

MINUTES OF  
Budget and  
Control Board  
Meeting

May 2, 1978

MINUTES OF BUDGET AND CONTROL BOARD MEETING

MAY 2, 1978                      3:30 P. M.

The Budget and Control Board met at 3:30 p.m. on May 2, 1978 in the Governor's Conference Room with the following members in attendance:

Governor James B. Edwards  
Mr. Grady L. Patterson, Jr.  
Representative Tom G. Mangum

Senator Dennis joined the meeting during the Executive Session portion. Mr. Earle E. Morris, Jr., was on National Guard duty.

Also attending were Board Secretary State Auditor William T. Putnam, Governor's Executive Assistant Walter R. Pettiss and his Assistant A. E. Reiser, State Planning Director P. C. Smith and Assistant State Auditor William A. McInnis.

The following items of business were considered:

MINUTES OF PREVIOUS MEETING - Board members previously had been furnished with a draft version of the minutes of the meeting held on April 19, 1978.

Upon a motion by Mr. Patterson, seconded by Representative Mangum, the referenced minutes were approved as written.

POLL AGENDA - Eleven items plus one supplemental item were included on the poll agenda for the present meeting. Mr. Putnam announced that Poll Item 2 (relating to a General Services Division request for capital improvement bond funds to purchase the Five Points building) and Poll Item 11 (relating to a communication from the Department of Archives and History relating to a proposed Columbia Canal/Congaree River Historic District) were to be considered during the regular session and that Poll Item 10 would be considered in Executive Session. Poll items are specifically identified as such in these minutes.

DIVISION OF GENERAL SERVICES - CAPITAL IMPROVEMENT BOND FUNDS

REQUEST (POLL ITEM 1) - Division Director Furman McEachern reported that his Division has an average appraisal of \$1,225,000 for the SCN property located at Assembly and Pendleton Streets in Columbia. Mr. McEachern expressed the view that this is an acceptable price and within the value of the 50,000 gross square foot building with one and three-quarter acres of land.

Mr. McEachern requested that the Budget and Control Board recommend to the General Assembly that capital improvement bonds in the amount of \$2,000,000 be authorized for the purchase of the referenced property and for its renovation into quarters acceptable for State agency tenants.

The Budget and Control Board without objection approved Mr. McEachern's request and thereby agreed to recommend to the General Assembly that \$2,000,000 of capital improvement bonds be authorized for the purchase and renovation of the SCN property located at Assembly and Pendleton Streets in Columbia.

Information relating to this matter has been retained in these files and is identified as Exhibit I.

WILDLIFE AND MARINE RESOURCES DEPARTMENT - TRANSFER OF PROPERTY TO HERITAGE TRUST (POLL ITEM 3) - Assistant Attorney General Frederick M. Zeigler advised the Budget and Control Board that the Nature Conservancy had donated a 138-acre tract of land in McCormick County (known as Stevens Creek) to the State of South Carolina with the understanding that this property be placed in the Heritage Preserve Program. Mr. Zeigler provided a document through which the Budget and Control Board, acting on behalf of the State, would carry out that understanding by transferring the title to this real estate to the Wildlife and Marine Resources Commission as trustee of the Heritage Preserve Program.

The Budget and Control Board without objection approved the transfer of the referenced property and executed the document conveying the title to this real estate to the Wildlife and Marine Resources Commission as trustee of the

referenced Program.

Information relating to this matter has been retained in these files and is identified as Exhibit II.

INDUSTRIAL REVENUE BONDS - SPARTANBURG COUNTY (POLL ITEM 4) - The Budget and Control Board was presented with a Petition from Spartanburg County for the issuance of \$1,400,000 Industrial Revenue Bonds on behalf of Community Cash Stores. The project involves the construction of warehousing and distribution facilities, and, when completed, will provide employment for about 20 persons.

After being assured that all legal documents pertaining to this issue had been reviewed by the Office of the Attorney General and that satisfactory financial information had been received and reviewed by the State Auditor's Office, the Budget and Control Board, upon a motion by Mr. Patterson, seconded by Representative Mangum, adopted a Resolution approving the Spartanburg County proposal to issue \$1,400,000 Industrial Revenue Bonds on behalf of Community Cash Stores, pursuant to 1976 Code Sections 4-29-10 et seq.

Information relating to this matter has been retained in these files and is identified as Exhibit III.

DIVISION OF GENERAL SERVICES - QUIT-CLAIM DEED - CHARLESTON COUNTY - Division Director Furman McEachern advised the Budget and Control Board that a settlement has been negotiated in a legal action involving the Patriots Point Development Authority and the Sessions Estate and that, as a part of the settlement, the Authority will execute a deed to the Sessions Estate. Mr. McEachern also reported that the Sessions Estate desires to obtain a quit-claim deed from the Budget and Control Board involving this same property.

Mr. McEachern, after noting that the Attorney General's Office has concurred in this action, recommended that the Board approve and execute the referenced quit-claim deed.

The Budget and Control Board without objection approved the referenced recommendation by Mr. McEachern and executed the referenced quit-claim deed.

A copy of the executed deed has been retained in these files and is identified as Exhibit IV.

DIVISION OF GENERAL SERVICES - AIKEN MENTAL HEALTH FACILITY (POLL ITEM 6) - The Division of General Services reported that, after inspecting the building which the Board at its 4/19/78 meeting authorized it to acquire for the Aiken Mental Health Board, the Division now believes the acquisition of this property would not be in the best interest of the State. The Division also advised that the Department of Mental Health and the owners of the property have been advised that negotiations are being discontinued.

This report by the Division of General Services was received as information by the Budget and Control Board.

Information relating to this matter has been retained in these files and is identified as Exhibit V.

PUBLIC RAILWAYS COMMISSION - UNEMPLOYMENT INSURANCE (POLL ITEM 7) - Public Railways Commission Executive Director W. J. Betz called the Board's attention to a situation faced by his Commission which would require, if relief is not granted, participation in the unemployment insurance program sponsored by the Railroad Retirement Board (which is required of the Commission under Federal statute) and in the State Unemployment Compensation Program.

State Auditor Putnam requested Board authorization to work with the Public Railways Commission so as to avoid this duplication of coverage and the associated costs.

The Budget and Control Board without objection approved Mr. Putnam's request and authorized him to work with the Public Railways Commission so as to avoid the referenced duplication.

Information relating to this matter has been retained in these files and is identified as Exhibit VI.

CONSULTANT SERVICES CONTRACTS (POLL ITEM 8) - The Budget and Control Board without objection approved the following consultant services contracts:

(1) Division of Administration: Consultant: Coastal Council;  
Maximum Dollars \$28,855.75; 80% federal, 20% other; Time Period: 9/30/77 -  
9/15/78; Purpose: for technical and professional services to develop a process  
for interstate coastal energy activity under Section 308 (c) of the Coastal Zone  
Management Act of 1972.

(2) Department of Labor: Consultant: Dr. Michael J. Metteson;  
Maximum Dollars \$18,300, 50% state, 50% federal; Time Period: 5/1/78 - 6/30/78  
approximate; Purpose: to testify as an expert witness on the feasibility of  
engineering controls to reduce levels of cotton dust exposure and to conduct  
studies for the basis of his testimony.

(3) Department of Social Services: Consultant: Daniel R. Humphrey;  
Maximum Dollars \$48,000, 50% state, 50% federal; Time Period: 4/15/78 - 12/31/78;  
Purpose: for the implementation of the West Virginia Long Term Care rate-setting  
system.

(4) Wildlife and Marine Resources: Consultant: Infonet Systems,  
Inc.; Maximum Dollars \$11,250, magazine revenue; Time Period: 12 months after  
contract execution; Purpose: to provide management and financial, promotion and  
fulfillment consulting service in relation to the Department's magazine.

Information relating to these matters has been retained in these  
files and is identified collectively as Exhibit VII.

ADDITIONAL POSITIONS (POLL ITEM 9) - The Budget and Control Board  
without objection approved the following: (1) State-funded positions above the  
number authorized: (a) Judicial Department: 1 Legal Secretary II and 1 adminis-  
trative Services Manager; and (b) Department of Corrections: 1 Security Officer;  
and (2) Additional positions funded from other sources: (a) Department of  
Corrections: 1 Chief, Industries Production and 1 Chief, Industries Marketing.

Information relating to this matter has been retained in these files  
and is identified as Exhibit VIII.

CLEMSON UNIVERSITY - REQUEST FOR RECONSIDERATION OF TRAVEL ADVANCE  
EXEMPTION (POLL ITEM SUPPLEMENTAL 1) - Clemson University requested that the

Budget and Control Board reconsider its previous denial of a Clemson request for an exemption from certain of the Travel Advance Regulations adopted by the Board on 9/23/77.

Following a brief discussion, the Budget and Control Board agreed that it would not reconsider the Clemson request.

Information relating to this matter has been retained in these files and is identified as Exhibit IX.

DIVISION OF GENERAL SERVICES - CAPITAL IMPROVEMENT BOND REQUEST

(FIVE POINTS BUILDING) - Division Director Furman McEachern proposed (in Poll Item 2) that the Board recommend to the General Assembly that \$2,375,000 be authorized in order that the option to purchase the property at 2221 Devine Street might be exercised prior to 12/1/78.

Board members expressed the view that this possibility had been considered in connection with the Board's recommendations on capital improvement bonds and that it had been decided at that time not to recommend this authorization this year. Governor Edwards emphasized that, because of the very favorable agreement the State had entered into with respect to this property, the Board should stay with the original agreement which provides for a five-year period during which the State might exercise the purchase option and during which period the purchase price would increase by \$25,000 annually above \$2,325,000.

Following this discussion, the Budget and Control Board without objection agreed to continue for the present time the lease/purchase option agreement covering the property at 2221 Devine Street and thereby chose not to recommend the bond authorization requested by Mr. McEachern.

Information relating to this matter has been retained in these files and is identified as Exhibit X.

ARCHIVES AND HISTORY - PROPOSED HISTORIC DISTRICT - This matter (which had been included as Poll Item 11) related to a communication from Dr. Charles E. Lee, Director of the Department of Archives and History, to the Highway Department

Budget and Control Board reconsider its previous denial of a Clemson request for an exemption from certain of the Travel Advance Regulations adopted by the Board on 9/23/77.

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Information relating to this matter has been retained in these files and is identified as Exhibit X.

ARCHIVES AND HISTORY - PROPOSED HISTORIC DISTRICT - This matter (which had been included as Poll Item 11) related to a communication from Dr. Charles E. Lee, Director of the Department of Archives and History, to the Highway Department

on the subject of the proposed establishment of a Columbia Canal/Congaree River Historic District. Governor's Executive Assistant Walter Pettiss pointed out that this matter had been brought to the attention of the Board because the Division of General Services, Water Resources Commission and the Land Resources Conservation Commission were not aware of this undertaking. General Services Director McEachern pointed out that the property owned by the State of South Carolina and located within the proposed district is under the control of the Budget and Control Board rather than the Highway Department as Dr. Lee noted in his letter.

The Budget and Control Board received as information the report on the proposed District as described by Dr. Lee.

Information pertaining to this matter has been retained in these files and is identified as Exhibit XI.

FUNDS FOR ASHLEY SQUARE RENTAL - State Auditor Putnam called the Board's attention to some uncertainties relating to the Board's April 5, 1978 action on the question of the occupancy of and the funding for the space in Ashley Square for which the State is obligated. He pointed out that it was understood that certain State agencies which desired space in the Ashley Square property also would have the funds available to enable them to do so but that the minutes of the April 5 meeting do not clearly reflect the idea that first priority on the five floors of the Ashley Square property for which the State is obligated would be given to such other agencies and that the Medical University would be assigned whatever space remained within the five floors after such other agencies are accommodated.

Governor Edwards expressed the view that these other agencies which have the necessary funds should be given first priority on the Ashley Square space for which the State is obligated and that the Medical University would get whatever balance of the State's obligation is not taken by such agencies.

Budget and Control Board members agreed that the Board's request for additional funding to meet the State's five-floor obligation in the Ashley

Square property should cover the entire five floors but that those agencies for which rental funds will be available should pay their own rentals as a reimbursement.

Mr. Putnam stated that the cleanest way to handle the problem is to identify the space requirements of those other agencies desiring space in the Ashley Square property and which have the necessary funds and then to advise the Medical University that it will be assigned whatever balance of the five-floor obligation of the State may remain.

Mr. Putnam advised the Board that the minutes of the April 5, 1978 meeting pertaining to the Ashley Square situation would be modified so as to reflect the concept of giving priority to other agencies which will have the rental funds required and assigning to the Medical University such space as may remain after accommodating these other agencies.

DEPARTMENT OF SOCIAL SERVICES - POSITIONS FUNDED BY CETA AND PSE -

At its April 19, 1978 meeting, the Budget and Control Board approved nine additional positions (four for Darlington County and five for Sumter County) on the condition that no State liability for unemployment compensation or other benefits is involved. At the present meeting, Mr. Walter Pettiss reported that the Department of Social Services insists that these nine additional positions be added to the State payroll rather than to the two county payrolls and recommended that these additional positions be approved for employment by the respective counties or that the funds made available through the Governor's Office be allocated elsewhere.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Representative Mangum, the Budget and Control Board disapproved the addition of these nine positions to the State payroll and approved Mr. Pettiss' recommendation that they be hired at the county level.

The Budget and Control Board, upon a motion by Mr. Patterson, seconded by Representative Mangum, adopted this position as a policy for application in similar situations in the future.

Information relating to this matter has been retained in these files and is identified as Exhibit XII.

GRANTS AND CONTRACTS REVIEW SUBCOMMITTEE - GRANT AND CONTRACT REQUESTS -

State Auditor Putnam, accompanied by Grants Services Administrator George F. Oliver, called the Board's attention to the two conditional approval recommendations included in the subcommittee's package of 68 projects involving a total of \$60,015,689 of which \$57,739,484 are federal funds, \$1,802,164 are state funds, and \$474,041 are other funds.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Representative Mangum, the Budget and Control Board approved the recommendations of the Grants and Contracts Review Subcommittee relating to the 68 requests presented.

Information relating to this matter has been retained in these files and is identified as Exhibit XIII.

GRANTS AND CONTRACTS REVIEW UNIT - COLLEGE OF CHARLESTON NSF AWARD -

State Auditor Putnam advised the Board that a College of Charleston request for an instructional program grant from the National Science Foundation, which the Board disapproved on 12/22/77 because the proposal violated the indirect cost recovery policy, has been funded by the NSF with the budget renegotiated so as to include \$5,638 of indirect costs for return to the General Fund.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Representative Mangum, the Budget and Control Board reconsidered its original disapproval and, on the grounds that the original objection had been eliminated, approved the referenced request.

Information relating to this matter has been retained in these files and is identified as Exhibit XIV.

FINANCE DIVISION - SECTION 147 VACANCY TERMINATION PROCEDURE - State

Auditor Putnam quoted Paragraph No. 3 of Section 147 relating to the requirement that positions remaining unfilled for more than 12 months are to be declared non-essential and terminated and that funds generated from such terminations are

to be returned to the General Fund. He reported that the Finance Division and the State Personnel Division have been working on this matter and have identified numerous vacancies which are apparently subject to the referenced requirement. Mr. Putnam indicated that the agencies involved had been notified but that, in most cases, the agencies have expressed a desire to retain the positions. Mr. Putnam also expressed the view that if these vacancies are terminated the agencies in many cases would make requests to reestablish them. Mr. Putnam and Dr. Mullins agreed that, under the law, there is no choice but to terminate any position which has remained vacant for more than 12 months.

The Budget and Control Board agreed that there is no choice but to carry out the provisions of the law in this regard.

Mr. Putnam reminded the Board that by previous action of the General Assembly personal services appropriations had been reduced by two percent but that the number of positions had not been adjusted to reflect this reduction. Mr. Putnam indicated that the understanding at the time the two percent reduction of personal services funds was made was that the agencies would be allowed to manage their respective personal services situations so as to cover the two percent reduction and recommended that the positions identified as having been vacant for 12 months or more be terminated but that the funds associated with these positions not be seized at this time. Mr. Putnam stressed that the only reason not to seize any such funds at the time the positions are terminated is the prior understanding relating to the two percent personal services appropriation reduction. He also indicated that this approach would require that a determination be made that the funds are available in each case where a request is made to reestablish any of the positions terminated.

Governor Edwards called attention to Paragraph No. 5 of Section 147 relating to a requirement that the Budget and Control Board in cooperation with the Reorganization Commission devise a formal plan for the permanent control and supervision over the number of state employees and expressed concern that a formal plan has not yet been developed. Mr. Putnam indicated that a special

report is being generated monthly by the State Personnel Division and that conversations with the Reorganization Commission on this matter have been held. He also expressed the view that the Central Payroll/Personnel System would eventually meet this requirement.

Information relating to these matters has been retained in these files and is identified as Exhibit XV.

FINANCE DIVISION (STATE ENGINEER) - BUILDING CODE BOARD OF ADJUSTMENTS

AND APPEALS -The Budget and Control Board in a previous action adopted the Standard Building Code which provides for a Board of Adjustments and Appeals but no such board has been established. The Standard Building Code provides that this board consist of five members as follows: one architect, one general contractor or engineer, and three members at large from the building industry. The function of this board is to hear and decide appeals of decisions made by the "building official" who, in the framework of the state government, is the State Engineer.

State Engineer John McPherson has requested that the Budget and Control Board consider activating a Building Code Board of Adjustments and Appeals and, if activated, Mr. McPherson recommended that the following persons be named to serve on that board: Mr. Robert B. Cannon, Jr., Architect; Mr. Robert A. Coleman, Engineer; and, from the building industry at large, Mr. Raymond S. Soubeyroux, Mr. Nelson W. Meek and Mr. J. Curt Gwinn.

Following a brief discussion in which it was emphasized that the Building Code Board of Adjustments and Appeals would be concerned with hearing and deciding any appeals of decisions made by the State Engineer in the administration of the Standard Building Code in connection with construction of state-owned buildings, upon a motion by Mr. Patterson, seconded by Representative Mangum, the Budget and Control Board agreed to establish a Building Code Board of Adjustments and Appeals and approved the appointment of the membership as recommended by State Engineer McPherson.

Information relating to this matter has been retained in these files

and is identified as Exhibit XVI.

FUTURE MEETINGS - The Budget and Control Board agreed to hold its next meetings on Tuesday, May 9, 1978, at 3:30 p.m. and on Tuesday, May 23, 1978, at 4:00 p.m. in the Governor's Conference Room.

EXECUTIVE SESSION - State Auditor Putnam announced that four contractual matters, one briefing on a court suit and one dual employment item had been proposed for consideration in Executive Session. Mr. Putnam also announced that the Legislative Audit Council had requested permission for Mr. John M. Cooper, Assistant Analyst/Auditor with the Audit Council, to observe the Board's consideration of several architectural and engineering contractual matters during the Executive Session. Board members expressed no objection and Governor Edwards welcomed Mr. Cooper.

The Budget and Control Board then without objection agreed to consider the matters outlined by Mr. Putnam whereupon Governor Edwards declared the meeting to be in Executive Session.

RATIFICATION OF EXECUTIVE SESSION ACTIONS - Following the Board's consideration of Executive Session items, the meeting was opened and the following actions taken by the Board in Executive Session were ratified without objection:

- (1) Carried over for further consideration, pending receipt of additional information, approval of the selection of two architectural and engineering firms;
- (2) Approved, by correcting a technical error, the extension of an existing architectural and engineering contract between the Patriots Point Development Authority and E. M. Seabrook, Jr., Inc., (prime professional), subject to the approval of the Attorney General's Office;
- (3) Approved a special dual employment payment requested by the Department of Agriculture;
- (4) Heard a briefing on a possible settlement of a pending legal action; and

(5) Received as information a briefing on renewal rates for health insurance for State and Public School employees.

The meeting was adjourned at 6:20 p.m.

EXHIBIT I

5/2/78

1

STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER

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Agency: Division of General Services

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Subject: Capital Improvement Bond Funds Request

Mr. McEachern recommends that the Board recommend to the General Assembly that \$2,000,000 be authorized to fund the acquisition and renovation of the SCN Bank property located at Assembly and Pendleton Streets.

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Board Action Requested:

Recommend \$2,000,000 authorization of Capital Improvement Bonds to acquire and renovate the referenced SCN Bank property.

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Vote Of Board Member: (Please indicate by initialing appropriate line below.)

\_\_\_\_\_ I approve of the above action.

\_\_\_\_\_ I disapprove of the above action.

\_\_\_\_\_ Hold for regular meeting.

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Attachments:

McEachern agenda notes

STATE BUDGET AND CONTROL BOARD  
DIVISION OF GENERAL SERVICES  
AGENDA

May 2, 1978

I. Request for Permanent Improvement Bonds

- A. We have an average appraisal of \$1,225,000 for the SCN Building located at Assembly and Pendleton Streets. This is an acceptable price and within the value of the 50,000 gross sq. ft. building with one and three-quarter acres of land. It is particularly needed to relieve pressure on the Hampton Building and to provide space for the Financial Division, the State Treasurer, and others situated there.

It is requested that the Board recommend to the General Assembly a bond issue of \$2 million for purchase of the property and for renovation into quarters acceptable for state agency tenants.

- B. Under the terms of Option Agreement dated November 22, 1976, the State has the option to purchase the property at 2221 Devine Street at the present time for \$2,375,000. It is recommended that Capital Improvement bonds be approved in this amount so that the option may be exercised prior to December 1, 1978.

II. Department of Mental Health--Aiken (For information)

At the meeting April 19 the Budget and Control Board approved the Division of General Services and Mental Health Commission negotiating for the purchase of the building now occupied by the Aiken Mental Health Department. We have had this building inspected by our engineering and property management staff and find that the acquisition of this property would not be in the best interest of the State. We have advised the Department of Mental Health of our recommendation that negotiations be discontinued and the present owners be notified of this action.

III. Quit-Claim Deed--Charleston County

A settlement has been negotiated in a legal action involving the Patriots Point Authority and the Sessions Estate. As a part of the settlement the Patriots Point Authority will execute a deed to the Sessions Estate. The Sessions Estate wishes to obtain a Quit-Claim deed from the Budget and Control Board involving the same property. With the concurrence of the Attorney General, I recommend that the Budget and Control Board execute the said Quit-Claim deed.

# HOPKINS, MILLER & KENNEDY

April 3, 1978

Mrs. Desree Lightle  
Real Property Control Manager  
Division of General Services  
300 Green Street  
Columbia, South Carolina 29201

Re: S. C. National Bank Building  
900 Assembly Street  
Columbia, S. C.

Dear Mrs. Lightle:

At your request, I met with Mr. Phillip Urso, appraiser for S.C.N., to discuss the above referenced property. The meeting took place on March 29, 1978. It was our mutual opinion that a fair value for this property is:

ONE MILLION TWO HUNDRED TWENTY-FIVE THOUSAND (\$1,225,000)  
DOLLARS.

Respectfully,

HOPKINS, MILLER & KENNEDY

By:   
Calhoun L. Kennedy

CLK/cr

# HOPKINS, MILLER & KENNEDY

March 20, 1978

Mr. Furman McEachern, Director  
S. C. General Services Administration  
Columbia, South Carolina

*Complete copy in  
files of Division of General  
Services*

Re: Appraisal of S. C. National Bank  
Property located at 900 Assembly St.,  
Columbia, South Carolina

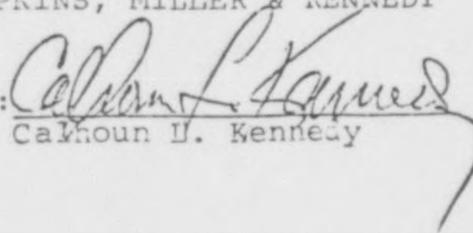
Dear Mr. McEachern;

At your request, inspection of the above referenced property has been made for the purpose of providing an estimate of its Fair Market Value.

After applying the methods and techniques recommended by the American Institute of Real Estate Appraisers, and after analyzing the data presented, including the attached assumptions and limiting conditions, I estimate the Market Value of the herein described real property as of March 9, 1978 to be:

ONE MILLION SEVENTY THOUSAND (\$1,070,000) DOLLARS.

Respectfully submitted,  
HOPKINS, MILLER & KENNEDY

By:   
Calhoun H. Kennedy

CLK/cr

STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER

EXHIBIT II  
5/2/78  
3

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Agency: Wildlife and Marine Resources

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Subject: Transfer of Property to Heritage Trust

The Wildlife and Marine Resources Department advises that 138.7 acres of land known as the Stevens Creek property in McCormick County has been donated to the State by the Nature Conservancy for further transfer to the Heritage Trust (for which Wildlife and Marine Resources is trustee).

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Board Action Requested:

Approve and execute document transferring referenced land from the State to the Heritage Trust.

(Documents to be presented at the meeting.)

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Vote Of Board Member: (Please indicate by initialing appropriate line below.)

- \_\_\_\_\_ I approve of the above action.  
\_\_\_\_\_ I disapprove of the above action.  
\_\_\_\_\_ Hold for regular meeting.

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Attachments:

# The State of South Carolina



## Office of the Attorney General

DANIEL R. McLEOD  
ATTORNEY GENERAL

P. O. BOX 167  
COLUMBIA, S. C. 29202  
(803) 758-6406

FREDERICK M. ZEIGLER  
ASSISTANT ATTORNEY GENERAL  
S.C. WILDLIFE & MARINE RESOURCES COMMISSION  
AND DEPARTMENT

April 28, 1978

Mr. William A. McInnis  
Assistant State Auditor  
State Auditor's Office  
Post Office Box 11333  
Columbia, South Carolina 29211

Dear Mr. McInnis:

Please find enclosed original proposed deed whereby the State of South Carolina by the Budget and Control Board would convey a one hundred thirty-eight acre tract of land in McCormick County (known as Stevens Creek) to the South Carolina Wildlife and Marine Resources Commission, as trustee, under the provisions of the Heritage Trust Act (Section 51-17-10 et. seq., 1976 South Carolina Code of Laws, as amended).

If same meets approval with the Board, please have the members execute the deed and return to me.

I am, also, enclosing a copy of the deed by which this property was conveyed to the State by the Nature Conservancy in addition to a copy of a letter by the Conservancy's representative, indicating their desire that the property be placed in the Heritage Trust Program.

All provisions for inclusion of Stevens Creek into the Heritage Preserve system have been completed with the exception of the deed transfer by the Board.

If you have any questions, please contact Tom Kohlsaas of the Division of Natural Area Acquisition and Resources Planning (Wildlife and Marine Resources Department). Mr. Kohlsaas's office is located in Suite 1116 of the Bankers Trust Tower (Telephone # 758-8442).

Thank you for your assistance in this matter. With best regards,

Sincerely,

  
Frederick M. Zeigler

FMZ/mbs



Continental Group, Inc., by R. T. Brassell by deed dated March 1, 1958, recorded in the office of the Clerk of Court for McCormick County, South Carolina, in Deed Book 22, Page 464, and being the same property conveyed to The Nature Conservancy by The Continental Group, Inc., by deed recorded on October 29, 1976, and being the same property conveyed to the State of South Carolina by The Nature Conservancy by deed dated January 17, 1977, recorded in the RMC Office of McCormick County in Deed Book 42 at Page 102.

THE COMMISSION, as Trustee, shall hold the property in trust subject to the following terms and restrictions:

1. The essential natural character of the property shall be maintained.
2. There shall be no erection of any improvements thereon except those minimal improvements necessary for the security, safety or convenience of the public and those required for maintenance and management.
3. Cutting or burning of timber, wood or other destruction of flora or fauna shall be permitted only for the conservation or regeneration of flora or fauna; or for the control of plant succession by deliberate manipulation for restoration or preservation of a particular vegetation type or of an endangered species of flora, fauna or wildlife; or for the establishment and maintenance of nature and hiking trails, camping areas and the like where compatible and consistent with the character of the area or feature concerned and not seriously damaging or detrimental to the natural quality of the property.
4. No stream shall be dammed or have its course altered.
5. No motorized vehicles shall be permitted on the property other than those utilized by the trustee or its agents in management and protection of the property or used by the general public for ingress and egress to the property in compliance with the management plan for the area or feature concerned.
6. No change shall be made in the general topography of the area or feature except for those minimal alterations which may be necessary to provide on-foot access to the public for visitation, or observation; and this shall be done only where wholly compatible and consistent with the character of the property and where no detrimental effect shall result.
7. No activity shall be allowed or permitted which might pollute any stream, body of water, or the atmosphere.
8. No signs, billboards or other advertising of any kind shall be erected; however, informational and directional signs related to the designation of the area or feature as a Heritage Preserve and related to the public's enjoyment thereof

shall be allowed when approved by the trustee.

9. No other acts or uses which are detrimental to the retention of the property in its natural state shall be allowed, including those detrimental to flood control, drainage, water conservation, erosion control or soil conservation, or fish or wildlife habitat preservation.
10. The trust shall continue in perpetuity.

FURTHER, the property shall be managed by the TRUSTEE as set forth in the Dedication Agreement filed in the RMC Office of McCormick County in Deed Book 45, Page 46.

THE following use of regulations and restrictions run with the land and are applicable to the Trustee:

1. Purpose: The Trustee shall maintain the property solely as a Natural Area for scientific, educational, and aesthetic purposes. There shall be no commercial development or exploitation of the property.
2. Improvements: Existing buildings, roads, and other improvements on the property may be maintained or replaced, but such existing buildings, roads, and other improvements may not be expanded, enlarged, or the like, and no additional buildings, roads, or other improvements may be constructed thereon by the Trustee or by any other party without the prior written approval of The Nature Conservancy.
3. Noxious Substances: There shall be no spraying or use of pesticides, herbicides, or other biocides or noxious substances on the property without the prior written approval of The Nature Conservancy.
4. Motorized Access: There shall be no operation of snowmobiles, dune buggies, motorcycles, all-terrain vehicles or other loud or offensive motorized vehicles on the property with the exception of official vehicles of the Trustee.
5. Lease: The Trustee shall not lease the property nor any part thereof without, in any such case, obtaining the prior written consent of The Nature Conservancy. The Trustee shall not permit any transfer, by operation of law or otherwise, of the interest in the property acquired by it under the terms of this conveyance.
6. Hunting and Fishing: No hunting or fishing or other removal or disturbance of flora and fauna shall be permitted except in those cases where it is deemed necessary in order to regulate certain wildlife populations on the property, and then only with the prior written approval of The Nature Conservancy.
7. Alterations: The Trustee shall not excavate, dredge, ditch, dike, quarry, or remove loam, sand, shells, silt, gravel, peat, mud or other soil substrate or mineral, oil, or gas, nor shall it cut, trim, or remove timber or other flora or parts thereof, including but not limited to the taking of logs or of boughs or limbs without the prior written approval of The Nature Conservancy. However, the Trustee shall make arrangements to protect the area from wildfire including the construction of firebreaks.

8. Use: The Trustee's use and management of the property and the public's access to and use of such premises shall be limited so as not to disturb in any way the presently existing ecosystems. The specific limitations on use shall be determined by reference to a Use Plan, as referred to immediately below. Scientific and educational use of the property shall receive highest priority.

TOGETHER with all and singular, the Rights, Members Hereditaments and Appurtances to the said Premises belonging or in anywise incident or appertaining.

TO HAVE AND TO HOLD all and singular the said Premises beforementioned unto the said South Carolina Wildlife and Marine Resources Commission, as Trustee, its Successors and Assigns forever, subject to the hereinabove denoted terms and restrictions.

WITNESS its hand and seal this 2 day of May, in the year of our Lord One Thousand Nine Hundred and Seventy-eight (1978) and in the Two Hundred and Second (202) year of the Sovereignty and Independence of the United State of America.

Signed, Sealed and  
Delivered in the  
Presence of:

William A. McJunis

THE STATE OF SOUTH CAROLINA

James B. Edwards  
James B. Edwards  
Governor

O. Frank Thornton  
O. Frank Thornton  
Secretary of State

James B. Edwards  
James B. Edwards

Grady L. Patterson, Jr.  
Grady L. Patterson, Jr.

Earle E. Morris, Jr.  
Earle E. Morris, Jr.

Rembert C. Dennis  
Rembert C. Dennis

Tom G. Mangum  
Tom G. Mangum

As Members of the State Budget  
and Control Board

STATE OF SOUTH CAROLINA)  
COUNTY OF RICHLAND )

PERSONALLY appeared before me William A. McInnis  
and made oath that he saw the within named The State of South  
Carolina by James B. Edwards, as Governor and by O. Frank  
Thornton, Secretary of State, and by James B. Edwards, Grady L.  
Patterson, Jr., Earle E. Morris, Jr., Rembert C. Dennis and,  
Tom G. Mangum, as Members of the State Budget and Control Board,  
sign, seal and as their act and deed deliver the within-written  
Deed, for the uses and purposes therein mentioned and that he,  
with W. T. Putnam, witnessed the execution thereof.

---

SWORN to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 1978.

\_\_\_\_\_  
(SEAL)  
NOTARY PUBLIC FOR SOUTH CAROLINA  
MY COMMISSION EXPIRES: \_\_\_\_\_

# The Nature Conservancy

Southeast Regional Office  
148 Cain St., N.E.  
Suite 450  
Atlanta, Georgia 30303  
(404) 659-0240

August 25, 1977

Mr. Thomas Kolhsaat  
South Carolina Wildlife and Marine Resources Dept.  
Suite 1116  
Bankers Trust Tower  
Columbia, South Carolina 29201

Dear Tom:

I am sorry it has taken so long to get back in touch with you concerning the management plan for the Stevens Creek Natural Area, in McCormick County, South Carolina. In reviewing the plan, I found that it successfully meets the requirements of the deed indicating that a management plan will be prepared and submitted to The Nature Conservancy for its review and approval. The plan is approved as written.

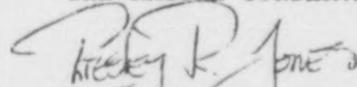
Our previous discussions concerning hunting on the area are a matter of record and I just want to summarize here by saying that The Nature Conservancy understands that hunting will not be promoted or allowed on the property, however, due to the remoteness of the property and the abundance of surrounding land currently in the Western Piedmont Game Management Area, we understand that hunting may occur on the property. We recommend that every conceivable effort be made to protect the flora and fauna of the property and agree with the present management policy as stated in your plan.

To further protect the property, The Nature Conservancy respectfully requests that The Stevens Creek natural area be made a part of the South Carolina Heritage Trust Program. We believe that this program can best achieve the purpose of providing long term protection for the area as well as providing for regulated use and research on the site.

If you have any questions concerning this matter, do not hesitate to contact me. I look forward to working with you on the Stevens Creek property as well as others in the future.

Sincerely yours,

THE NATURE CONSERVANCY



Riesley R. Jones  
Regional Vice President  
Southeast Region

RRJ/is

cc: Ray Culver



#### INTENT

The purpose of this gift is to provide for the preservation, maintenance, and enhancement of the integrity and character of the ecosystems of the property for use as a Natural Area, wildlife refuge, nature study, scientific research and aesthetic enjoyment area. The GRANTOR has determined that the administration of the area as a Natural Area by the South Carolina Wildlife and Marine Resources Department would best meet its objectives and that of the public interest in the preservation and utilization of this area. Therefore, this gift is made and accepted on the express condition that the property be administered by the South Carolina Wildlife and Marine Resources Department as a Natural Area subject to the terms and conditions of this Deed.

#### CONDITIONS SUBSEQUENT

The property is conveyed upon the following conditions (1) which are reserved by the GRANTOR, its successors and assigns; (2) which are accepted by the GRANTEE as conditions running with the land; and (3) to the fulfillment of which the GRANTEE binds itself, its successors and assigns.

#### USE REGULATIONS AND RESTRICTIONS

1. Purpose: The GRANTEE shall maintain the property solely as a Natural Area for scientific, educational, and aesthetic purposes. There shall be no commercial development or exploitation of the property.
2. Improvements: Existing buildings, roads, and other improvements on the property may be maintained or replaced, but such existing buildings, roads, and other improvements may not be expanded, enlarged, or the like, and no additional buildings, roads, or other improvements may be constructed thereon by the GRANTEE or by any other party without the prior written approval of the GRANTOR.
3. Noxious Substances: There shall be no spraying or use of pesticides, herbicides, or other biocides or noxious substances on the property without the prior written approval of the GRANTOR.

4. Motorized Access: There shall be no operation of snowmobiles, dune buggies, motorcycles, all-terrain vehicles or other loud or offensive motorized vehicles on the property with the exception of official vehicles of the GRANTEE.
5. Lease: The GRANTEE shall not lease the property nor any part thereof without, in any such case, obtaining the prior written consent of the GRANTOR. The GRANTEE shall not permit any transfer, by operation of law or otherwise, of the interest in the property acquired by it under the terms of this conveyance.
6. Hunting and Fishing: No hunting or fishing or other removal or disturbance of flora and fauna shall be permitted except in those cases where it is deemed necessary in order to regulate certain wildlife populations on the property, and then only with the prior written approval of the GRANTOR.
7. Alterations: The GRANTEE shall not excavate, dredge, ditch, dike, quarry, or remove loam, sand, shells, silt, gravel, peat, mud or other soil substrate or mineral, oil, or gas; nor shall it cut, trim, or remove timber or other flora or parts thereof, including but not limited to the taking of logs or of boughs or limbs without the prior written approval of the GRANTOR. However, the GRANTEE shall make arrangements to protect the area from wildfire including the construction of firebreaks.
8. Use: The GRANTEE'S use and management of the property and the public's access to and use of such premises shall be limited so as not to disturb in any way the presently existing ecosystems. The specific limitations on use shall be determined by reference to a Use Plan, as referred to immediately below. Scientific and educational use of the property shall receive highest priority.

#### USE PLAN

The STATE OF SOUTH CAROLINA shall manage the property in accordance with a plan of proposed use and management ("Use Plan"), which it shall prepare and submit to THE NATURE CONSERVANCY for its review and approval.

Page 4

SOUTH CAROLINA HERITAGE TRUST

The GRANTOR recognizes that the STATE OF SOUTH CAROLINA has developed a Heritage Trust Program that will afford additional protection and special management considerations to the property. The GRANTOR reserves the right to request and require that all or any part of the property be dedicated to, included in, added to, or made a part of the South Carolina Heritage Trust Program.

ENFORCEMENT

The GRANTOR hereby reserves to its employees and to its successors and assigns the right to enter onto the property for the purposes of exercising its rights generally to see to and protect its interest as provided for hereunder.

EXCEPTIONS

The GRANTOR may authorize, in writing, exceptions to the above-stated conditions and covenants, in its sole discretion, for reasons of protection of humans from loss of life or bodily injury, for scientific and educational experimentation, or for other purposes, provided that the essential natural character of the property is not impaired.

REVERTER

Should the premises cease to be used solely as provided herein, then the estate hereby granted to the State of South Carolina Wildlife and Marine Resources Department may be terminated by THE NATURE CONSERVANCY under a power of termination in the nature of right of entry for condition broken or executory interest, which right, if exercised by THE NATURE CONSERVANCY, upon violation of the above conditions, is exercised by mailing a notice of violation by certified mail to the GRANTEE, its successors or assigns. Said notice shall declare that the power of termination has been exercised and shall state the breach which caused the action. A copy of the notice shall simultaneously be recorded on the appropriate land records.

PLAQUE LANGUAGE

As part consideration for this deed and by acceptance thereof the GRANTEE agrees to erect and maintain a permanent plaque or other appropriate marker at a prominent location on the above described premises bearing the following statement: "This area was acquired with the assistance of THE NATURE CONSERVANCY."

IN WITNESS WHEREOF, THE NATURE CONSERVANCY has caused these premises to be executed in its name by Patrick F. Noonan, its President, and by Richard G. Traurig, its Assistant Secretary, and its corporate seal to be affixed hereto this 10th day of December, in the year of our Lord, one thousand nine hundred and seventy-six and in the two hundred first year of the Sovereignty and Independence of the United States of America.

SIGNED, SEALED, AND DELIVERED  
IN THE PRESENCE OF:

James S. Goode  
J. Paul Etheroff

THE NATURE CONSERVANCY (SEAL)

By Patrick F. Noonan  
Patrick F. Noonan, President

Attest Richard G. Traurig  
Richard G. Traurig  
Assistant Secretary

*Covered  
by seal  
of Traurig*

STATE OF VIRGINIA            )  
                                  ) ss  
COUNTY OF ARLINGTON       )

PERSONALLY appeared before me June S. Goode  
who, on oath, says that she saw the within-named GRANTOR, THE NATURE CONSERVANCY,  
by Patrick F. Noonan, its president, and Richard G. Traurig, Esq., its  
Executive Secretary, sign the within Title to Real Estate, and the said  
corporation, by said officers, seal said Title to Real Estate, and as its  
act and deed deliver the same, and that she with J. Paul Eckhardt  
witnessed the execution thereof.

SWORN to before me this 10th day of December, A.D., 1976.

Sarah L. Phillips  
NOTARY PUBLIC

My Commission Expires:

9/1/79

STATE OF SOUTH CAROLINA  
COUNTY OF McCORMICK  
filed for record JAN 17 1977  
A.D. 1977 at 9:00 o'clock A.M  
and duly recorded in Book 42  
of Deeds page 107  
Thomas B. Munn  
Clerk of Court  
Ex officio  
R M G

AUDITOR'S OFFICE  
McCORMICK COUNTY  
Recorded this 17<sup>th</sup>  
day of Jan 1977  
in Book 6 Page 193  
Janet P. McCall Auditor



TO HAVE AND TO HOLD all and singular the said premises before mentioned unto Hugh E. Smith, Daniel A. C. Hall, Jr., and William M. McQueen, Jr., as Trustees as aforesaid, their successors in office and assigns, forever so that neither The State of South Carolina, nor its assigns, nor any other person or persons, claiming under it, shall at any time hereafter, by way or means, have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part or parcel thereof, forever.

