South Carolina Commission for the Blind

1430 Confederate Avenue  
Columbia, South Carolina 29201

**Special Called Board Meeting**

Meeting Minutes   
August 16, 2023

Notifications of all regular, called, or special meetings are compliant with FOIA requirements, Section 90-4-80.

# Call to Order

Vice Chairperson John called the meeting to order at 10:03 am. The meeting was conducted in person and via Zoom Meeting software.

# Present

Susan John, Vice Chairperson  
Cathy Olker, Secretary  
Ron Coleman  
Dan Hanfland

Mathias Chaplin

Erica James  
Darline Graham, Commissioner

# Adoption of Agenda

Vice Chairperson John called for a motion to approve the August 16, 2023 Agenda. Ronald Coleman made a motion. It was seconded by Mathias Chaplin. No discussion. The motion passed unanimously.

# Review of Accountability Report

Matt Daugherty reported:

South Carolina Statutory Authority calls on “each state agency and department of state government (to) submit an annual Accountability Report to the Governor and the General Assembly covering a period from July first through June thirtieth” of each fiscal year. Section 1-1-810.

This report “must contain the agencies or department’s mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met.” Section 1-1-820.

The report contains sections for:

* A list of the top three levels of the Organizational Chart.
* A discussion and analysis that identifies key program area descriptions, key financial and performance measures, and results.
* A listing of significant events that occurred during the previous fiscal year.
* Strategic Plan Results for the previous fiscal year.
* The Strategic Plan for the current fiscal year.
* A list of the legal authority under which the agency operates.
* A list of key partnerships the agency maintains.
* A budget breakdown.
* A list of reports the agency files.

This information must be submitted to the Governor and General Assembly on or before September fifteenth.

# Executive Session

Vice Chairperson John called for a motion to go into Executive Session to discuss a personnel matter, specifically, Commissioner Darline Graham’s Evaluation. A motion was made by Mathias Chaplin and seconded by Cathy Olker. No discussion. The motion passed unanimously.

Vice Chairperson John stated that the members were out of Executive Session at 11:46 am and that no votes were taken during Executive Session.

Cathy Olker made a motion to approve Commissioner Graham’s evaluation for state fiscal year 2023, to include a salary adjustment and the corresponding letter to support this. The motion was seconded by Ronald Coleman. No discussion. The motion passed unanimously.

The Board of Commissioners expressed their appreciation for all of the staff at SCCB and everything they do for people with visual impairments throughout South Carolina.

# Future Board Meeting Schedule

September 26, 2023

# Adjournment

There being no further business, Vice Chairperson John called for a motion to adjourn at 11:49 am. A motion was made by Cathy Olker and seconded by Ronald Coleman. No discussion. The motion passed unanimously.