.

- i. Dorchester County - Center for Heirs' Property Training, From Land Divided to Land Sustained
- ii. York County - Board of Zoning Appeals Variance Training
- iii. Fort Mill - The Carolina Thread Trail

7. **ADJOURNMENT** – Motion to adjourn by Andrea Melocik, second by Mary Catherine Lawton. The motion passed 4-0.

PUBLIC NOTICE

**INTERESTED PARTIES MAY ATTEND THIS MEETING
BY TELEPHONE OR VIRTUALLY**

**FOR QUESTIONS REGARDING ATTENDANCE,
PLEASE CONTACT URICA FLOYD AT 803-354-4754**