WITNESS its hand and seal this 2 day of May, in the year of our Lord One Thousand Nine Hundred and Seventy-eight (1978) and in the Two Hundred and Second (202) year of the Sovereignty and Independence of the United States of America.

Signed, Sealed and Delivered in the Presence of:

William A. McInnis

THE STATE OF SOUTH CAROLINA

James B. Edwards  
James B. Edwards  
Governor

O. Frank Thornton  
O. Frank Thornton  
Secretary of State

James B. Edwards  
James B. Edwards

Grady L. Patterson  
Grady L. Patterson

Earle E. Morris, Jr.  
Earle L. Morris, Jr.

Rembert C. Dennis  
Rembert C. Dennis

Tom G. Mangum  
Tom G. Mangum

As Members of the State Budget and Control Board

STATE OF SOUTH CAROLINA )  
                                          )  
COUNTY OF RICHLAND        )

PERSONALLY appeared before me William A. McInnis and made oath that (s)he saw the within named The State of South Carolina by James B. Edwards, as Governor and by O. Frank Thornton, Secretary of State, and by James B. Edwards, Grady L. Patterson, Earle E. Morris, Jr., Rembert C. Dennis and, Tom G. Mangum, as Members of the State Budget and Control Board, sign, seal and as its act and deed deliver the within Quit-Claim Deed, and that deponent with \_\_\_\_\_

W. T. Putnam witnessed the execution thereof.

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 1978.

\_\_\_\_\_  
Notary Public for South Carolina  
My commission expires:

STATE BUDGET AND CONTROL BOARD  
DIVISION OF GENERAL SERVICES  
AGENDA

May 2, 1978

I. Request for Permanent Improvement Bonds

- A. We have an average appraisal of \$1,225,000 for the SCN Building located at Assembly and Pendleton Streets. This is an acceptable price and within the value of the 50,000 gross sq. ft. building with one and three-quarter acres of land. It is particularly needed to relieve pressure on the Hampton Building and to provide space for the Financial Division, the State Treasurer, and others situated there.

It is requested that the Board recommend to the General Assembly a bond issue of \$2 million for purchase of the property and for renovation into quarters acceptable for state agency tenants.

- B. Under the terms of Option Agreement dated November 22, 1976, the State has the option to purchase the property at 2221 Devine Street at the present time for \$2,375,000. It is recommended that Capital Improvement bonds be approved in this amount so that the option may be exercised prior to December 1, 1978.

II. Department of Mental Health--Aiken (For information)

At the meeting April 19 the Budget and Control Board approved the Division of General Services and Mental Health Commission negotiating for the purchase of the building now occupied by the Aiken Mental Health Department. We have had this building inspected by our engineering and property management staff and find that the acquisition of this property would not be in the best interest of the State. We have advised the Department of Mental Health of our recommendation that negotiations be discontinued and the present owners be notified of this action.

→ III. Quit-Claim Deed--Charleston County

A settlement has been negotiated in a legal action involving the Patriots Point Authority and the Sessions Estate. As a part of the settlement the Patriots Point Authority will execute a deed to the Sessions Estate. The Sessions Estate wishes to obtain a Quit-Claim deed from the Budget and Control Board involving the same property. With the concurrence of the Attorney General, I recommend that the Budget and Control Board execute the said Quit-Claim deed.

STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER 6

EXHIBIT V

5/2/78

6

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Agency: Division of General Services

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Subject: Aiken Mental Health Facility

After inspecting the building which the Board authorized (at the 4/19/78 meeting) General Services to acquire for the Aiken Mental Health Board, General Services now believes the acquisition of this property would not be in the best interests of the State.

The Department of Mental Health has been advised of this conclusion.

---

Board Action Requested:

For information only

---

Vote Of Board Member: (Please indicate by initialing appropriate line below.)

       N/A I approve of the above action.

       N/A I disapprove of the above action.

       N/A Hold for regular meeting.

---

Attachments:

McEachern agenda notes.

STATE BUDGET AND CONTROL BOARD  
DIVISION OF GENERAL SERVICES  
AGENDA

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STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER

EXHIBIT VI

5/2/78

7

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Agency: Public Railways Commission

---

Subject: Unemployment Insurance Coverage

Executive Director Betz calls attention to a situation faced by his Commission which would require, if relief is not granted, participation in the unemployment insurance program sponsored by the Railroad Retirement Board (required under Federal statute) and in the State program.

---

Board Action Requested:

State Auditor Putnam requests authorization to work with the Railways Commission so as to avoid this duplication of coverage and cost.

---

Vote Of Board Member: (Please indicate by initialing appropriate line below.)

- \_\_\_\_\_ I approve of the above action.  
\_\_\_\_\_ I disapprove of the above action.  
\_\_\_\_\_ Hold for regular meeting.
- 

Attachments:

Betz 4/24/78 letter to Putnam



SOUTH CAROLINA PUBLIC RAILWAYS COMMISSION

P. O. BOX 279  
CHARLESTON, SOUTH CAROLINA  
29402

W. JAMES BETZ  
EXECUTIVE DIRECTOR

TELEPHONE

(803) 792-7504

April 24, 1978

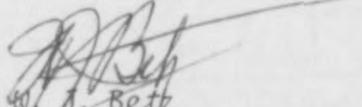
Mr. William T. Putnam  
State Auditor  
Office of the State Auditor  
Post Office Box 11333  
Columbia, South Carolina 29211

Dear Bill:

This will acknowledge your letter of April 19, 1978, written in connection with the S. C. Unemployment Compensation Program. This is one of the areas where we find the Railways Commission in a rather unique position. We are required, as a common carrier by railroad under Federal statute, i.e. the Railroad Retirement Act, to participate in the unemployment insurance program sponsored by the Railroad Retirement Board. This requires a disbursement on our part on behalf of each employee of 8% of the first \$400 of earnings.

The Unemployment Compensation Program represents a duplication of coverage we are already required to provide. Our contribution in one plan or the other would be lost due to this duplication. Therefore would appreciate very much your investigating the possibility of our avoiding the duplication of coverage referred to above.

Very truly yours,

  
W. J. Betz  
Executive Director

WJB/bi

cc: The Commissioners  
Mr. W. Q. Hutchinson

EXHIBIT VII  
5/2/78  
8

STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER 8

Agency: Various

Subject: Consultant Services Contracts  
(Please refer to attachments.)

Board Action Requested:

Approve

Vote Of Board Member: (Please indicate by initialing appropriate line below.)

\_\_\_\_\_ I approve of the above action.

\_\_\_\_\_ I disapprove of the above action.

\_\_\_\_\_ Hold for regular meeting.

Attachments:

Summary and attachments on 4 contracts.



STATE AUDITOR'S OFFICE

# 80602

REPORT ON CONSULTANTS

Name of State Agency: Office of Community Development

Date of Report: 4/18/78  
9/16/78 Prepared by: P. Tsalapatas

Name of Consultant or Firm: S. C. Coastal Council

Address of Consultant or Firm: 4 Carraige Lane, Suite 205, Charleston, S. C. 29407

Terms of Consultant Contract:

Beginning Date: 9/22/77 Ending Date: 9/15/78

Rate of Pay: \$ \_\_\_\_\_ per \_\_\_\_\_; Maximum under this contract: \$ 28,855.75

Source of Funds: -0- (State) ( %); 23,084.60 (Federal) ( 80 %); In-kind 5,771.15 (20 %)  
(Other)

Purpose or Goal of Consultant:

Coastal Zone Energy Impact Program -

Technical and Professional Services to develop a process for interstate coastal energy activity under Sec. 308(c) of Coastal Zone Management Act of 1972.

Federal Funds	23,084.60
In-kind Services by Div. of Research & Statistics	5,771.15
	<u>28,855.75</u>

Was this Individual or Firm Selected through the Submission of Bids or Proposals?

Yes \_\_\_\_\_ No XXX

If yes, How many Bids or Proposals were Received? \_\_\_\_\_

STATE AUDITOR'S OFFICE

REPORT ON CONSULTANTS

Name of State Agency: SOUTH CAROLINA DEPARTMENT OF LABOR

Date of Report: April 17, 1978 Prepared by: THERSEA HEARN POTTS

Name of Consultant or Firm: DR. MICHAEL J. MATTESON

Address of Consultant or Firm: SCHOOL OF CHEMISTRY ENGINEERING  
GEORGIA INSTITUTE OF TECHNOLOGY  
ATLANTA, GEORGIA 30332

Term of Consultant Contract:

Beginning Date: May 1, 1978 Ending Date: June 30, 1978\*

\*Exact dates are unknown at this time due to scheduling of hearings.

Rate of Pay: \$610.00/day

Purpose or Goal of Consultant: Estimated Maximum amount of payment \$18,300.

TO TESTIFY AS EXPERT WITNESS REGARDING FEASIBILITY  
OF THE IMPLEMENTATION OF ENGINEERING CONTROLS TO RE-  
DUCE LEVELS OF COTTON DUST EXPOSURE AND TO CONDUCT  
STUDIES ON WHICH TO BASE THIS EXPERT TESTIMONY.

Was this Individual or Firm Selected through the Submission of Bids  
of Proposals?

Yes \_\_\_\_\_ No x

If yes, How many Bids or Proposals were Received? \_\_\_\_\_

Source of Funds: 50% State; 50% Federal

Return form to Finance Division  
S.C. Department of Labor  
P.O. Box 11329  
Columbia, S.C. 29211

STATE AUDITOR'S OFFICE

REPORT ON CONSULTANTS

Name of State Agency: South Carolina Department of Social Services

Date of Report: April 13, 1978 Prepared by: Horace F. Jackson

Name of Consultant or Firm: Daniel R. Humphrey

Address of Consultant or Firm: 3810 The Bank of California Center, Seattle, WA 98164

Terms of Consultant Contract:

Beginning Date: April 15, 1978 Ending Date December 31, 1978

Rate of Pay: \$ \_\_\_\_\_ per \_\_\_\_\_; Professional Fees and Expenses: \_\_\_\_\_; Maximum under this contract: \$ 48,000.00

Source of Funds: Federal (50 %); State (50 %); \_\_\_\_\_ ( %).

Purpose or Goal of Consultant:

Implementation of the West Virginia Long Term Care rate setting system.

Was this Individual or Firm Selected through the Submission of Bids or Proposals?

Yes \_\_\_\_\_ No No - Sole source approval requested.

If yes, How many Bids or Proposals were Received? \_\_\_\_\_

\* See letter and work plan attached.

MCT

VIRGIL L. CONRAD  
COMMISSIONER



April 12, 1978

Mr. William T. Putnam  
State Auditor  
P. O. Box 11333  
Columbia, S. C. 29211

Dear Mr. Putnam:

In our conversation last week we discussed obtaining the services of a consultant to assist DSS in the implementation of the West Virginia Long Term Care rate setting system.

Mr. Daniel R. Humphrey is presently developing the final portions of that system. Inasmuch as this system is yet to be completed and final approval issued by the Federal Medicaid Program we feel it unwise to attempt to contract with someone other than Mr. Humphrey to install the system. Therefore, we ask for sole source approval.

Attached hereto is a proposal received from Mr. Humphrey, for which we solicit appropriate approvals. Federal funding would approximate fifty percent of total funding.

Sincerely,

A handwritten signature in cursive script that reads "Virgil L. Conrad".

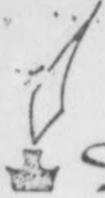
Virgil L. Conrad  
Commissioner

VLC:jf

Attachment

CC: Mr. Horace F. Jackson





**Daniel R. Humphrey**

Certified Public Accountant

April 7, 1978



Mr. Virgil Conrad, Commissioner  
Department of Social Services  
P. O. Box 1520  
Columbia, South Carolina 29202

Subject: Development of the Long Term Care Rate Setting System

Dear Virgil:

I have summarized below my estimate of the maximum fees involved in implementing the Long Term Care rate setting system:

For services rendered thru December 31, 1978:

Estimated Professional Fees and Expenses	\$40,000
Estimated Travel Costs	<u>8,000</u>
Maximum Fees and Expenses	<u>\$48,000</u>

You will only be billed for actual hours worked at the customary hourly rates for the personnel involved, including necessary travel time plus actual expenses. If the time requirements are less than anticipated then the actual fees could be less, but in no event will the total billings exceed the above amount.

I have also included for your review a proposed Scope of Work, breaking out the various tasks and the responsible party as well as the due dates. Since time is critical I will be awaiting your response to this proposal. If you can let me know by telephone then I will start drafting the Financial and Statistical Report (Cost Report) immediately.

In addition, if we are ahead of schedule then I can devote part of my time to such special programs as meals on wheels, ICF-2, home health care, etc. as they relate to long term care facilities.

I very much enjoyed my visit and look forward to working with you.

Sincerely,

*Daniel R. Humphrey*  
Daniel R. Humphrey

DRH/vld  
Enclosure

SOUTH CAROLINA

SCOPE OF WORK

REFERENCES TO "S.C. AUDITORS,"  
"AUDITORS," AND "STATE AUDITORS"  
MEANS DSS AUDITORS PER  
HORACE JACKSON, 4/21/78  
WAM

	<u>Description of Task</u>	<u>Responsibility</u>	<u>Due Date</u>
1.	Submit Contract to Conrad for approval.	Humphrey	4-14-78
2.	Draft Financial and Statistical Reports and submit to South Carolina Auditors.	Humphrey	4-28-78
3.	Select sample nursing homes and gather data using Financial and Statistical Reports and submit to Humphrey.		
	A. With DeMarco                      5 Facilities	DeMarco	5-15-78
	B. Remainder                        25 Facilities	State Auditors	6-15-78
4.	Meet with Conrad and Auditors to evaluate sample results.	Humphrey	5-15-78
5.	<u>Preparation of Accounting Manual</u>		
	A. Finalize Financial and Statistical Report		
	B. Reporting Instructions	Humphrey	6-30-78
	C. Account Descriptions		
	D. Principles of Reimbursement		
6.	Meet with Conrad, Auditors and Industry Representatives to review Accounting Manual and preliminary Cost Standards.	Humphrey	7-7-78
7.	Conduct series of training seminars for Industry regarding preparation of the Financial and Statistical Report.	Humphrey	7-31-78
8.	Meet with Conrad and Industry representatives to present final Cost Standards and Rate Setting Methodology, including Interim Plan for Equity.	Humphrey	8-31-78
9.	Submit completed Financial and Statistical Reports to State Auditors for rate setting purposes.	Industry	8-31-78
10.	Review Cost Reports and develop proposed rates for each provider.	State Auditors	9-30-78

	<u>Description of Task</u>	<u>Responsibility</u>	<u>Due Date</u>
11.	Meet with Conrad and State Auditors to review proposed rates and their fiscal impact.	Humphrey	10-15-78
12.	Submit approved rates to Industry for billings effective 10-1-78.	Conrad	10-21-78
13.	Consultation with Conrad, Auditors and Industry representatives regarding rates and other reimbursement issues.	Humphrey	11-30-78
14.	Finalyze position on equity issue and develop plan for impenentation in 1979.	Conrad Humphrey	12-31-78

VIRGIL L. CONRAD  
COMMISSIONER



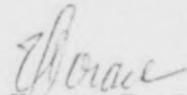
April 27, 1978

Mr. William A. McInnis  
Assistant State Auditor  
P. O. Box 11333  
Columbia, S. C. 29211

Dear Bill:

Attached hereto are rates for the proposed contract with Mr. Daniel R. Humphrey, C.P.A., as provided by him.

Sincerely,



Horace F. Jackson  
Executive Assistant for Finance

HFJ:cf

Enclosure

cc: Mr. Virgil Conrad  
Mrs. Blanche McCullough



SCHEDULE OF ESTIMATED PROFESSIONAL FEES & EXPENSES

	<u>Minimum Hours</u>	<u>Customary Hourly Rates</u>	<u>Estimated Hours</u>	<u>Estimated Fees</u>
<u>Professional Fees</u>				
Daniel R. Humphrey				
On Site	160	\$50	200	\$ 10,000
Other	80	50	100	5,000
Accounting Supervisors		25	100	2,500
Senior Accountants		22	200	4,400
Semi-Senior Accountants		20	300	6,000
Junior Accountants		18	450	8,100
Clerical		14	200	2,800
				<hr/>
TOTAL				\$ 38,800
Xeroxing, Postage, Printing, Telephone				1,200
				<hr/>
TOTAL FEES & EXPENSES				<u>\$ 40,000</u>

STATE AUDITOR'S OFFICE

REPORT ON CONSULTANTS

Name of State Agency: S. C. Wildlife and Marine Resources Department

Date of Report: May 1, 1978 Prepared by: John B. Reeves

Name of Consultant or Firm: Infonet Systems, Inc.

Address of Consultant or Firm: 1 Horizon Road, Suite 1021, Fort Lee, New Jersey 07024

Terms of Consultant Contract:

Beginning Date: \_\_\_\_\_ Ending Date: 12 months after execution

Rate of Pay: not to exceed \$11,250.00  
source: Magazine revenues

Purpose or Goal of Consultant:

See Attached

Was this Individual or Firm Selected through the Submission of Bids or Proposals?

Yes \_\_\_\_\_

No XX

If yes, How many Bids or Proposals were Received? \_\_\_\_\_

(4)

## INFONET SYSTEMS, INC.

### MEMORANDUM OF AGREEMENT

This Agreement, made this 1st day of May, 1978 by and between the South Carolina Wildlife and Marine Resources Department (SCWMRD) and Infonet Systems, Inc. for the purpose of providing specialized consulting services to the South Carolina Wildlife and Marine Resources Department Magazine in promotion, fulfillment, management and financial areas.

Infonet Systems, Inc. will be responsible for these specified tasks as follows:

1. MANAGEMENT AND FINANCIAL

Develop a flexible budgeting system related to the circulation for all distribution, printing and production costs.

Develop a pricing structure related to an improved quality product.

Implement a charge order policy.

Obtain cost reductions (group discounts) for fulfillment services and other related promotional expenses.

2. PROMOTION

Reviewing renewal rates and establish policies for promotion of improved quality product (and price).

Develop renewal packages including tests, four or five efforts.

Develop invoice packages including tests, three efforts.

Develop new business flyers, piggyback envelopes, cards, etc.

Develop gift processing procedures, packages, etc.

Develop bind-in cards and envelopes.

3. FULFILLMENT

Develop specifications for fulfillment services. These services are required to handle the anticipated increased volume and at a higher level of service in support of the promotional plans, renewals, gifts, invoices, etc. Provide liaison services with the service bureau to ensure a high level of performance.

The South Carolina Wildlife and Marine Resources Department agrees to pay Infonet Systems, Inc. in the amount of \$250 per man-day for Mr. Martin Rosinsky's services and \$125 per man-day for his assistant, Dinah Lowell. The maximum number of man-days allowed under this agreement will be 30 days representing a total of \$11,250 during this twelve month period. The South Carolina Wildlife and Marine Resources Department will also agree to pay for Infonet representative's travel expense (air fare only) when traveling at the request of the South Carolina Wildlife and Marine Resources Department.

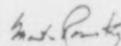
**INFONET SYSTEMS, INC.**

Infonet Systems, Inc. will invoice the South Carolina Wildlife and Marine Resources Department on a monthly basis showing man-days utilized according to this agreement.

The South Carolina Wildlife and Marine Resources Department and Infonet Systems, Inc. reserves the right to terminate this agreement at any time during the twelve month period.

Infonet Systems, Inc. is prohibited from assigning, transferring, subletting or otherwise disposing of this agreement to any other person, company or corporation without prior written consent from the South Carolina Wildlife and Marine Resources Department.

The Agreement between the South Carolina Wildlife and Marine Resources Department and Infonet Systems, Inc. will become null and void twelve months from its execution date unless otherwise terminated by either party before that time.

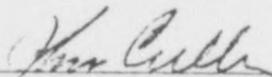


---

Martin Rosinsky, President  
Infonet Systems, Inc.

---

Executive Director, South Carolina  
Wildlife and Marine Resources Department



---

Director, Information and Public Affairs  
South Carolina Wildlife and Marine  
Resources Department

STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER 9

EXHIBIT VIII  
5/2/78  
9

---

Agency: Various

---

Subject: (a) State-funded Positions Above Authorized Number  
(b) Other-funded Additional Position

(a) State Funded:

(1) Judicial Department: one Legal Secretary II; and  
one Administrative Services Manager.  
(See Attachment 1)

(2) Department of Corrections: one Security Office (See Attachment 2).

(b) Other Funds:

(1) Dept. of Corrections: one Chief, Industries; and  
one Chief, Industries Marketing.  
(See Attachment 3)

---

Board Action Requested:

Approve

---

Vote Of Board Member: (Please indicate by initialing appropriate line below.)

\_\_\_\_\_ I approve of the above action.

\_\_\_\_\_ I disapprove of the above action.

\_\_\_\_\_ Hold for regular meeting.

---

Attachments:

- (1) Chief Justice Lewis 4/19/78 letter to Putnam plus attachments;
- (2) Draft letter, Vaughn to Case; and
- (3) Draft letter, Vaughn to Case.



# The Supreme Court of South Carolina

J. WOODROW LEWIS  
CHIEF JUSTICE

P. O. BOX 53  
DARLINGTON, S. C. 29532

April 19, 1978

The Honorable William T. Putnam  
State Auditor  
205 Wade Hampton Office Building  
Post Office Box 11333  
Columbia, South Carolina 29211

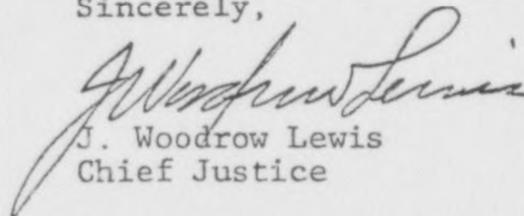
Dear Mr. Putnam:

I am enclosing position questionnaires to establish two new positions in the Office of South Carolina Court Administration.

I have reviewed carefully my responsibilities under the Constitution as the administrative head of the state judicial system and the current capability of the Office of South Carolina Court Administration to assist me in carrying out these responsibilities. As a result, I deem these two new positions to be absolutely necessary to aid in the administration of the courts of the State of South Carolina.

I would ask that this request be submitted to the Budget and Control Board for its consideration and approval. I have also attached a letter from Mr. Steve Good, Director of Accounting and Personnel, showing the projected sources of funding for these two positions.

Sincerely,

  
J. Woodrow Lewis  
Chief Justice

JWL:be

Enclosure

Note: These are 2 of 8 positions recommended by BTCA but which the House Ways and Means Committee eliminated. To fund these positions in 1978-79, if the W+M action stands, will require a transfer of funds (most likely from "Expansion Costs").

Bill,

Please check this  
with Budget, then  
place on next  
Bd. agenda.

Call Steve Bond  
to tell him what  
we are doing.

W.T.D.

Open memo to Garvin



**South Carolina Judicial Department**  
 DIVISION OF ACCOUNTING AND PERSONNEL

STEVE K. GOOD  
 DIRECTOR  
 758-3741

P. O. BOX 11330  
 COLUMBIA, S.C. 29211

April 20, 1978

The Honorable William T. Putnam  
 Budget and Control Board  
 Post Office Box 11333  
 Columbia, South Carolina 29211

Dear Bill,

Permission is requested to establish the following new positions: Administrative Services Manager and Legal Secretary II. Permission is also requested to fund these positions in 1977-78 from the administrative fund which currently has a \$79,545.00 balance. The projected cost would be \$6,000.00.

May 1, 1978 - June 22, 1978

Legal Secretary II

Minimum  $\$8,154 \div 26 = \$313.61 \times 3.9 = \$1,223.08$

Administrative Services Manager

$\$14,500 \div 26 = 557.69 \times 3.9 = \underline{\$2,174.99}$

Total Salary		3,398.07
Soc Sec	.0605	205.58
Retirement	.0680	231.07
Group Ins.	.0030	10.19
Workmen Comp.	.0020	6.80
State Ins.	\$24.79 per month	99.16
Travel		692.00
2 Desks and Chairs		1,357.00
Total Request 77/78		<u>\$5,999.87</u>

Copies of the Position Questionnaire for the Administrative Service Manager is enclosed and will not be submitted until I hear from you. These two positions are two of the eight new positions requested and approved by the Budget and Control Board in the Court Administrator's Office for 1978-79.

Sincerely,

*Steve*

Steven K. Good  
 Director of Accounting

# STATE OF SOUTH CAROLINA

## POSITION QUESTIONNAIRE

<p>1. Agency Name <u>Judicial Department</u></p> <p>2. Section <u>S. C. Court Administration</u></p> <p>3. Job Location (City and County) <u>Columbia Richland County SC</u></p> <p>4. Present Classification or Job Title <u>Administrative Services Manager 2456</u></p> <p>5. Job Title of Supervisor                      Classification Code <u>State Court Administrator</u></p> <p>6. Work is (Check appropriate box)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Permanent</td> <td style="width: 33%;">Temporary</td> <td style="width: 33%;">Number of months</td> </tr> <tr> <td><input checked="" type="checkbox"/> Full Time</td> <td><input type="checkbox"/> Full Time</td> <td>of temporary</td> </tr> <tr> <td><input type="checkbox"/> Part Time</td> <td><input type="checkbox"/> Part Time</td> <td>employment _____</td> </tr> </table>	Permanent	Temporary	Number of months	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Full Time	of temporary	<input type="checkbox"/> Part Time	<input type="checkbox"/> Part Time	employment _____	<p>Reason for Request:</p> <p><input checked="" type="checkbox"/> New Position</p> <p><input type="checkbox"/> Reclassification Request</p> <p><input type="checkbox"/> Requested by State Personnel Division</p> <p><input type="checkbox"/> _____</p> <hr/> <p style="text-align: center;">FOR PERSONNEL DIVISION USE ONLY</p> <hr/> <p>Approved Class _____</p> <p>Class Code _____ Agency Code _____</p> <p>Slot Code _____</p> <p>Approval _____ Date _____</p>
Permanent	Temporary	Number of months								
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Full Time	of temporary								
<input type="checkbox"/> Part Time	<input type="checkbox"/> Part Time	employment _____								
<p>7. Description of Position</p> <p>A. General Responsibilities:</p> <p>Suggested classification-Administrative Services Manager, Class Code 2456 Under general supervision of the Court Administrator, the Administrative Services Manager will plan and supervise general administration or support services activities between the Office of South Carolina Court Administration, Judges of the Circuit, Family and Magistrate Courts and Clerks of Court as well as local Bar Associations. These duties will be governed generally by broad instructions, objectives and policies and involve frequent changes, additions and problems. The person employed in this position will assist in carrying out the administrative responsibilities of the Chief Justice over the State Judicial System. Generally, the individual will serve as liason between the central offices of the Judicial Department and the local court operations throughout the State.</p>										
<p>B. Specific Duties:</p> <p>Manages and coordinates general administrative and/or support activities including, but not limited to, supervision of the court information reporting systems, transition of cases from one court level to another</p> <p>Provide guidance and technical assistance in fiscal and personnel matters. This will specifically include on site training programs for new court support personnel to insure ongoing consistency in compliance with procedures and requirements and providing a systematic input of ideas and information from the local level to the central office of the Judicial Department.</p> <p>Supervise the reporting of court generated revenues payable to the State and supervise the disbursement of funds under the Defense of Indigents and Judicial Commitment Programs.</p> <p>Evaluation of the operation of existing offices of clerks of court throughout the state with recommended changes for improved efficiency and compliance with various statutory and rule requirements.</p>	<p>Approx. % of Time</p> <p>25%</p> <p>30%</p> <p>25%</p> <p>20%</p> <hr/> <p>100%</p>									

POSITION QUESTIONNAIRE PART I (Con't.)

8. Machines or Equipment Operated; Indicate Per Cent of Time Spent on Each.

Calculator and Dictating Unit - Times Spent on each will vary.

9. Working Conditions; Indicate Number of Hours in Work Week Plus any other Factors which Describe the Conditions Under Which You Work.

Normal hours of work in compliance with state regulations. Job will require a considerable amount of travel within the State of South Carolina.

10. Supervision Received; Describe How Your Work is Reviewed by Your Supervisor.

The performance of the employee will be supervised by the Director and Assistant Directors of South Carolina Court Administration as well as the Chief Justice of the State Supreme Court. Review will be by written reports and oral reports.

11. Relationships or Contacts with Others; Exclude Supervisor and Those Supervised.

Title	Freq. of Contact	Title	Freq. of Contact
Circuit Judges	Constant	Staff of S. C. Court Admin.	Constant
Family Court Judges	Constant	President of local Bar Assoc.	Constant
Magistrates	Constant		
Clerks of Court	Constant		

12. Supervisory Responsibilities; List the Number, Titles and Organization of Employees Supervised.

A. Organization Unit	No. of Emp. Supervised	B. Job Titles of Three Highest Level Subordinates	No. of Emp.
Clerks of Court	46 offices	1. Clerks of Court, Deputy Clerks of Court	
		2. Members of the Judiciary	
		3. Support Staff	
Total No. of Emp. Supervised			

PART II TO BE COMPLETED BY IMMEDIATE SUPERVISOR

13. Qualifications

A. Minimum General Education

Bachelor's Degree

B. Specialized Education or Training

Service on the staff a clerk of court of South Carolina in an administrative, management or support services function.

C. Minimum Work Experience

Four years experience in the office of a clerk of court.

D. Special Skills or Attributes Required

Personality must be such that works easily with people.

14. Supervisor's Comments on Description of Employee Duties

Employee's Signature	Date	Supervisor's Signature	Date	Agency Head	Date
----------------------	------	------------------------	------	-------------	------



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

Mr. Charles M. Case  
Director of Finance and Budget  
South Carolina Department of Corrections  
Post Office Box 766  
4444 Broad River Road  
Columbia, South Carolina 29202

Dear Charles:

Reference your correspondence of March 20, 1978, in which you requested permission to establish a 100% State funded position for one (1) Security Officer.

The following action has been approved:

Add:

Description	Annual Salary & Fringe Benefits
*Security Officer	\$7,179
Total Positions (1)	\$7,179

Note: The Division of General Services will pay to the Department of Corrections the full personal services costs for this position per Division of General Services Memorandum for Record dated February 24, 1978.

The approval for this position is based on the agreement between the Division of General Services and the Department of Corrections which states that the Department of Corrections would begin complete maintenance of the State House grounds (four-block area) effective March 13, 1978. Upon termination of this agreement, the position will be deleted from the personnel structure of the Department of Corrections.

Net Change:

Total Positions State Funds	-1-
Total Annual State Funds	\$7,179

A copy of this correspondence has been provided to the State Personnel Division.

Sincerely,

Edgar A. Vaughn, Jr.  
Assistant State Auditor

(2)



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

Mr. Charles M. Case  
Director Finance and Budget  
South Carolina Department of Corrections  
P. O. Box 766  
4444 Broad River Road  
Columbia, SC 29202

Dear Charles:

Reference your correspondence of March 20, 1978, in which you requested the approval for two positions within Prison Industries. Your request has been reviewed and further coordinated with the State Personnel Division and found to be in compliance with the Industries reorganization study.

The following action has been approved:

ADD:

<u>Description</u>	<u>Annual Salary &amp; Fringe Requirements</u>
*Chief Industries Production	\$19,399
*Chief Industries Marketing	<u>18,314</u>
Total Positions (2)	\$37,713

\*Note: Personal Service requirements for these two (2) positions must be met from the revenues generated by the Prison Industries. State appropriated funds are not authorized to satisfy these expenditures. The amount of \$6,286 necessary to cover the cost of these positions for the remainder of FY 77-78 must be paid from the current year Prison Industries revenues.

Net Change:	
Total Positions State Funds	-0-
Total Positions Other Funds	-2-
Total Annual Other Funds	\$37,713

Mr. Charles M. Case  
S.C. Dept. of Corrections  
April 27, 1978  
Page 2

A copy of this correspondence has been provided to the State Personnel  
Division.

Sincerely,

Edgar A. Vaughn, Jr., CPA  
Assistant State Auditor

EAV, Jr.:JAC/fhb

xc: State Personnel Division

TO: MR. GARVIN  
FROM: DORN  
DATE: 25 APRIL 1978

RE: JUDICIAL DEPARTMENT REQUEST FOR  
POSITIONS, SEE ATTACHED.

SEVERAL POINTS NEED TO BE MADE  
CONCERNING THIS REQUEST.

1. THE EIGHT POSITIONS THAT MR GOOD  
HAS REFERRED TO IN HIS LETTER  
WERE RECOMMENDED BY US, BUT WERE  
KNOCKED OUT BY WAYS&MEANS. (SERIAL 7,  
MARCH 1978). IF THE POSITIONS ARE  
APPROVED, A TRANSFER OF FUNDS IN THE  
78-79 JUDICIAL DEPT. APPROPRIATION  
WILL BE REQUIRED, MOST LIKELY FROM  
I, SUPREME COURT  
A, THE COURT  
"EXPANSION COSTS"

2. IT SHOULD BE NOTED THAT THIS  
CONSTITUTES THE 8<sup>TH</sup> & 9<sup>TH</sup> POSITION  
REQUESTS FOR 77-78, PAID FROM THE  
"ADMINISTRATIVE FUND". THE CURRENT  
BALANCE IS 79,545. ALL BUT 18,000,  
APPROXIMATELY OF THE 170,455 COMMITTED HAS  
BEEN SPENT FOR RECURRING PERSONAL  
SERVICE COSTS. THE ABSORPTION OF ALL OF  
THESE COSTS IN 78-79 CAME FROM THE  
"EXPANSION COSTS" LINE ITEM.

MST



# The Supreme Court of South Carolina

J. WOODROW LEWIS  
CHIEF JUSTICE

P. O. BOX 53  
DARLINGTON, S. C. 29532

April 19, 1978

The Honorable William T. Putnam  
State Auditor  
205 Wade Hampton Office Building  
Post Office Box 11333  
Columbia, South Carolina 29211

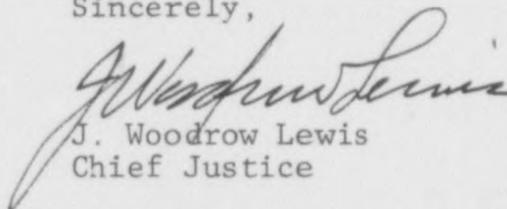
Dear Mr. Putnam:

I am enclosing position questionnaires to establish two new positions in the Office of South Carolina Court Administration.

I have reviewed carefully my responsibilities under the Constitution as the administrative head of the state judicial system and the current capability of the Office of South Carolina Court Administration to assist me in carrying out these responsibilities. As a result, I deem these two new positions to be absolutely necessary to aid in the administration of the courts of the State of South Carolina.

I would ask that this request be submitted to the Budget and Control Board for its consideration and approval. I have also attached a letter from Mr. Steve Good, Director of Accounting and Personnel, showing the projected sources of funding for these two positions.

Sincerely,

  
J. Woodrow Lewis  
Chief Justice

JWL:be

Enclosure

MST



# The Supreme Court of South Carolina

J. WOODROW LEWIS  
CHIEF JUSTICE

P. O. BOX 53  
DARLINGTON, S. C. 29532

April 19, 1978

The Honorable William T. Putnam  
State Auditor  
205 Wade Hampton Office Building  
Post Office Box 11333  
Columbia, South Carolina 29211

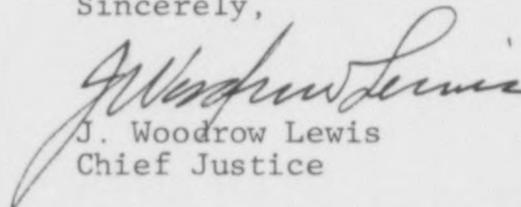
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Sincerely,

  
J. Woodrow Lewis  
Chief Justice

JWL:be

Enclosure



**South Carolina Judicial Department**  
**DIVISION OF ACCOUNTING AND PERSONNEL**

STEVE K. GOOD  
 DIRECTOR  
 758-3741 *MS*

P. O. BOX 11330  
 COLUMBIA, S.C. 29211

April 20, 1978

The Honorable William T. Putnam  
 Budget and Control Board  
 Post Office Box 11333  
 Columbia, South Carolina 29211

Dear Bill,

Permission is requested to establish the following new positions: Administrative Services Manager and Legal Secretary II. Permission is also requested to fund these positions in 1977-78 from the administrative fund which currently has a \$79,545.00 balance. The projected cost would be \$6,000.00.

May 1, 1978 - June 22, 1978

Legal Secretary II

Minimum \$8,154 ÷ 26 = \$313.61 x 3.9 = \$1,223.08

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Total Salary		3,398.07
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Total Request 77/78		<u>\$5,999.87</u>

Copies of the Position Questionnaire for the Administrative Service Manager is enclosed and will not be submitted until I hear from you. These two positions are two of the eight new positions requested and approved by the Budget and Control Board in the Court Administrator's Office for 1978-79.

Sincerely,

*Steve*

Steven K. Good  
 Director of Accounting

# STATE OF SOUTH CAROLINA

## POSITION QUESTIONNAIRE

<p>1. Agency Name <u>Judicial Department</u></p> <p>2. Section <u>S. C. Court Administration</u></p> <p>3. Job Location (City and County) <u>Columbia Richland County SC</u></p> <p>4. Present Classification or Job Title <u>Administrative Services Manager 2456</u></p> <p>5. Job Title of Supervisor                      Classification Code <u>State Court Administrator</u></p> <p>6. Work is (Check appropriate box)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Permanent</td> <td style="width: 33%;">Temporary</td> <td style="width: 33%;">Number of months</td> </tr> <tr> <td><input checked="" type="checkbox"/> Full Time</td> <td><input type="checkbox"/> Full Time</td> <td>of temporary</td> </tr> <tr> <td><input type="checkbox"/> Part Time</td> <td><input type="checkbox"/> Part Time</td> <td>employment _____</td> </tr> </table>	Permanent	Temporary	Number of months	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Full Time	of temporary	<input type="checkbox"/> Part Time	<input type="checkbox"/> Part Time	employment _____	<p>Reason for Request:</p> <p><input checked="" type="checkbox"/> New Position</p> <p><input type="checkbox"/> Reclassification Request</p> <p><input type="checkbox"/> Requested by State Personnel Division</p> <p><input type="checkbox"/> _____</p> <hr/> <p style="text-align: center;"><b>FOR PERSONNEL DIVISION USE ONLY</b></p> <p>Approved Class _____</p> <p>Class Code _____ Agency Code _____</p> <p>Slot Code _____</p> <p>Approval _____ Date _____</p>	
Permanent	Temporary	Number of months									
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Full Time	of temporary									
<input type="checkbox"/> Part Time	<input type="checkbox"/> Part Time	employment _____									
<p>7. Description of Position</p> <p>A. General Responsibilities:</p> <p>Suggested classification-Administrative Services Manager, Class Code 2456</p> <p>Under general supervision of the Court Administrator, the Administrative Services Manager will plan and supervise general administration or support services activities between the Office of South Carolina Court Administration, Judges of the Circuit, Family and Magistrate Courts and Clerks of Court as well as local Bar Associations. These duties will be governed generally by broad instructions, objectives and policies and involve frequent changes, additions and problems. The person employed in this position will assist in carrying out the administrative responsibilities of the Chief Justice over the State Judicial System. Generally, the individual will serve as liason between the central offices of the Judicial Department and the local court operations throughout the State.</p>											
<p>B. Specific Duties:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 85%;"> <p>Manages and coordinates general administrative and/or support activities including, but not limited to, supervision of the court information reporting systems, transition of cases from one court level to another</p> </td> <td style="width: 15%; text-align: center; vertical-align: top;"> <p>Approx. % of Time</p> <p>25%</p> </td> </tr> <tr> <td> <p>Provide guidance and technical assistance in fiscal and personnel matters. This will specifically include on site training programs for new court support personnel to insure ongoing consistency in compliance with procedures and requirements and providing a systematic input of ideas and information from the local level to the central office of the Judicial Department.</p> </td> <td style="text-align: center; vertical-align: top;"> <p>30%</p> </td> </tr> <tr> <td> <p>Supervise the reporting of court generated revenues payable to the State and supervise the disbursement of funds under the Defense of Indigents and Judicial Commitment Programs.</p> </td> <td style="text-align: center; vertical-align: top;"> <p>25%</p> </td> </tr> <tr> <td> <p>Evaluation of the operation of existing offices of clerks of court throughout the state with recommended changes for improved efficiency and compliance with various statutory and rule requirements.</p> </td> <td style="text-align: center; vertical-align: top;"> <p>20%</p> </td> </tr> <tr> <td colspan="2" style="text-align: right;"> <p>100%</p> </td> </tr> </table>		<p>Manages and coordinates general administrative and/or support activities including, but not limited to, supervision of the court information reporting systems, transition of cases from one court level to another</p>	<p>Approx. % of Time</p> <p>25%</p>	<p>Provide guidance and technical assistance in fiscal and personnel matters. This will specifically include on site training programs for new court support personnel to insure ongoing consistency in compliance with procedures and requirements and providing a systematic input of ideas and information from the local level to the central office of the Judicial Department.</p>	<p>30%</p>	<p>Supervise the reporting of court generated revenues payable to the State and supervise the disbursement of funds under the Defense of Indigents and Judicial Commitment Programs.</p>	<p>25%</p>	<p>Evaluation of the operation of existing offices of clerks of court throughout the state with recommended changes for improved efficiency and compliance with various statutory and rule requirements.</p>	<p>20%</p>	<p>100%</p>	
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<p>Evaluation of the operation of existing offices of clerks of court throughout the state with recommended changes for improved efficiency and compliance with various statutory and rule requirements.</p>	<p>20%</p>										
<p>100%</p>											

POSITION QUESTIONNAIRE PART I (Con't.)

8. Machines or Equipment Operated; Indicate Per Cent of Time Spent on Each.

Calculator and Dictating Unit - Times Spent on each will vary.

9. Working Conditions; Indicate Number of Hours in Work Week Plus any other Factors which Describe the Conditions Under Which You Work.

Normal hours of work in compliance with state regulations. Job will require a considerable amount of travel within the State of South Carolina.

10. Supervision Received; Describe How Your Work is Reviewed by Your Supervisor.

The performance of the employee will be supervised by the Director and Assistant Directors of South Carolina Court Administration as well as the Chief Justice of the State Supreme Court. Review will be by written reports and oral reports.

11. Relationships or Contacts with Others; Exclude Supervisor and Those Supervised.

Title	Freq. of Contact	Title	Freq. of Contact
Circuit Judges	Constant	Staff of S. C. Court Admin.	Constant
Family Court Judges	Constant	President of local Bar Assoc.	Constant
Magistrates	Constant		
Clerks of Court	Constant		

12. Supervisory Responsibilities; List the Number, Titles and Organization of Employees Supervised.

A. Organization Unit	No. of Emp. Supervised	B. Job Titles of Three Highest Level Subordinates	No. of Emp.
Clerks of Court	46 offices	1. Clerks of Court, Deputy Clerks of Court	
		2. Members of the Judiciary	
		3. Support Staff	
Total No. of Emp. Supervised			

PART II TO BE COMPLETED BY IMMEDIATE SUPERVISOR

13. Qualifications

A. Minimum General Education

Bachelor's Degree

B. Specialized Education or Training

Service on the staff a clerk of court of South Carolina in an administrative, management or support services function.

C. Minimum Work Experience

Four years experience in the office of a clerk of court.

D. Special Skills or Attributes Required

Personality must be such that works easily with people.

14. Supervisor's Comments on Description of Employee Duties

Employee's Signature	Date	Supervisor's Signature	Date	Agency Head	Date
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STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER # 1

EXHIBIT IX

5/2/78

Supplemental

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Agency: Clemson University

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Subject: Travel Advance Regulations Exemption Request (Reconsideration)  
Clemson University (along with The Citadel and the Department of Corrections)  
requested an exemption from certain of the Travel Advance Regulations adopted  
by the Board 9/23/77.

All three agency requests for exemptions were denied by the  
Board at the 12/7/77 meeting.

(Attached for reference are all of the materials submitted in  
relation to this previous action.)

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Board Action Requested:

Clemson University asks that the Board reconsider its previous  
denial on the primary grounds that no State funds are used for these purposes and  
because of the unusual travel requirements of Extension Service personnel.

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Vote Of Board Member: (Please indicate by initialing appropriate line below.)

\_\_\_\_\_ I approve of the above action.  
\_\_\_\_\_ I disapprove of the above action.  
\_\_\_\_\_ Hold for regular meeting.

---

Attachments:

Exhibit XV, 12/7/77, as referenced

EXHIBIT XV  
12/7/77

STATE BUDGET AND CONTROL BOARD

MEETING OF December 7, 1977

AGENDA ITEM NUMBER 73

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Agency: Finance Division

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Subject: Exemption from Travel Advance Regulations

As adopted, the Travel Advance Regulations provide that:

- "(1) No travel advance shall be made to an employee for travel within the State without specific approval of the State Budget and Control Board.
- (2) No travel advance shall be made for more than 80% of the estimated amount of the total travel expense (excluding airline transportation).
- (3) No advance shall be made in instances where 80% of the estimated travel expense does not exceed \$200.00 .....

---

Board Action Requested:

- A. The Department of Corrections requests an exemption from (1), (2) and (3) for security personnel.
  - B. Clemson University requests an exemption from (1) and (3) with the maximum advance under (3) not to exceed \$250.
  - C. The Citadel requests an exemption from (1), (2) and (3).
- 

Staff Comment:

Various other verbal requests for exemption from these policies also have been received.

---

Attachments:

- A. Case 10/26/77 letter to Putnam;
- B. Barnette 10/17/77 letter to Putnam plus form; and
- C. Grimsley 10/17/77 memo to Putnam.



south carolina  
department of corrections

P.O. BOX 766/4444 BROAD RIVER ROAD/COLUMBIA, SOUTH CAROLINA 29202  
TELEPHONE 758-6444  
WILLIAM D. LEEKE, Commissioner

October 26, 1977

Mr. William T. Putnam  
State Auditor  
Post Office Box 11333  
Columbia, South Carolina 29211

RE: Proposed Guidelines - Travel Advances

Dear Mr. Putnam:

The Department of Corrections has, in the past, made travel advances to security personnel that would not have been in accordance with the new guidelines for this type transaction. Historically, this has been the only travel advance the Agency would allow (security personnel). The circumstances under which we would advance travel are those which involve security escort of inmates to and from other states and for hospitalization. Quite often, we must provide around-the-clock security for inmates hospitalized outside the Agency hospital and this requires, in most cases, an officer being away from home several days or longer. It is difficult for security personnel with their rate of pay to carry this out-of-pocket expense for two or three weeks. To continue as we have in the past, without authorization from the Budget and Control Board, would place us in violation of the published policy in Categories 1, 2 and 3.

In view of the inherent peculiarities of the security officers' duty and the rate of pay earned, we respectfully request that the Department of Corrections be allowed an exemption from the travel advance policy. I would like to make it clearly understood that this exemption would apply only to line officer security.

Should you need additional information, please contact me.

Sincerely,

Charles M. Case  
Director, Division of Finance  
and Budget

CNC:hh

BOARD OF  
CORRECTIONS

W. M. CROMLEY, JR.  
Chairman  
Saluda, S. C.

MRS. BETTY M. CONDON  
Vice Chairman  
Mt. Pleasant, S. C.

CLARENCE E. WATKINS  
Secretary  
Camden, S. C.

NORMAN KIRKLAND  
Member  
Bamberg, S. C.

CHARLES C. MOORE  
Member  
Spartanburg, S. C.

E. N. ZEIGLER  
Member  
Florence, S. C.

GOV. JAMES B. EDWARDS, Member, Ex-Officio, Columbia, S. C.

(A)



CLEMSON  
UNIVERSITY

VICE PRESIDENT FOR BUSINESS AND FINANCE

October 17, 1977

Mr. William T. Putnam  
Secretary  
State Budget and Control Board  
Post Office Box 11333  
Columbia, South Carolina 29211

Dear Mr. Putnam:

We recently received a document entitled "Travel Expense Advances" which provided policies and procedures for the implementation of Section 131 of the General Appropriation Act for 1977-78 which pertain to advancement of travel and subsistence expense monies. After reading these policies and procedures we find that there are several differences in those presently being used by Clemson University and the ones promulgated by the document referred to above.

In view of the fact that Clemson University's employees advance fund does not use any State funds at all but was made possible by gifts from Clemson University's Alumni Loyalty Fund and in view of the unusual circumstances of Clemson's Extension Service employees traveling continually, there are provisions in our policies and procedures which are very important and necessary.

I am enclosing Clemson University's Form CUBO-301(a) along with the instructions for the use of this form and am requesting that Clemson's procedures be approved for continuance as have been practiced since November 1976. The development of the form and the procedures for its use were coordinated with Mr. Ed Vaughn of your office. Favorable approval by the State Budget and Control Board of the continued use of these procedures will be appreciated.

Sincerely yours,

Melvin E. Barnette  
Vice President for Business and Finance

MEB/jac

Enclosure

⑧

Clemson University  
**REQUEST FOR OFFICIAL TRAVEL CASH ADVANCE**

Name \_\_\_\_\_  
                     Last                    First                    M. I.

Soc. Security No. \_\_\_\_\_

Department \_\_\_\_\_

Travel expense will be charge to:  
 Account Number \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

Approved: \_\_\_\_\_ No. \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

**COMPUTATION OF TRAVEL EXPENSE CASH ADVANCE**  
 (Excluding Plane Fare)

From \_\_\_\_\_ To \_\_\_\_\_  
                     (Date)                    (Hour)                    (Date)                    (Hour)

Destination/Itinerary Synopsis \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

\_\_\_\_\_ Days @ \_\_\_\_\_ /Day = \_\_\_\_\_ x 80% = \_\_\_\_\_

Approved By: \_\_\_\_\_  
 \_\_\_\_\_  
 (Signature of Dept. Head/Dean/Director) (date)

Receipt of cash in the amount approved is acknowledged.  
 \_\_\_\_\_  
 (Signature of Traveler) (date)

**The Employee's Advance Fund Was Made Possible By Gifts to the Alumni Loyalty Fund**

**INSTRUCTIONS AND PROCEDURES**

1. All travel advances will be made at the Bursar's Office. Individual performing the travel must be the recipient of the cash advance.
2. The Employee's Advance Fund shall not be permitted to have a negative cash balance. Any Request for Official Travel Cash Advance presented at the Bursar's Office that would, if processed, cause an overdraft balance will be stamped 'Insufficient Funds' and returned to the employee.
3. Travel advances must be repaid within thirty days from the return date shown on the Request for Official Travel Cash Advance form. Any person having an unpaid travel advance which is "aged" more than thirty days from the return date, shall be automatically ineligible for an additional cash advance.
4. No travel advance shall be for more than 80% of the estimated amount of the travel expense reimbursement voucher (excluding plane fare). Normally, the 80% will be computed on the maximums provided for reimbursement of meals and lodging expense.
5. The minimum amount of a travel cash advance shall be \$35.00. To be eligible for the minimum amount, at least one night's lodging during the "in travel status" period is required.
6. No travel advance shall be for more than \$250.00.

# THE CITADEL

THE MILITARY COLLEGE OF SOUTH CAROLINA  
CHARLESTON, S. C. 29409

OFFICE OF THE  
VICE PRESIDENT  
FOR ADMINISTRATION  
AND FINANCE

17 October 1977

MEMORANDUM FOR: Mr. William T. Putnam, State Auditor

FROM : MGen James A. Grimsley, Jr., Vice President for Administration  
and Finance

SUBJECT : Travel Expense Advances

1. Reference: Budget and Control Board Instructions on Travel Expense Advances (23 Sept 77).

2. Section 131 of the General Appropriation Act for 1977-78, concerning this matter, is a positive action designed to solve a long-standing problem. The implementing regulations, however, as outlined in referenced memorandum, are considered unduly restrictive in several respects.

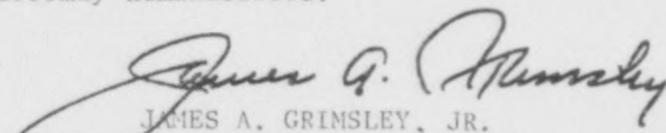
3. The Citadel budgets for and authorizes only that travel considered essential to the mission of the college. Further, such travel is relatively short-term in nature. Our present travel voucher and payment procedures are designed to ensure proper accounting of all travel funds. Therefore, the monies used for travel advances can be applied on a current basis against travel already accomplished or, if an advance was in excess to the expenses incurred on a particular trip, the excess can be promptly recouped. The arbitrary limitations established in referenced regulation serve no useful purpose insofar as The Citadel is concerned in this agency's use of its own funds.

4. From a practical point of view, the regulations adversely affect those activities which require the most extended travel, both in-state and externally, by the lowest-paid personnel: student recruiters and athletic department coaches. These individuals are on the road sometimes for 7-10 consecutive days, on authorized college business, encumbering travel funds included in their respective activity budgets.

5. There may be overriding reasons at the State level why such a regulation is necessary. Therefore, request authority to establish a revolving fund of \$5,000 for use, after proper authorization by this office, as travel expense advances for Citadel personnel. Further, request that we be provided at the earliest opportunity the travel advance form current under preparation, so that our procedures can be uniformly administered.

JAGJR:eab

cy: Comptroller General  
State Treasurer

  
JAMES A. GRIMSLEY, JR.  
Major General, USA, Retired  
Vice President for Administration  
and Finance



©

STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER

EXHIBIT X  
5/2/78  
2

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Agency: Division of General Services

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Subject: Capital Improvement Bond Funds Request (*2221 Devine Street Property*)

Mr. McEachern recommends that the Board recommend to the General Assembly that \$2,375,000 be authorized so as to exercise the option agreement (dated 11/22/76) prior to 12/1/78.

---

Board Action Requested:

Consider

---

Vote Of Board Member: (Please indicate by initialing appropriate line below.)

I approve of the above action.  
 I disapprove of the above action.  
 Hold for regular meeting.

---

Attachments:

McEachern agenda notes

STATE BUDGET AND CONTROL BOARD  
DIVISION OF GENERAL SERVICES  
AGENDA

May 2, 1978

I. Request for Permanent Improvement Bonds

- A. We have an average appraisal of \$1,225,000 for the SCN Building located at Assembly and Pendleton Streets. This is an acceptable price and within the value of the 50,000 gross sq. ft. building with one and three-quarter acres of land. It is particularly needed to relieve pressure on the Hampton Building and to provide space for the Financial Division, the State Treasurer, and others situated there.

It is requested that the Board recommend to the General Assembly a bond issue of \$2 million for purchase of the property and for renovation into quarters acceptable for state agency tenants.

- B. Under the terms of Option Agreement dated November 22, 1976, the State has the option to purchase the property at 2221 Devine Street at the present time for \$2,375,000. It is recommended that Capital Improvement bonds be approved in this amount so that the option may be exercised prior to December 1, 1978.

II. Department of Mental Health--Aiken (For information)

At the meeting April 19 the Budget and Control Board approved the Division of General Services and Mental Health Commission negotiating for the purchase of the building now occupied by the Aiken Mental Health Department. We have had this building inspected by our engineering and property management staff and find that the acquisition of this property would not be in the best interest of the State. We have advised the Department of Mental Health of our recommendation that negotiations be discontinued and the present owners be notified of this action.

III. Quit-Claim Deed--Charleston County

A settlement has been negotiated in a legal action involving the Patriots Point Authority and the Sessions Estate. As a part of the settlement the Patriots Point Authority will execute a deed to the Sessions Estate. The Sessions Estate wishes to obtain a Quit-Claim deed from the Budget and Control Board involving the same property. With the concurrence of the Attorney General, I recommend that the Budget and Control Board execute the said Quit-Claim deed.



6. At the closing, the Optionor shall convey the property described in Exhibit A hereto to Optionee or to such state agency as Optionee desires by good and sufficient warranty deed free and clear of all encumbrances except those specifically assumed by the Optionee.

7. It shall be the Optionee's obligation to pay for any title examination and any fees required for the recording of the deed. The Optionor shall pay for documentary stamps required on the deed. All taxes, insurance, water rent, sewer charges, fuel, utilities and tenant rents shall be adjusted and prorated as of the date of closing.

8. This option may not be assigned by the Optionee without the prior written consent of Optionor.

IN WITNESS WHEREOF, Optionor has executed this agreement the day and year first above written.

Witness:

Margie A. Shelley  
John H. Long

BANKERS TRUST OF SOUTH CAROLINA

By [Signature]  
Its  Vice President & Secretary

Short Form of Attached Lease

STATE OF SOUTH CAROLINA ) BANKERS TRUST OF SOUTH CAROLINA, Landlord  
                                  ) to THE STATE OF SOUTH CAROLINA, Tenant  
COUNTY OF RICHLAND ) MEMORANDUM OF LEASE

WHEREAS, by Lease Agreement entered into as of November 22, 1976, Bankers Trust of South Carolina (hereinafter "Landlord") has granted, demised and leased unto The State of South Carolina by its authorized Agency, The State Budget and Control Board, (hereinafter "Tenant") that certain piece, parcel or tract of land, together with the improvements thereon, more particularly described in Exhibit A attached hereto and made a part hereof in the City of Columbia, County of Richland, State of South Carolina.

WHEREAS, the property described has been leased for a term of five (5) years commencing on December 1, 1976.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS that for and in consideration of the rents, conditions and obligations to be performed by the Tenant and the covenants and warranties by Landlord, all as set out in said Lease Agreement, said instrument being hereby incorporated by reference as if fully set out herein, Landlord and Tenant have caused these presents to be executed for the purpose of evidencing said lease and providing record notice to all concerned by hereby recording this memorandum in the Office of the Clerk of Court for the County of Richland, State of South Carolina.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed this 22 day of November, in the year of our Lord one thousand nine hundred and seventy-six.

Witnesses as to Landlord:

Margie J. Shelley  
[Signature]

BANKERS TRUST OF SOUTH CAROLINA, Landlord

By [Signature]

Its Vice Chairman, Secretary & Cashier

Witnesses as to Tenant:

Paul H. Lafage  
[Signature]

THE STATE OF SOUTH CAROLINA, by its Authorized Agency, The State Budget and Control Board, Tenant

By [Signature]  
Honorable James B. Edwards, Governor

By [Signature]  
Honorable Grady L. Patterson, Jr.,  
State Treasurer

By [Signature]  
Honorable Earle E. Morris, Jr.,  
Comptroller General

By [Signature]  
Honorable Rembert C. Dennis, Chairman  
Senate Finance Committee

By [Signature]  
Honorable F. Julian LeMond, Chairman  
House Ways and Means Committee



Tenant shall be allowed to enforce all rights, remedies, and privileges of the Landlord under the terms of the leases listed in Exhibit B until the expiration of such leases or the sooner termination of this lease. Unless otherwise agreed in writing by the parties hereto, any real estate taxes, utility payments, assessments, water charges, and sewer charges due from tenants shall be apportioned as of December 1, 1976 so that Landlord will receive those attributable to the period of time before December 1, 1976 and Tenant will receive all thereafter.

Article II - Term

This lease shall be for a five (5) year term commencing December 1, 1976.

Article III - Rental

Tenant shall pay to the Landlord for the use and occupancy of the demised premises rental as hereinafter provided.

1. Net Rent. Tenant shall pay net annual rent of \$120,000 due and payable at \$10,000 per month on the first of each month commencing December 1, 1976.

2. Payment of Expenses by Tenant. In addition to the above, Tenant will pay all expenses as additional rent in the operation of the demised premises, including the following charges:

(a) All utility, sewage and water charges as described in Article VII;

(b) Taxes and assessments as described in Article VI.

Unless otherwise agreed in writing, any charges or payments due under this Article III shall be pro-rated or apportioned as of December 1, 1976 so that Landlord will pay those charges to this date and Tenant will pay those charges thereafter.

Article IV - Alterations and Improvements

Subject to Article IX, Tenant shall have the right, from time to time, to make all such alterations and improvements to, and decoration of, the interior of the leased property as shall be reasonably necessary or appropriate in the Tenant's judgment for the Tenant's conduct thereon of its business. All alterations, decorations, additions, and improvements, except movable trade fixtures, shall become the property of the Landlord.

Article V - Repairs and Maintenance

The Tenant shall, at its own expense, make all necessary repairs and replacements to the leased property and to the pipes, heating and cooling system, plumbing system, window glass, fixtures, and all other appliances and appurtenances belonging thereto, all equipment used in connection with the leased property, and the sidewalks, curbs, and vaults adjoining or appurtenant to the leased property; provided that the Landlord shall make available to Tenant any warranties or guaranties as may exist with respect to any of the equipment, including the heating and cooling system, contained in the demised premises. Such repairs and replacements shall be in quality and class at least equal to the original work. On default of the Tenant in making such repairs or replacements,

the Landlord may, but shall not be required to, make such repairs and replacements for the Tenant's account, and the expense thereof shall constitute and be collectible as additional rent.

Except as otherwise provided in Article VIII or if caused by any act of God or casualty beyond the control of Tenant, the Tenant shall, at all times during the term, at its own expense, put and maintain in thorough repair and in good and safe condition all buildings and improvements on the leased property, and their equipment and appurtenances, both inside and outside, structural and nonstructural, extraordinary and ordinary, however the necessity or desirability for repairs may occur, and whether or not necessitated by wear, tear, obsolescence, or defects, latent or otherwise.

At the expiration of the lease term, the Tenant shall surrender the leased property in as good condition as it was in at the beginning of the term, reasonable use and wear excepted.

Article VI - Taxes

The Tenant, in addition to the fixed rent provided for herein, shall pay all taxes and assessments upon the leased property, and upon the buildings and improvements thereon, which are assessed during the lease term. All taxes assessed prior to but payable in whole or in installments after the effective date of the lease term, and all taxes assessed during the term but payable in whole or in installments after the lease term, shall be adjusted and prorated, so that the Landlord shall pay its prorated share for the period prior to and for the period subsequent to the lease term and the Tenant shall pay its prorated share for the lease term.

Article VII - Utilities

The Landlord shall not be required to furnish any service to the leased property, including but not limited to heat, water, sewage and power. The Tenant shall pay all charges for steam, gas, electricity, water, light, heat, power, and other services used in or about or supplied to the leased property.

Article VIII - Insurance

Landlord will maintain and pay for adequate general public liability and adequate fire insurance, with extended coverage (in no event less than eighty (80%) percent of the full insurable value) on the Demised Premises and will at Tenant's request furnish Tenant with certificates of insurance or other satisfactory evidence of its compliance with the provisions of this Article. Landlord's insurance maintained under this Article will provide for waiver of subrogation and written proof furnished upon request.

In the event of damage or destruction to the Demised Premises by fire or other casualty, the Landlord may, to the extent insurance proceeds are available as a result of such damage or destruction, apply same to the cost of restoring, repairing, replacing or rebuilding the premises. To the extent such damage or destruction has rendered the demised premises untenable, in whole or in part, there shall be an abatement of rent as to the untenable part until same is repaired. Provided, moreover, if such repair is not made within six (6) months from the date of damage, Tenant may cancel this lease by written notice to Landlord.

487  
Article IX - Covenants of Tenant

The Tenant covenants and agrees that it shall:

(a) pay the rent when due without notice or demand, provided, that should the rent become more than fifteen (15) days past due the Landlord shall give the Tenant notice in writing to pay within fifteen (15) days after receipt of said notice;

(b) maintain the leased premises clean and in good order, and in substantially the same condition as received, excepting reasonable wear and tear and damage by fire and other casualty over which the Tenant has no control;

(c) comply with all lawful rules, regulations, and laws, provided that the Tenant may adopt such reasonable rules and regulations as it deems fit relating to the use of the premises by it and the other tenants;

(d) use reasonable precautions to protect person and property against fire or other casualty;

(e) give the Landlord notice of any accident or damage;

(f) use reasonable precautions in the conservation of energy and utilities;

(g) allow Landlord reasonable access for inspection.

Article X - Covenants of Landlord

The Landlord covenants and agrees that it shall:

(a) not allow the peaceful enjoyment of the Tenant to the demised premises be disrupted or interfered with by any one claiming under the Landlord or any other person or thing within the control of the Landlord;

(b) not encumber the demised premises by lien or otherwise without the written consent of Tenant.

Article XI - Assigning and Subletting

The Tenant shall have the right to assign or sublet the demised premises without the written consent of the Landlord, provided, however, that notwithstanding such assignment or subletting, Tenant shall remain obligated on the covenants and conditions of this lease unless otherwise agreed to in writing by Landlord.

Article XII - Exemptions

Notwithstanding any other provision of this lease, amendments hereto or incorporations, the Landlord and its principal, agent, or successor hereby grants to the Tenant a waiver and exemption of the following requirements, and the Tenant shall not be required to furnish, provide, or pay for (except as provided in Article VIII) any of the following:

(a) a security deposit for rental, or any other service;

(b) the payment of liquidated, punitive, or penalty damages for any cause or reason;

(c) any kind of indemnity, public liability, fire protection, accident, or other insurance for the protection of the Landlord or any person or property other than the Tenant and its employees, at its option;

(d) any indemnification, release, waiver, or hold harmless agreement, for any cause or reason, it being expressly understood that the Tenant does not waive, either expressly or impliedly, its right to assert sovereign immunity or any other affirmative or defensive right or claim it may have under law.

Article XIII - Holding Over

If the Tenant remains in possession beyond the expiration of this lease, or any extension or renewal hereof, and no negotiation of rent or demand to quit the premises has been given, such holding over shall be deemed a month-to-month tenancy at the same rental and with such other charges as were in effect at the time such holding over takes place.

Article XIV - Condemnation

If the whole of the leased property, or such portion thereof as will make the leased property unsuitable for the purposes herein leased, is condemned for any public use or purpose by any legally constituted authority, then in either of such events this lease shall cease from the time when possession is taken by such public authority and rental shall be accounted for between the Landlord and the Tenant as of the date of the surrender of possession. Such termination shall be without prejudice to the rights of either the Landlord or the Tenant to recover compensation from the condemning authority for any loss or damage caused by such condemnation. Neither the Landlord nor the Tenant shall have any rights in or to any award made to the other by the condemning authority.

Article XV - Cancellation Privilege

Notwithstanding the commencement and expiration dates above set out in paragraph (2) above, it is understood and agreed by the parties hereto that this lease is subject to approval by the State Budget and Control Board or its authorized representative, the Division of General Services; if approval is not granted this lease is null and void, ab initio.

It is further understood and agreed that while the lease term as above set out is five (5) years, this lease may be cancelled by the Tenant upon the occurrence of any one or more of the following:

(a) at the end of any fiscal year (June 30) after the commencement date when sufficient appropriations, revenues, income, grants or other funding from whatever source are not available to the Tenant to carry on the purposes or programs of the Tenant with a remainder over of funds to make the rental payments herein agreed, this sufficiency of funds to be solely determined by the State Budget and Control Board; or

(b) at any time upon sixty (60) days' notice when the Tenant is dissolved and no longer performs the function and purposes prescribed to it; or

(c) at any time upon four (4) months' notice when sufficient and adequate square footage or other space is not available for use by the Tenant for normal operations and maximum efficiency, including necessary expansion, to be solely determined by the Tenant and approved by the State Division of General Services; or

(d) upon the breach of any covenant or condition of this lease.

Article XVI - Default

*JW*  
*CEM*  
*687*

Except as set out in Article XV, if the Tenant shall at any time fail to pay any amount in accordance with the provisions of this lease, or shall fail to perform any of its other obligations under this lease, then the Landlord, after fifteen (15) days' notice to the Tenant (or without notice in case of an emergency) and without waiving or releasing the Tenant from any obligation of the Tenant contained in this lease, may (but shall be under no obligation to) pay any amount payable by the Tenant hereunder and perform any other act required to be performed by the Tenant hereunder. The Landlord may enter upon the leased property for such purposes and take any action necessary therefor.

If at any time one party shall default in any of its obligations under this lease, the other party may give written notice to the defaulting party of its intention to terminate this lease, together with a statement of the nature of such default. If the default is of such a nature that it cannot be cured within sixty (60) days, necessary steps will be duly and diligently taken to cure such default and if no action is taken the aggrieved party may cancel after sixty (60) days. If the default can be cured within sixty (60) days after notice and is not so cured by the defaulting party, the aggrieved party may cancel after the sixtieth day without further obligation.

Article XVII - Remedies Cumulative; Nonwaiver

No remedy herein or otherwise conferred upon or reserved to Landlord or Tenant shall be considered exclusive of any other remedy, but the same shall be distinct, separate and cumulative and shall be in addition to every other remedy given hereunder, or now or hereafter existing at law or in equity or by statute; and every power and remedy given by this lease to Landlord or Tenant may be exercised from time to time as often as occasion may arise, or as may be deemed expedient. No delay or omission of Landlord or Tenant to exercise any right or power arising from any default on the part of the other shall impair any such right or power, or shall be construed to be a waiver of any such default, or an acquiescence therein.

Article XVIII - Notice

All notices provided for in this lease shall be in writing and shall be deemed to be given when sent by prepaid registered or certified mail with return receipt requested. Notice to the Landlord shall be addressed to the Landlord at Post Office Box 448, Columbia, South Carolina, 29202, and notice to the Tenant shall be addressed to the attention of the Director of the Tenant at Division of General Services, BINGERVILLE ST., Columbia, S.C., 29201. Each party may, from time to time, by notice as herein provided, designate a different address to which notice to it shall be sent. In addition, Tenant shall, by registered or certified mail, send to the holder of the first lien mortgage or deed of trust on the leased property a copy of any notice of default which it may send to the Landlord if, but only if, such holder has first given Tenant notice of the fact that it holds said mortgage or deed of trust and of the address to which such notices shall be sent.

Article XIX - Short Form

Upon the commencement of the term of this lease, the parties hereto shall execute a memorandum or short form lease agreement, in recordable form specifying the commencement and termination dates of the term hereof and including any such other provisions as Landlord may require.

Article XX - Nature and Extent of Agreement

This lease and the exhibits and rider, if any, attached hereto and forming a part hereof, set forth all the covenants, promises, agreements, conditions and understandings between Landlord and Tenant concerning the demised premises and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between them other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by them.

*JW  
DEM  
787*

This lease agreement creates only the relationship of Landlord and Tenant between the parties hereto as to the demised premises alone; and nothing herein shall in any way be construed to impose upon either party hereto any obligations or restrictions not herein expressly set forth.

Landlord does not, in any way or for any purpose, become a partner of Tenant in the conduct of its business, or otherwise, or joint adventurer or a member of a joint enterprise with Tenant. The provisions of this lease relating to the rent payable hereunder are included solely for the purpose of providing a method whereby the rent is to be measured and ascertained.

No payment by Tenant or receipt by Landlord of a lesser amount than the monthly rent herein stipulated shall be deemed to be other than on account of the earliest stipulated rent, nor shall any endorsement or statement on any check or any letter accompanying any check or payment as rent be deemed an accord and satisfaction, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of such rent or pursue any other remedy in this lease provided.

Article XII - Binding Effect

This lease shall be binding upon and shall inure to the benefit of the Landlord and Tenant hereunder, and their respective successors in interest and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

Witnesses as to Landlord:

*Margie J. Shelly*  
*[Signature]*

BANKERS TRUST OF SOUTH CAROLINA, Landlord

By *[Signature]*  
Its Vice Chairman, Secretary & Cashier

Witnesses as to Tenant:

*Paul H. Safford*  
*[Signature]*

THE STATE OF SOUTH CAROLINA, by its Authorized Agency, The State Budget and Control Board, Tenant

By *[Signature]*  
Honorable James B. Edwards, Governor

By *[Signature]*  
Honorable Grady L. Patterson, Jr., State Treasurer

By *[Signature]*  
Honorable Earle E. Morris, Comptroller General

By *[Signature]*  
Honorable Rembert C. Dennis, Chairman Senate Finance Committee

By *[Signature]*  
Honorable F. Julian Lealmond, Chairman House Ways and Means Committee

EXHIBIT A

Parcel A

All that certain piece, parcel or lot of land with improvements thereon in the State of South Carolina, County of Richland, City of Columbia, being known as 2220 Lee Street and being more fully shown as Parcel B on a plat prepared for W. Croft Jennings, Jr. by I.B. Cox and Sen, Registered Land Surveyors and Engineers, dated September 21, 1973, being bordered on the north by Lee Street, whereon it measures ninety-nine and 85/100 (99.85') feet; on the east by property shown on said plat as a portion of Parcel A, whereon it measures two hundred eighteen and seven-tenths (218.7') feet; on the south by property shown on said plat as a portion of Parcel A, whereon it measures one hundred and no-tenths (100.0') feet; and on the west by property now or formerly of Morris, whereon it measures two hundred eighteen and nine-tenths (218.9') feet, all measurements being a little more or less.

Parcel B

All that certain piece, parcel or lot of land, together with the improvements thereon (known as 2224 Lee Street, situate, lying and being on the southern side of Lee Street between Santee and Heidt Streets, in the City of Columbia, County of Richland, State of South Carolina, and being more particularly shown and designated as Parcel C upon that certain plat of property surveyed for Porter General Agency, Inc., made by B.P. Barber and Associates, Inc., Engineers, dated May 19, 1965, and having the following boundaries and measurements: on the North by Lee Street and fronting and measuring thereon 75 feet, on the East by property now or formerly of Elizabeth W. Coker and measuring thereon 219.5 feet, on the South by property now or formerly of Robert B. Mobley and Parcel B, as shown on said plat, and measuring thereon 75 feet and on the West by property now or formerly of Lottie C. Hammond and measuring thereon 218.7 feet, all of which will more fully appear by reference to said plat, and all of said measurements being a little more or less.

Parcel C

All that certain piece, parcel or lot of land situate, lying and being between Devine Street and Lee Street, in the City of Columbia, County of Richland and State of South Carolina, and being more particularly shown and designated as Parcel B upon that certain plat of property surveyed for Porter General Agency, Inc., made by B.P. Barber and Associates, Inc., Engineers, dated May 19, 1965, and having the following boundaries and measurements: on the North by a portion of property now or formerly of Lottie C. Hammond and a portion of Parcel C, as shown on said plat, and measuring thereon 61 feet, on the East by property now or formerly of Robert B. Mobley and measuring thereon 47 feet, on the South by a portion of Parcel A, as shown on said plat, and measuring thereon 61 feet, and on the West by property now or formerly of Mary S. Dorn and measuring thereon 47 feet, all of which will more fully appear by reference to said plat, all measurements being a little more or less.

Parcel D

All that certain piece, parcel or lot of land, situate, lying and being in the City of Columbia on the north side of Devine Street between Harden and Heidt Street, with the improvements thereon and known as number 2223 Devine Street, Columbia, S.C., commencing at a point 152.9 feet from the northwestern corner of Devine and Heidt Streets and running from thence in a northerly direction for a distance of 150.5 feet to a point, and from thence turning and running in a westerly direction for a distance of 103 feet to a point, and from thence turning and running in a southerly direction 151 feet to a point on Devine Street, and from thence turning and running in an easterly direction along the said Devine Street for a distance of 103 feet to the point of commencement.

#### Parcel E

All that piece, parcel or lot of land, with improvements thereon, designated as Lot No. 2 on a plat of the property of William S. Weston, and others, made by Tomlinson Engineering Company, August 21, 1934, situate, lying and being on the northern side of Devine Street, in the City of Columbia, commencing at an iron stake Two Hundred Sixty and Nine-Tenths (260.9') feet from the northwestern corner of Devine and High Streets, and from thence running in a northerly direction on the western boundary of Lot No. 1, as shown on said plat heretofore referred to for a distance of One Hundred Fifty-One (151') feet to an iron stake and from thence turning and running in a westerly direction Forty-Eight and Eight-Tenths (48.8') feet to an iron stake and from thence turning and running in a northwesterly direction for a distance of Forty-Three and Eight-Tenths (43.8') feet to an iron in concrete and from thence turning and running in a southerly direction for a distance of One Hundred Seventy-Six and Four-Tenths (176.4') feet to an iron in concrete and from thence turning and running in an easterly direction along the northern boundary of Devine Street for a distance of Eighty-Three and Eight-Tenths (83.8') feet to the point of commencement.

#### Parcel F

All that certain piece, parcel or lot of land situate, lying and being west of Heidt Street, between Devine and Lee Streets, in the City of Columbia, Richland County, South Carolina, being irregular in shape, and being cut off the western end of lot conveyed to Robert B. Mobley by Louise C. Mobley by her deed dated July 31, 1947, recorded in the office of the Clerk of Court for Richland County in Deed Book 5, at Page 87, beginning at an iron at the point where the northeast corner of lot of Mary S. Dorn joins the aforementioned lot of Robert B. Mobley, thence running N 84°-00' W 43.8 feet to a post, thence turning and running N 31°-10' W 87.5 feet to an iron, thence turning and running S 84°-00' E 121 feet to an iron, thence turning at a right angle and running S 5°-05' W 47 feet to the point of beginning, being the lot so delineated and described on plat of property surveyed for Robert B. Mobley by Barber, Keels & Associates, Engineers, dated April 9, 1953, recorded in the office of the Clerk of Court for Richland County, South Carolina, said lot being bounded on the north by lots of Williams and of Hammond, east by the remaining portion of the aforementioned lot of Robert B. Mobley, and south and west by lot now or formerly of Weston and by property of Mary S. Dorn.

#### Parcel G

All that certain piece, parcel or lot of land, together with the improvements thereon, situate, lying and being on the western side of Heidt Street, formerly known as High Street, between Devine and Lee Streets, in the City of Columbia, in the County of Richland, State of South Carolina, the improvements thereon being known as 711 Heidt Street, said property measuring 45.5 feet, more or less, on Heidt Street and running back therefrom in parallel lines for a distance of 200 feet, more or less.

#### Parcel H

All that piece, parcel or lot of land, known as Lot. 2219 Devine Street, with the improvements thereon, situate, lying and being on the northern side of Devine Street, between Heidt Street (formerly High Street) and Santee Street (formerly Poplar Street), in the City of Columbia, County of Richland, State of South Carolina, being shown and delineated as Lot No. Three (3), on plat of property of William S. Weston, et al, by Tomlinson Engineering Co., dated August 21, 1934, and recorded in the Office of Register of Deeds Conveyance for Richland County in Plat Book "G" at Page 156, measuring on its northern and southern sides Sixty Four and 5/10 (64.5') feet and on its eastern and western sides One Hundred Sixty Two (162') feet; and being bounded on the North by portion of Lot No. 4, on said plat (property of W.S. Weston); on the East by Lot No. 2, on said plat (property of W.S. Weston); on the South by Devine Street; and, on the West by portion of Lot No. 4, on said plat (property of W.S. Weston).

Parcel I

All that certain piece, parcel or lot of land, with improvements thereon, in the State of South Carolina, County of Richland, City of Columbia, being known as 2228 Lee Street, and being more fully shown on a plat prepared for W. Croft Jennings, Jr. by Isaac B. Cox & Son, Registered Land Surveyors and Engineers, dated May 20, 1974, being bordered on the north by Lee Street whereon it measures 49.9 feet; on the east by property shown on said plat as now or formerly Security Federal Savings & Loan Association, now or formerly Layton, now or formerly Williams, and now or formerly Williams whereon it measures 219.7 feet; on the south by property shown as now or formerly W. Croft Jennings, Jr. whereon it measures 49.95 feet; on the west by property now of formerly W. Croft Jennings, Jr. whereon it measures 219.4 feet, all measurements being a little more or less.

Parcel J

All that piece, parcel or lot of land, with the improvements thereon, known as No. 2204 Lee Street, being more fully described in a plat prepared for W. Croft Jennings, Jr. by Isaac B. Cox & Son, Reg. Land Surveyor and Engineer, dated September 12, 1974. Said parcel is bordered on the North by Lee Street whereon it measures Seventy-Four and Nine-Tenths (74.9') feet, on the East by property now or formerly of W. Croft Jennings, Jr. whereon it measures Two Hundred Eighteen and Five-Tenths (218.5') feet, on the South by property now or formerly of W. Croft Jennings, Jr. whereon it measures Forty-Two and Three-Tenths (42.3') feet, and on the South by property now or formerly of Mid-Carolina Alcohol Association whereon it measures Forty-Two and Six-Tenths (42.6') feet, and on the West by property of Holy Trinity Lutheran Church whereon it measures One Hundred Ninety-One and Two-Tenths (191.2') feet. The aforesaid conveyance describes the property as having a depth of Two Hundred Eight (208') feet, more or less, but upon an accurate survey being made, which survey is above referred to, the depth is determined to be Two Hundred Eighteen and Five-Tenths (218.5') feet on the eastern boundary and One Hundred Ninety-One and Two-Tenths (191.2') feet on the western boundary.

Parcel K

All that certain piece, parcel or lot of land, situate, lying and being in the City of Columbia, County of Richland, State of South Carolina, in the block bounded by Devine Street, Santee Avenue, Lee Street and Heidt Street and located One Hundred Sixty-One and Eight-Tenths (161.8') feet north of Devine Street and consisting of Two Thousand Four Hundred Forty-Six (2,446) square feet and being more particularly shown on a plat prepared for W. Croft Jennings, Jr. dated April 21, 1975, by Isaac B. Cox & Son, Reg. Land Surveyors & Engineers, whereon said property is shown bounded on the North by property of W. Croft Jennings, Jr. whereon it measures Forty-Two and Six-Tenths (42.6') feet and Forty-Five and One-Tenth (45.1') feet, on the East by property of W. Croft Jennings, Jr. whereon it measures Fourteen and Two-Tenths (14.2') feet, on the South by property of W. Croft Jennings, Jr. whereon it measures Sixty-Four and Six-Tenths (64.6') feet, and on the West by property of Mid-Carolina Alcohol Association whereon it measures Sixty-Four and Six-Tenths (64.6') feet.

SCHEDULE OF LEASES

The Five Points Building  
2221 Devine Street  
Columbia, South Carolina

<u>SUITE NO.</u>	<u>TENANT</u>	<u>EFFECTIVE DATE</u>	<u>TERM</u>	<u>AREA</u>	<u>MONTHLY RENT</u>	<u>ANNUAL INCOME</u>	<u>RENT PER SQ. FOOT</u>
100	Mortgage Corporation of The South	9/1/76	2 Yrs.	1,022 (Actual 930)	\$511.00	\$ 6,132.00	\$6.00
107	Colonial Mortgage Company	9/1/76	3 Yrs.	1,400 (Actual 1,550)	700.00	8,400.00	5.42
	South Carolina Republican Party	9/16/76	7 Wks.	700	300.00		
300	Boyce R. Haigler D/B/A Contract Interiors, Inc.	10/1/75	3 Yrs.	1,103 (Actual 1,082.1)	666.40	7,996.80	7.25
302	Mooney Player and Associates (Space occupied, But no lease executed)	8/1/76	2 Yrs.	809.1	404.55	4,854.60	6.00
303	David B. Betts & James E. Stephenson	6/1/76	2 Yrs.	970 (Actual 923.2)	485.00	5,820.00	6.00
305	Woodmen of World Life Ins. Society	9/1/76	3 Yrs.	754 (Actual 764.4)	342.00	4,104.00	5.44
307	Architects Boudreaux	10/1/76	22 Mos.	324 (Actual 334)	168.00	2,106.00	6.22
308	United Cerebral Palsy of S. C. (Space Vacated)	2/1/76	3 Yrs. 2 Mos.	833 (Actual 836)		Avg. 5,428.00	6.11
310	Hayen, Wyman and Company, Inc.	9/1/76	2 Yrs.	1,220 (Actual 1,192.2)	610.00	7,320.00	6.00
314	IDS Marketing Corporation	7/1/76	3 Yrs.	1,285 (Actual 1,267)	656.84	7,882.08	6.13
316	Conference Room			749			
318	Stephen Carter and Associates (Keenan Company)	7/1/76	4 Yrs.	1,600	800.00	9,600.00	6.00

<u>SUITE NO.</u>	<u>TENANT</u>	<u>EFFECTIVE DATE</u>	<u>TERM</u>	<u>AREA</u>	<u>MONTHLY RENT</u>	<u>ANNUAL INCOME</u>	<u>RENT PER SQ. FOOT</u>
320	Minority Development and Management Association, Inc. (Collier Co.)	1/1/76	3 Yrs.	1,019 (Actual 977.1)	\$600.00	\$ 7,200.00	\$7.06
400	S. C. Trial Lawyers Association (Keenan Company)	10/1/76	3 Yrs.	844 (Actual 804.1)	422.00	5,064.00	6.00
402	David Jackson Cooper, Jr.	12/1/76	2 Yrs.	760.1	380.05	4,560.60	6.00
404	Stephenson, Medlin, Moore, Attorneys	10/1/76	3 Yrs.	1,206	603.00	7,236.00	6.00
406	Helen Tours International, Inc.	8/1/76	3 Yrs.	720 (Actual 711)	360.00	4,320.00	6.00
408	Bradley Lee Daley and David Leon Frederick	9/1/76	2 Yrs.	634.1	317.05	3,804.60	6.00
418	Shipp D. Harris and E. Wesley Graves	9/1/76	3 Yrs.	1,127	563.50	6,762.00	6.00

STATE BUDGET AND CONTROL BOARD

POLL OF May 2, 1978

POLL ITEM NUMBER 11

EXHIBIT XI  
5/2/78  
11

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Agency: Archives and History

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Subject: Proposed Columbia Canal/Congaree River Historic District  
(Please refer to attachment.)

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Board Action Requested:

For information only.

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Vote Of Board Member: (Please indicate by initialing appropriate line below.)

N/A I approve of the above action.

N/A I disapprove of the above action.

N/A Hold for regular meeting.

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Attachments:

Lee 4/12/78 letter to Highway Department

*Bill  
Mc Innis*

*Ba C Board*

SOUTH CAROLINA DEPARTMENT OF ARCHIVES AND HISTORY  
1430 SENATE STREET  
P. O. Box 11669                      CAPITOL STATION 29211  
COLUMBIA, S. C.

April 12, 1978

South Carolina Highway Department  
c/o Mr. Paul W. Cobb  
Chief Highway Commissioner  
Post Office Box 191  
Columbia, South Carolina 29202

Dear Mr. Cobb:

As a prelude to helping the City of Columbia develop the Columbia Canal and Congaree River area, we are proposing the formation of a historic district which would become part of the National Register of Historic Places. This would make the Department of Archives and History and the city eligible to receive funds for the planning and protection of this area which is so important to our city and to the whole Midlands area.

A portion of the property owned by the State of South Carolina and currently used by the South Carolina Highway Department is involved, namely that parcel of land indicated on Columbia City Tax Maps as lot 2-1-3.

We see some possible advantages to you, and no disadvantage, in making your property a part of this district, but to make sure that you understand the proposal, we would like very much to send a representative of this department to meet with you. When National Register districts are proposed, Federal regulations require that property owners be given 30 days notice to ask questions or make comments. In order to arrange a convenient time, our historic preservation staff will telephone your office early in the week of April 17.

The Archives and History Commission will formally consider the historic district proposal at its 10:30 A.M. meeting on May 18, 1978, a meeting which will be open to the public. It will be held at the Department of Archives and History, 1430 Senate Street.

The Columbia Canal/Congaree River area is a very precious part of South Carolina's heritage and we are anxious to help see that its historic, scenic,

South Carolina Highway Department  
c/o Mr. Paul W. Cobb  
April 12, 1978  
Page 2

And recreational value is not only recognized but also protected and properly developed.

Sincerely,

Charles E. Lee  
State Historic Preservation Officer

CEL/cl

cc: Mr. Robert Addy  
Division of Advance Planning  
South Carolina Highway Department  
Post Office Box 191  
Columbia, South Carolina 29202

Budget and Control Board  
c/o Mr. Walter R. Pettis  
Administrative Assistant to The Governor  
Post Office Box 11450  
Columbia, South Carolina 29211

STATE BUDGET AND CONTROL BOARD

MEETING OF May 2, 1978

AGENDA ITEM NUMBER

EXHIBIT XII  
5/2/78  
2

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Agency: Department of Social Services

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Subject: Positions Funded by CETA and PSE

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Board Action Requested:

Review action taken at 4/19/78 meeting in light of DSS insistence that the 9 positions be added to the State payroll rather than county payrolls.

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Staff Comment:

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Attachments:

Conrad letters 3/22 (2) and 3/23 to Putnam

4-19  
Casper  
Please pull this file  
together and let's  
talk.  
WTP



South Carolina  
Department of Social Services

March 23, 1978

VIRGIL L. CONRAD  
COMMISSIONER

Mr. William T. Putnam  
State Auditor  
P.O. Box 11333  
Columbia, SC 29211

MAR 29 1978  
STATE AUDITOR'S OFFICE  
COLUMBIA, SOUTH CAROLINA

Dear Bill:

This is in response to your March 14 letter regarding a request from this office to hire four additional employees in Darlington County to be funded totally from local monies. The previous request by us stipulated that these positions were to be funded from local monies. Actually, the funds to support these four positions are 100% Federal, Public Service Employment. We make these funds available to local entities in order to employ recipients of the Agency's Aid to Families With Dependent Children Program. These people are employed through the Work Incentive Program and supported by the PSE funds. These four positions will provide on the job experience which will enable us to train and subsequently have qualified staff available to assume state funded positions in the Darlington County Day Care Program. When these people become income producing, it will reduce, or eliminate entirely, the public assistance payments they currently receive from AFDC.

I would appreciate your further consideration of our request for these positions.

The problem you stated on the issue of unemployment compensation is one I recognize as a cause for potential funding problems. As you are aware we have many positions on the State Classification and Compensation System which are supported by County/Federal funds. These positions are in addition to our regular State funded allocations.

There are a number of reasons why positions totally funded by the counties could not be effectively utilized by the Agency. First, they would not have access to the Federal Financial Participation. Second, in most programs, staff must be a part of the State Merit System in order to qualify to make decisions on determination of eligibility for the Agency's programs.

I will be most happy to further discuss this matter with you if you desire.

Sincerely,

*Virgil L. Conrad*

Virgil L. Conrad  
Commissioner

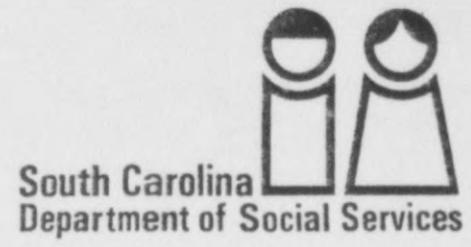


VLC:rgs

M-5

for B+c 3rd

VIRGIL L. CONRAD  
COMMISSIONER



March 22, 1978

Mr. William Putnam, State Auditor  
205 Wade Hampton Office Building  
Post Office Box 11333  
Columbia, South Carolina 29211

Dear Mr. Putnam:

Sumter County has requested that a new allocation be granted by the Budget and Control Board for one (1) Custodial Worker I, class 7501, grade 03, at the minimum wage (\$5,512). This position will be funded from 100% CETA-Manpower funds from the Governor's Office for six months. The contract number is 7791T-09.

This position is required in order to keep Sumter County's office buildings and grounds clean and orderly and for the care and minor maintenance of the buildings.

We request your assistance in obtaining approval from the Budget and Control Board for this position. If we can provide further information, please let us know.

Sincerely,  
*Virgil L. Conrad*

Virgil L. Conrad  
Commissioner

VLC:rgcd



MCI

for  
B+c Bd



South Carolina  
Department of Social Services

VIRGIL L. CONRAD  
COMMISSIONER

March 22, 1978

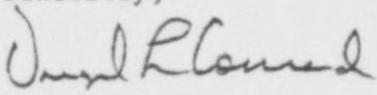
Mr. William Putnam, State Auditor  
205 Wade Hampton Office Building  
Post Office Box 11333  
Columbia, South Carolina 29211

Dear Mr. Putnam:

Sumter County has requested that new allocations be granted by the Budget and Control Board for four (4) Homemaker allocations, class 4491, grade 05, in cost center 43121. These positions will be funded from 100% CETA-Manpower funds from the Governor's Office for six months. The contract number is 7791B-09.

These positions are required in order to assist caseworkers in dealing with emergency cases by providing counseling and/or training in daily living skills, nutrition and food preparation, child rearing, and to perform any additional Homemaker functions as required for Sumter County's Protective Services and Alternate Care Project.

We request your assistance in obtaining approval from the Budget and Control Board for these four (4) Homemaker allocations. If we can provide further information, please let us know.

Sincerely,  


Virgil L. Conrad  
Commissioner

VLC:rgcd



STATE BUDGET AND CONTROL BOARD

MEETING OF May 2, 1978

AGENDA ITEM NUMBER

EXHIBIT XIII

3 5/2/78

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Agency: Grants and Contracts Review Subcommittee

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Subject: Grant and Contract Requests

The Subcommittee's package includes 68 projects involving these funds:

Federal	\$57,739,484
State	1,802,164
Other	474,041
Total	<u>\$60,015,689</u>

Subcontracts between State agencies covering \$483,302 of Federal funds are included.

Personnel to be hired include 49.1 full-time and 43.7 part-time.

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Board Action Requested:

Approve recommendations of Grants and Contracts Review Subcommittee.

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Staff Comment:

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Attachments:

Treasurer Patterson 4/26/78 memo to Putnam plus attachment

MEMORANDUM

TO: Mr. W. T. Putnam, Secretary  
Budget and Control Board

FROM: Grady L. Patterson, Jr., State Treasurer  
Chairman, Grants and Contracts Review Subcommittee *GRF*

DATE: April 26, 1978

RE: Federal Grants and Contracts Recommendations to the Budget and  
Control Board, May 2, 1978

The Federal Grants and Contracts Review Subcommittee of the Budget and Control Board reviewed 68 project requests from 19 state agencies on April 26, 1978, and the attached summary is provided for final action of the Budget and Control Board.

The state agencies requested the following new amounts from federal, state, and other sources:

Federal Funds	\$57,739,484
State Match	1,802,164
Other Match	<u>474,041</u>
Total	<u>\$60,015,689</u>

(NOTE: These federal totals include \$483,302 in 14 subcontracts between state agencies.)

The total number of personnel to be hired on these programs, if approved by the federal government, are indicated as follows:

Full-time Employees	49.1
Part-time Employees	<u>43.7</u>
Total	<u>92.8</u>

The recommendations as agreed to by the Subcommittee members are reflected in Column 10 of the attached summary.

dc  
Enclosure

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
1 Legislative Audit Council	8-A20-003	10,000	3-30-78 9-30-78	10,000 100%	0	0	0	To design audit instruments necessary for responsibilities mandated in Education Finance Act, Section 6(6)	Approve	
2 DOA, Energy Management	8-D15-051	12,034	4-7-78 1-31-79	12,034 100%	0	0	0	To continue providing technical assistance to SC Energy Research Institute	Approve	
3 DOA, Energy Management	8-D15-053	904,357	1-1-78 12-31-78	904,357 100%	0	0	7	To achieve a 5% reduction in projected energy consumption by 1980	Approve	
4 Division of Administration	8-D15-054	337,300	1-1-78 12-31-78	337,300 100%	0	0	2.5	To encourage and facilitate energy conservation by the public and private sectors	Approve	
5 Division of Administration	8-D15-055	1,138,783	7-1-78 6-30-79	759,189 67%	173,435 15%	206,159 18%	0	To provide financial support to state and local governments and areawide agencies to improve and develop the planning function of management	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
6 Attorney General	8-E20-016	99,922	6-1-78 5-30-79	99,922 100%	0	0	4	To provide increased legal advice to appropriate state agencies, prosecutorial assistance in the magistrates' courts, and follow-up of appeal cases in order to improve traffic safety	Approve	
7 Clemson University	8-H12-065	60,069	4-1-78 7-31-78	0	0	60,069 100%	2.5 PT	To develop and utilize analytical models to simulate movement of soil caused by rainfall, runoff, and the operation of Bad Creek Reservoir in Oconee County	Approve	
8 Clemson University	8-H12-066	64,700	7-1-78 6-30-79	64,700 100%	0	0	2 PT	To research the influence of length, shape, geometry, material properties, porosity, depth of bone ingrowth, and thickness of coating on stress distribution in and around a thigh implant	Approve	
9 Clemson University	8-H12-067	47,144	8-1-78 7-31-79	45,499 97%	1,645 3%	0	1	To study 1/f noise in resistors to determine if the source is due to equilibrium thermal fluctuations which produce fluctuations in electrical resistance	Approve	10% of indirect costs are used to cover NSF cost sharing requirement

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
10 Clemson University	8-H12-068	176,967	9-1-78 3-31-81	176,967 100%	0	0	0	To establish an area training center for air pollution	Approve	
11 Clemson University	8-H12-069	25,370	10-1-78 9-30-79	24,630 97%	740 3%	0	2 PT	To research the application of exactly soluble anharmonic potential models to the study of soft mode crystals and structural phase transistors	Approve	10% of indirect cost is utilized to provide the NSF cost sharing requirement
12 College of Charleston	8-H15-027	147,184	9-1-78 8-31-79	82,255 56%	54,929 37%	10,000 7%	1.5	Conference to improve faculty method of instruction and administration of college campuses	Approve	
13 College of Charleston	8-H15-028	15,656	3-15-78 8-15-78	15,656 100%	0	0	.3 FT .1 PT	To identify problems and trend analysis of major causes of injury and death due to highway accidents	Approve	
14 S. C. State College	8-H24-018	115,573	7-1-78 6-30-79	72,856 63%	42,717 37%	0	1	To train 90 rehabilitation counselors, 65% of whom will be black	Approve	
15 USC	8-H27-145	21,630	1-1-78 12-31-78	18,290 85%	3,340 15%	0	1.2 PT	To determine rates of accumulation of ferromanganese concretions in fresh water	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
16 USC	8-H27-146	39,814	8-1-78 7-30-79	39,814 100%	0	0	.2 FT 1 PT	To analyze the approach to lower the central processing unit time using various speed microprocessors	Approve	
17 USC	8-H27-147	47,023	9-1-78 8-31-79	42,748 91%	4,275 9%	0	1 FT 1 PT	To determine how cells regulate their metabolism	Approve	
18 USC	8-H27-148	23,300	1-1-79 12-31-79	12,300 53%	11,000 47%	0	0	To improve the production and population control of commercial fisheries	Approve	
19 USC	8-H27-149	94,829	5-15-78 4-30-79	85,829 91%	9,000 9%	0	.25 FT 2.6 PT	To detect and trace ocean currents using the shape variations of mineral particles to provide natural tracers	Approve	
20 USC	8-H27-150	45,632	11-1-78 10-31-79	41,324 91%	4,308 9%	0	.7 PT	To investigate severe reading problems for children and adults to determine the underlying neurological basis of reading difficulties	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
21 USC	8-H27-151	283,651	6-15-78 7-15-79	257,931 91%	25,720 9%	0	1.9 FT 3.6 PT	Increase scientific know- ledge in field of biology as it relates to environ- ment of salt marshes	Approve	
22 USC	8-H27-152	33,612	9-1-78 8-31-79	20,107 60%	11,005 33%	2,500 7%	.7 FT	To provide series of lec- tures and discussions on the principal problems challenging capitalism today	Approve	
23 USC	8-H27-154	51,957	9-1-78 8-31-79	37,859 73%	14,098 27%	0	1	To provide a continuance of rehabilitation cognate and implementation of under- graduate degree to provide trained personnel for state agencies, i.e., Mental Health	Approve	
24 USC	8-H27-155	231,178	7-1-78 6-30-79	149,822 65%	81,356 35%	0	1 FT 2 PT	To produce graduate level (MA) trained rehabilitation professionals	Approve	
25 USC	8-H27-156	17,820	10-1-78 9-30-79	15,000 84%	2,820 16%	0	.1 FT .7 PT	To assist public under- standing of regulations necessary to protect park property	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
26 USC	8-H27-157	75,742	2-1-78 1-31-79	75,742 100%	0	0	.2 FT 3 PT	To establish cheaper and more efficient methods of storage of electrical energy	Approve	
27 USC	8-H27-158	19,651	4-15-78 10-30-78	13,082 67%	6,569 33%	0	.1 FT .1 PT	To use computers for simulation studies which may benefit community developments and help understand problems of community life	Approve	
28 USC	8-H27-159	143,916	1-1-79 12-31-80	127,439 89%	16,477 11%	0	1 FT 1 PT	Provide free professional instructors via educational TV on how to have a better marriage relationship	Approve	2 subcontracts: ETV, \$76,306 Southern Illinois University, \$13,694
29 USC	8-H27-160	58,462	9-1-77 8-31-79	58,462 100%	0	0	1.3 FT .3 PT	Studies and recommendations for systems and subsystems using solar devices, storage, and combined thermal/electrical system configurations	Approve	
30 USC	8-H27-161	22,777	1-1-78 12-31-78	22,777 100%	0	0	.5 FT	To provide information for State Department officials in determining course of action concerning French relations on military programs	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
31 USC	8-H27-162	57,950	2-1-78 10-31-78	25,000 43%	32,950 57%	0	1.4 FT 1 PT	To improve the Legislative understanding of technical and scientific information so they may vote more intelligently on various laws	Approve	Subcontract from Legislative Council
32 USC	8-H27-163	93,810	4-1-79 3-31-80	93,810 100%	0	0	3.5	To provide scientific information on treatment of malignant tumors	Approve	
33 USC	8-H27-164	102,502	7-1-78 6-30-79	102,502 100%	0	0	0	To develop a better curricula for public schools and improve educational system for public school children	Approve	
34 USC	8-H27-165	58,153	7-1-78 6-30-79	45,398 78%	12,755 22%	0	.3 FT 3 PT	To increase knowledge of how metals affect environment and what controls may be necessary on pesticides with metal bases	Approve	
35 USC	8-H27-181	68,000	5-1-78 4-30-79	34,000 50%	34,000 50%	0	0	To provide public information on the educational, technical, and operational programs available at each community action agency	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
36 USC--Aiken	8-H31-007	665	4-12-78 5-13-78	200 30%	465 70%	0	0	Public education series on trends affecting the inhabitants of the sea islands of SC	Approve	
37 USC--Aiken	8-H31-009	3,855	4-7-78 7-31-78	1,000 26%	2,855 74%	0	.4 FT .1 PT	Provide public forum for area to discuss women's roles in society	Approve	
38 USC--Aiken	8-H31-010	53,479	9-1-78 8-31-79	53,479 100%	0	0	1.2 FT .8 PT	To provide more qualified nursing personnel in Aiken area and improve public health care	Approve	
39 Winthrop College	8-H47-036	18,390	5-1-78 10-31-78	9,050 49%	0	9,340 51%	0	To conduct a North-South Carolina conference on humanities instruction	Approve	
40 Winthrop College	8-H47-037	11,158	5-1-78 10-31-78	5,100 46%	5,058 45%	1,000 9%	0	To conduct a North-South Carolina conference on humanities instruction	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
41 Winthrop College	8-H47-038	163,555	7-1-77 6-30-78	122,666 75%	40,889 25%	0	0	To improve quality of trained personnel to assist in developmental disabilities for various state agencies	Approve	
42 Medical University	8-H51-203	47,537 (est.)	7-1-78 6-30-79	47,537 100%	0	0	0	To provide a dependable support base for educational program in the undergraduate nursing program	Approve	Formula grant based on annual enrollment. Award amount to be finalized later.
43 Medical University	8-H51-205	171,785	6-1-78 5-30-79	144,081 84%	27,704 16%	0	0	Improve ability to detect and predict factors of hypertension before effects of the disease are manifest	Approve	
44 Medical University	8-H51-206	50,202	9-1-78 8-31-79	43,670 87%	6,532 13%	0	1.3 FT	Increase knowledge on aspects of diabetes	Approve	
45 Medical University	8-H51-207	53,218	6-1-78 5-31-79	33,453 63%	19,765 37%	0	1	Increase knowledge of various types of tumors	Approve	
46 Medical University	8-H51-208	30,825	6-1-78 5-31-79	30,825 100%	0	0	.9 FT	Increase knowledge of artificial teeth implants for purpose of making false teeth more stable	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
47 Medical University	8-H51-209	409,324	6-1-78 5-31-79	319,548 78%	89,776 22%	0	1.6 FT	Aid in prevention of predictable problems in older persons caused by childhood diseases	Approve	
48 Technical and Comprehensive Education	8-H59-190	172,000	3-30-78 9-29-78	172,000 100%	0	0	0	To increase the number of qualified staff to establish and operate an individualized system for prevocational and vocational training for Dept. of Corrections youth who need remedial services	Approve	Tech. Board will only use grant for equipment. Remainder is flow-through funds to Dept. of Corrections.
49 Aiken TEC	8-H59-192	4,000	7-12-78 10-11-78	2,000 50%	0	2,000 50%	0	To present a series of films relative to women in art	Approve	
50 Greenville TEC	8-H59-193	96,452	4-1-78 3-30-79	50,000 52%	0	46,452 48%	0	To complete construction of a criminal justice education building	Approve	
51 Department of Education	8-H63-071	4,584,494	7-1-78 6-30-79	4,584,494 100%	0	0	0	Provide funds for local school districts to purchase library materials, provide testing, and some limited counseling services	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
52 Department of Education	8-H63-073	361,715	7-1-78 6-30-79	361,715 100%	0	0	0	To provide funds for eligible school districts to purchase equipment needed to maintain, establish, and expand school food service programs	Approve	
53 Department of Education	8-H63-074	990,000	7-1-78 6-30-79	990,000 100%	0	0	0	To provide funds for participating school districts to reimburse for each additional ½ pint of milk served to students at meal time or during milk break	Approve	
54 Department of Education	8-H63-075	42,186,701	7-1-78 6-30-79	41,273,197 98%	913,504 2%	0	0	To provide reimbursements to 1,087 cafeteria units in school unch programs	Approve	
55 Department of Education	8-H63-076	4,251,286	7-1-78 6-30-79	4,251,286 100%	0	0	0	To provide funds to 400 schools for a breakfast program	Approve	
56 Department of Education	8-H63-077	435,290	7-1-78 6-30-79	292,723 67%	142,567 33%	0	11	To provide funds for state administration of 5 school food service programs	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
57 School for Deaf/Blind	8-H75-015	13,859	4-17-78 9-30-78	13,859 100%	0	0	8 PT	To conduct a comprehensive inventory of all equipment and warehouse items and USDA commodity foods and to computerize the information	Conditional Approval	Condition pertaining to CETA II and VI
58 Social Services	8-L04-026	17,160	1-1-78 6-30-78	17,160 100%	0	0	0	To provide child care services to those participating in the migrant and seasonal farmworkers residential skills training program	Approve	
59 Social Services	8-L04-027	6,336	3-1-78 9-30-78	6,336 100%	0	0	0	To provide child care for Indian participants in order for them to enter employment or training activities	Approve	
60 John de la Howe School	8-L12-003	52,000	10-1-77 9-30-78	52,000 100%	0	0	0	To augment the food program by providing the proper food supplies to promote a balanced diet	Approve	
61 Commission on Aging	8-L28-011	546,084	7-1-78 9-30-79	409,563 75%	0	136,521 25%	0	To acquire, alter, or renovate existing facilities for multi-purpose senior centers	Approve	

SUMMARY  
FEDERAL GRANTS AND CONTRACTS REQUESTS

State Agency	State Identifier	Amount	Time Period	% of Fed. Funds	% of State Funds	% of Other Funds	No. New Personnel	Program Purpose	B&C Board/ GCR Subcommittee Recommendation	Remarks
62 Land Resources	8-P08-015	73,211	7-1-78 6-30-79	73,211 100%	0	0	0	Conduct on-site inspections of existing dams to determine stability, identify hazard potential to life and property in event of dame failure	Conditional Approval	Condition pertaining to CETA II and VI Continuation of 8-P08-002
63 Land Resources	8-P08-016	10,000	5-1-78 9-30-78	10,000 100%	0	0	0	To expedite inspections of dams and reservoirs in SC for safety	Approve	
64 Wildlife and Marine Res.	8-P24-047	16,460	2-7-77 4-6-78	8,230 50%	8,230 50%	0	2 PT	To inventory present water trails and their use, to determine present and projected need for new trails	Approve	
65 Wildlife and Marine Res.	8-P24-048	1,380	6-6-77 7-25-77	690 50%	690 50%	0	2 PT	To provide internship opportunities for students	Approve	
66 Wildlife and Marine Res.	8-P24-049	540	2-3-78 5-12-78	270 50%	270 50%	0	1 PT	To provide internship opportunities for students	Approve	
67 Wildlife and Marine Res.	8-P24-050	1,440	6-6-77 7-25-77	720 50%	720 50%	0	2 PT	To provide internship opportunities for students	Approve	
68 Highways and Public Trans.	8-Z04-019	434,820	6-1-78 5-30-79	434,820 100%	0	0	0	To purchase equipment to improve safety of public roads for public and for workmen on the roads	Approve	

STATE BUDGET AND CONTROL BOARD

MEETING OF May 2, 1978

AGENDA ITEM NUMBER

EXHIBIT XIV

5/2/78

4

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Agency: Grants and Contracts Review Unit

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Subject: National Science Foundation Award to College of Charleston  
(Please refer to attachment.)

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Board Action Requested:

Reconsider prior disapproval of referenced award in light of budget renegotiation so as to provide indirect cost recovery.

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Staff Comment:

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Attachments:

Oliver 4/26/78 memo to Putnam plus attachment

MEMORANDUM

TO: Mr. W. T. Putnam, Secretary  
Budget and Control Board

FROM: George F. Oliver *G. Oliver*  
Grants Services Administrator  
Grants and Contracts Review Unit

DATE: April 26, 1978

RE: National Science Foundation Award to College of Charleston

The Budget and Control Board disapproved a proposed request for an instructional program grant from the National Science Foundation on December 22, 1977, because the Board's policy on indirect cost recovery was violated.

The project was subsequently funded by NSF on April 10, 1978; however, the College of Charleston has renegotiated the budget as indicated on the attached review sheet and is now including indirect cost on this federal program to be returned to the General Fund in the amount of \$5,638.

It is requested that the Budget and Control Board reconsider their original disapproval and approve the program as the Board's original objection has been eliminated.

dc  
Enclosure

STATE AUDITOR'S OFFICE  
GRANTS AND CONTRACTS REVIEW SUMMARY SHEET

Name of Agency: College of Charleston  
Title of Project: Course Improvement for Instruction Modules in Computer Assisted Instruction in Calculus and Linear Algebra  
Proposed Dates: Beginning: 5-1-78 Ending: 6-30-80  
Date of Report: 4-25-78 Prepared by: George F. Oliver  
Federal Source: National Science Foundation  
Control Number: 8-H15-010 Federal Catalog No. 47.048

I. Program

- a. Purpose: To develop a comprehensive computer assisted program of instruction for students in calculus and linear algebra classes
- b. Public Benefit: Improve instructional techniques for math students at this state institution
- c. Permanence as to Federal Financing: A 24-month project; will not be continued

II. Financial

- a. Total Amount: \$ 36,744
- b. Amount Federal: \$ 24,500 67% Amount State: \$ 12,244 33%  
Amount Other: \$ 0 %
- c. Funds Available to Match Program: Yes  No   
Amount: \$ 12,244
- d. Fringe Benefits Included: Yes  No   
Amount: \$ 2,433
- e. Indirect Cost: \$ 5,368
- f. Cost Sharing: In Kind: \$ 12,244 Cash: \$ 0
- g. Amount of state dollars freed up as a result of receipt of federal dollars:  
\$ 0

III. Personnel

- a. Number of new federally funded personnel: 0
- b. Number of personnel shifted to federal funds as a result of new program or service: 0
- c. Number of new state funded positions resulting from program: 0
- d. Total amount for new positions: \$ 8,000
- e. Number of temporary positions: 2 Amount: \$ 8,000

STATE BUDGET AND CONTROL BOARD

MEETING OF May 2, 1978

AGENDA ITEM NUMBER

EXHIBIT XV

5/2/78

5

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Agency: Finance Division

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Subject: Section 147 Procedure on Vacancy Terminations  
(Report to be presented at the meeting.)

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Board Action Requested:  
Consider

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Staff Comment:

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Attachments:

ACT 219 OF 1977  
77-78 APPROPRIATION ACT

213

Section 147. The General Assembly hereby expresses its grave concern over the disturbing increase in the number of personnel employed by the State of South Carolina. It is further declared to be the intent of the General Assembly to take positive steps to control and restrict such growth in the future, without unduly hampering the legitimate functions of state government.

In order to increase the efficiency of state government, promote economy and reduce costs, the Budget and Control Board is hereby directed to maintain close supervision over the number of state employees, and to require specifically the following:

1. That no state agency exceed the aggregate number of employees provided in each section of this Act without specific written approval of the Budget and Control Board.
2. That positions created with the acquisition of non-state funds be duly reported to the Budget and Control Board with enumeration of the number of employees and specific funding sources of each.
3. That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund.
4. That regular reports on the number of filled and unfilled positions for each agency be submitted monthly by the State Personnel Division to the Reorganization Commission, the Budget and Control Board, and the General Assembly.
5. That the Budget and Control Board, in cooperation with the State Reorganization Commission, devise a formal plan for the permanent control and supervision over the number of state employees, which plan would be incorporated as part of the General Appropriations Act for FY 1978-79.
6. That the General Assembly, being the source of compensation, hereby declares its intent to allocate funds sufficient only to take care of personnel that are actually employed by the Agency.

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	No. Mos. <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>

Vacancies of twelve months or more by Agency

As of February 3, 1973

\* Judicial

<u>Title</u>	<u>c/c</u>	<u>slot</u>	# of <u>mos. vac.</u>	<u>Source of Funds</u>		
				S	F	0
Legal Secy II	0552	0031	19	\$ 8,154		
Dir, Library Svcs	3470	0001	16	\$14,036		

\* Division of Administration (DOA)

<u>Title</u>	<u>c/c</u>	<u>slot</u>	# of <u>mos. vac.</u>	<u>Source of Funds</u>		
				S	F	0
Secretary II	0502	0002	15			\$ 7,018
Proj Administrator	2474	0013	14	\$ 6,157	\$ 9,629	
Microfilm Tech I	3090	0001	14		\$ 6,177	

\* State Housing Authority

<u>Title</u>	<u>c/c</u>	<u>slot</u>	# of <u>mos. vac.</u>	<u>Source of Funds</u>		
				S	F	0
Ass't Mortgage Analyst	2599	0001	15		\$13,288	
Planner I	6771	0001	15		\$ 9,063	

\* Disaster Preparedness

<u>Title</u>	<u>c/c</u>	<u>slot</u>	# of <u>mos. vac.</u>	<u>Source of Funds</u>		
				S	F	0
Disaster Prepar Coord I	7231	0008	13	\$ 4,532	\$ 4,531	
Disaster Prepar Coord I	7231	0009	14	\$ 4,531	\$ 4,531	

\* State Elections Comm

<u>Title</u>	<u>c/c</u>	<u>slot</u>	# of <u>mos. vac.</u>	<u>Source of Funds</u>		
				S	F	0
Clerk I	0301	0001	16	\$ 2,136		

\* Attorney General's Office

<u>Title</u>	<u>c/c</u>	<u>slot</u>	# of <u>mos. vac.</u>	<u>Source of Funds</u>		
				S	F	0
Legal Secy II	0552	0017	14	\$ 8,154		

\* State Treasurer

<u>Title</u>	<u>c/c</u>	<u>slot</u>	# of <u>mos. vac.</u>	<u>Source of Funds</u>		
				S	F	0
Auditor III	1033	0001	13	\$13,283		

X USC

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Secretary I	0501	0235	14	\$ 6,383		
Lib Tech Asst II	3452	0021	14	\$ 6,177		
Archeologist II	3602	0001	14			\$11,857
Instructor	9063	0053	15	--	--	--

X Citadel

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk-Typist II	0329	0001	14			\$ 2,920

X College of Charleston

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Painter	7734	0001	14	\$ 8,154		

X Clemson

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk III	0303	0026	13	\$ 6,678		
Clerk-Typist II	0329	0065	21		\$ 2,384	\$3,454
Clerk-Steno I	0336	0011	14		\$ 5,565	
Clerk-Steno I	0336	0016	16	\$ 3,340		
Acct Clerk II	0377	0018	27	\$ 6,678		
Acct Clerk II	0377	0019	14	\$ 6,678		
Secretary II	0502	0003	13	\$ 7,018		
Electronics Tech II	6722	0005	22			\$ 9,562
Groundskeeper I	7401	0002	21			\$ 5,702
Laborer	7710	0001	14		\$ 5,157	
Laborer	7710	0015	15		\$ 5,157	
Trades Helper	7716	0005	15	\$ 6,177		
Trades Wrkr	7718	0011	16	\$ 7,018		
Trades Wrkr	7718	0015	16	\$ 7,018		
Trades Wrkr Supv	7720	0012	29	\$ 9,562		
Vehicle Oper II	7827	0007	15		\$ 6,177	
Ag Aide I	8021	0005	13			\$ 5,452
Ad Aide I	8021	0013	19	\$ 5,452		
Ag Aide I	8021	0033	21			\$ 4,090
Ag Aide I	8021	0034	23			\$ 4,090
Ag Aide I	8021	0035	21			\$ 4,090
Ag Aide I	8021	0037	22			\$ 4,090
Ag Aide I	8021	0038	15		\$ 4,090	
Ag Aide I	8021	0042	20			\$ 4,090
Ag Aide I	8021	0043	20			\$ 4,090
Ag Aide I	8021	0044	21			\$ 4,090
Ag Aide I	8021	0047	21			\$ 4,090
Ag Aide I	8021	0048	15		\$ 4,090	
Ag Aide I	8021	0049	18			\$ 4,090
Ag Aide I	8021	0050	15		\$ 4,090	
Ag Aide I	8021	0051	20			\$ 4,090

Ag Aide II	8022	0007	17	\$ 5,838	
Prog Asst Ext Serv	8201	0098	17		\$ 3,821
Meat Inspector	8318	0011	14	\$ 3,680	\$ 3,679
Meat Inspector	8318	0015	16	\$ 3,680	\$ 3,679
Ag Sci Asst	8426	0017	14	\$ 8,608	
Assoc Dean	9037	0003	15		
Professor	9049	0031	15		
Professor	9049	0108	15		
Assoc Prof	9052	0053	14		
Assist Prof	9056	0027	14		
Athletic Coach	9199	0031	14		
Lab Inst Spec II	4826	0002	12	\$12,515	
Env Syst Oper II	7446	0005	12	\$ 7,723	
Ag Aide I	8021	0070	12		\$ 4,090
Ag Aide II	8022	0011	12	\$ 5,838	
Ag Aide II	8022	0014	12	\$ 5,838	
Biologist Aide I	8581	0001	12	\$ 4,499	
Assoc Prof	9052	0135	12		
Visit Prof	9132	0001	12		

X Medical University

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk I	0301	0009	14	\$ 5,338		
Clerk II	0302	0070	15	\$ 5,702		
Clerk II	0302	0121	14	\$ 5,702		
Acct Clerk II -	0377	0035	14	\$ 6,678		
Secretary II	0502	0008	14	\$ 7,018		
Bus Mgr I	2421	0002	16	\$11,243		
Programmer Analyst	2819	0003	14		\$12,515	
KE&PEO I	2861	0011	15	\$ 5,997		
D P Adm I	2892	0001	15	\$18,012		
Info Clerk II	3086	0001	14	\$ 7,018		
Microfilm Equip Oper	3089	0002	14	\$ 5,338		
LPN I	4001	0054	14	\$ 2,554		
LPN I	4001	0064	25	\$ 6,383		
Nurse I	4011	0037	14		\$ 9,063	
Nurse I	4011	0044	14	\$ 5,439		
Prog Nurse Spec II	4046	0002	14	\$13,288		
Dir of Nurs II	4056	0001	13	\$14,036		
X-Ray Tech Supv I	4414	0003	15	\$10,652		
X-Ray Tech Supv II	4415	0002	16	\$11,857		
Surgical Tech	4429	0016	16	\$ 5,838		
Medical Asst	4432	0040	16		\$7,018	
Lab Messenger I	4434	0012	15	\$ 5,157		
Nursing Asst	4441	0034	14	\$ 5,702		
Resp Therapy Tech II	4473	0004	16	\$ 7,359		
Lab Tech I	4801	0013	16			\$5,997
Lab Tech III	4803	0007	14		\$ 7,723	
Lab Asst I	4806	0005	15			\$ 5,452
Lab Mach I	4811	0002	14		\$ 7,359	
Lab Special	4815	0003	14		\$ 8,608	
Lab Special	4815	0007	14		\$ 8,608	
Lab Special	4815	0032	14		\$ 8,608	
Lab Technol I	4821	0004	14	\$10,084		

X Lab Technol II	4822	0006	16	\$ 7,983	\$ 3,260
Lab Technol II	4822	0033	14		\$11,243
Custodial Wrkr I	7501	0011	14	\$ 4,126	
Custodial Wrkr I	7501	0018	14	\$ 5,157	
Custodial Wrkr I	7501	0028	14	\$ 4,126	
Custodial Wrkr I	7501	0030	16	\$ 5,157	
Custodial Wrkr I	7501	0036	14	\$ 5,157	
Custodial Wrkr I	7501	0040	14	\$ 4,126	
Custodial Wrkr I	7501	0070	14	\$ 4,126	
Custodial Wrkr I	7501	0078	14	\$ 4,126	
Custodial Wrkr I	7501	0124	16	\$ 5,157	
Food Serv Supv I	7651	0010	13	\$ 6,177	
Trades Helper	7716	0023	13	\$ 6,177	
Vehicle Oper II	7827	0002	14	\$ 6,177	
Instructor	9063	0081	13		
Clerk-Typist II	0329	0075	12	\$ 5,838	
Secretary I	0501	0043	12	\$ 6,383	
Lib Tech Asst I	3451	0003	12	\$ 2,852	
LPN I	4001	0157	12	\$ 6,383	
Nursing Asst	4441	0095	12	\$ 5,702	
Custodial Wrkr I	7501	0067	12	\$ 5,157	

7 State College

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Student Counselor I	3244	0011	14	\$ 2,948	\$ 6,115	
Lab Tech III	4803	0002	14		\$ 7,723	

1 School for Deaf & Blind

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Srv Station Attendant	7813	0001	17		\$ 5,838	

Y Department of Education

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk- Steno II	0337	0005	13	\$ 4,018	\$ 1,979	
Ed Prog Consultant I	3031	0029	15		\$13,288	
Ed Prog Consultant I	3031	0047	12	\$ 8,903	\$ 4,385	

4 Trident Tech

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Painter	7734	0003	31		\$ 8,154	
Instructor	9063	0029	20			
Instructor	9063	0047	13			
Instructor	9063	0055	16			
Instructor	9063	0072	13			
Lecturer & Other Fac	9079	0002	13			
Division Chairman	9160	0002	20			
Division Chairman	9160	0006	18			
Employment Counselor I	5044	0001	12		\$ 9,063	

† Flo-Darlington Tech

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk-Steno II	0337	0005	28	\$ 5,997		
Security Officer	7372	0001	27	\$ 5,997		

† Greenville Tech

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Coord Guidance Srv Tec	3400	0001	13			\$12,515
Groundskeeper I	7401	0001	25	\$ 5,702		
Groundskeeper I	7401	0002	25		\$ 5,702	
Dean of Inst	9156	0001	30			

† Horry-Georgetown Tech

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk III	0303	0001	20	\$ 6,678		
Clerk-Typist I	0328	0001	13	\$ 5,452		
Acct Clerk I	0376	0001	23	\$ 5,702		
Custodial Wrkr III	7503	0001	19	\$ 5,838		
Dept Chairman	9045	0001	14			

† Midlands Tech

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk-Typist II	0329	0010	13			\$ 5,838
Office Mgr	2402	0001	13		\$ 9,063	
Office Mgr	2402	0002	13		\$ 9,063	
Office Mgr	2402	0004	13		\$ 9,063	
Office Mgr	2402	0005	13		\$ 9,063	
Office Mgr	2402	0006	13		\$ 9,063	
Proj Developer	3042	0004	13		\$12,515	
Stu Counselor II	3245	0007	14		\$ 5,999	

† Orangeburg-Calhoun Tech

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Custodial Wrkr II	7502	0004	15	\$ 5,452		

X Piedmont Tech

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Secretary I	0501	0004	15	\$ 6,383		
Custodial Wrkr I	7501	0002	18		\$ 5,157	
Stu Counselor II	3245	0003	15		\$11,243	
Instructor	9063	0005	16			
Instructor	9063	0019	17			
Instructor	9063	0044	25			

Instructor	9063	0007	12			
† <u>Spartanburg Tech</u>				<u>Source of Funds</u>		
<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>S</u>	<u>F</u>	<u>0</u>
Accountant II	1012	0001	14			\$11,243
† <u>York Tech</u>				<u>Source of Funds</u>		
<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>S</u>	<u>F</u>	<u>0</u>
Dept Chairman	9045	0010	13			
Custodial Wrkr III	7503	0002	12	\$ 5,838		
† <u>Denmark Tech</u>				<u>Source of Funds</u>		
<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>S</u>	<u>F</u>	<u>0</u>
Trades Worker	7718	0001	14	\$ 7,018		
† <u>Beaufort Tech</u>				<u>Source of Funds</u>		
<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>S</u>	<u>F</u>	<u>0</u>
Security Officer	7372	0002	16	\$ 5,997		
Dept Chairman	9045	0014	18			
Instructor	9063	0003	39			
Instructor	9063	0006	29			
Instructor	9063	0015	33			
Instructor	9063	0028	17			
Instructor	9063	0029	29			
Instructor	9063	0046	25			
Instructor	9063	0047	25			
Instructor	9063	0049	25			
Instructor	9063	0050	25			
Instructor	9063	0051	25			
Instructor	9063	0052	25			
Instructor	9063	0054	25			
Instructor	9063	0055	25			
Instructor	9063	0056	25			
† <u>Williamsburg Tech</u>				<u>Source of Funds</u>		
<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>S</u>	<u>F</u>	<u>0</u>
Lib Tech Asst II	3452	0001	14	\$ 6,177		
† <u>St Bd of Tech &amp; Comp Ed</u>				<u>Source of Funds</u>		
<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>S</u>	<u>F</u>	<u>0</u>
Indust Trng Coord	6220	0005	14	\$15,786		

Indust Coord 3388 0007 12 \$14,036

+ Arts Commission

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Resource Artist	3586	0007	14		\$ 7,359	

+ Dept of Social Services

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk I	0301	0056	14	\$ 2,669	\$ 2,669	
Clerk I	0301	0087	14	\$ 1,655	\$ 3,683	
Clerk-Steno II	0336	0013	13	\$ 2,338	\$ 3,227	
Staff Assistant I	0571	0009	15	\$ 3,244	\$ 4,479	
Attorney I	2011	0001	14	\$ 5,581	\$ 7,707	
Admin Asst I	2408	0008	13	\$ 4,236	\$ 5,848	
Dpty Comr Soc Srv Prov	2544	0001	14	\$ 6,936	\$15,437	
Homemaker	4491	0027	14	\$ 1,655	\$ 3,683	
Homemaker	4491	0040	14	\$ 1,655	\$ 3,683	
Homemaker	4491	0050	14	\$ 1,655	\$ 3,683	
Homemaker	4491	0114	15	\$ 1,655	\$ 3,683	
Case Mgr I	5326	0651	14	\$ 2,528	\$ 5,626	
Case Mgr I	5326	0864	14	\$ 2,528	\$ 5,626	
Clerk-Typist II	0329	0004	12	\$ 1,810	\$ 4,028	

+ Commission for the Blind

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Data Coord I	2841	0001	14	\$ 1,721	\$ 6,886	
VR Proj Supv III	5023	0001	14	\$ 2,808	\$11,228	

+ Mental Health Adm (30A)

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Construc Supv	6747	0001	14	\$10,652		

+ Mental Health - Comm Men Health Svcs (30B)

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk-Typist II	0329	9010	16		\$ 5,838	
Clerk-Typist II	0329	9016	22		\$ 5,838	
Secretary I	0501	0036	14		\$ 6,383	
Staff Asst II	0572	0002	14	\$ 4,304		\$ 4,304
Supply Clerk III	0713	0001	14	\$ 3,509		\$ 3,509
Res Analyst II	3002	0003	14	\$ 4,535		\$ 4,531
Res Analyst II	3002	0004	14	\$ 4,535		\$ 4,531
Sch Liaison Wrkr	3178	0005	14	\$ 4,304		\$ 4,304
Nurse I	4011	0002	14	\$ 4,532		\$ 4,531
Nurse II	4012	0004	14	\$ 4,781		\$ 4,781

Nurse III	4013	0010	14		\$10,084	
Nurse III	4013	0013	14		\$10,084	
Nurse III	4013	0016	14	\$ 504	\$ 9,075	\$ 504
Nurse IV	4014	0009	14	\$ 1,406	\$ 8,432	\$ 1,405
Nurse IV	4014	0013	14	\$ 1,406	\$ 8,432	\$ 1,405
Nurse IV	4014	0029	13			\$11,243
Physician II	4212	0002	14		\$26,416	
Physician II	4212	0003	20	\$ 353	\$ 2,118	\$ 353
Psychiatrist II	4242	0006	14		\$26,416	
Psychiatrist II	4242	0008	14		\$26,416	
Psychiatrist II	4242	0011	14		\$26,416	
Psychiatrist II	4242	0015	14	\$ 2,642	\$15,854	\$ 2,642
Psychia Srvs Chief	4244	0006	14	\$ 1,453	\$26,165	\$ 1,453
Psychia Srvs Chief	4246	0002	14	\$ 3,997	\$23,985	\$ 3,997
Child Psychiatrist	4250	0001	14	\$ 1,453	\$26,165	\$ 1,453
Child Psychiatrist	4250	0008	14	\$ 3,635	\$21,804	\$ 3,634
Therapist II	4266	0004	14		\$10,652	
Nursing Asst	4441	0001	14	\$ 855	\$ 3,991	\$ 855
Nursing Asst	4441	0004	15	\$ 2,851		\$ 2,851
Nursing Asst	4441	0005	13			\$ 5,702
Nursing Asst	4441	0007	13			\$ 5,702
Nursing Asst	4441	0008	13			\$ 5,702
Nursing Asst	4441	9003	15		\$ 5,702	
Mental Health Asst	4454	0003	14	\$ 958	\$ 4,468	\$ 957
Mental Health Asst	4454	0006	14	\$ 799	\$ 4,787	\$ 797
Mental Health Asst	4454	9002	14		\$ 6,383	
Occ Therap Aide I	4462	0001	15		\$ 5,702	
Admiss & Dispos Supv I	4692	0001	14	\$ 3,509		\$ 3,509
Mental Health Couns I	5301	0011	14		\$10,084	
Mental Health Couns II	5302	0009	13			\$11,857
Mental Health Couns II	5302	0010	13			\$11,857
Mental Health Couns III	5303	0010	13			\$13,288
Addictions Couns	5306	0006	14		\$10,084	
Addictions Couns	5306	0007	15		\$10,084	
Addictions Spec I	5311	0001	14		\$10,652	
Addictions Spec II	5312	0010	14	\$11,857		
Clinical Social Wrkr I	5331	0018	14	\$ 1,331	\$ 7,989	\$ 1,331
Clinical Social Wrkr I	5331	0029	14		\$10,652	
Clinical Social Wrkr I	5331	0032	13		\$10,652	
Clinical Social Wrkr II	5332	0012	15		\$11,857	
Clinical Social Wrkr II	5332	0014	14		\$11,857	
Clinical Social Wrkr II	5332	0023	14	\$ 4,270	\$ 3,319	\$ 4,268
Commty Hlth Coord	5356	0004	14	\$ 478	\$ 8,605	\$ 478
Clinical Chaplain I	5361	0002	14		\$11,857	
Clinical Couns I	5501	0005	14		\$ 8,154	
Clinical Couns I	5501	0010	14	\$ 4,077		\$ 4,077
Clinical Couns I	5501	0021	14		\$ 8,154	
Clinical Couns I	5501	0024	14		\$ 8,154	
Clinical Couns I	5501	0047	14		\$ 8,154	
Clinical Couns I	5501	0048	14	\$ 244	\$ 4,405	\$ 244
Clinical Couns I	5501	0049	13			\$ 8,154
Clinical Couns II	5502	0024	14	\$ 1,196	\$ 7,171	\$ 1,195
Psychologist II	5532	0007	14	\$ 1,483	\$ 8,892	\$ 1,482
Psychologist II	5532	0014	14	\$ 1,483	\$ 8,892	\$ 1,482
Psychologist III	5533	0008	14		\$13,288	
Psychologist III	5533	0009	14		\$13,288	
Psychologist III	5533	0016	15		\$13,288	
Psychologist III	5533	0018	14		\$13,288	

Vehicle Oper II	7827	0003	14			\$ 6,177
Spec Ed Teacher II	9005	0001	14			
Psych Sect Chief	4244	0008	12	\$ 2,914		
Addict Spec II	5313	0001	12			\$13,288
Clinical Chaplain II	5362	0002	12	\$ 1,661	\$ 9,966	\$ 1,661
Clinical Couns I	5501	0056	12	\$ 1,019	\$ 6,115	\$ 1,019

Crafts-Farrow State Hosp (30D)

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Clerk Typist II	0329	0024	28		\$ 5,838	
Food Serv Supv I	7651	0002	14	\$ 6,177		

Hall Psych Inst (30E)

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Men Htlh Spec I	5385	0002	13	\$ 5,702		

Morris Village (30H)

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
LPN II	4002	0002	26		\$ 7,018	
Rehab Asst I	5078	0001	14	\$ 6,678		
Addictions Couns	5306	0006	26	\$10,084		

Werber Bryan Psy Hosp (30G)

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Physician II	4212	0001	13	\$26,416		
Nurse IV	4014	0002	12	\$11,243		
Nurse IV	4014	0008	12	\$11,243		

Mental Retardation Adm

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Pub Inf Spec II	3102	0001	15	\$11,243		

Midlands Center

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Physical Therap III	4650	0001	14			\$11,243
Physical Ther Supv	4651	0001	19			\$12,515
Mental Retard Spec II	5483	0093	14			\$ 5,997
Mental Retard Spec II	5483	0095	14			\$ 5,997

+ Whitten Village

<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>0</u>
Speech & Hearing Spec II	4269	0003	14	\$10,652		
Clinical Soc Wrkr I	5331	0002	17			\$10,652
Psychologist II	5532	0001	18		\$11,857	
Psychologist II	5532	0002	14	\$11,857		

\ Coastal Center

<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>E</u>	<u>0</u>
Therapist II	4266	0001	13			\$10,652

+ Pee Dee Center

<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>0</u>
Nurse III	4013	0003	16			\$10,084

+ Vocational Rehabilitation

<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>0</u>
Staff Asst II	0572	0001	13	\$ 3,013	\$ 5,595	
Trng Coord	2253	0002	17		\$13,288	

+ Probation, Parole & Pardon Board

<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>0</u>
Prob & Par Off I	5414	0046	14	\$ 9,562		

+ Department of Corrections

<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>0</u>
Industries Rep	7148	0001	15			\$10,034
Laundry Supv II	7551	0002	15			\$ 6,678
Dentist III	4206	0001	12	\$24,030		
Coor Intake & Class Servcs	5423	0001	12		\$14,036	
Farm Manager II	8402	0002	12	\$10,652		

+ Youth Services

<u>Title</u>	<u>c/c</u>	<u>slot</u>	<u># of mos. vac.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>0</u>
Dental Asst III	4423	0001	15	\$ 7,359		

† General Services

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Painter	7734	0004	17			\$ 8,154
Prop Clerk II	0728	0004	12	\$ 8,154		
Comp Progr III	2812	0005	12			\$11,857

✓ Research & Statistics

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Sci Prog I	2815	0001	19	\$11,243		
Planner II	6772	0004	15		\$11,243	
Planner III	6773	0001	17		\$13,288	

✓ Motor Vehicle Management

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Staff Asst I	0571	0001	20	\$ 7,723		

† Health & Environmental Control

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk II	0302	0060	13		\$ 5,702	
Clerk II	0302	0142	17		\$ 5,702	
Clerk II	0302	0144	17		\$ 5,702	
Clerk II	0302	0153	17		\$ 5,702	
Clerk II	0302	0157	17		\$ 5,702	
Clerk II	0302	0162	17		\$ 5,702	
Clerk-Typist I	0328	0019	13	\$ 5,452		
Staff Asst I	0571	0035	16		\$ 7,723	
Nurse II	4012	0025	17		\$ 9,562	
Nurse IV	4014	0162	14		\$11,243	
Nurse Practitioner	4041	0053	19		\$11,857	
Nurse Practitioner	4041	0060	13		\$11,857	
Clinical Nurse Spec	4072	0010	13		\$14,901	
Therapist II	4266	0001	18		\$10,652	
Phys Therapist II	4274	0006	41		\$10,652	
Nursing Asst	4441	0107	18		\$ 5,702	
Nursing Asst	4441	0108	13		\$ 5,702	
Nursing Asst	4441	0112	13		\$ 5,702	
Comty Hlth Aide	4449	0049	14		\$ 5,702	
Comty Hlth Aide	4449	0064	25	\$ 5,702		
Hlth Educ Asst	4508	0011	20		\$ 7,359	
Lab Technol I	4821	0007	13		\$10,084	
Lab Technol I	4821	0012	13	\$10,084		
Clinical Soc Wrkr II	5332	0013	14	\$11,857		
Indus Hygienist I	6031	0001	13		\$10,084	
Field Tech III	6778	0107	13	\$ 1,375		\$ 7,688
Pub Hlth Analyst III	7013	0008	56		\$13,288	
Pub Hlth Analyst III	7013	0013	14		\$13,288	
Pub Hlth Analyst III	7013	0014	14		\$13,288	

Custodial Wrkr I	7501	0001	17		\$ 5,157
St Dir Pub Hlth Nutri	7676	0002	14	\$16,740	
Clerk II	0302	0062	12		\$ 5,702
Clerk III	0303	0243	12		\$ 6,678
Clerk-Typist II	0329	0094	12		\$ 5,838
Nurse III	4013	0281	12	\$10,084	
Nurse Practitioner	4041	0035	12		\$11,857
Nursing Asst	4441	0115	12	\$ 5,702	

Tax Commission

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Varitypist II	0352	0001	13	\$ 6,678		
Field Auditor II	1058	0063	14	\$12,515		

Insurance Department

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk-Typist II	0329	0007	14	\$ 5,838		
Clerk-Steno II	0337	0003	14	\$ 5,997		
Secretary I	0501	0012	19	\$ 6,383		
Computer Prog II	2811	0001	19	\$10,652		
Computer Prog II	2811	0002	19	\$10,652		
Financial Examr I	7078	0001	14	\$10,084		
Secretary II	0502	0005	12	\$ 7,018		

Land Resources

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Land Res Spec II	8646	0006	22		\$10,652	

Department of Labor

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk-Typist II	0329	0009	14		\$ 2,919	\$ 2,919
OSHA Comp Off I	7027	0003	14	\$ 4,531	\$ 4,531	
OSHA Comp Off I	7027	0010	14	\$ 4,531	\$ 4,531	
OSHA Comp Off I	7027	0011	14	\$ 4,531	\$ 4,531	

Employment Security Commission

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk I	0301	0002	15		\$ 5,338	
Clerk I	0301	0005	25		\$ 5,338	
Clerk I	0301	0011	16		\$ 5,338	
Clerk I	0301	0014	13		\$ 5,338	
Clerk II	0302	0007	15		\$ 5,702	
Clerk II	0302	0013	23		\$ 5,702	
Clerk II	0302	0047	12		\$ 5,702	

† Clerk II	0302	0072	12	\$ 5,702
Clerk II	0302	0019	29	\$ 5,702
Clerk II	0302	0062	25	\$ 5,702
Clerk II	0302	0067	14	\$ 5,702
Clerk II	0302	0070	13	\$ 5,702
Clerk III	0303	0070	17	\$ 6,678
Stat Clerk I	0316	0005	21	\$ 7,018
Clerk-Typist I	0328	0002	17	\$ 5,452
Clerk-Typist I	0328	0007	16	\$ 5,452
Clerk-Typist I	0328	0008	25	\$ 5,452
Clerk-Typist II	0329	0020	19	\$ 5,838
Clerk-Typist II	0329	0024	18	\$ 5,838
Acct Clerk II	0377	0006	17	\$ 6,678
Manpower Spec I	2601	0003	23	\$ 7,018
Manpower Spec I	2601	0045	24	\$ 7,018
Manpower Spec II	2602	0003	20	\$ 8,154
Manpower Spec II	2602	0184	24	\$ 8,154
Manpower Aide II	2612	0030	16	\$ 5,702
Manpower Aide II	2612	0040	26	\$ 5,702
Emp Sec Prog Supv I	2638	0036	24	\$10,084
Emp Sec Prog Supv II	2640	0011	15	\$11,857
UC Claims Adj	2708	0007	13	\$10,084
UC Claims Adj	2708	0010	25	\$10,652
Data Coor II	2842	0001	17	\$ 9,562
Data Coor III	2843	0002	21	\$10,652
Software Sys Supp Tech	2877	0001	18	\$12,575
Sup Prog I	2878	0002	18	\$14,901
Custodial Wrkr II	7502	0007	21	\$ 5,452

† Second Injury Fund

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Claims Manager	1657	0001	18			\$12,575

✓ Wildlife & Marine Resources

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Wildlife Consv Off	7184	0022	13	\$ 9,063		
Custodial Wrkr I	7501	0001	14			\$ 5,157
Wildlife Tech I	8584	0027	14		\$ 5,008	\$ 1,669
Radio Operator	8662	0003	14			\$ 5,565
Radio Operator	8662	0030	12			\$ 2,227

† Commission on Aging

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk-Typist II	0329	0001	14		\$ 1,869	

× Industrial Commission

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	0
Clerk-Typist II	0329	0001	12	\$ 1,869		

Highway Department

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Clerk I	0301	0180	19			\$ 4,338
Clerk II	0302	0175	25			\$ 5,702
Clerk III	0303	0065	20			\$ 6,678
Clerk-Typist II	0329	0016	15			\$ 5,838
Clerk-Typist II	0329	0037	12			\$ 5,838
Clerk-Typist II	0329	0042	22			\$ 5,838
Clerk-Steno II	0337	0004	32			\$ 5,997
Clerk-Steno II	0337	0005	21			\$ 5,997
Clerk-Steno II	0337	0026	33			\$ 5,997
Supply Clerk II	0712	0016	21			\$ 5,838
Adm Asst II	2409	0003	32			\$11,243
Data Cntl Clerk	2860	0001	18			\$ 7,018
KE&PEO I	2861	0002	17			\$ 5,997
KE&PEO I	2861	0028	21			\$ 5,997
KE&PEO I	2861	0047	17			\$ 5,997
KE&PEO I	2861	0048	17			\$ 5,997
KE&PEO I	2861	0053	13			\$ 5,997
Statistician II	3057	0001	12			\$10,652
Offset Press Op I	3581	0001	13			\$ 5,997
Civ Eng I	6221	0043	19			\$12,515
Civ Eng II	6222	0005	18			\$13,288
Civ Eng II	6222	0006	12			\$13,288
Civ Eng II	6222	0025	19			\$13,288
Civ Eng II	6222	0027	17			\$13,288
Civ Eng III	6223	0010	20			\$14,036
Civ Eng V	6225	0001	20			\$18,012
Civ Eng V	6225	0008	21			\$18,012
Civ Eng V	6225	0016	20			\$18,012
Asst St Hwy Eng	6235	0001	44			\$22,373
Asst St Hwy Eng	6235	0003	32			\$22,373
Drafting Tech II	6712	0001	32			\$ 7,723
Drafting Tech II	6712	0004	42			\$ 7,723
Plans Reprod Tech II	6727	0001	34			\$ 6,678
Eng Asst	6730	0005	20			\$ 5,702
Eng Asst	6730	0008	20			\$ 5,702
Eng Asst	6730	0012	21			\$ 5,702
Eng Asst	6730	0030	22			\$ 5,702
Eng Asst	6730	0052	32			\$ 5,702
Eng Asst	6730	0065	15			\$ 5,702
Eng Asst	6730	0069	31			\$ 5,702
Eng Asst	6730	0072	12			\$ 5,702
Eng Asst	6730	0073	26			\$ 5,702
Eng Asst	6730	0079	23			\$ 5,702
Eng Asst	6730	0085	27			\$ 5,702
Eng Asst	6730	0086	27			\$ 5,702
Eng Asst	6730	0093	31			\$ 5,702
Eng Assoc I	6731	0008	13			\$ 6,177
Eng Assoc I	6731	0041	15			\$ 6,177
Eng Assoc I	6731	0055	16			\$ 6,177
Eng Assoc I	6731	0063	12			\$ 6,177
Eng Assoc I	6731	0134	15			\$ 6,177
Eng Assoc I	6731	0140	13			\$ 6,177
Eng Assoc II	6732	0001	14			\$ 6,678
Eng Assoc II	6732	0005	21			\$ 6,678

X Eng Assoc II	6732	0010	17	\$ 6,678
Eng Assoc II	6732	0012	15	\$ 6,678
Eng Assoc II	6732	0013	27	\$ 6,678
Eng Assoc II	6732	0018	24	\$ 6,678
Eng Assoc II	6732	0021	21	\$ 6,678
Eng Assoc II	6732	0025	21	\$ 6,678
Eng Assoc II	6732	0027	27	\$ 6,678
Eng Assoc II	6732	0030	23	\$ 6,678
Eng Assoc II	6732	0033	29	\$ 6,678
Eng Assoc II	6732	0037	27	\$ 6,678
Eng Assoc II	6732	0039	19	\$ 6,678
Eng Assoc II	6732	0041	32	\$ 6,678
Eng Assoc II	6732	0042	25	\$ 6,678
Eng Assoc II	6732	0043	29	\$ 6,678
Eng Assoc II	6732	0045	24	\$ 6,678
Eng Assoc II	6732	0051	32	\$ 6,678
Eng Assoc II	6732	0052	31	\$ 6,678
Eng Assoc II	6732	0057	20	\$ 6,678
Eng Assoc II	6732	0077	32	\$ 6,678
Eng Assoc II	6732	0096	15	\$ 6,678
Eng Assoc II	6732	0122	16	\$ 6,678
Eng Assoc II	6732	0132	15	\$ 6,678
Eng Assoc II	6732	0139	27	\$ 6,678
Eng Assoc II	6732	0162	14	\$ 6,678
Eng Assoc II	6732	0165	22	\$ 6,678
Eng Assoc II	6732	0201	16	\$ 6,678
Eng Assoc III	6733	0053	18	\$ 7,723
Eng Assoc III	6733	0084	12	\$ 7,723
Eng Assoc VI	6736	0014	21	\$10,084
Eng Assoc VI	6736	0021	13	\$10,084
Eng Assoc VI	6736	0041	12	\$10,084
Eng Assoc VI	6736	0107	12	\$10,084
Eng Assoc VII	6737	0019	26	\$11,243
Eng Assoc VII	6737	0025	23	\$11,243
Radio Tech	6742	0001	13	\$ 9,562
ROW Appr III	6788	0001	20	\$14,036
Reloaction Coor	6790	0001	17	\$12,515
Hwy Patrol 1st Class	7061	0071	18	\$10,652
Hwy Patrol 1st Class	7061	0229	16	\$10,652
Hwy Patrol 1st Class	7061	0270	18	\$10,652
Hwy Patrol 1st Class	7061	0276	13	\$10,652
Hwy Patrol 1st Class	7061	0293	19	\$10,652
Hwy Patrol 1st Class	7061	0304	21	\$10,652
Hwy Patrol 1st Class	7061	0310	22	\$10,652
Hwy Patrol 1st Class	7061	0320	30	\$10,652
Hwy Patrol 1st Class	7061	0342	32	\$10,652
Hwy Patrol 1st Class	7061	0344	27	\$10,652
Hwy Patrol 1st Class	7061	0356	32	\$10,652
Hwy Patrol 1st Class	7061	0358	30	\$10,652
Hwy Patrol 1st Class	7061	0396	16	\$10,652
Hwy Patrol 1st Class	7061	0409	23	\$10,652
Hwy Patrol 1st Class	7061	0439	17	\$10,652
Hwy Patrol 1st Class	7061	0445	17	\$10,652
Hwy Patrol 1st Class	7061	0470	16	\$10,652
Hwy Patrol 1st Class	7061	0473	12	\$10,652
Hwy Patrol Lt	7065	0044	33	\$14,036
Hwy Patrol Lt	7065	0045	33	\$14,036
Hwy Patrol Capt	7066	0007	25	\$15,786

7	Tele Comm Oper	7123	0027	17	\$ 7,723
	Cust Wrkr I	7501	0009	23	\$ 5,157
	Cust Wrkr I	7501	0023	24	\$ 5,157
	Cust Wrkr II	7502	0014	32	\$ 5,452
	Trades Helper	7716	0031	41	\$ 6,177
	Trades Helper	7716	0058	31	\$ 6,177
	Trades Helper	7716	0064	16	\$ 6,177
	Trades Helper	7716	0066	28	\$ 6,177
	Trades Helper	7716	0067	12	\$ 6,177
	Trades Wrkr	7718	0031	20	\$ 7,018
	Maint Mech	7758	0001	20	\$ 8,154
	Hwy Maint Wrkr I	7781	0305	18	\$ 5,565
	Hwy Maint Wrkr I	7781	0476	28	\$ 5,565
	Hwy Maint Wrkr I	7781	0511	12	\$ 5,565
	Hwy Maint Wrkr I	7781	0738	12	\$ 5,565
	Hwy Maint Wrkr I	7781	0786	13	\$ 5,565
	Hwy Maint Wrkr I	7781	0811	21	\$ 5,565
	Hwy Maint Wrkr I	7781	0910	25	\$ 5,565
	Hwy Maint Wrkr I	7781	0917	25	\$ 5,565
	Hwy Maint Wrkr II	7782	0035	31	\$ 5,838
	Hwy Maint Wrkr II	7782	0061	12	\$ 5,838
	Hwy Maint Wrkr II	7782	0085	13	\$ 5,838
	Hwy Maint Wrkr II	7782	0105	13	\$ 5,838
	Hwy Maint Wrkr II	7782	0130	12	\$ 5,838
	Hwy Maint Wrkr II	7782	0146	17	\$ 5,838
	Hwy Maint Wrkr II	7782	0174	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0182	13	\$ 5,838
	Hwy Maint Wrkr II	7782	0221	14	\$ 5,838
	Hwy Maint Wrkr II	7782	0223	22	\$ 5,838
	Hwy Maint Wrkr II	7782	0233	24	\$ 5,838
	Hwy Maint Wrkr II	7782	0249	27	\$ 5,838
	Hwy Maint Wrkr II	7782	0273	24	\$ 5,838
	Hwy Maint Wrkr II	7782	0299	14	\$ 5,838
	Hwy Maint Wrkr II	7782	0402	19	\$ 5,838
	Hwy Maint Wrkr II	7782	0404	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0459	28	\$ 5,838
	Hwy Maint Wrkr II	7782	0467	28	\$ 5,838
	Hwy Maint Wrkr II	7782	0470	47	\$ 5,838
	Hwy Maint Wrkr II	7782	0526	21	\$ 5,838
	Hwy Maint Wrkr II	7782	0573	24	\$ 5,838
	Hwy Maint Wrkr II	7782	0731	20	\$ 5,838
	Hwy Maint Wrkr II	7782	0745	14	\$ 5,838
	Hwy Maint Wrkr II	7782	0773	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0774	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0775	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0777	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0805	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0806	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0807	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0808	25	\$ 5,838
	Hwy Maint Wrkr II	7782	0812	25	\$ 5,838
	Hwy Maint Wrkr III	7783	0066	25	\$ 6,383
	Hwy Maint Wrkr III	7783	0074	18	\$ 6,383
	Hwy Maint Wrkr III	7783	0100	20	\$ 6,383
	Hwy Maint Wrkr III	7783	0109	23	\$ 6,383
	Hwy Maint Wrkr III	7783	0110	21	\$ 6,383
	Hwy Maint Wrkr III	7783	0122	21	\$ 6,383
	Hwy Maint Wrkr III	7783	0124	26	\$ 6,383

Hwy Maint Wrkr III	7783	0136	16	\$ 6,383
Hwy Maint Wrkr III	7783	0140	21	\$ 6,383
Hwy Maint Wrkr III	7783	0160	14	\$ 6,383
Hwy Maint Wrkr III	7783	0228	12	\$ 6,383
Hwy Maint Wrkr III	7783	0256	26	\$ 6,383
Hwy Maint Wrkr III	7783	0265	13	\$ 6,383
Hwy Maint Wrkr III	7783	0274	12	\$ 6,383
Hwy Maint Wrkr III	7783	0278	27	\$ 6,383
Hwy Maint Wrkr III	7783	0282	18	\$ 6,383
Hwy Maint Wrkr III	7783	0315	12	\$ 6,383
Hwy Maint Wrkr III	7783	0338	17	\$ 6,383
Hwy Maint Wrkr III	7783	0340	30	\$ 6,383
Hwy Maint Wrkr III	7783	0374	13	\$ 6,383
Hwy Maint Wrkr III	7783	0411	18	\$ 6,383
Hwy Maint Wrkr IV	7784	0117	21	\$ 7,018
Hwy Maint Wrkr IV	7784	0119	24	\$ 7,018
Hwy Maint Wrkr IV	7784	0131	25	\$ 7,018
Hwy Maint Wrkr IV	7784	0139	21	\$ 7,018
Hwy Maint Wrkr IV	7784	0174	27	\$ 7,018
Hwy Maint Wrkr IV	7784	0199	13	\$ 7,018
Hwy Maint Crew Supv I	7791	0006	14	\$ 7,359
Hwy Maint Crew Supv I	7791	0069	12	\$ 7,359
Hwy Maint Crew Supv II	7792	0009	19	\$ 8,154
Hwy Maint Crew Supv II	7792	0031	14	\$ 8,154
Hwy Maint Crew Supv II	7792	0112	29	\$ 8,154
Hwy Maint Crew Supv III	7793	0049	32	\$ 9,562
Hwy Maint Crew Supv III	7793	0064	20	\$ 9,562
Auto Mechanic	7800	0057	20	\$ 8,154
Auto Mechanic	7800	0113	25	\$ 8,154
Auto Mechanic	7800	0123	14	\$ 8,154
Serv Stat Attend	7813	0020	12	\$ 5,838

✕ Parks Recreation and Tourism

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Info Clerk I	3085	0015	12			\$ 5,997
Historic Sites Coord	3634	0002	12			\$10,652
Park Supt I	8571	0014	12	\$ 7,359		

✕ Higher Educ Commission

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Higher Educ Prog Plnr	3332	0001	15	\$18,012		

✕ Ches-Marlboro Tech

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Stud Recruit Spec	3309	0002	12			\$10,652

✕ Retirement System

Title	c/c	slot	# of mos. vac.	Source of Funds		
				S	F	O
Asst To Dir Ret Syst	2470	0001	12	\$18,012		

DEPARTMENT OF PERSONNEL SERVICES

DIRECTOR -- (803) 792-2121  
ASSISTANT DIRECTOR AND  
CLASSIFICATION/COMPENSATION -- 792-2683  
EMPLOYMENT -- 792-2071  
TRAINING AND EMPLOYEE RELATIONS -- 792-2607  
BENEFITS AND RECORDS -- 792-3421



Medical University of South Carolina

80 BARRE STREET / CHARLESTON, SOUTH CAROLINA 29401

March 30, 1978

Mr. Robert G. Hall  
Director  
Classification & Compensation Section  
State Personnel Division  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Mr. Hall:

Reference is made to letter from Dr. Mullins dated March 8, 1978 concerning the abolishment of positions vacant for more than 12 months.

In reviewing the list of vacancies for this agency, we have found that 13 of the positions were deleted on February 7, 1978 and two were filled by new employees (class code 4473, slot 0004 and class code 4815, slot 0032) in January and February. Of the remaining 40 positions, it is requested that 11 of these be retained as being essential to our needs. A listing of these positions and PAIS forms (to change "open date") are enclosed. We have no objections to deletion of the remaining vacant positions.

Thank you for your assistance in this matter.

Sincerely,

C. A. Taylor  
Acting Director of Personnel Services

CAT:kr  
Enclosures

MEDICAL UNIVERSITY OF SOUTH CAROLINA

Positions to be Retained

<u>Dept.</u>	<u>Class Code &amp; Title</u>	<u>Slot #</u>
10500	2892 Data Proc. Admin. I	0001
96090	4001 LPN I	0054
96300	4011 Nurse I	0044
97210	4414 X-Ray Tech. Supv. I	0003
97490	4822 Lab Technologist II	0006
98010	7651 Food Srv. Supervisor I	0010
98300	7716 Trades Helper	0023
96820	0329 Clerk-Typist II	0075
9701F	0501 Secretary I	0043
96300	4001 LPN I	0157
96120	4441 Nursing Assistant	0095



SOUTH CAROLINA STATE HOUSING AUTHORITY

Suite 540, 2221 Devine Street, Columbia, S. C. 29205  
(803) 758-2844

March 16, 1978

MEMO TO: Mr. William T. Putnam  
State Auditor

Dr. Jack S. Mullins  
State Personnel Director

FROM: L. Steve Mayfield, Executive Director *LSM*

SUBJECT: Abolition of Positions Vacant More Than Twelve Months  
(Reference your memo of March 8, 1978)

With reference to the two positions listed on the attached page as having been vacant for a period of twelve months or longer, I am hereby requesting that they be retained. These positions will be utilized as soon as an affirmative decision is rendered by the S. C. State Supreme Court as to the constitutionality of the State Housing Authority's 1977 housing finance legislation.

I would greatly appreciate your consideration and assistance in this matter. Should you desire to discuss it further, please call me.

LSM:vpd

Attachment

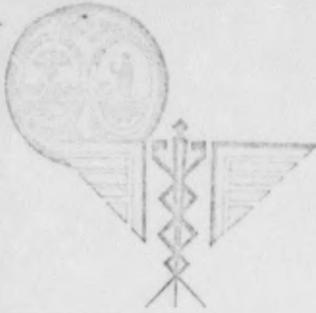
RECEIVED  
MAR 17 1978  
S. C. STATE  
PERSONNEL DIVISION

Vacancies of Twelve Months or Longer  
as of February 3, 1978

STATE HOUSING AUTHORITY

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Ass't Mortgage Analyst	2599	0001	15		\$13,288	
Planner I	6771	0001	15		\$ 9,063	

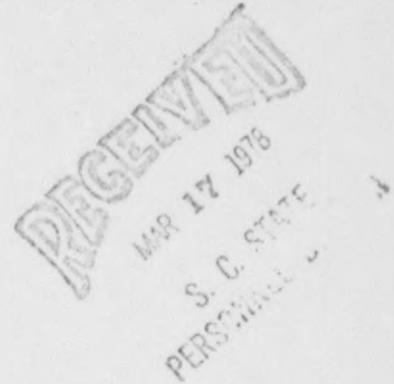


## South Carolina Department of Mental Health

P.O. Box 485 / 2414 Bull Street / Columbia, South Carolina 29202 / (803) 758-8090

William S. Hall, M.D.  
State Commissioner of Mental Health

March 16, 1978



Jack S. Mullins, Ph.D.  
State Personnel Director  
State Personnel Division  
Columbia, S. C. 29211

Dear Dr. Mullins:

I am in receipt of your letter dated March 8, 1978, concerning Section 147 of the General Appropriations Act for 1977-78.

My staff has compiled information, as per attachments, which falls into five categories:

- I. Committed prior to receipt of instructions
- II. Abolished or filled prior to receipt of instructions
- III. Positions which have not remained vacant more than twelve months
- IV. Positions to be abolished
- V. Positions to be retained

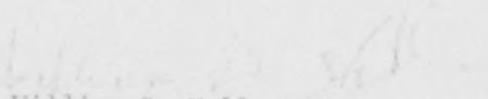
Item IV deserves emphasis. Each position has a "Remark" in the far right column. The majority of these remarks indicate that although the position is being abolished the funds should be retained by this department. In these instances the position is funded from federal and/or local county government sources.

Item V is a list of positions which I strongly advise be retained. Although these positions have remained vacant more than twelve months, they are all funded, needed, and have remained vacant only because of the unavailability of qualified applicants. The positions in question are Nurses, Psychiatrists, Physicians and Psychologists. I would not like to lose the services of a qualified Psychiatrist, for which funds are budgeted, simply because the position has been deleted.

If you have further questions, I or my staff will be glad to assist you.

With kind regards, I remain,

Sincerely,

  
William S. Hall, M.D.  
State Commissioner of Mental Health

WSH/PP/aw

Attachment

CC: William T. Putnam

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH  
Columbia, South Carolina

I. Committed prior to receipt of instructions:

<u>Name</u>	<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>To be filled</u>	<u>Agency</u>
Gordon Moore	Constr. Spv.	6746	0001	4-1-78	30A
Dr. Martinez	Physician II	4212	0001		30G

II. Abolished or filled prior to instructions:

<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Status</u>
7651	0002	30D	Abolished
0329	0024	30D	Filled
5385	0002	30E	Abolished
4002	0002	30H	Abolished
5078	0001	30H	Abolished
5306	0006	30H	Abolished
5501	0056	30B	Filled
5332	0023	30B	Abolished

III. Positions which have not remained vacant more than twelve months:

<u>Class</u>	<u>Slot</u>	<u>Open date</u>	<u>Agency</u>
4014	0002	03-31-77	30G
4014	0008	03-31-77	30G
4244	0008	03-23-77	30B
5362	0002	03-18-77	30B

IV. Positions to be abolished:

<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Remarks</u>
3002	0003	30B	Delete \$3834 State Funds
4454	0006	30B	Delete \$1355 State Funds
5312	0010	30B	Delete \$11846 State Funds
9005	0001	30B	Retain Funds
0329	9010	30B	Retain Funds
0329	9016	30B	Retain Funds
4013	0010	30B	Retain Funds
4013	0016	30B	Retain Funds
4014	0009	30B	Retain Funds
4014	0013	30B	Retain Funds
4212	0003	30B	Retain Funds
4441	9003	30B	Retain Funds
4454	0003	30B	Retain Funds
5301	0011	30B	Retain Funds
5306	0006	30B	Retain Funds
5331	0018	30B	Retain Funds
5332	0012	30B	Retain Funds
5356	0004	30B	Retain Funds
5501	0010	30B	Retain Funds
5501	0048	30E	Retain Funds
5532	0007	30B	Retain Funds
5533	0008	30B	Retain Funds

<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Remarks</u>
0501	0036	30B	Retain Funds
0572	0002	30B	Retain Funds
0713	0001	30B	Retain Funds
3002	0004	30B	Retain Funds
3178	0005	30B	Retain Funds
4266	0004	30B	Retain Funds
4441	0001	30B	Delete \$2848 State Funds
4441	0004	30B	Retain Funds
4441	0005	30B	Retain Funds
4441	0007	30B	Retain Funds
4441	0008	30B	Retain Funds
4454	9002	30B	Retain Funds
4462	0001	30B	Retain Funds
4692	0001	30B	Retain Funds
5309	0009	30B	Retain Funds
5302	0010	30B	Retain Funds
5303	0010	30B	Retain Funds
5306	0007	30B	Retain Funds
5311	0001	30B	Retain Funds
5331	0029	30B	Retain Funds
5331	0032	30B	Retain Funds
5332	0014	30B	Retain Funds
5361	0002	30B	Retain Funds
5501	0005	30B	Retain Funds
5501	0021	30B	Retain Funds
5501	0024	30B	Retain Funds
5501	0047	30B	Retain Funds
5501	0049	30B	Retain Funds
5502	0024	30B	Retain Funds
5533	0016	30B	Retain Funds
7827	0003	30B	Retain Funds
5313	0001	30B	Retain Funds

V. Retain the following positions. These positions are needed but due to the unavailability of qualified individuals they have remained vacant for more than twelve months.

<u>Class</u>	<u>Slot</u>	<u>Agency</u>
4011	0002	30B
4012	0004	30B
4013	0013	30B
4014	0029	30B
4212	0002	30B
4242	0006	30B
4242	0008	30B
4242	0011	30B
4242	0015	30B
4242	0006	30B
4246	0002	30B
4250	0001	30B
4250	0008	30B
5532	0014	30B
5533	0009	30B
5533	0018	30B
4244	0008	30B

VIRGIL L. CONRAD  
COMMISSIONER

South Carolina  
Department of Social Services

March 16, 1978

Mr. William W. Putnam, State Auditor  
State of South Carolina  
Office of the State Auditor  
P. O. Box 11333  
Columbia, South Carolina 29211

Dr. Jack S. Mullins, Director  
State Personnel Division  
Suite 333, Edgar Brown Building  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Mr. Putnam and Dr. Mullins:

This is in response to your memorandum of March 8, 1978 Subject: Abolishment of Positions Vacant More Than Twelve Months.

After a thorough research into this matter, it is agreed that the following locally funded (county positions) be deleted from the system:

<u>Title</u>	<u>Class</u>	<u>Slot</u>
Clerk I	0301	0056
Homemaker	1491	0027
"	"	0040
"	"	0050
"	"	0114
Case Manager I	5326	0651

Our Personnel Director is taking immediate action to submit the necessary PAIS Forms for deletion of the above. Our Budget Director will make contact with the Budget Analyst assigned to our agency in regard to funds involved.

It is requested that the remaining positions not be deleted at this time. As you know, some organizational changes within the agency are planned. Prior to my arrival, our Board placed a modified freeze on certain fill actions until a firm determination of the organizational changes can be finalized. The plans are now that within the next few weeks the first phase of the organizational changes will be implemented with the final phase being accomplished on or around July 1.



RECEIVED  
MAR 17 1978  
S. C. STATE  
PERSONNEL DIVISION

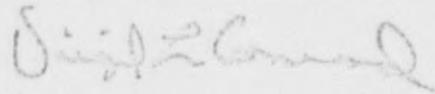
Mr. William T. Putnam  
Dr. Jack S. Mullins  
March 16, 1978  
Page 2

In view of this plan, we request that no deletion action be taken prior to July 1. The positions affected are:

<u>Title</u>	<u>Class</u>	<u>Slot</u>
Clerk I	0301	0087
Clerk Steno I	0336	0013
Staff Assistant I	0571	0009
Attorney I	2011	0001
Administrative Assistant I	2408	0008
Dpty. Comr. Soc. Srv. Prov.	2544	0001
Clerk Typist II	0329	0004
Case Manager I	5326	0864

Your favorable consideration of this matter will be greatly appreciated.

Sincerely yours,



Virgil L. Conrad  
Commissioner

VLC:rgc

Attachment

Vacancies of Twelve Months or Longer  
as of February 3, 1978

DEPARTMENT OF SOCIAL SERVICES  
Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Clerk I	0301	0056	14	\$ 2,669	\$ 2,669	\$
Clerk I	0301	0087	14	1,655	3,683	
Clerk-Steno 41 I	0336	0013	13	2,338	3,227	
Staff Assistant I	0571	0009	15	3,244	4,479	
Attorney I	2011	0001	14	5,581	7,707	
Admin Asst I	2408	0008	13	4,236	5,848	
Dpty Coord Soc Srv Prov	2544	0001	14	6,936	15,437	
Homemaker	4491	0027	14	1,655	3,683	
Homemaker	4491	0040	14	1,655	3,683	
Homemaker	4491	0050	14	1,655	3,683	
Homemaker	4491	0114	15	1,655	3,683	
Case Mgr I	5326	0651	14	2,528	5,626	
Case Mgr I	5326	0864	14	2,528	5,626	
Clerk-Typist II	0329	0004	12	1,810	4,023	



Vacancies of Twelve Months or Longer  
as of February 3, 1978

COMMISSION FOR THE BLIND  
Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Nos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Data Coord I	2841	0001	14	\$ 1,721	\$ 6,886	\$
VR Proj Supv III	5023	0001	14	2,808	11,228	

*Handwritten note:*  
\* 2 positions filled

STATE OF SOUTH CAROLINA  
DIVISION OF GENERAL SERVICES

BUDGET AND CONTROL BOARD

300 CERRAIS STREET, COLUMBIA, S. C. 29201

M E M O R A N D U M

FURMAN E. McEACHERN, JR.  
DIVISION DIRECTOR  
803/758-2226

JAMES M. SIMPSON, JR.  
DIRECTOR ADMINISTRATIVE SERVICES  
803/758-1214



TO: Dr. Jack S. Mullins, State Personnel Director  
FROM: F. E. McEachern, Jr., Division Director *F. E. McEachern, Jr.*  
SUBJECT: Abolishment of Positions Vacant More Than Twelve Months  
DATE: March 15, 1978

I have reviewed the listing of the three positions that have been listed as having been vacant more than twelve months.

We have hired someone to go into the Painter position, Class 7734, Slot 4, effective March 17, 1978.

On the Property Clerk II position, Class 0728, Slot 4, we have not filled this position because the Surplus Property Program was able to operate efficiently without the need of filling this position. However, the Sale of State Property Program is now progressing at a level that we had anticipated. We request that this position be maintained so that this position can be filled to help carry out this program in an effective and efficient way.

On the Computer Programmer III, we have been recruiting for these type positions over the past year. We have listed these positions with State Personnel, Employment Security Commission and private employment agencies. Because of the supply and demand for individuals with this training and experience we have been unable to fill this slot. I am recommending that this position be extended for three months to allow us additional time in recruiting for this position.

We appreciate greatly your assistance and help with these two positions in the memorandum.

FEMjr:rr

RECEIVED

MAR 16 1978

S. C. STATE  
PERSONNEL DIVISION

S. C. DEPARTMENT OF YOUTH SERVICES  
P. O. Box 21487  
Columbia, S.C. 29221



MEMORANDUM

TO : Mr. William T. Putnam, State Auditor  
Dr. Jack S. Mullins, State Personnel Director

FROM : Grady A. Decell, State Director

SUBJECT: Vacant Positions

DATE : March 13, 1978



# # #

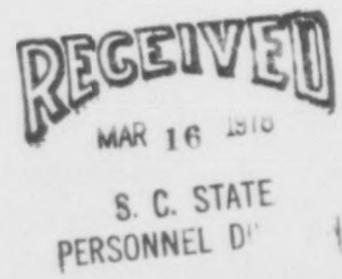
The Dental Assistant III position referred to in your memorandum of March 8, 1978, was filled effective February 17, 1978. As per your instructions, we have discussed with our Budget Analyst, Mr. Jack Crosscope, the disposition of funds generated from the vacant position.

If our Agency may be of further assistance, please let me know.

SI Grady A. Decell

GAD:SBL/s

cc: Mr. Crosscope



State of South Carolina

ret

COMMISSIONERS

C. F. CALLISON, CHM.  
JAMES O. BROWN  
ZILLA HINTON  
SYLVIA A. McCOLLOUGH  
MARGARET B. TOWNSEND



Election Commission

2221 DEVINE STREET  
POST OFFICE BOX 11337  
COLUMBIA, S. C. 29230

March 15, 1978

JAMES B. ELLISOR  
EXECUTIVE DIRECTOR  
JAMES W. DUNNING, JR.  
ANN C. WOLFE  
ADMINISTRATIVE ASSISTANTS

JAMES F. HENDRIX  
STATE TRAINING COORDINATOR  
FOR EDUCATIONAL SERVICES

ANGIE W. O'DONNELL  
PUBLIC INFORMATION SPECIALIST  
PHONE: 756-2571



Mr. William T. Putnam  
State Auditor  
Post Office Box 11333  
Columbia, South Carolina 29211

Dear Mr. Putnam:

Last fall when we were required by your office to reconcile our payroll accounts for 1977-1978, we found that due to the previous year's reclassifications we were short of funds to give our other employees the four percent merit increases during the year. After discussing the matter with Mr. Preston Cantrell, our Budget Analyst, we decided that we could leave our Clerk I position vacant in order to use the funding for that position only temporarily to pay the four percent merit increases. Mr. Cantrell assured us at that time that, even though the position would be vacant for more than twelve months when we later planned to fill it, we would have no difficulty in retaining the position.

As you know, last year was a non-general election year and we were able to manage without the Clerk I position; however, now that election year is once again upon us, our workload has already increased tremendously and the filling of this position is critical to the operation of our agency.

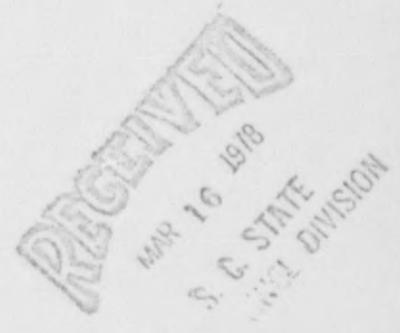
I hereby respectfully request that we be permitted to retain this position and to fill it immediately.

Yours very truly,

*James B. Ellisor*  
James B. Ellisor  
Executive Director

JBE:aw

cc: Dr. Jack S. Mullins  
Mr. Eugene C. Garrison  
Mr. Preston Cantrell





*Robert Wall*

**South Carolina Judicial Department**  
DIVISION OF ACCOUNTING AND PERSONNEL

STEVE K. GOOD  
DIRECTOR  
758-3741

P. O. BOX 11330  
COLUMBIA, S.C. 29211

March 14, 1978

Mr. George Dorn  
205 Wade Hampton Office Building  
Columbia, South Carolina 29201

Dear George:

After reading the March 8, 1978, memorandum from Mr. Putnam and Dr. Mullins, I feel it is necessary to give you additional information on the positions listed for our department.

The Director, Library Services position will not be filled this fiscal year. The Court is still in the process of studying a library system and it is not known at this time when we will need the position. There will be no problem for this department to give up the position or funds from the current fiscal year or deleting them from our FY 78/79 request. At the appropriate time, we will submit a new position questionnaire and request additional funds when we have a definite time period as to when the library system will become operational.

The Legal Secretary II position could cause this department some difficulty. Presently all Family and Circuit Court Judges are authorized a secretary by law. In this specific case two circuit judges are sharing a secretary. Here again there will be no problem in giving up the position and funds in the current year and also deleting them from next years request. I would like to point out our department is saving funds by not employing two secretaries and the fact that if either one of our two judges decides the workload is too great or for any other reason that he wants to employ a new secretary, since all judges are authorized a secretary, I would expect to receive the highest priority in re-establishing the position and funding of the position. I realize we must comply to Section 147 and we want to comply, but at the same time please keep in mind at any point in time a decision could be made by either Judge to hire a secre-

Mr. George Dorn

March 14, 1978

Page 2

tary and it would create a hardship on this department if his request could not be honored very promptly.

Sincerely

*Steve Good*  
Steve K. Good  
Director of Accounting

SKG:dsj

CC: Mr. Robert G. Hall  
State Personnel Division



# State of South Carolina

Office of the Governor

JAMES B. EDWARDS  
GOVERNOR

M E M O R A N D U M

MANPOWER DIVISION  
1800 St. Julian Place  
Columbia, South Carolina 29204

Date: April 4, 1978

To: Jack S. Mullins

From: Chuck Minshew *CM*

Subject: Reinstatement of Secretary II, Slot 0002, Position  
Manpower Division - Deleted as per Your Memo of March 8, 1978

We wish to request the reinstatement of the Secretary II position described above.

This position is currently active in our Division, being staffed by a temporary employee to allow us to evaluate our need to continue the position. Due to the expansion of the workload in this office and the resultant need for secretarial support, it is our plan to employ a secretary on a regular, full time basis in this position. Therefore, it is very necessary that the position be reinstated at the earliest possible time.

Please advise.

CTM:lc

cc: Orson Bone

**RECEIVED**  
APR 4 1978

S. C. STATE  
PERSONNEL DIVISION



CLEMSON  
UNIVERSITY

RECEIVED

MAR 27 1978

S. C. STATE  
PERS

VICE PRESIDENT FOR BUSINESS AND FINANCE

March 22, 1978

TO: Mr. William Putnam, State Auditor  
Dr. Jack Mullins, Director of State Personnel

FROM: Melvin E. Barnette, Vice President for Business and Finance *MEB*

SUBJECT: Positions Vacant for More Than Twelve Months and Others  
Which Should be Deleted

Clemson has reviewed your memorandum of March 8, 1978 and has subsequently prepared PAIS forms deleting those positions listed from the State System. The PAIS forms deleting the positions were personally delivered by Mr. Barney Price of our Personnel Division to Mr. E. J. Newby of State Personnel on March 17, 1978. Clemson's Budget and Personnel Divisions will continue to monitor these positions and the necessary adjustments will be timely completed.



STATE OF SOUTH CAROLINA  
DEPARTMENT OF INSURANCE

2711 MIDDLEBURG DRIVE  
COLUMBIA, SOUTH CAROLINA 29204

MAILING ADDRESS:

P. O. BOX 4067, COLUMBIA, S. C. 29240

TELEPHONE: (803) 758-3266

JOHN W. LINDSAY  
CHIEF INSURANCE COMMISSIONER

INSURANCE COMMISSION

GAYLE O. AVERY  
EDWARD KRONBERG  
CLAUDE E. MCCAIN  
JAMES C. SELF  
E. FORT WOLFE

March 22, 1978

RECEIVED  
MAR 23 1978

S. C. STATE  
PERSONNEL DIVISION

Mr. William T. Putnam  
State Auditor  
205 Wade Hampton Office Building  
Post Office Box 11333  
Columbia, South Carolina 29211

Re: In reply, please refer to #100

Dear Mr. Putnam:

I have intentionally delayed responding to the memorandum of March 8th relating to the abolishment of positions vacant more than twelve months. Specifically, I wanted to respond in writing on a reasoned and logical basis in the hope that the impact of mandates of this type might be carefully considered in the future.

First, let me state that the South Carolina Insurance Commission will not take exception to the abolition of the six vacancies currently being carried on the roster as having been vacant for more than one year. No one appreciates more than I that you are under a legislative mandate to eliminate these positions. However, for the record, I do want to object to the characterization of the positions as "non-essential". These positions which are currently authorized but unfilled are more accurately described as "less essential" than others. I think it is most significant to recall that these positions have not been filled in response to the Governor and the Budget and Control Board's request for a voluntary cutback in balancing of the State's fiscal affairs ever since the latter part of 1975.

Although these positions have been continuously authorized and funded during the past two fiscal years, we have as a matter of good faith, not attempted to fill the vacancies and expend funds which were sorely needed in other areas.

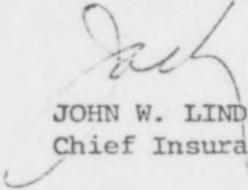
March 22, 1978

Since the funding margins in personal service monies have been extremely thin for the past three or four years, it is certainly no secret that any additional margins have been used by agencies to fund lump sum annual leave increments at the retirement of employees at the end of a fiscal year. As you know, these payments can be quite substantial. Any surplus funds have also been used to absorb reallocation of positions by State Personnel and this agency has absorbed some \$6,000 of that money over the past two fiscal years. If there were any possibility of reclassifying positions as well as providing promotional money, the funds attributable to these vacancies have been rationed with laser beam surgery.

Finally, the lack of any working margins in personal service funds will absolutely guarantee vacancies being filled with mediocrity. Only the minimum salary will be available and factors of competence, experience and other personal characteristics will be meaningless in terms of job performance.

Although we have prepared the Department of Insurance Five Year Plan in accordance with previously established instructions and objectives, the continuation of establishing, funding and cancelling classified positions will play havoc with any realistic goals and management objectives of a Five Year Plan. I hope that you will not think me impudent in making this inquiry, but I certainly wonder if Pat Smith is aware of this as well as the reports in the media which indicate that there will be frozen funds in the 1978-1979 Budget. I firmly believe that band-aids, temporary expedients and back door solutions impede the efforts of Dr. Mullins to provide a stable, State Personnel management system and seriously impair sound agency management.

Sincerely yours,

  
JOHN W. LINDSAY  
Chief Insurance Commissioner

JWL:sc

CC: Dr. Jack S. Mullins  
State Director  
State Personnel Division  
1205 Pendleton Street  
Suite 333, Edgar Brown Building  
Columbia, South Carolina 29201





UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

DIVISION OF FINANCE

March 16, 1978

TO: Mr. W.T. Putnam  
State Auditor

Dr. Jack S. Mullins  
State Personnel Director

FROM: R.W. Denton *RWD*  
Finance

M.D. Tavenner *M.T.*  
Personnel

SUBJECT: Abolishment of Vacancies

**RECEIVED**  
MAR 20 1978  
S. C. STATE  
PERSONNEL DIVISION

The Secretary I slot 0235 position was established as part of the total staffing plan in the Medical School. Filling of this position was dependent upon the employment of other personnel who are now on our payroll. We are therefore in the process of filling this slot.

The Library Technical Assistant II slot 0021 position was deleted by us on February 8, 1978 as an adjustment to our staffing plan in the Medical School. This adjustment involved the establishment of a Secretary I position.

The Archeologist II slot 0001 position is a position that has been maintained to facilitate the public service function of the Institute. Anticipated long term sponsored projects have not materialized and therefore the position may be deleted at this time.

The Instructor slot 0053 position was previously a vacancy in the College of Librarianship. We have recently revised the PAIS form to reflect our planning for 1978-79 staffing needs. This revision transferred the position to the Beaufort Campus with a Fall 1978 expected hire date.

Monies associated with these positions in question have been either rebudgeted for other positions established or appear in our "minus personnel - vacancy lag offset". We therefore have no funds to return to the General Fund.

RWD/dy

CC: James B. Holderman  
B.A. Daetwyler

State of South Carolina

# South Carolina Tax Commission

COLUMBIA

ROBERT C. WASSON  
CHAIRMAN



RAYMON R. FINCH, JR.  
CHARLES N. FLOWDEN  
ROBERT C. WASSON  
COMMISSIONERS

March 17, 1978

IN REPLY REFER  
TO

Dr. Jack S. Mullins, State Director  
State Personnel Division  
Suite 333 - Edgar Brown Building  
Columbia, South Carolina

Dear Dr. Mullins:

This is in reference to the Memorandum from Mr. W. T. Putnam, State Auditor, regarding the abolishment of positions held for more than twelve months.

The Varitypist II position listed in the Memorandum is in error. The Field Auditor II position, vacant since October 16, 1976, has been held open to accommodate the 2½% salary reduction in the 1977-1978 Appropriations Bill; also, to allow the accumulation of funds to fill new positions created to administer the Education Finance Act, which was to be funded for this fiscal year through supplemental requests. We are forwarding this justification to Mr. Putnam in the hope that this position will not be deleted.

If we can be of assistance in this matter, please let us know.

Yours very truly,

SOUTH CAROLINA TAX COMMISSION  
ADMINISTRATIVE DIVISION

A handwritten signature in cursive script, which appears to read "Louis V. Brickle, Jr.".

Louis V. Brickle, Jr.  
Assistant Division Director

LVB:bb

RECEIVED  
MAR 20 1978  
S. C. STATE  
PERSONNEL



**SOUTH CAROLINA STATE HOUSING AUTHORITY**

Suite 540, 2221 Devine Street, Columbia, S. C. 29205  
(803) 758-2844

March 16, 1978

MEMO TO: Mr. William T. Putnam  
State Auditor

Dr. Jack S. Mullins  
State Personnel Director

FROM: L. Steve Mayfield, Executive Director *LSM*

SUBJECT: Abolition of Positions Vacant More Than Twelve Months  
(Reference your memo of March 8, 1978)

With reference to the two positions listed on the attached page as having been vacant for a period of twelve months or longer, I am hereby requesting that they be retained. These positions will be utilized as soon as an affirmative decision is rendered by the S. C. State Supreme Court as to the constitutionality of the State Housing Authority's 1977 housing finance legislation.

I would greatly appreciate your consideration and assistance in this matter. Should you desire to discuss it further, please call me.

LSM:vpd

Attachment

**RECEIVED**  
MAR 17 1978  
S. C. STATE  
PERSONNEL DIVISION

Vacancies of Twelve Months or Longer  
as of February 3, 1978

STATE HOUSING AUTHORITY

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Ass't Mortgage Analyst	2599	0001	15		\$13,288	
Planner I	6771	0001	15		\$ 9,063	

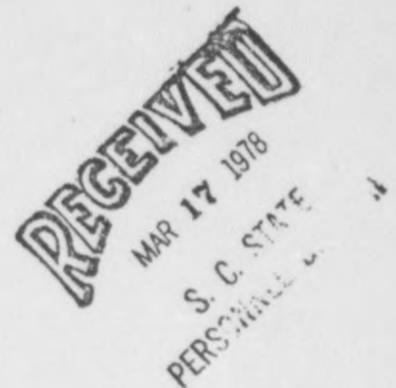


## South Carolina Department of Mental Health

P.O. Box 485 / 2414 Bull Street / Columbia, South Carolina 29202 / (803) 758-8090

William S. Hall, M.D.  
State Commissioner of Mental Health

March 16, 1978



Jack S. Mullins, Ph.D.  
State Personnel Director  
State Personnel Division  
Columbia, S. C. 29211

Dear Dr. Mullins:

I am in receipt of your letter dated March 8, 1978, concerning Section 147 of the General Appropriations Act for 1977-78.

My staff has compiled information, as per attachments, which falls into five categories:

- I. Committed prior to receipt of instructions
- II. Abolished or filled prior to receipt of instructions
- III. Positions which have not remained vacant more than twelve months
- IV. Positions to be abolished
- V. Positions to be retained

Item IV deserves emphasis. Each position has a "Remark" in the far right column. The majority of these remarks indicate that although the position is being abolished the funds should be retained by this department. In these instances the position is funded from federal and/or local county government sources.

Item V is a list of positions which I strongly advise be retained. Although these positions have remained vacant more than twelve months, they are all funded, needed, and have remained vacant only because of the unavailability of qualified applicants. The positions in question are Nurses, Psychiatrists, Physicians and Psychologists. I would not like to lose the services of a qualified Psychiatrist, for which funds are budgeted, simply because the position has been deleted.

If you have further questions, I or my staff will be glad to assist you.

With kind regards, I remain,

Sincerely,

William S. Hall, M.D.  
State Commissioner of Mental Health

WSH/PP/aw

Attachment

CC: William T. Putnam

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH  
Columbia, South Carolina

I. Committed prior to receipt of instructions:

<u>Name</u>	<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>To be filled</u>	<u>Agency</u>
Gordon Moore	Constr. Spv.	6746	0001	4-1-78	30A
Dr. Martinez	Physician II	4212	0001		30G

II. Abolished or filled prior to instructions:

<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Status</u>
7651	0002	30D	Abolished
0329	0024	30D	Filled
5385	0002	30E	Abolished
4002	0002	30H	Abolished
5078	0001	30H	Abolished
5306	0006	30H	Abolished
5501	0056	30B	Filled
5332	0023	30B	Abolished

III. Positions which have not remained vacant more than twelve months:

<u>Class</u>	<u>Slot</u>	<u>Open date</u>	<u>Agency</u>
4014	0002	03-31-77	30G
4014	0008	03-31-77	30G
4244	0008	03-23-77	30B
5362	0002	03-18-77	30B

IV. Positions to be abolished:

<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Remarks</u>
3002	0003	30B	Delete \$3834 State Funds
4454	0006	30B	Delete \$1355 State Funds
5312	0010	30B	Delete \$11846 State Funds
9005	0001	30B	Retain Funds
0329	9010	30B	Retain Funds
0329	9016	30B	Retain Funds
4013	0010	30B	Retain Funds
4013	0016	30B	Retain Funds
4014	0009	30B	Retain Funds
4014	0013	30B	Retain Funds
4212	0003	30B	Retain Funds
4441	9003	30B	Retain Funds
4454	0003	30B	Retain Funds
5301	0011	30B	Retain Funds
5306	0006	30B	Retain Funds
5331	0018	30B	Retain Funds
5332	0012	30B	Retain Funds
5356	0004	30B	Retain Funds
5501	0010	30B	Retain Funds
5501	0048	30B	Retain Funds
5532	0007	30B	Retain Funds
5533	0008	30B	Retain Funds

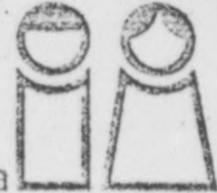
<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Remarks</u>
0501	0036	30B	Retain Funds
0572	0002	30B	Retain Funds
0713	0001	30B	Retain Funds
3002	0004	30B	Retain Funds
3178	0005	30B	Retain Funds
4266	0004	30B	Retain Funds
4441	0001	30B	Delete \$2848 State Funds
4441	0004	30B	Retain Funds
4441	0005	30B	Retain Funds
4441	0007	30B	Retain Funds
4441	0008	30B	Retain Funds
4454	9002	30B	Retain Funds
4462	0001	30B	Retain Funds
4692	0001	30B	Retain Funds
5309	0009	30B	Retain Funds
5302	0010	30B	Retain Funds
5303	0010	30B	Retain Funds
5306	0007	30B	Retain Funds
5311	0001	30B	Retain Funds
5331	0029	30B	Retain Funds
5331	0032	30B	Retain Funds
5332	0014	30B	Retain Funds
5361	0002	30B	Retain Funds
5501	0005	30B	Retain Funds
5501	0021	30B	Retain Funds
5501	0024	30B	Retain Funds
5501	0047	30B	Retain Funds
5501	0049	30B	Retain Funds
5502	0024	30B	Retain Funds
5533	0016	30B	Retain Funds
7827	0003	30B	Retain Funds
5313	0001	30B	Retain Funds

V. Retain the following positions. These positions are needed but due to the unavailability of qualified individuals they have remained vacant for more than twelve months.

<u>Class</u>	<u>Slot</u>	<u>Agency</u>
4011	0002	30B
4012	0004	30B
4013	0013	30B
4014	0029	30B
4212	0002	30B
4242	0006	30B
4242	0008	30B
4242	0011	30B
4242	0015	30B
4242	0006	30B
4246	0002	30B
4250	0001	30B
4250	0008	30B
5532	0014	30B
5533	0009	30B
5533	0018	30B
4244	0008	30B

VIRGIL L. CONRAD  
COMMISSIONER

South Carolina  
Department of Social Services



March 16, 1978

Mr. William T. Putnam, State Auditor  
State of South Carolina  
Office of the State Auditor  
P. O. Box 11333  
Columbia, South Carolina 29211

Dr. Jack S. Mullins, Director  
State Personnel Division  
Suite 333, Edgar Brown Building  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Mr. Putnam and Dr. Mullins:

This is in response to your memorandum of March 8, 1978 Subject: Abolishment of Positions Vacant More Than Twelve Months.

After a thorough research into this matter, it is agreed that the following locally funded (county positions) be deleted from the system:

<u>Title</u>	<u>Class</u>	<u>Slot</u>
Clerk I	0301	0056
Homemaker	4491	0027
"	"	0040
"	"	0050
"	"	0114
Case Manager I	5326	0651

Our Personnel Director is taking immediate action to submit the necessary PAIS Forms for deletion of the above. Our Budget Director will make contact with the Budget Analyst assigned to our agency in regard to funds involved.

It is requested that the remaining positions not be deleted at this time. As you know, some organizational changes within the agency are planned. Prior to my arrival, our Board placed a modified freeze on certain fill actions until a firm determination of the organizational changes can be finalized. The plans are now that within the next few weeks the first phase of the organizational changes will be implemented with the final phase being accomplished on or around July 1.



**RECEIVED**  
MAR 17 1978  
S. C. STATE  
PERSONNEL DIVISION

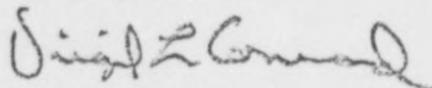
Mr. William T. Putnam  
Dr. Jack S. Mullins  
March 16, 1978  
Page 2

In view of this plan, we request that no deletion action be taken prior to July 1. The positions affected are:

<u>Title</u>	<u>Class</u>	<u>Slot</u>
Clerk I	0301	0087
Clerk Steno I	0336	0013
Staff Assistant I	0571	0009
Attorney I	2011	0001
Administrative Assistant I	2408	0008
Dpty. Comr. Soc. Srv. Prov.	2544	0001
Clerk Typist II	0329	0004
Case Manager I	5326	0864

Your favorable consideration of this matter will be greatly appreciated.

Sincerely yours,



Virgil L. Conrad  
Commissioner

VLC:rgc

Attachment

Vacancies of Twelve Months or Longer  
as of February 3, 1978

DEPARTMENT OF SOCIAL SERVICES

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Clerk I	0301	0056	14	\$ 2,669	\$ 2,669	\$
Clerk I	0301	0087	14	1,655	3,683	
Clerk-Steno <del>II</del> <b>I</b>	0336	0013	13	2,338	3,227	
Staff Assistant I	0571	0009	15	3,244	4,479	
Attorney I	2011	0001	14	5,581	7,707	
Admin Asst I	2408	0008	13	4,236	5,848	
Dpty Comr Soc Srv Prov	2544	0001	14	6,936	15,437	
Homemaker	4491	0027	14	1,655	3,683	
Homemaker	4491	0040	14	1,655	3,683	
Homemaker	4491	0050	14	1,655	3,683	
Homemaker	4491	0114	15	1,655	3,683	
Case Mgr I	5326	0651	14	2,528	5,626	
Case Mgr I	5326	0864	14	2,528	5,626	
Clerk-Typist II	0329	0004	12	1,810	4,028	

south carolina  
commission for the blind

1430 CONFEDERATE AVENUE • COLUMBIA, SOUTH CAROLINA 29201  
TELEPHONE 758-2595

~~MEMORANDUM FOR THE COMMISSIONER~~  
Maxine R. Bowles, Commissioner

March 15, 1978

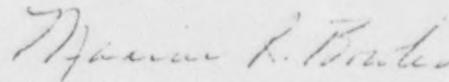
Mr. William T. Putnam  
State Auditor's Office  
P. O. Box 11333  
Columbia, S. C. 29211

Dear Mr. Putnam:

In response to your memorandum of March 8, 1978, I would like to request that any vacant positions we have be maintained in an active status until the end of fiscal year 1978 due to some internal changes that may occur in our agency.

If any further information is desired, please call upon us.

Sincerely yours,



Mrs. Maxine R. Bowles  
Commissioner

MRB:fh

cc: Dr. Jack S. Mullins ✓

**RECEIVED**  
MAR 16 1978

S. C. STATE  
PERSONNEL DIVISION

BOARD

ALLAN C. MUSTARD  
Chairman  
Columbia

A. PETER ANSELMO  
Vice-Chairman  
Florence

MRS ONNIE BARHAM  
Secretary  
Columbia

EARLENE GARDNER  
Member  
Aiken

SAMUEL LEE ZIMMERMAN  
Member  
Greenville

RICHARD B. STEELE  
Member  
Lancaster

CLAY W. EVATT, JR., M.D.  
Member  
Charleston

Vacancies of Twelve Months or Longer  
as of February 3, 1978

COMMISSION FOR THE BLIND

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Data Coord I	2841	0001	14	\$ 1,721	\$ 6,886	\$
* VR Proj Supv III	5023	0001	14	2,808	11,228	

\* Has been filled

STATE OF SOUTH CAROLINA  
DIVISION OF GENERAL SERVICES  
BUDGET AND CONTROL BOARD

300 GERVAIS STREET, COLUMBIA, S. C. 29201

MEMORANDUM

FURMAN E. McEACHERN, JR.  
DIVISION DIRECTOR  
803/758-2226

JAMES M. SIMPSON, JR.  
DIRECTOR ADMINISTRATIVE SERVICES  
803/758-3214



TO: Dr. Jack S. Mullins, State Personnel Director  
FROM: F. E. McEachern, Jr., Division Director *F. E. McEachern, Jr.*  
SUBJECT: Abolishment of Positions Vacant More Than Twelve Months  
DATE: March 15, 1978

I have reviewed the listing of the three positions that have been listed as having been vacant more than twelve months.

We have hired someone to go into the Painter position, Class 7734, Slot 4, effective March 17, 1978.

On the Property Clerk II position, Class 0728, Slot 4, we have not filled this position because the Surplus Property Program was able to operate efficiently without the need of filling this position. However, the Sale of State Property Program is now progressing at a level that we had anticipated. We request that this position be maintained so that this position can be filled to help carry out this program in an effective and efficient way.

On the Computer Programmer III, we have been recruiting for these type positions over the past year. We have listed these positions with State Personnel, Employment Security Commission and private employment agencies. Because of the supply and demand for individuals with this training and experience we have been unable to fill this slot. I am recommending that this position be extended for three months to allow us additional time in recruiting for this position.

We appreciate greatly your assistance and help with these two positions in the memorandum.

FEMjr:rr

**RECEIVED**

MAR 16 1978

S. C. STATE  
PERSONNEL DIVISION

S. C. DEPARTMENT OF YOUTH SERVICES  
P. O. Box 21487  
Columbia, S.C. 29221



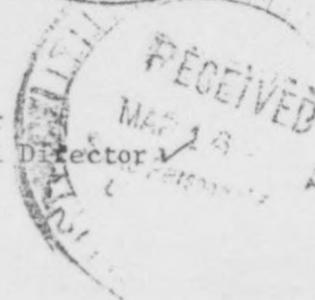
MEMORANDUM

TO : Mr. William T. Putnam, State Auditor  
Dr. Jack S. Mullins, State Personnel Director

FROM : Grady A. Decell, State Director

SUBJECT: Vacant Positions

DATE : March 13, 1978



# # #

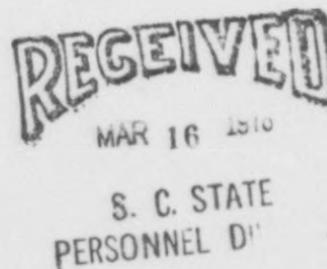
The Dental Assistant III position referred to in your memorandum of March 8, 1978, was filled effective February 17, 1978. As per your instructions, we have discussed with our Budget Analyst, Mr. Jack Crosscope, the disposition of funds generated from the vacant position.

If our Agency may be of further assistance, please let me know.

si Grady A. Decell

GAD:SBL/s

cc: Mr. Crosscope



State of South Carolina

rc 11

COMMISSIONERS

G. F. GALLISON, CHM.  
JAMES O. BROWN  
ZILLA NINTON  
SYLVIA A. McCOLLOUGH  
MARGARET S. TOWNSEND

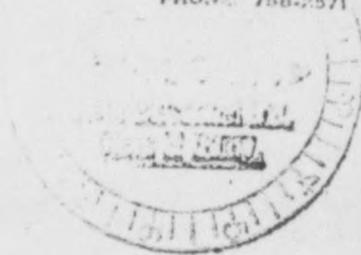


Merit Commission

2221 DEVINE STREET  
POST OFFICE BOX 1097  
COLUMBIA, S. C. 29206

March 15, 1978

JAMES B. ELISON  
EXECUTIVE DIRECTOR  
JAMES W. DUNNING, JR.  
ANN C. WOLFE  
ADMINISTRATIVE ASSISTANTS  
JAMES F. HENDRIX  
STATE TRAINING COORDINATOR  
FOR EDUCATIONAL SERVICES  
ANGIE W. O'DONNELL  
PUBLIC INFORMATION SPECIALIST  
PHONE 756-2571



Mr. William T. Putnam  
State Auditor  
Post Office Box 11332  
Columbia, South Carolina 29211

Dear Mr. Putnam:

Last fall when we were required by your office to reconcile our payroll accounts for 1977-1978, we found that due to the previous year's reclassifications we were short of funds to give our other employees the four percent merit increases during the year. After discussing the matter with Mr. Preston Cantrell, our Budget Analyst, we decided that we could leave our Clerk I position vacant in order to use the funding for that position only temporarily to pay the four percent merit increases. Mr. Cantrell assured us at that time that, even though the position would be vacant for more than twelve months when we later planned to fill it, we would have no difficulty in retaining the position.

As you know, last year was a non-general election year and we were able to manage without the Clerk I position; however, now that election year is once again upon us, our workload has already increased tremendously and the filling of this position is critical to the operation of our agency.

I hereby respectfully request that we be permitted to retain this position and to fill it immediately.

Yours very truly,

James B. Elison  
Executive Director

JTB:aw

cc: Dr. Joe C. Mallins  
Mr. Eugene C. Garris  
Mr. Preston Cantrell

RECEIVED  
MAR 16 1978  
S. C. STATE  
MERIT DIVISION



*Robert Wall*

## South Carolina Judicial Department DIVISION OF ACCOUNTING AND PERSONNEL

STEVE K. GOOD  
DIRECTOR  
758-3741

P. O. BOX 11330  
COLUMBIA, S.C. 29211

March 14, 1978

Mr. George Dorn  
205 Wade Hampton Office Building  
Columbia, South Carolina 29201

Dear George:

After reading the March 8, 1978, memorandum from Mr. Putnam and Dr. Mullins, I feel it is necessary to give you additional information on the positions listed for our department.

The Director, Library Services position will not be filled this fiscal year. The Court is still in the process of studying a library system and it is not known at this time when we will need the position. There will be no problem for this department to give up the position or funds from the current fiscal year or deleting them from our FY 78/79 request. At the appropriate time, we will submit a new position questionnaire and request additional funds when we have a definite time period as to when the library system will become operational.

The Legal Secretary II position could cause this department some difficulty. Presently all Family and Circuit Court Judges are authorized a secretary by law. In this specific case two circuit judges are sharing a secretary. Here again there will be no problem in giving up the position and funds in the current year and also deleting them from next years request. I would like to point out our department is saving funds by not employing two secretaries and the fact that if either one of our two judges decides the workload is too great or for any other reason that he wants to employ a new secretary, since all judges are authorized a secretary, I would expect to receive the highest priority in re-establishing the position and funding of the position. I realize we must comply to Section 147 and we want to comply, but at the same time please keep in mind at any point in time a decision could be made by either Judge to hire a secre-

Mr. George Dorn

March 14, 1978

Page 2

tary and it would create a hardship on this department if his request could not be honored very promptly.

Sincerely

*Steve Good*  
Steve K. Good  
Director of Accounting

SKG:dsj

CC: Mr. Robert G. Hall  
State Personnel Division

EAGLE  
THE CITADEL  
THE MILITARY COLLEGE OF SOUTH CAROLINA  
CHARLESTON, S. C. 29409

RECEIVED

MAR 27 1978

STATE AUDITOR'S OFFICE  
BUDGET DIVISION

24 March 1978

Mr. Dick Hutto  
State Auditor's Office  
205 Wade Hampton Office Building  
Post Office Box 11333  
Columbia, South Carolina 29211

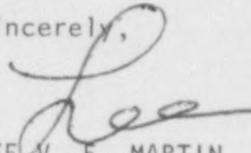
Dear Dick:

Reference is made to memorandum from Mr. William Putnam and Dr. Jack Mullins of 8 March, concerning abolishment of positions vacant more than twelve months.

Attached to referenced memorandum is a Clerk Typist II position at The Citadel which had been vacant for 14 months. We are presently in the process of filling this position which, incidentally, is a part-time position. In addition, it is funded from non-appropriated funds; so even if it were abolished, there would be no funds to return to the General Fund.

Please let me know if you have any questions on this subject, and my thanks to you as always for your continued support.

Sincerely,



LEE V. E. MARTIN  
Personnel Director

LVEM:slc



STATE OF SOUTH CAROLINA  
 OFFICE OF THE STATE AUDITOR  
 P. O. BOX 11333  
 COLUMBIA  
 29211

WILLIAM T. PUTNAM  
 STATE AUDITOR

*MR Martin  
 check & see me.  
 G 16 Mar*

TELEPHONE  
 (803) 758-3106

MEMORANDUM

*Gen Crimistry*

*Ch*

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
 State Auditor

Dr. Jack S. Mullins *JSM*  
 State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be delated as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

THE CITADEL

Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk-Typist II	0329	0001	14			\$ 2,920

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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THE CITADEL

---

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk-Typist II	0329	0001	14			\$ 2,920



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

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The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure



CLEMSON  
UNIVERSITY

Vacancies

VICE PRESIDENT FOR BUSINESS AND FINANCE

March 22, 1978

TO: Mr. William Putnam, State Auditor  
Dr. Jack Mullins, Director of State Personnel

FROM: Melvin E. Barnette, Vice President for Business and Finance *MEB*

SUBJECT: Positions Vacant for More Than Twelve Months and Others  
Which Should be Deleted

Clemson has reviewed your memorandum of March 8, 1978 and has subsequently prepared PAIS forms deleting those positions listed from the State System. The PAIS forms deleting the positions were personally delivered by Mr. Barney Price of our Personnel Division to Mr. E. J. Newby of State Personnel on March 17, 1978. Clemson's Budget and Personnel Divisions will continue to monitor these positions and the necessary adjustments will be timely completed.

Vacancies of Twelve Months or Longer  
as of February 3, 1978

CLEMSON UNIVERSITY

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Clerk III	0303	0026	13	\$ 6,678		
Clerk-Typist II	0329	0065	21		\$ 2,384	\$ 3,454
Clerk-Steno I	0336	0011	14		5,565	
Clerk-Steno I	0336	0016	16	3,340		
Acct Clerk II	0377	0018	27	6,678		
Acct Clerk II	0377	0019	14	6,678		
Secretary II	0502	0003	13	7,018		
Electronics Tech II	6722	0005	22			9,562
Groundskeeper I	7401	0002	21			5,702
Laborer	7710	0001	14		5,157	
Laborer	7710	0015	15		5,157	
Trades Helper	7716	0005	15	6,177		
Trades Wrkr	7718	0011	16	7,018		
Trades Wrkr	7718	0015	16	7,018		
Trades Wrkr Supv	7720	0012	29	9,562		
Vehicle Oper II	7827	0007	15		6,177	
Ag Aide I	8021	0005	13			5,452
Ad Aide I	8021	0013	19	5,452		
Ag Aide I	8021	0033	21			4,090
Ag Aide I	8021	0034	23			4,090
Ag Aide I	8021	0035	21			4,090
Ag Aide I	8021	0037	22			4,090
Ag Aide I	8021	0038	15		4,090	
Ag Aide I	8021	0042	20			4,090
Ag Aide I	8021	0043	20			4,090
Ag Aide I	8021	0044	21			4,090
Ag Aide I	8021	0047	21			4,090
Ag Aide I	8021	0048	15		4,090	
Ag Aide I	8021	0049	18			4,090
Ag Aide I	8021	0050	15		4,090	
Ag Aide I	8021	0051	20			4,090
Ag Aide II	8022	0007	17	5,838		
Prog Asst Ext Serv	8201	0098	17		3,821	
Meat Inspector	8318	0011	14	3,680	3,679	
Meat Inspector	8318	0015	16	3,680	3,679	
Ag Sci Asst	8426	0017	14	8,608		
Assoc Dean	9037	0003	15			

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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CLEMSON UNIVERSITY

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Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Professor	9049	0081	15	\$	\$	\$
Professor	9049	0108	15			
Assoc Prof	9052	0053	14			
Assist Prof	9056	0027	14			
Athletic Coach	9199	0031	14			
Lab Inst Spec II	4826	0002	12	12,515		
Env Syst Oper II	7446	0005	12	7,723		
Ag Aide I	8021	0070	12		4,090	
Ag Aide II	8022	0011	12	5,838		
Ag Aide II	8022	0014	12	5,838		
Biologist Aide I	8581	0001	12	4,499		
Assoc Prof	9052	0135	12			
Visit Prof	9132	0001	12			



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

south carolina  
commission for the blind

1430 CONFEDERATE AVENUE • COLUMBIA, SOUTH CAROLINA 29201  
TELEPHONE 758-2595

~~XXXXXXXXXX COMMISSIONER~~  
Maxine R. Bowles, Commissioner

RECEIVED

MAR 16 1978

STATE AUDITOR'S OFFICE  
BUDGET DIVISION

March 15, 1978

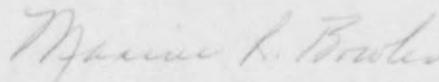
Mr. William T. Putnam  
State Auditor's Office  
P. O. Box 11333  
Columbia, S. C. 29211

Dear Mr. Putnam:

In response to your memorandum of March 8, 1978, I would like to request that any vacant positions we have be maintained in an active status until the end of fiscal year 1978 due to some internal changes that may occur in our agency.

If any further information is desired, please call upon us.

Sincerely yours,



Mrs. Maxine R. Bowles  
Commissioner

MRB:fh

cc: Dr. Jack S. Mullins

BOARD

ALLAN C. MUSTARD  
Chairman  
Columbia

A. PETER ANSELMO  
Vice-Chairman  
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MRS. ONNIE BARHAM  
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Greenville

RICHARD B. STEELE  
Member  
Lancaster

CLAY W. EVATT, JR., M.D.  
Member  
Charleston

Vacancies of Twelve Months or Longer  
as of February 3, 1978

COMMISSION FOR THE BLIND

Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Data Coord I	2841	0001	14	\$ 1,721	\$ 6,886	\$
VR Proj Supv III	5023	0001	14	2,808	11,228	



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

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Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure



south carolina  
department of corrections

P.O. BOX 766/4444 BROAD RIVER ROAD/COLUMBIA, SOUTH CAROLINA 29202  
TELEPHONE 758-6444

WILLIAM D. LEEKE, Commissioner

MEMORANDUM

TO: Mr. William T. Putnam  
State Auditor

Dr. Jack S. Mullins  
State Personnel Director

FROM: C. M. Case, Director  
Division of Finance and Budget

SUBJECT: Abolishment of Positions Vacant More Than Twelve  
Months

DATE: March 21, 1978

In your memorandum of March 8, 1978 you are requesting authorization to remove five (5) positions from our vacancy list. Two of these positions have been committed. The Dentist III position 4206, slot 0001 will be filled June 15, 1978. The reason for the delay in filling this position was due to the fact that the applicant is relocating from the Panama Canal Zone. We have been negotiating it for several months.

The Farm Manager II - 8402, slot 0002 will be filled On April 4, 1978. We have been negotiating with this applicant for some time.

The Industries Representative 7148, slot 0001, Laundry Supervisor II 7551, slot 0002 and the Coordinator Intake and Classification Services 5423, slot 0001 can be deleted.

Your consideration in allowing us to keep the two (2) positions that have been committed will be appreciated.

S/ *C. M. Case*  
C. M. Case

CMC:rp  
cc: Mr. J. A. Wrenn  
Dr. Jack Mullins

BOARD OF  
CORRECTIONS

W. M. CROMLEY, JR.  
Chairman  
Saluda, S. C.

MRS. BETTY M. CONDON  
Vice Chairman  
Mt. Pleasant, S. C.

CLARENCE E. WATKINS  
Secretary  
Camden, S. C.

NORMAN KIRKLAND  
Member  
Banberg, S. C.

CHARLES C. MOORE  
Member  
Spartanburg, S. C.

E. N. ZEIGLER  
Member  
Florence, S. C.

GOV. JAMES B. EDWARDS, Member, Ex-Officio, Columbia, S. C.

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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DEPARTMENT OF CORRECTIONS

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Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Industries Rep	7148	0001	15	\$	\$	\$10,084
Laundry Supv II	7551	0002	15			6,678
Dentist III	4206	0001	12	24,030		
Coor Intake & Class Servcs	5423	0001	12		14,036	
Farm Manager II	8402	0002	12	10,652		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 759-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

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Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

State of South Carolina

COMMISSIONERS

G. P. CALLISON, CHM.  
JAMES O. BROWN  
ZILLA HINTON  
SYLVIA A. MCCOLLOUGH  
MARGARET S. TOWNSEND



Election Commission

2221 DEVINE STREET  
POST OFFICE BOX 5987  
COLUMBIA, S. C. 29250

March 15, 1978

JAMES B. ELLISOR  
EXECUTIVE DIRECTOR

JAMES W. DUNNING, JR.  
ANN C. WOLFE  
ADMINISTRATIVE ASSISTANTS

JAMES F. HENDRIX  
STATE TRAINING COORDINATOR  
FOR EDUCATIONAL SERVICES

ANGIE W. O'DONNELL  
PUBLIC INFORMATION SPECIALIST  
PHONE: 756-2571

Mr. William T. Putnam  
State Auditor  
Post Office Box 11333  
Columbia, South Carolina 29211

Dear Mr. Putnam:

Last fall when we were required by your office to reconcile our payroll accounts for 1977-1978, we found that due to the previous year's reclassifications we were short of funds to give our other employees the four percent merit increases during the year. After discussing the matter with Mr. Preston Cantrell, our Budget Analyst, we decided that we could leave our Clerk I position vacant in order to use the funding for that position only temporarily to pay the four percent merit increases. Mr. Cantrell assured us at that time that, even though the position would be vacant for more than twelve months when we later planned to fill it, we would have no difficulty in retaining the position.

As you know, last year was a non-general election year and we were able to manage without the Clerk I position; however, now that election year is once again upon us, our workload has already increased tremendously and the filling of this position is critical to the operation of our agency.

I hereby respectfully request that we be permitted to retain this position and to fill it immediately.

Yours very truly,

A handwritten signature in cursive script that reads "James B. Ellisor".

James B. Ellisor  
Executive Director

JBE:aw

cc: Dr. Jack S. Mullins  
Mr. Eugene C. Garvin  
Mr. Preston Cantrell

Vacancies of Twelve Months or Longer  
as of February 3, 1978

STATE ELECTION COMMISSION  
Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk I	0301	0001	16	\$ 2,136		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

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Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSN:jp

Enclosure

STATE OF SOUTH CAROLINA  
DIVISION OF GENERAL SERVICES

BUDGET AND CONTROL BOARD

300 GERVAIS STREET, COLUMBIA, S. C. 29201

MEMORANDUM



FURMAN E. McEACHERN, JR.  
DIVISION DIRECTOR  
803/758-2226

JAMES M. SIMPSON, JR.  
DIRECTOR ADMINISTRATIVE SERVICES  
803/758-3214

TO: Mr. William T. Putnam, State Auditor

FROM: F. E. McEachern, Jr., Division Director *F. E. McEachern, Jr.*

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 15, 1978

I have reviewed the listing of the three positions that have been listed as having been vacant more than twelve months.

We have hired someone to go into the Painter position, Class 7734, Slot 4, effective March 17, 1978.

On the Property Clerk II position, Class 0728, Slot 4, we have not filled this position because the Surplus Property Program was able to operate efficiently without the need of filling this position. However, the Sale of State Property Program is now progressing at a level that we had anticipated. We request that this position be maintained so that this position can be filled to help carry out this program in an effective and efficient way.

On the Computer Programmer III we have been recruiting for these type positions over the past year. We have listed these positions with State Personnel, Employment Security Commission and private employment agencies. Because of the supply and demand for individuals with this training and experience we have been unable to fill this slot. I am recommending that this position be extended for three months to allow us additional time in recruiting for this position.

We appreciate greatly your assistance and help with these two positions in the memorandum.

FEMjr:rr

Vacancies of Twelve Months or Longer  
as of February 3, 1978

GENERAL SERVICES

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Painter	7734	0004	17	\$	\$	\$ 8,154
Prop Clerk II	0728	0004	12	8,154		
Comp Progr III	2812	0005	12			11,857



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

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We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure



State of South Carolina

Office of the Governor

JAMES B. EDWARDS  
GOVERNOR

DIVISION OF ADMINISTRATION  
Edgar A. Brown Building  
Columbia, South Carolina 29201

MEMORANDUM

TO: Walter Pettiss

FROM: Jerry Branham

DATE: March 14, 1978

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

The two positions listed in the memo from Mr. Putnam and Dr. Mullins for Disaster Preparedness have been vacant for more than 12 months and are currently being deleted by the House Ways and Means Committee. The three positions in the Division of Administration have been vacant for more than a year and may be deleted.

I will work with George Dorn in the Auditor's Office to provide him additional information that they may need.

JWB:cg  
CC: Max Nesbitt  
Orson Bone

STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

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State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

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WTP/JSM: jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

DIVISION OF ADMINISTRATION (DOA)

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Secretary II	0502	0002	15			\$ 7,018
Proj Administrator	2474	0013	14	\$ 6,157	\$ 9,629	
Microfilm Technician I	3090	0001	14		\$ 6,177	

Vacancies of Twelve Months or Longer  
as of February 3, 1978

DISASTER PREPAREDNESS

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Disaster Prepar Coord I	7231	0008	13	\$ 4,532	\$ 4,531	
Disaster Prepar Coord I	7231	0009	14	\$ 4,531	\$ 4,531	

Vacancies of Twelve Months or Longer  
as of February 3, 1978

DIVISION OF ADMINISTRATION (DOA)

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Secretary II	0502	0002	15			\$ 7,018
Proj Administrator	2474	0013	14	\$ 6,157	\$ 9,629	
Microfilm Technician I	3090	0001	14		\$ 6,177	

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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DISASTER PREPAREDNESS

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Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Disaster Prepar Coord I	7231	0008	13	\$ 4,532	\$ 4,531	
Disaster Prepar Coord I	7231	0009	14	\$ 4,531	\$ 4,531	



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P.O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

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Dr. Jack S. Mullins *JSM*  
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WTP/JSM: jp

Enclosure

V

S. C. DEPT. OF HEALTH &  
ENVIRONMENTAL CONTROL  
COMMUNICATION SLIP

Date... 3/21/78 .....

To... Mr. William Putnam  
B + C Bd.

- ....Approval
- ....Necessary action
- ....Prepare reply
- ....Comment
- ....Note and return
- ....Note and file
- ....Investigate
- ....Signature
- ....Confer
- ....As requested
- ....For information
- ....Per telephone conversation

REMARKS

This is a correction  
of the first page  
of package  
originally sub-  
mitted to you  
on 3/16/78.

Please note  
addition.

From... Allan Pagnall  
Personnel

B-I #	Position Title	Grade	Annual Rate	Date Est.	Fund Number	State Federal Other	Fund Name
0A000146	St. Dir. P.H. Nutrition	30	16740	3-2-78	F218	Federal	Maternal Child Health
0L000137	Dir of Purchasing I	27	14036	3-7-78	A010C	State	Administration
0L000138	Staff Assistant I	16	7723	3-7-78	A010C	State	Administration
0L000139	Inventory Officer	19	9063	3-7-78	A010C	State	Administration
0L000140	Clerk II	08	5702	3-7-78	A010C	State	Administration
0L000141	Buyer I	18	8608	3-7-78	A010C	State	Administration
2C 0105	Chemist I	21	10084	3-7-78	F168	Federal	Pesticide Study Project
21 00124	Secretary I	12	6383	1-27-78	F628	Federal	LEA Grant
2G000170	Law Clerk	05	5338	3-2-78	F208	Federal	Public Health Services
3B000108	Secretary I	12	6383	2-17-78	F208	Federal	Public Health Services
3D210124	Clerk Typist I	06	5452	3-6-78	A210C	State	Personal Hlth + Reg Program
3D590101	Health Program Coord.	17	8154	1-11-78	F228	Federal	Maternal Child Health
3B000101	Program Analyst	20	9562	1-9-78	S028	Other	Third Party Administration
3JA000325	L P N II	12	6383	2-17-78	A210C	State	Personal Hlth + Reg Program
3JA000321	Surgical Tech.	09	5838	2-17-78	A210C	State	Personal Hlth + Reg Program
3JA000322	Nurse IV	23	11243	2-17-78	A246	State	Personal Hlth + Reg Program
3JA000324	Surgical Tech.	09	5838	2-17-78	A210C	State	Personal Hlth + Reg Program
3JA000323	Nursing Supervisor	25	12515	2-17-78	A210C	State	Personal Hlth + Reg Program
3DA10133	Secretary II	14	7018	1-18-78	F218	Federal	Maternal Child Health
3D600105*	Health Ed. Assistant	15	7359	2-17-78	A210C	State	Personal Hlth + Reg Program
30330105	Health Educator II	22	10652	2-24-78	F138	Federal	Improved Pregnancy Outcome
4M000286	Env. Quality Mgr. I	22	10652	1-30-78	F798	Federal	Safe Drinking Water
4J000196	Env. Quality Mgr. II	25	12515	2-6-78	F708	Federal	Wastewater - non-designated
4J000197	Admin Asst III	26	13288	2-6-78	F708	Federal	Wastewater - non-designated
4J000199	Law Clerk	05	5338	2-17-78	F708	Federal	Wastewater - non-designated
5E200123	Industrial Hyg. III	26	13288	2-28-78	F598	Federal	O S H A
5E200124	Industrial Hyg. III	26	13288	2-28-78	F598	Federal	O S H A
6BP10113	Health Educator II	22	10652	2-1-78	F538	Federal	Family Planning Expansion
6EP70101	Nutritionist I	23	11243	1-9-78	F858	Federal	Women Infants + Children
3D600106*	Health Ed. Asst.	15	7359	2-17-78	A210C	State	Personal Hlth + Reg Program

NEW POSITIONS  
Jan. 6, 1978 - March 15, 1978

addition



BOARD

William M. Wilson, Chairman  
William C. Moore, Jr., D.M.D., Vice-Chairman  
I. DeQuincey Newman, Secretary  
Leonard W. Douglas, M.D.  
George G. Graham, D.D.S.  
J. Lorin Mason, Jr., M.D.  
C. Maurice Patterson

**SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL**

Albert G. Randall, M.D., M.P.H.  
Commissioner

Sims-Aycock Buildings  
2600 Bull Street, Columbia, SC 29201

March 17, 1978

Mr. William T. Putnam  
STATE AUDITOR  
P. O. Box 11333  
Columbia, South Carolina 29211

Dear Mr. Putnam:

In response to your memorandum dated March 8, 1978 concerning Section 147, Item 3 of the State Appropriation Bill for FY 78, we are providing for your review a detail listing of these vacant positions. The attached schedule reflects the funding status of these positions based on the files at State Personnel and also, DHEC's funding status is identified for your convenience in making a determination concerning these positions. A short justification is included below each position listed and copies of necessary information to support any discrepancies are also attached. This information is itemized in the same sequence as provided by State Personnel in order that this schedule may be used as a control document since we had already begun work on ten (10) state funded positions previously requested by Mr. Crosscope, our Budget Analyst. These positions are reflected on this list with a note referencing a separate memorandum dated March 17, 1978, so that this schedule might serve as a control document including all positions identified as vacant in excess of twelve months to date. The status of these positions identified by DHEC has been approved by Dr. Randall.

Please let us know if you have any questions concerning this matter.

Sincerely,

*Cecil C. Seigler*  
Cecil C. Seigler  
Deputy Commissioner for Administration

CCS:WML:ddc  
attachments

## DEPT. OF HEALTH &amp; ENVIRONMENTAL CONTROL

<u>BUDGET &amp; ITEM NO.</u>	<u>TITLE</u>	<u>CLASS</u>	<u>SLOT</u>	<u>STATE PERSONNEL</u>		<u>DHEC</u>
				<u>FEDERAL</u>	<u>OTHER</u>	<u>FEDERAL</u>
6EA00-116	Clerk II Unfunded position because T001 terminated	0302	0060	5,702		-0-
6DA00-110	Clerk II Unfunded position because T001 terminated	0302	0142	5,702		-0-
6DA00-109	Clerk II Unfunded position because T001 terminated	0302	0144	5,702		-0-
6HA00-112	Clerk II Unfunded position because T001 terminated	0302	0153	5,702		-0-
6LA00-117	Clerk II Unfunded position because T001 terminated	0302	0157	5,702		-0-
4J000-	Clerk II Filled. See attached documentation.	0302	0162	5,702		
6RY10-	Clerk Typist I See separate memo dated 3-17-78	0328	0019			
6RA00-109	Staff Asst I Unfunded position because T001 terminated	0571	0035	7,723		-0-
6TB00-127	Nurse II Unfunded position	4012	0025	9,562		-0-
6TB00-123	Nurse IV Filled one pay period only. See attached documentation.	4014	0162	11,243		-0-
6MP9F-110	Nurse Practitioner Unfunded position	4041	0053	11,857		-0-
6EP10-132	Nurse Practitioner Unfunded position	4041	0060	11,857		-0-
6A410-196	Clinical Nurse Spec Filled. See attached documentation.	4072	0010	14,901		

<u>BUDGET &amp; ITEM NO.</u>	<u>TITLE</u>	<u>CLASS</u>	<u>SLOT</u>	<u>STATE PERSONNEL</u>		<u>DHEC</u>
				<u>FEDERAL</u>	<u>OTHER</u>	<u>FEDERAL</u>
6CB00-137	Therapist II Unfunded position	4266	0001	10,652		-0-
6FB00-128	Physical Therapist II Unfunded position	4274	0006	10,652		-0-
6MP9F-108	Nursing Assistant Unfunded position	4441	0107	5,702		-0-
6MP9F-112	Nursing Assistant Unfunded position	4441	0108	5,702		-0-
6EP10-133	Nursing Assistant Unfunded position	4441	0112	5,702		-0-
6FP10-136	Comty Hlth Aide Unfunded position	4449	0049	5,702		-0-
2L610-	Comty Hlth Aide See separate memo dated 3-17-78	4449	0064			
6PP10-117	Hlth Educ Asst Unfunded position	4508	0011	7,359		-0-
6RP10-169	Lab Technol I Unfunded position	4821	0007	10,084		-0-
2C300-	Lab Technol I See separate memo dated 3-17-78	4821	0012			
6MA00-	Clinical Soc Wrkr II See separate memo dated 3-17-78	5332	0013			
5E200-121	Indus Hygienist I State earning potential decreased because of no PHS match.	6031	0001	10,084		2,560
6RY10-	Field Tech III See separate memo dated 3-17-78	6778	0107			
0B000-112	Pub Hlth Analyst III Filled from 6-24-77 to 2-3-78. See attached documentation.	7013	0008	13,288		6,182

<u>BUDGET &amp; ITEM NO.</u>	<u>TITLE</u>	<u>CLASS</u>	<u>SLOT</u>	<u>STATE PERSONNEL</u>		<u>DHEC</u>
				<u>FEDERAL</u>	<u>OTHER</u>	<u>FEDERAL</u>
0B000-172	Pub Hlth Analyst III	7013	0013	13,288		13,288
0B000-175	Pub Hlth Analyst III	7013	0014	13,288		13,288
3D230-146	Custodial Wkr I Unfunded position	7501	0001	5,157		-0-
0A000-	St Dir Pub Hlth Nutrition See separate memo dated 3-17-78	7676	0002			
6TB00-147	Clerk II Filled. See attached documentation	0302	0062			
6MP70-119	Clerk III Unfunded position	0303	0243	6,678		-0-
6RP7C-115	Clerk Typist II Unfunded position	0329	0094	5,838		-0-
6DY20-	Nurse III See separate memo dated 3-17-78	4013	0281			
6RY20-212	Nurse Practitioner Unfunded position	4041	0035	11,857		-0-
6DY10-	Nursing Asst See separate memo dated 3-17-78	4441	0115			
6RY30-	Nurse II See separate memo dated 3-17-78	4012	0104			
6RY30-	Nurse II See separate memo dated 3-17-78	4012	0075			

SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL

REQUEST FOR CHANGE IN PERSONNEL STATUS

ms Date March 7, 1978  
OK

request

(Information requested below must be filled in with full detail, giving all necessary information on which to take action.)

\*Type of Action Transfer and Promotion

IMPORTANT: For appointment of a new employee following forms/information must accompany this form:

\*Classification Secretary I 0501 Grade 12

Salary \$6383. \*Budget & Item No.: 5A000/102/0038

- 1 copy of withholding exemption statement (Compt Gen Form P-4)
- 1 copy Notice of Election - S. C. State Insurance
- 1 copy Computer Data Form

Min. \_\_\_\_\_ % Increased

Source of Funds State A210

Employee's Medical History Statement (SBH 306)

Finance (Budget) Approval) RLH 3-10-78

1 copy SC Retirement System Application or Active Register Number if a current member \_\_\_\_\_

\*Division Environmental Health & Safety Management

\*Unit Environmental Health & Safety Management

Check mailing location/code: \_\_\_\_\_

\*Official Headquarters Columbia, SC

Merit System Certificate Number \_\_\_\_\_

\*Effective Date March 31, 1978

Employment Verification \_\_\_\_\_

Comments Transferring from Bur. of Wastewater

Various types of actions for which this form should be used are:

& Stream Quality Control - Clerk II

from 45000181/0162 *to*

- |                     |                   |
|---------------------|-------------------|
| Appointment         | Termination       |
| Transfer            | Resignation       |
| Promotion           | Salary Reductions |
| Salary Advance      | Name Change       |
| Expiration of Appt. | Address Change    |
| Suspension          | Leave Without Pay |
| Reinstatement       | Change in Status  |

When personnel action involves an appointment, reinstatement, transfer or promotion, insert name of last employee filling position Wanda Joyce Swann

\*Mailing Address of Originator:

2600 Bull Street  
Columbia, SC 29201

DIVISION DIRECTOR/COUNTY HEALTH OFFICER/BUREAU CHIEF

*[Signature]*  
DEPUTY COMMISSIONER/DISTRICT MEDICAL DIRECTOR

DEPUTY COMMISSIONER FOR ADMINISTRATION (As Applicable)

ACTION APPROVAL:

Proposed Personnel Action has been approved for payroll of \_\_\_\_\_

Date: Mar 31 - Apr 13

PERSONNEL SERVICES DIVISION BY: \_\_\_\_\_

\*Mandatory for all actions

\*\*To be used for all Personnel Actions. See Personnel Procedures Manual for instructions for completing various actions.

RECEIVED

BUREAU OF BUDGETS

- COPIES:
- White - Action/Pers Folder
  - Blue - Payroll Section
  - Green - Personnel Section
  - Canary - Unit Notification
  - Pink - Individual copy
  - Golden - Unit Hold copy

Carla L. Neeley  
\*NAME (First, Middle Initial, Last)

248-19-3567

\*SOCIAL SECURITY NUMBER

3646 B Falling Springs Road CoLa., SC 29203  
\*HOME ADDRESS (include ZIP Code)

# STATE OF SOUTH CAROLINA PERSONNEL ADVICE AND INFORMATION SHEET

LATEST ACTION	ACTION DATE
---------------	-------------

### POSITION INFORMATION

AGENCY NAME										AGENCY CODE		CLASSIFICATION TITLE										CLASS CODE	SLOT	REAS	PERF	GRADE	MINIMUM	MAXIMUM	DATE CREATED
STA	SYS	MSS	COUNTY	FLSA	F/P	HRS/WK	BASE HRS	OPEN DATE	STATE FUNDS		FEDERAL FUNDS		OTHER FUNDS		PAY RATE	ANNUAL EQUIVALENT	ADD'L BENEFITS	DATE LAST SALARY CHANGE	REVIEW DATE										
101	110		212	102	103	416	402	651	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT			810		657										
									532		533		534																

### EMPLOYEE INFORMATION

NAME										S. S. NUMBER			SEX	RACE	M	S	EDUC.	DATE OF BIRTH	RETIREMENT NO.	JOB DATE	AGN HIRE DATE	STATE SER. DATE	MERIT SYS. DATE	
990										980			105	107	106	213	653	770	655	654	656	658		
AST										INIT.														

### EMPLOYEE WORK HISTORY

EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	TRANSACTION	
901											906												<input type="checkbox"/> SAL CHANGE
902											907												<input type="checkbox"/> FILL VACANCY
903											908												<input type="checkbox"/> REPLACEMENT
904											909												<input type="checkbox"/> CORRECTION
905											910												<input type="checkbox"/> MSS CHANGE
																							<input type="checkbox"/> DELETE
																							<input type="checkbox"/> TERMINATE

### AGENCY USE

REPORT SEQ.	EMPLOYEE NBR.	DISTRICT	BUDGET AREA	M-1	MISC. 2	MISC. 3	MISC. 4	MISC. 5	AGENCY IDENTIFIER	POSITION NUMBER	ACCESSION SOURCE	CODE
992	771	317	401	104	811	812	813	814	999			214

### AGENCY REMARKS

TERMINATION REASON		CODE	TERMINATE DATE
		215	652
MSYS STA	PERFORMANCE	CODE	EFFECTIVE DATE
111		218	652
REASONS FOR SALARY CHANGE		CODE	AMOUNT
		210	539
		217	540

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF.

SIGNATURE OF DESIGNATED OFFICIAL	DATE	PAYROLL AUTHORIZATION SIGNATURE	DATE	SIGNATURE FOR THE BOARD	DATE
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SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL

\*\*REQUEST FOR CHANGE IN PERSONNEL STATUS

Date September 28, 1977

Mary Idella Weaver  
NAME (First, Middle Initial, Last)

248-62-3957

SOCIAL SECURITY NUMBER

3003 Hodge Drive, Burton, S. C. 29902

HOME ADDRESS (include ZIP Code)

(Information requested below must be filled in with full detail, giving all necessary information on which to take action.)

*pos*  
*leak*  
\*Type of Action Voluntary Demotion/Partial Change in

SOURCE OF FUNDS

\*Classification Nurse IV Grade 23

Salary \$13,625 \*Budget & Item No. 6TB00/123/

% Increased 2L95A-109

Source of Funds 60% 8175 Fund # S156 .60000

40% 5450 Fund # A292C .40000

Finance (Budget) Approval MEL 10/1/77 DLG 10/10/77

\*Division Bureau of Medical Care Admin.

\*Unit Low Country Health District

\*Official Headquarters Beaufort, South Carolina

\*Effective Date October 14, 1977

Comments 40% 2L95A/A292C \$5450 2L95A-109  
60% 6TB00/S156 \$8175

Letter of demotion attached

from 2L95A105/0047  
R 12-24-77

When personnel action involves an appointment, reinstatement, transfer or promotion, insert name of last employee filling position \_\_\_\_\_

\*Mailing Address of Originator:

P.O. Box 408  
Beaufort, South Carolina 29902

RECEIVED

SEP 29 1977

PERSONNEL DIVISION

R. Arnold Smith, Jr.  
DIVISION DIRECTOR/COUNTY HEALTH OFFICER/BUREAU CHIEF

Foster C. McCaleb, Jr., M.D., M.P.H.  
District Medical Director

DEPUTY COMMISSIONER/DISTRICT MEDICAL DIRECTOR

DEPUTY COMMISSIONER FOR ADMINISTRATION (As Applicable)

Date:

10/14-10/27

ACTION APPROVAL:

Proposed Personnel Action has been approved for payroll of \_\_\_\_\_

PERSONNEL SERVICES DIVISION BY: \_\_\_\_\_

\*Mandatory for all actions

\*\*To be used for all Personnel Actions. See Personnel Procedures Manual for instructions for completing various actions.

- COPIES:
- White - Action/Pers Folder
- Blue - Payroll Section
- Green - Personnel Section
- Canary - Unit Notification
- Pink - Individual copy
- Golden - Unit Hold copy

# STATE OF SOUTH CAROLINA PERSONNEL ADVISE AND INFORMATION SHEET

LATEST ACTION  
**FILLED VACANCY**

ACTION DATE  
**03/09/78**

**POSITION INFORMATION**

AGENCY NAME <b>DEPT OF HLTH AND ENV CONTROL</b>		AGENCY CODE <b>455</b>	CLASSIFICATION TITLE <b>CLINICAL NURSE SPEC</b>			CLASS CODE <b>4072</b>	SLOT <b>0010</b>	REAS <b>16</b>	PERF <b>28</b>	GRADE <b>14,901</b>	MINIMUM <b>21,191</b>	MAXIMUM <b>21,191</b>	DATE CREATED <b>02/09/77</b>					
STA 101	SYS 110	MSS 212	COUNTY 102	FLSA 103	F 416	P 402	HRS WK 651	BASE HRS 1950	OPEN DATE 02/04/77	STATE FUNDS PERCENT 532 AMOUNT 10000		FEDERAL FUNDS PERCENT 533 AMOUNT 15497	OTHER FUNDS PERCENT 534 AMOUNT	PAY RATE <b>15497</b>	ANNUAL EQUIVALENT <b>15497</b>	ADD'L BENEFITS 810	DATE LAST SALARY CHANGE <b>03/31/78</b>	REVIEW DATE <b>03/06/79</b>

**EMPLOYEE INFORMATION**

NAME LAST <b>SMITH</b>		FIRST <b>CAROLYN</b>		INIT <b>A</b>	S. S. NUMBER <b>251-74-2504</b>	SEX <b>F</b>	RACE <b>W</b>	M <b>M</b>	EDUC <b>17</b>	DATE OF BIRTH <b>08/10/46</b>	RETIREMENT NO <b>770</b>	JOB DATE <b>03/31/78</b>	AGN HIRE DATE <b>04/02/76</b>	STATE SER DATE <b>04/16/76</b>	MERIT SYS DATE <b>03/20/77</b>
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**EMPLOYEE WORK HISTORY**

EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	TRANSACTION	
																						<input type="checkbox"/> SAL CHANGE	<input type="checkbox"/> TERMINATE
03/17/78	01	455	4072	28	1	15,497	04	F	S		05/26/77	20	455	4072	28	1	0		F	S			<input type="checkbox"/> FILL VACANCY
10/24/77	21	455	4072	28	1	14,901	04	F	S		02/20/77	01	455	4072	28	1	14,191		F	S			<input type="checkbox"/> CORRECTION
10/17/77	20	455	4072	28	1	0		F	S		08/20/76	01	455	4072	28	1	14,191	03	F	S			<input type="checkbox"/> MSS CHANGE
07/01/77	03	455	4072	28	1	14,901		F	S		06/25/76	03	455	4072	28	1	12,775	03	F	B			<input type="checkbox"/> DELETE
06/24/77	21	455	4072	28	1	14,191		F	S		05/14/76	14	455	4072	28	1	12,283		F	B			<input type="checkbox"/> TERMINATE

**AGENCY USE**

REPORT SEQ 992	EMPLOYEE NBR 771	DISTRICT 317	BUDGET AREA 401	M 1 104	MISC. 2 811	MISC. 3 812	MISC. 4 813	MISC. 5 814	AGENCY IDENTIFIER 999 <b>J040000000</b>	POSITION NUMBER <b>042730</b>	ACCESSION SOURCE <b>UNSOLICITED</b>	CODE 214 <b>06</b>
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**AGENCY REMARKS**

TERMINATION REASON CODE 215		TERMINATE DATE 652
MSYS STA 111	PERFORMANCE CODE 218	EFFECTIVE DATE 652
REASONS FOR SALARY CHANGE		CODE 210
		AMOUNT 539
		217
		540

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF

**HARRIS**

**03/09/78**

SIGNATURE OF DESIGNATED OFFICIAL

DATE

PAYROLL AUTHORIZATION SIGNATURE

DATE

SIGNATURE FOR THE BOARD

DATE

SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL

\*\*REQUEST FOR CHANGE IN PERSONNEL STATUS

Date Feb. 20, 1978

Information requested below must be filled in with full detail, giving all necessary information on which to take action.)

Type of Action Lateral transfer

IMPORTANT: For appointment of a new employee following forms/information must accompany this form:

Classification Clinical Nurse Spec. Grade 28

1 copy of withholding exemption statement (Compt Gen Form P-4)

Salary 12497 \*Budget & Item No. 2410-194

1 copy Notice of Election - S. C. State Insurance

% Increased

1 copy Computer Data Form

Source of Funds F-258C

Employee's Medical History Statement (SBH 306)

Finance (Budget) Approval Jan 31/78

1 copy SC Retirement System Application or Active Register Number if a current member

Division Maternal & Child Care

Check mailing location/code:

Unit Crippled Children's

Merit System Certificate Number

Official Headquarters Columbia

Employment Verification

Effective Date March 31, 1978

Various types of actions for which this form should be used are:

Comments Transferring from 2610-105 Early DI case detection. This program is phasing out, possibly.

- Appointment
- Transfer
- Promotion
- Salary Advance
- Expiration of Appt.
- Suspension
- Reinstatement
- Termination
- Resignation
- Salary Reductions
- Name Change
- Address Change
- Leave Without Pay
- Change in Status

When personnel action involves an appointment, reinstatement, transfer or promotion, insert name of last employee filling position

Mailing Address of Originator:

Maternal & Child Care

DIVISION DIRECTOR/COUNTY HEALTH OFFICER/BUREAU CHIEF

DEPUTY COMMISSIONER/DISTRICT MEDICAL DIRECTOR

DEPUTY COMMISSIONER FOR ADMINISTRATION (As Applicable)

ACTION APPROVAL:

Date: Mar 13 1978

Proposed Personnel Action has been approved for payroll of

PERSONNEL SERVICES DIVISION BY:

Mandatory for all actions

\*To be used for all Personnel Actions. See Personnel Procedures Manual for instructions for completing various actions.

- COPIES:
- White - Action/Pers Folder
  - Blue - Payroll Section
  - Green - Personnel Section
  - Canary - Unit Notification
  - Pink - Individual copy
  - Golden - Unit Hold copy

\*NAME (First, Middle Initial, Last)

\*SOCIAL SECURITY NUMBER

\*HOME ADDRESS (include ZIP Code)

SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL

REQUEST FOR CHANGE IN PERSONNEL STATUS

Date January 10, 1978

Pos est MSOK

(Information requested below must be filled in with full detail, giving all necessary information on which to take action.)

\*Type of Action Promotion

\*Classification Health Fac. Branch Supervisor 27

Salary \$17,038 \*Budget & Item No.: OB000-152  
6 % Increased ANAL. B150 Slot 0005

Source of Funds F148

Finance (Budget) Approval DP 1/24/78

\*Division Certification

\*Unit Bur. of Health Licensing & Certification

\*Official Headquarters Columbia

\*Effective Date February 3, 1978

Comments

from OB000112/0008  
Dol-16074

When personnel action involves an appointment, reinstatement, transfer or promotion, insert name of last employee filling position Xen K. Motsinger

\*Mailing Address of Originator:

IMPORTANT: For appointment of a new employee following forms/information must accompany this form:

- 1 copy of withholding exemption statement (Compt Gen Form P-4)
- 1 copy Notice of Election - S. C. State Insurance
- 1 copy Computer Data Form
- Employee's Medical History Statement (SBH 306)
- 1 copy SC Retirement System Application or Active Register Number if a current member

Check mailing location/code:

Merit System Certificate Number

Employment Verification

Various types of actions for which this form should be used are:

- |                     |                   |
|---------------------|-------------------|
| Appointment         | Termination       |
| Transfer            | Resignation       |
| Promotion           | Salary Reductions |
| Salary Advance      | Name Change       |
| Expiration of Appt. | Address Change    |
| Suspension          | Leave Without Pay |
| Reinstatement       | Change in Status  |

William C. [Signature] DIVISION DIRECTOR/COUNTY HEALTH OFFICER/BUREAU CHIEF

J. Richard [Signature] DEPUTY COMMISSIONER/DISTRICT MEDICAL DIRECTOR

DEPUTY COMMISSIONER FOR ADMINISTRATION (As Applicable)

ACTION APPROVAL:

Proposed Personnel Action has been approved for payroll of

PERSONNEL SERVICES DIVISION BY:

Date: Feb 3-16

\*Mandatory for all actions

\*\*To be used for all Personnel Actions. See Personnel Procedures Manual for instructions for completing various actions.

- COPIES:
- White - Action/Pers Folder
  - Blue - Payroll Section
  - Green - Personnel Section
  - Canary - Unit Notification
  - Pink - Individual copy
  - Golden - Unit Hold copy

1-5-77 70.00

NAME (First, Middle Initial, Last) Lonnie L. Pitts

SOCIAL SECURITY NUMBER 258-40-8168

HOME ADDRESS (include ZIP Code) 2513 Rigby Dr., Columbia, SC 29204

SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL

\*\*REQUEST FOR CHANGE IN PERSONNEL STATUS

Date January 10, 1978

*pos est*  
*ms OK*

(Information requested below must be filled in with full detail, giving all necessary information on which to take action.)

\*Type of Action Promotion

IMPORTANT: For appointment of a new employee following forms/information must accompany this form:

\*Classification Health Fac. Branch Supervisor 27

1 copy of withholding exemption statement (Compt Gen Form P-4)

Salary \$17,038 \*Budget & Item No.: 0B000-152

1 copy Notice of Election - S. C. State Insurance

6 % Increased

ANAL. B150  
Slot 0005

1 copy Computer Data Form

Source of Funds F148

Employee's Medical History Statement (SBH 306)

Finance (Budget) Approval AP 1/24/78

1 copy SC Retirement System Application or Active Register Number if a current member

\*Division Certification

\*Unit Bur. of Health Licensing & Certification

Check mailing location/code: \_\_\_\_\_

\*Official Headquarters Columbia

Merit System Certificate Number \_\_\_\_\_

\*Effective Date February 3, 1978

Employment Verification \_\_\_\_\_

Comments \_\_\_\_\_

Various types of actions for which this form should be used are:

*from 0B000112/0008*  
*Sal - 16074*

- |                     |                   |
|---------------------|-------------------|
| Appointment         | Termination       |
| Transfer            | Resignation       |
| Promotion           | Salary Reductions |
| Salary Advance      | Name Change       |
| Expiration of Appt. | Address Change    |
| Suspension          | Leave Without Pay |
| Reinstatement       | Change in Status  |

*William C. Cheek*  
DIVISION DIRECTOR/COUNTY HEALTH OFFICER/BUREAU CHIEF

*J. Richard Carey*  
DEPUTY COMMISSIONER/DISTRICT MEDICAL DIRECTOR

DEPUTY COMMISSIONER FOR ADMINISTRATION (As Applicable)

Date: Feb 3-16

ACTION APPROVAL:

Proposed Personnel Action has been approved for payroll of \_\_\_\_\_

PERSONNEL SERVICES DIVISION BY: \_\_\_\_\_

\*Mandatory for all actions

\*\*To be used for all Personnel Actions. See Personnel Procedures Manual for instructions for completing various actions.

*1-5-77*  
*70.00*

- COPIES:
- White - Action/Pers Folder
  - Blue - Payroll Section
  - Green - Personnel Section
  - Canary - Unit Notification
  - Pink - Individual copy
  - Golden - Unit Hold copy

NAME (First, Middle Initial, Last)

Lonnie L. Pitts

258-40-8168

SOCIAL SECURITY NUMBER

2513 Rigby Dr., Columbia, SC 29204

HOME ADDRESS (include ZIP Code)

SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL

\*\*REQUEST FOR CHANGE IN PERSONNEL STATUS

Date January 10, 1978

*pos est*  
*MS OK*

(Information requested below must be filled in with full detail, giving all necessary information on which to take action.)

\*Type of Action Promotion

IMPORTANT: For appointment of a new employee following forms/information must accompany this form:

\*Classification Health Fac. Branch Supervisor 27

- 1 copy of withholding exemption statement (Compt Gen Form P-4)
- 1 copy Notice of Election - S. C. State Insurance
- 1 copy Computer Data Form

Salary \$17,038 \*Budget & Item No.: OB000-152  
6 % Increased ANAL. B150  
Slot 0005

Source of Funds F148

Employee's Medical History Statement (SBH 306)

Finance (Budget) Approval AP 1/24/78

1 copy SC Retirement System Application or Active Register Number if a current member

\*Division Certification

\*Unit Bur. of Health Licensing & Certification

Check mailing location/code: \_\_\_\_\_

\*Official Headquarters Columbia

Merit System Certificate Number \_\_\_\_\_

\*Effective Date February 3, 1978

Employment Verification \_\_\_\_\_

Comments \_\_\_\_\_

Various types of actions for which this form should be used are:

from OB000110/0008  
DAL-16074

- |                     |                   |
|---------------------|-------------------|
| Appointment         | Termination       |
| Transfer            | Resignation       |
| Promotion           | Salary Reductions |
| Salary Advance      | Name Change       |
| Expiration of Appt. | Address Change    |
| Suspension          | Leave Without Pay |
| Reinstatement       | Change in Status  |

When personnel action involves an appointment, reinstatement, transfer or promotion, insert name of last employee filling position Xen K. Motsinger

\*Mailing Address of Originator: \_\_\_\_\_

William C. Jenkins  
DIVISION DIRECTOR/COUNTY HEALTH OFFICER/BUREAU CHIEF

J. Richard Carey  
DEPUTY COMMISSIONER/DISTRICT MEDICAL DIRECTOR

DEPUTY COMMISSIONER FOR ADMINISTRATION (As Applicable)

ACTION APPROVAL:

Proposed Personnel Action has been approved for payroll of \_\_\_\_\_

Date: Feb 3-16

PERSONNEL SERVICES DIVISION BY: \_\_\_\_\_

\*Mandatory for all actions

\*\*To be used for all Personnel Actions. See Personnel Procedures Manual for instructions for completing various actions.

*1-5-77*  
*70.00*

- COPIES:
- White - Action/Pers Folder
  - Blue - Payroll Section
  - Green - Personnel Section
  - Canary - Unit Notification
  - Pink - Individual copy
  - Golden - Unit Hold copy

\*NAME (First, Middle Initial, Last)  
Lonnie L. Pitts

258-40-8168

\*SOCIAL SECURITY NUMBER

2513 Rigby Dr., Columbia, SC 29204

\*HOME ADDRESS (include ZIP Code)

# STATE OF SOUTH CAROLINA PERSONNEL ADVICE AND INFORMATION SHEET

LATEST ACTION  
**TERMINATION**      ACTION DATE  
**01/31/78**

**POSITION INFORMATION**

AGENCY NAME <b>DEPT OF HLTH AND ENV CONTROL</b>										AGENCY CODE <b>455</b>		CLASSIFICATION TITLE <b>PUB HLTH ANLST III</b>						CLASS CODE <b>7013</b>	SLOT <b>0008</b>	REAS <b>00</b>	PERF	GRADE <b>26</b>	MINIMUM <b>13,288</b>	MAXIMUM <b>18,465</b>	DATE CREATED <b>09/04/77</b>
STA	SYS	MSS	COUNT	FLSA	F P	HRS/WK	BASE HRS	OPEN DATE	STATE FUNDS		FEDERAL FUNDS		OTHER FUNDS		PAY RATE	ANNUAL EQUIVALENT	ADD'L BENEFITS	DATE LAST SALARY CHANGE	REVIEW DATE						
101	110		212	102	103	416	402	651	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT			810		657						
									532		533		534												
<b>V 1</b>			<b>40</b>	<b>1</b>	<b>F</b>	<b>3750</b>	<b>1950</b>	<b>06/29/73</b>			<b>10000</b>							<b>02/02/73</b>							

**EMPLOYEE INFORMATION**

NAME LAST      FIRST      INIT			S. S. NUMBER 980	SEX 105	RACE 107	M S 106	EDUC 213	DATE OF BIRTH 653	RETIREMENT NO 770	JOB DATE 655	AGN HIRE DATE 654	STATE SER. DATE 656	MERIT SYS. DATE 658
-----------------------------------	--	--	---------------------	------------	-------------	------------	-------------	----------------------	----------------------	-----------------	----------------------	------------------------	------------------------

**EMPLOYEE WORK HISTORY**

EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	
901											906											
902											907											
903											908											
904											909											
905											910											

**TRANSACTION**

- SAL CHANGE
- FILL VACANCY
- REPLACEMENT
- CORRECTION
- MSS CHANGE
- DELETE
- TERMINATE

**AGENCY USE**

REPORT SEQ 992	EMPLOYEE NBR. 771	DISTRICT 317	BUDGET AREA 401	M 1 104	MISC. 2 811	MISC. 3 812	MISC. 4 813	MISC. 5 814	AGENCY IDENTIFIER 999	POSITION NUMBER	ACCESSION SOURCE	CODE 214
	<b>0008000</b>	<b>112</b>	<b>04</b>						<b>J040400000</b>	<b>044083</b>		

**AGENCY REMARKS**

TERMINATED BY - PITTS      LONNIE      L 258-40-8168

\_\_\_\_\_  
SIGNATURE OF DESIGNATED OFFICIAL      DATE      PAYROLL AUTHORIZATION SIGNATURE      DATE

TERMINATION REASON		CODE 215	TERMINATE DATE 652
MSYS STA 111	PERFORMANCE	CODE 218	EFFECTIVE DATE 652
REASONS FOR SALARY CHANGE		CODE 210	AMOUNT 539
		217	540

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF

**HARRIS**      **01/31/78**

\_\_\_\_\_  
SIGNATURE FOR THE BOARD      DATE

**STATE OF SOUTH CAROLINA  
PERSONNEL ADVICE AND INFORMATION SHEET**

LATEST ACTION  
**FILLED VACANCY**

ACTION DATE  
**02/17/78**

**POSITION INFORMATION**

AGENCY NAME <b>DEPT OF HLTH AND ENV CONTROL</b>										AGENCY CODE <b>455</b>		CLASSIFICATION TITLE <b>CLK II</b>										CLASS CODE <b>0302</b>	SLOT <b>0062</b>	REAS <b>11</b>	PERF <b>08</b>	MINIMUM <b>5,702</b>	MAXIMUM <b>7,700</b>	DATE CREATED <b>03/25/77</b>
STAT SYS	MISC	COUNTY	FLSA	P	HRS WK	BASE HRS	OPEN DATE	STATE FUNDS		FEDERAL FUNDS		OTHER FUNDS		PAY RATE		ANNUAL EQUIVALENT		ADD'L BENEFITS		DATE LAST SALARY CHANGE		REVIEW DATE						
101	110	212	102	103	416	402	651	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT					810		657		657						
								532		533		534																
<b>F 1 P 07 2 F 3750 1950 03/22/77</b>							<b>10000</b>		<b>5702</b>				<b>5702</b>		<b>5702</b>				<b>02/17/78</b>		<b>08/17/78</b>							

**EMPLOYEE INFORMATION**

NAME LAST <b>TERRY</b>			FIRST <b>MARY</b>			INIT <b>E</b>			S. S. NUMBER <b>980</b>	SEX <b>F</b>	RACE <b>N</b>	M <b>S</b>	EDUC <b>12</b>	DATE OF BIRTH <b>08/04/52</b>	RETIREMENT NO <b>770</b>	JOB DATE <b>02/17/78</b>	AGN HIRE DATE <b>01/07/77</b>	STATE SER DATE <b>01/07/77</b>	MERIT SYS DATE <b>02/17/78</b>
------------------------------	--	--	----------------------	--	--	------------------	--	--	----------------------------	-----------------	------------------	---------------	-------------------	----------------------------------	-----------------------------	-----------------------------	----------------------------------	-----------------------------------	-----------------------------------

**EMPLOYEE WORK HISTORY**

EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	TRANSACTION	
90: 01/09/78	06	455	C329	C9	2	5,838	F	E			906												<input type="checkbox"/> SAL CHANGE
902											907												<input type="checkbox"/> FILL VACANCY
903											908												<input type="checkbox"/> REPLACEMENT
904											909												<input type="checkbox"/> CORRECTION
905											910												<input type="checkbox"/> MSS CHANGE
																							<input type="checkbox"/> DELETE
																							<input type="checkbox"/> TERMINATE

**AGENCY USE**

REPORT SEQ. 997	EMPLOYEE NBR 771	DISTRICT 117	BUDGET AREA 401	M 1 104	MISC. 2 811	MISC. 3 812	MISC. 4 813	MISC. 5 814	AGENCY IDENTIFIER 999	POSITION NUMBER 040729	ACCESSION SOURCE UNSOLICITED	CODE 214
<b>006TB00 147</b>										<b>J040000000</b>	<b>040729</b>	<b>06</b>

**AGENCY REMARKS**

ES \_\_\_\_\_  
SIGNATURE OF DESIGNATED OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PAYROLL AUTHORIZATION SIGNATURE

\_\_\_\_\_  
DATE

TERMINATION REASON <b>215</b>	TERMINATE DATE <b>652</b>	
MSYS STA <b>111</b>	PERFORMANCE <b>218</b>	EFFECTIVE DATE <b>652</b>
REASONS FOR SALARY CHANGE <b>210</b>	AMOUNT <b>539</b>	
<b>217</b>	<b>540</b>	

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF.

**HARRIS** **02/17/78**  
SIGNATURE FOR THE BOARD DATE

# STATE OF SOUTH CAROLINA PERSONNEL ADVICE AND INFORMATION SHEET

LATEST ACTION \_\_\_\_\_ ACTION DATE \_\_\_\_\_

### POSITION INFORMATION

AGENCY NAME										AGENCY CODE		CLASSIFICATION TITLE						CLASS CODE	SLOT	REAS	PERF	GRADE	MINIMUM	MAXIMUM	DATE CREATED
STA	SYS	MSS	COUNTY	FLSA	F	P	HRS. WK	BASE HRS	OPEN DATE	STATE FUNDS		FEDERAL FUNDS		OTHER FUNDS		PAY RATE	ANNUAL EQUIVALENT	ADD'L BENEFITS	DATE LAST SALARY CHANGE	REVIEW DATE					
101	110		212	102	103		416	402	651	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT			810		657					
										532		533		534											

### EMPLOYEE INFORMATION

NAME			S. S. NUMBER			SEX	RACE	M	S	EDUC.	DATE OF BIRTH	RETIREMENT NO.	JOB DATE	AGN HIRE DATE	STATE SER. DATE	MERIT SYS. DATE
LAST	FIRST	INIT.	990	980		105	107	106	213		653	770	655	654	656	658

### EMPLOYEE WORK HISTORY

EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	TRANSACTION	
901											906												<input type="checkbox"/> SAL CHANGE
902											907												<input type="checkbox"/> FILL VACANCY
903											908												<input type="checkbox"/> REPLACEMENT
904											909												<input type="checkbox"/> CORRECTION
905											910												<input type="checkbox"/> MSS CHANGE
																							<input type="checkbox"/> DELETE
																							<input type="checkbox"/> TERMINATE

### AGENCY USE

REPORT SEQ.	EMPLOYEE NBR	DISTRICT	BUDGET AREA	M 1	MISC. 2	MISC. 3	MISC. 4	MISC. 5	AGENCY IDENTIFIER	POSITION NUMBER	ACCESSION SOURCE	CODE
992	771	317	401	104	811	812	813	814	999			214

### AGENCY REMARKS

*Return review date per P 5*

TERMINATION REASON		CODE	TERMINATE DATE
		215	652
MSYS STA	PERFORMANCE	CODE	EFFECTIVE DATE
111		218	652
REASONS FOR SALARY CHANGE		CODE	AMOUNT
		210	539
		217	540

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF.

SIGNATURE OF DESIGNATED OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_ PAYROLL AUTHORIZATION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE FOR THE BOARD \_\_\_\_\_ DATE \_\_\_\_\_



BOARD

William M. Wilson, Chairman  
William C. Moore, Jr., D.M.D., Vice-Chairman  
I. DeQuincey Newman, Secretary  
Leonard W. Douglas, M.D.  
George G. Graham, D.D.S.  
J. Lorin Mason, Jr., M.D.  
C. Maurice Patterson

**SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL**

Albert G. Randall, M.D., M.P.H.  
Commissioner

Sims-Aycock Buildings  
2600 Bull Street, Columbia, SC 29201

March 17, 1978

MEMORANDUM

TO: Jack Crosscope, Budget Division  
State Auditor's Office

FROM: Cecil C. Seigler, Deputy Commissioner  
Administration

SUBJECT: Positions Vacant in Excess of Twelve Months

We are providing for your review, a detail listing of the vacant positions prepared by the Budget & Control Board in accordance with Section 147, item 3 of the State Appropriation Bill for FY 78. In our review of these positions, we found some discrepancies in the amount of state funds pertaining to these positions. We have notified the appropriate program personnel for assistance in obtaining justifications as to why these positions were vacant for so long. The purpose of contacting the program representatives was to secure any information or documentation to substantiate the validity of these positions as they relate to funding. We also requested any information available relating to active recruiting of these positions.

We are attaching a schedule reflecting the figures submitted by the Budget and Control Board and the maximum amount proposed by DHEC. A short justification is included below each position listed and copies of the information obtained from the program managers and/or district administrators are attached.

CCS:WML:ddc  
attachments

BUDGET #	POSITION #	SLOT	TITLE	AMT REQUESTED BY B&C BD	MAX AMT PROPOSED BY DHEC
6RY10	041179	0019	Clerk Typist I Berkeley County Health Department	5,452	5,452
6RY30	042024	0075	Nurse II Dorchester County Health Department	1,643	1,643
6RY30	042030	0104	Nurse II Dorchester County Health Department	1,643	1,643
6DY10	043028	0115	Nursing Assistant Cherokee County Health Department is currently paying a nursing assistant with PSE funds and this position is being held to pick this individual up upon exhausting and/or termination of these funds.	5,702	3,625
6DY20	042349	0281	Nurse III Spartanburg County Health Department. We are forwarding a copy of a personnel action on an employee classified as a Clinical Social Worker who is being paid 100% at the annual rate of \$13,165 which generates an expected payout of \$9,620. The intent of this action was that the Nurse III position be deleted and be replaced with the Clinical Social Worker position and the additional funds needed next year would come from local sources. This action was effective September 30, 1977.	10,084	464
2L610	043089	0064	Community Health Aide This position belongs to the Health Care Extension Program and is currently not funded. As you know, this was a line item appropriation with no specified amount for personal services.	5,702	-0-

BUDGET #	POSITION #	SLOT	TITLE	AMT REQUESTED BY B&C BD	MAX AMT PROPOSED BY DHEC
2C300	043332	0012	Lab Technologist I  See attached explanation from our Bureau of Lab Services. Please be advised that we are currently spending Lab fees in excess of the maximum projected receivable rate.	10,084	10,084
6MA00	043474	0013	Clinical Social Worker II  Pee Dee I District. Our records indicate that the last person filling this position was terminated 1-18-77 and at that time, this position was split 50% HHS fees and 50% state funds. We are attaching a copy of this personnel action for your review.	11,857	5,595
6PY10	044019	0107	Field Tech III  See attached memorandum from our Waccamaw District Admin. This position is currently funded 100% locally because of the lack of state funds to continue the annual rate of \$1,375.	1,375	-0-
1W000	044165	0002	St Dir of Public Health Nutrition  This position has been vacant for some time; however, there has been considerable activity with State Personnel in re-classifying this position. The funding of this position was to be derived from anticipated lapsing state funds. We have offered the position to an individual. Please see letter attached.	16,740	-0-
TOTAL				<u>\$ 70,282</u>	<u>\$ 28,506</u>



BOARD

William M. Wilson, Chairman  
William C. Moore, Jr., D.M.D., Vice-Chairman  
I. DeQuincey Newman, Secretary  
Leonard W. Douglas, M.D.  
George G. Graham, D.D.S.  
J. Lorin Mason, Jr., M.D.  
C. Maurice Patterson

## SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

Albert G. Randall, M.D., M.P.H.  
Commissioner

Sims Aycock Buildings  
2600 Bull Street, Columbia, SC 29201

February 28, 1978

Ms. Harriette E. Duncan  
2502 Lamroc Road  
Greensboro, North Carolina 27407

Dear Ms. Duncan:

I am pleased to offer you the position of State Director of Public Health Nutrition. This position is classified with State Personnel as a Grade 30 and I can offer you a starting salary of \$20,116.

After careful consideration of the attribute of all candidates who were interviewed for the position it was felt that you were the individual best suited to fill the position as it is envisioned.

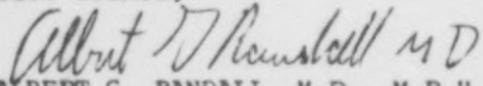
Job benefits include an excellent Blue-Cross/Blue Shield health insurance program at no cost to you, a state retirement program with payroll deductions of 4% up to \$4800 income and 6% thereafter, 15 days of vacation time earned annually at the rate of one day and two hours per month which can be used in any desirable combinations, approximately 12 paid state holidays, and sick leave of 15 days per year earned also at one day and two hours per month.

By July 1 of this year you could expect a cost of living raise through state appropriations for FY '78-79. This would probably be 3-4% of existing salaries. In addition, merit raises of 3-5% annually are possible after review of the employee's performance. Therefore, by the end of the first year, your salary could be increased by as much as 9% over the starting salary of \$20,116.

I would like very much for you to consider the acceptance of this offer and begin employment in May. I would appreciate a reply in writing confirming this offer by March 20, 1978.

On behalf of all the staff who had an opportunity to meet you, we would welcome your participation in the agency's efforts.

Best wishes,

  
ALBERT G. RANDALL, M.D., M.P.H.,  
Commissioner

AGR:bdh

cc: Vivian B. Pilant

South Carolina Department of Health  
and Environmental Control  
Appalachia III Public Health District

151 E. Wood St. P. O. Box 4217 Spartanburg, S. C. 29303  
Telephone: (803) 585-7701

February 22, 1978



Mr. Wyman Looney, Director  
Bureau of Budgets  
S. C. Dept. of Health and Env. Control

Dear Wyman:

I submit the following justification regarding State money appropriated to County Health Departments (Spartanburg and Cherokee):

6DY10 Item 111 - Cherokee County Budget  
Nursing Assistant

This position was created for a PSE employee who has been employed as a Nursing Assistant on the PSE program in Cherokee County. The amount budgeted for this position was only \$3625 which was not enough money to carry the individual for the entire year. It was our intention to pick up this individual in February and split the money between Cherokee County and the Home Health Services budget, 6DB00, because there was not enough State funds to carry the position for the entire year; however, if the State Budget and Control Board takes this money, I feel that the Delegation of Cherokee County, along with Senator Long, must be notified of the intentions of the State Budget and Control Board regarding this money allocated to County Health Departments.

6DY20 Item 163 - Spartanburg County Budget  
Clinical Social Worker

Funds for this position were budgeted for a Nurse III. In August it came to our attention that we were running short on funds in Home Health Services for a Clinical Social Worker whom we had employed and this position was vacant at that time. I called Mrs. Frankie Donnavant and received her approval to delete the Nurse III position and transfer the Clinical Social Worker position et al

Mr. Wyman Looney

-2-

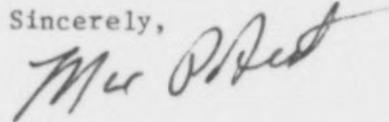
February 22, 1978

from our Home Health Services budget 6DB00 to Spartanburg County Budget 6DY20-163 in the amount of \$10,699. This action was completed on September 13, 1977, and submitted to our Personnel Office for approval to be effective September 30, 1977. See attached copy of Personnel Action.

Again I must emphasize that these are limited funds which the State has allocated to aid County Health Departments in the delivery of health services to the citizens of Spartanburg County. It is beyond my comprehension that these funds will be taken from the Health Department where the need exists in the area of public health care for these citizens.

I feel that the Spartanburg County Delegation must be informed of the situation. Senators Horace Smith, Jim Stephen, and David Turnipseed should be apprised that the State is taking these funds away from Spartanburg County. I would appreciate your immediate attention to these very pressing problems.

Sincerely,



Max G. Poteat  
District Administrator

MGP/eb

CC: Senator Horace C. Smith  
Senator James B. Stephen  
Senator David E. Turnipseed  
Senator John D. Long III

SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL

\*REQUEST FOR CHANGE IN PERSONNEL STATUS

Date \_\_\_\_\_

(Information requested below must be filled in with full detail, giving all necessary information on which to take action.)

\*Type of Action \_\_\_\_\_

\*Classification \_\_\_\_\_ Grade \_\_\_\_\_

Salary \_\_\_\_\_ \*Budget & Item No.: \_\_\_\_\_

\_\_\_\_\_ % Increased

Source of Funds \_\_\_\_\_

Finance (Budget) Approval) \_\_\_\_\_

\*Division \_\_\_\_\_

\*Unit \_\_\_\_\_

\*Official Headquarters \_\_\_\_\_

\*Effective Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When personnel action involves an appointment, reinstatement, transfer or promotion, insert name of last employee filling position \_\_\_\_\_

\*Mailing Address of Originator:

*1111 South Main Street  
Columbia, SC 29201*

IMPORTANT: For appointment of a new employee following forms/information must accompany this form:

1 copy of withholding exemption statement (Compt Gen Form P-4)

1 copy Notice of Election - S. C. State Insurance

1 copy Computer Data Form

Employee's Medical History Statement (SBH 306)

1 copy SC Retirement System Application or Active Register Number if a current member \_\_\_\_\_

Check mailing location/code: \_\_\_\_\_

Merit System Certificate Number \_\_\_\_\_

Employment Verification \_\_\_\_\_

Various types of actions for which this form should be used are:

- |                     |                   |
|---------------------|-------------------|
| Appointment         | Termination       |
| Transfer            | Resignation       |
| Promotion           | Salary Reductions |
| Salary Advance      | Name Change       |
| Expiration of Appt. | Address Change    |
| Suspension          | Leave Without Pay |
| Reinstatement       | Change in Status  |

\_\_\_\_\_  
DIVISION DIRECTOR/COUNTY HEALTH OFFICER, BUREAU CHIEF

\_\_\_\_\_  
DEPUTY COMMISSIONER/DISTRICT MEDICAL DIRECTOR

\_\_\_\_\_  
DEPUTY COMMISSIONER FOR ADMINISTRATION (As Applicable)

Date: \_\_\_\_\_

ACTION APPROVAL:

Proposed Personnel Action has been approved for payroll of \_\_\_\_\_

PERSONNEL SERVICES DIVISION BY: \_\_\_\_\_

\*Mandatory for all actions

\*\*To be used for all Personnel Actions. See Personnel Procedures Manual for instructions for completing various actions.

- COPIES -  
White - Action File Folder  
Blue - Payroll Section  
Green - Personnel Section  
Cyan - Unit Notification  
Pink - Individual copy  
Corden - Unit third copy

\*NAME (First, Middle Initial, Last)

\*SOCIAL SECURITY NUMBER

\*HOME ADDRESS (include ZIP Code)

Trident Health District  
South Carolina Department Of Health And Environmental Control

Joe Carroll Chambers, MD., M.P.H.  
District Medical Director



334 Calhoun Street  
Charleston, S.C. 29401

February 22, 1978

Mr. Wyman Looney  
Bureau of Budgets & Finance  
Department of Health and Environmental Control  
2600 Bull Street  
Columbia, South Carolina 29201

Dear Wyman:

As discussed by telephone today, the following explanation is offered on vacant positions that we have been notified of:

The two Nurse II positions (6RY30-113 & 117) for Dorchester County were originally school nurses. County Council took action to place the school nurses on the Board of Education's payroll. We are in negotiations with Council to fund at least one other position for which we will need the state funds to make up the remainder.

The Clerk Typist I position in Berkeley County was partially funded at budget time. State funds were not available to entirely fund the position. We intended to fill the position as lapsed funds became available.

Thank you for your assistance.

Sincerely,

Ty Ragsdale  
District Administrator

TR/mb



Maccamaw Public Health District  
of the  
South Carolina Department of Health  
and Environmental Control

ROBERT N. REINER, M.D., M.P.H.  
DISTRICT MEDICAL DIRECTOR

21ST. AVENUE NORTH  
MYRTLE BEACH, S. C. 29577

MEMORANDUM

TO: Wyman M. Looney, Director  
Division of Budgets and Payroll

FROM: Cecil L. Horne, District Administrator *CLH*

SUBJECT: Vacant Position 6PY10-115-0107

DATE: February 21, 1978

A Position Questionnaire reclassifying the above vacant position was mailed on January 24, 1978. This position has been filled by Michael Prevost and the salary is being paid from local funds until such time as the reclassification has been approved by the state personnel. This position has been vacant for some time, but, we were unable to find a qualified person for this particular slot.

CLH:mar

SOUTH CAROLINA  
DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL  
PEE DEE DISTRICT I

DILLON COUNTY DIVISION  
3rd Ave. and Hampton  
P. O. Box 1064  
Dillon, S. C. 29536  
Phone 774-5611

FLORENCE COUNTY DIVISION  
P. O. Box 3499, 1705 W. Evans  
Florence, S. C. 29502  
Phone 662-5281

MARION COUNTY DIVISION  
P. O. Box 70, Hwy. 76  
Marion, S. C. 29571  
Phone 423-4312



Susanne G. Black, M.D., M.P.H.  
District Medical Director

PEE DEE DISTRICT I OFFICE  
McLeod Hospital Annex  
Florence-Darlington Hwy.  
Florence, S. C.

Mailing Address:  
P. O. Box 4027  
Florence, S. C. 29502

Phone 669-4317

February 21, 1978

MEMORANDUM:

To: Mr. Wyman Looney, Chief  
Bureau of Budgets

Through: Susanne G. Black, M.D., M.P.H. *S.G.B.*  
District Medical Director *m.w.m.*

From: Nell B. Vincent *NBV*  
DHEC District Administrator

Subject: Vacant Position 6MA00/116 Slot 0013

Referring to subject position, per telephone conversation with Faust Boatwright today, this position is being used for a Clinical Social Worker II in the Home Health Services Expanded Team Grant. The position will be funded through this grant. This position was formerly funded one-half with state funds and one-half with Home Health Services funds (\$156).

Attached is a copy of the resignation papers for Harvey E. Wilson, Jr., the last person who filled this position.

NBV/lc

Attachment

STATE BOARD OF HEALTH OF SOUTH CAROLINA

\*\*REQUEST FOR CHANGE IN PERSONNEL STATUS

January 7, 1977

*Colquhoun*

(Information requested below must be filled in with full detail, giving all necessary information on which to take action.)

Type of Action Resignation IMPORTANT: For Appointment of a new employee following forms/ information must accompany this form:

Classification Clinical Social Worker II

Salary \$11,292 Slot 0013 GMA00-118  
 (50000) \*Budget & Item No. 6MB00-157 1 copy of withholding exemption statement (Carrot Gen Form P-4)

Source of Funds S156 = \$5,646 6MA00-118 (.50000) 1 copy Computer Data Form  
ACT = \$5,646

Finance (Budget Approval) MEP 1/13/77 ZLE 1/13/77 Physician's statement of employee's health

Division Community Health Services 1 copy of enrollment blank, SC Retirement System or Active Register Number if a current member

Unit Pee Dee District

Office Headquarters Pee Dee District Office Check mailing location/code: \_\_\_\_\_

Effective Date 5:00 P.M., January 20, 1977 Merit System Certificate Number \_\_\_\_\_

Comments Accrued Annual Leave of 9 days and 1 hour beginning January 21, 1977

When personnel action involves an appointment, reinstatement, transfer or promotion, insert name of last employee filling position \_\_\_\_\_

Mailing Address of Originator: \_\_\_\_\_

Various types of actions for which this form should be used are:

Appointment	Termination
Transfer	Resignation
Promotion	Salary Reductions
Salary Advance	Name Change
Expiration of Appt.	Address Change
Suspension	Leave Without Pay
Reinstatement	Change in Status

Mailing Address of Originator:  
 Pee Dee District Office  
 P. O. Box 4027  
 Florence, S. C. 29502

*Colquhoun*  
 1/13/77

DIVISION DIRECTOR OR COUNTY HEALTH OFFICER

BUREAU CHIEF

CHIEF, BUREAU OF ADMINISTRATIVE SERVICES (As Applicable)

PERSON APPROVAL: \_\_\_\_\_ Date: Jan 21- Feb 3, 1977

Proposed Personnel Action has been approved for payroll of \_\_\_\_\_

PERSONNEL DIVISION BY: \_\_\_\_\_

Mandatory for all actions

To be used for all Personnel Actions. See Personnel Procedures Manual for instructions for completing various actions.

- COPIES:
- White—Action Pers. Folder
  - Green—Payroll Section
  - Pink—Personnel Section
  - Blue—Unit Notification
  - Golden—Individual Copy
  - Canary—Unit Head Copy

NAME (First, Middle Initial, Last)

SOCIAL SECURITY NUMBER

HOME ADDRESS (include ZIP Code)



BOARD

William M. Wilson, Chairman  
William C. Moore, Jr., D.M.D., Vice-Chairman  
I. DeQuincey Newman, Secretary  
Leonard W. Douglas, M.D.  
George G. Graham, D.D.S.  
J. Lorin Mason, Jr., M.D.  
C. Maurice Patterson

## SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

Albert G. Randall, M.D., M.P.H.  
Commissioner

February 21, 1978

Sims Aycock Buildings  
2600 Bull Street, Columbia, SC 29201

### M E M O R A N D U M

TO : Wyman Looney, Chief, Bureau of Budgets

FROM: G. Thomas Moore, Jr., Assistant to the Chief: Administrative,  
Bureau of Laboratories *G. Thomas Moore, Jr.*

RE : Vacant Laboratory Technologist I Position, BI #2C300/131/0012

This position in the Bacteriology Laboratory has been vacant for twelve months because we have had difficulties in finding suitable applicants who were interested in the position.

About four months ago, we decided that we would like to promote a promising employee from a lower level position in the Bacteriology Laboratory to the vacant position. To be able to promote her, however, she had to pass the HEW Clinical Laboratory Technologist examination in order to qualify through the State Merit System. She took the exam October 28, 1977, but it took several months for her to receive her score. She then applied to the State Merit System and just received her notice of approval.

We definitely need to fill this vacancy to perform part of the 90,000 plus cultures for gonorrhea examined in this laboratory section.

GTM/lf  
cc: Dr. Harold Dowda

Vacancies of Twelve Months or Longer  
as of February 3, 1978

HEALTH & ENVIRONMENTAL CONTROL

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Clerk II	0302	0060	13	\$	\$ 5,702	\$
Clerk II	0302	0142	17		5,702	
Clerk II	0302	0144	17		5,702	
Clerk II	0302	0153	17		5,702	
Clerk II	0302	0157	17		5,702	
Clerk II	0302	0162	17		5,702	
Clerk-Typist I	0328	0019	13	5,452		
Staff Asst I	0571	0035	16		7,723	
Nurse II	4012	0025	17		9,562	
Nurse IV	4014	0162	14		11,243	
Nurse Practitioner	4041	0053	19		11,857	
Nurse Practitioner	4041	0060	13		11,857	
Clinical Nurse Spec	4072	0010	13		14,901	
Therapist II	4266	0001	18		10,652	
Phys Therapist II	4274	0006	41		10,652	
Nursing Asst	4441	0107	18		5,702	
Nursing Asst	4441	0108	18		5,702	
Nursing Asst	4441	0112	13		5,702	
Comty Hlth Aide	4449	0049	14		5,702	
Comty Hlth Aide	4449	0064	25	5,702		
Hlth Educ Asst	4508	0011	20		7,359	
Lab Technol I	4821	0007	13		10,084	
Lab Technol I	4821	0012	13	10,084		
Clinical Soc Wrkr II	5332	0013	14	11,857		
Indus Hygienist I	6031	0001	13		10,084	
Field Tech III	6778	0107	13	1,375		7,688
Pub Hlth Analyst III	7013	0008	56		13,288	
Pub Hlth Analyst III	7013	0013	14		13,288	
Pub Hlth Analyst III	7013	0014	14		13,288	
Custodial Wrkr I	7501	0001	17		5,157	
St Dir Pub Hlth Nutri	7676	0002	14	16,740		
Clerk II	0302	0062	12		5,702	
Clerk III	0303	0243	12		6,678	
Clerk-Typist II	0329	0094	12		5,838	
Nurse III	4013	0281	12	10,084		
Nurse Practitioner	4041	0035	12		11,857	
Nursing Asst	4441	0115	12	5,702		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure



**SOUTH CAROLINA STATE HOUSING AUTHORITY**

Suite 540, 2221 Devine Street, Columbia, S. C. 29205  
(803) 758-2844

March 16, 1978

MEMO TO: Mr. William T. Putnam  
State Auditor

Dr. Jack S. Mullins  
State Personnel Director

FROM: L. Steve Mayfield, Executive Director *LSM*

SUBJECT: Abolition of Positions Vacant More Than Twelve Months  
(Reference your memo of March 8, 1978)

With reference to the two positions listed on the attached page as having been vacant for a period of twelve months or longer, I am hereby requesting that they be retained. These positions will be utilized as soon as an affirmative decision is rendered by the S. C. State Supreme Court as to the constitutionality of the State Housing Authority's 1977 housing finance legislation.

I would greatly appreciate your consideration and assistance in this matter. Should you desire to discuss it further, please call me.

LSM:vpd  
Attachment

Vacancies of Twelve Months or Longer  
as of February 3, 1978

STATE HOUSING AUTHORITY

Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Ass't Mortgage Analyst	2599	0001	15		\$13,288	
Planner I	6771	0001	15		\$ 9,063	



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

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We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure



JOHN W. LINDSAY  
CHIEF INSURANCE COMMISSIONER

STATE OF SOUTH CAROLINA  
DEPARTMENT OF INSURANCE

2711 MIDDLEBURG DRIVE  
COLUMBIA, SOUTH CAROLINA 29204

MAILING ADDRESS:  
P. O. BOX 4067, COLUMBIA, S. C. 29240  
TELEPHONE: (803) 758-3266

INSURANCE COMMISSION

GAYLE O. AVERY  
EDWARD KRONBERG  
CLAUDE E. MCCAIN  
JAMES C. SELF  
E. FORT WOLFE

March 22, 1978

Mr. William T. Putnam  
State Auditor  
205 Wade Hampton Office Building  
Post Office Box 11333  
Columbia, South Carolina 29211

Re: In reply, please refer to #100

*Bill*  
Dear Mr. Putnam:

I have intentionally delayed responding to the memorandum of March 8th relating to the abolishment of positions vacant more than twelve months. Specifically, I wanted to respond in writing on a reasoned and logical basis in the hope that the impact of mandates of this type might be carefully considered in the future.

First, let me state that the South Carolina Insurance Commission will not take exception to the abolition of the six vacancies currently being carried on the roster as having been vacant for more than one year. No one appreciates more than I that you are under a legislative mandate to eliminate these positions. However, for the record, I do want to object to the characterization of the positions as "non-essential". These positions which are currently authorized but unfilled are more accurately described as "less essential" than others. I think it is most significant to recall that these positions have not been filled in response to the Governor and the Budget and Control Board's request for a voluntary cutback in balancing of the State's fiscal affairs ever since the latter part of 1975.

Although these positions have been continuously authorized and funded during the past two fiscal years, we have as a matter of good faith, not attempted to fill the vacancies and expend funds which were sorely needed in other areas.

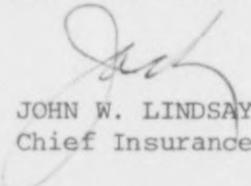
March 22, 1978

Since the funding margins in personal service monies have been extremely thin for the past three or four years, it is certainly no secret that any additional margins have been used by agencies to fund lump sum annual leave increments at the retirement of employees at the end of a fiscal year. As you know, these payments can be quite substantial. Any surplus funds have also been used to absorb reallocation of positions by State Personnel and this agency has absorbed some \$6,000 of that money over the past two fiscal years. If there were any possibility of reclassifying positions as well as providing promotional money, the funds attributable to these vacancies have been rationed with laser beam surgery.

Finally, the lack of any working margins in personal service funds will absolutely guarantee vacancies being filled with mediocrity. Only the minimum salary will be available and factors of competence, experience and other personal characteristics will be meaningless in terms of job performance.

Although we have prepared the Department of Insurance Five Year Plan in accordance with previously established instructions and objectives, the continuation of establishing, funding and cancelling classified positions will play havoc with any realistic goals and management objectives of a Five Year Plan. I hope that you will not think me impudent in making this inquiry, but I certainly wonder if Pat Smith is aware of this as well as the reports in the media which indicate that there will be frozen funds in the 1978-1979 Budget. I firmly believe that band-aids, temporary expedients and back door solutions impede the efforts of Dr. Mullins to provide a stable, State Personnel management system and seriously impair sound agency management.

Sincerely yours,



JOHN W. LINDSAY  
Chief Insurance Commissioner

JWL:sc

CC: Dr. Jack S. Mullins  
State Director  
State Personnel Division  
1205 Pendleton Street  
Suite 333, Edgar Brown Building  
Columbia, South Carolina 29201

Vacancies of Twelve Months or Longer  
as of February 3, 1978

INSURANCE DEPARTMENT

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk-Typist II	0329	0007	14	\$ 5,838	\$	\$
Clerk-Steno II	0337	0003	14	5,997		
Secretary I	0501	0012	19	6,383		
Computer Prog II	2811	0001	19	10,652		
Computer Prog II	2811	0002	19	10,652		
Financial Examr I	7078	0001	14	10,084		
Secretary II	0502	0005	12	7,018		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

B04



## South Carolina Judicial Department DIVISION OF ACCOUNTING AND PERSONNEL

STEVE K. GOOD  
DIRECTOR  
756 3741

P. O. BOX 11330  
COLUMBIA, S.C. 29211

March 14, 1978

Mr. George Dorn  
205 Wade Hampton Office Building  
Columbia, South Carolina 29201

Dear George:

After reading the March 8, 1978, memorandum from Mr. Putnam and Dr. Mullins, I feel it is necessary to give you additional information on the positions listed for our department.

The Director, Library Services position will not be filled this fiscal year. The Court is still in the process of studying a library system and it is not known at this time when we will need the position. There will be no problem for this department to give up the position or funds from the current fiscal year or deleting them from our FY 78/79 request. At the appropriate time, we will submit a new position questionnaire and request additional funds when we have a definite time period as to when the library system will become operational.

The Legal Secretary II position could cause this department some difficulty. Presently all Family and Circuit Court Judges are authorized a secretary by law. In this specific case two circuit judges are sharing a secretary. Here again there will be no problem in giving up the position and funds in the current year and also deleting them from next years request. I would like to point out our department is saving funds by not employing two secretaries and the fact that if either one of our two judges decides the workload is too great or for any other reason that he wants to employ a new secretary, since all judges are authorized a secretary, I would expect to receive the highest priority in re-establishing the position and funding of the position. I realize we must comply to Section 147 and we want to comply, but at the same time please keep in mind at any point in time a decision could be made by either Judge to hire a secre-

Mr. George Dorn

March 14, 1978

Page 2

tary and it would create a hardship on this department if his request could not be honored very promptly.

Sincerely

*Steve Good*

Steve K. Good  
Director of Accounting

SKG:dsj

CC: Mr. Robert G. Hall  
State Personnel Division

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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JUDICIAL DEPARTMENT

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Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Legal Secy II	0552	0031	19	\$ 8,154		
Dir, Library Svcs	3470	0001	16	\$14,036		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

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Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure



STATE OF SOUTH CAROLINA

DEPARTMENT OF LABOR

P. O. BOX 11329

COLUMBIA, S. C. 29211

EDGAR L. MCGOWAN  
COMMISSIONER

MEMORANDUM

TO: William T. Putnam  
State Auditor

Dr. Jack S. Mullins  
State Personnel Director

FROM: Edgar L. McGowan, Commissioner *Ed*

SUBJECT: Abolishment of Positions Vacant More than Twelve Months

DATE: 15 March 1978

As requested by your memorandum dated 8 March 1978, I have reviewed the listing of vacancies of more than twelve (12) months and have enclosed deletes on the following positions:

1. OSHA Compliance Officer I - Slot #0004 - Position #45973
2. OSHA Compliance Officer I - Slot #0010 - Position #45976
3. OSHA Compliance Officer I - Slot #0011 - Position #45977

The OSHA Compliance Officer I - Slot #0003 - Position #45972 - is in the process of being filled. Therefore, we have substituted Slot #0004, Position #45973, for this position.

Please note that on Wednesday, March 1, 1978, I went before the Ways & Means Committee and changed the fiscal year 1978-79 Budget Request deleting three (3) OSHA Compliance Officer I Positions. Therefore, we do not want to be subjected to losing an additional three positions for fiscal year 1978-79.

The Clerk Typist II Position is in the process of being filled. A Certificate from the Merit System was requested December 19, 1977 and again February 10, 1978.

ed  
cc: Jasper Harmon  
James Moore

# STATE OF SOUTH CAROLINA

## PERSONNEL ADVICE AND INFORMATION SHEET

LATEST ACTION <b>CORRECTION</b>	ACTION DATE <b>10/14/77</b>
------------------------------------	--------------------------------

### POSITION INFORMATION

AGENCY NAME <b>DEPT OF LABOR</b>		AGENCY CODE <b>570</b>	CLASSIFICATION TITLE <b>OSHA COMPL OFF I</b>			CLASS CODE <b>7027</b>	SLOT <b>0011</b>	REAS	PERF	GRADE <b>19</b>	MINIMUM <b>9,063</b>	MAXIMUM <b>12,493</b>	DATE CREATED <b>07/07/75</b>
STA <b>101</b>	SYS <b>110</b>	MSS	COUNTY <b>212</b>	FLSA <b>102</b>	F/P <b>103</b>	HRS/WK <b>416</b>	BASE HRS <b>402</b>	OPEN DATE <b>01/07/77</b>	STATE FUNDS PERCENT <b>532</b> AMOUNT <b>5000</b>		FEDERAL FUNDS PERCENT <b>533</b> AMOUNT <b>5000</b>		OTHER FUNDS PERCENT <b>534</b> AMOUNT
PAY RATE		ANNUAL EQUIVALENT		ADD'L BENEFITS		DATE LAST SALARY CHANGE		REVIEW DATE					

### EMPLOYEE INFORMATION

NAME LAST <b>990</b>		FIRST <b>INIT.</b>		S. S. NUMBER <b>980</b>	SEX <b>105</b>	RACE <b>107</b>	M S <b>106</b>	EDUC. <b>213</b>	DATE OF BIRTH <b>653</b>	RETIREMENT NO. <b>770</b>	JOB DATE <b>655</b>	AGN HIRE DATE <b>654</b>	STATE SER. DATE <b>656</b>	MERIT SYS DATE <b>658</b>
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### EMPLOYEE WORK HISTORY

EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F	P	MSS	TRANSACTION	
901											906												<input type="checkbox"/> SAL CHANGE
902											907												<input type="checkbox"/> FILL VACANCY
903											908												<input type="checkbox"/> REPLACEMENT
904											909												<input type="checkbox"/> CORRECTION
905											910												<input type="checkbox"/> MSS CHANGE
																							<input checked="" type="checkbox"/> DELETE
																							<input type="checkbox"/> TERMINATE

### AGENCY USE

REPORT SEQ. <b>992</b>	EMPLOYEE NBR. <b>771</b>	DISTRICT <b>317</b>	BUDGET AREA <b>401</b>	M. 1 <b>104</b>	MISC. 2 <b>811</b>	MISC. 3 <b>812</b>	MISC. 4 <b>813</b>	MISC. 5 <b>814</b>	AGENCY IDENTIFIER <b>999</b>	POSITION NUMBER <b>045977</b>	ACCESSION SOURCE	CODE <b>214</b>
<b>R3636080000</b>												

### AGENCY REMARKS

As requested by State Auditor  
3/17/78

Andrea K. Avant

SIGNATURE OF DESIGNATED OFFICIAL      DATE      PAYROLL AUTHORIZATION SIGNATURE      DATE

TERMINATION REASON		CODE <b>215</b>	TERMINATE DATE <b>652</b>
MSYS STA <b>111</b>	PERFORMANCE	CODE <b>218</b>	EFFECTIVE DATE <b>652</b>
REASONS FOR SALARY CHANGE		CODE <b>210</b>	AMOUNT <b>539</b>
		<b>217</b>	<b>540</b>

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF.

RICHARDSON

SIGNATURE FOR THE BOARD      DATE  
**10/14/77**

# STATE OF SOUTH CAROLINA PERSONNEL ADVICE AND INFORMATION SHEET

LATEST ACTION  
**CORRECTION**      ACTION DATE  
**10/14/77**

**POSITION INFORMATION**

AGENCY NAME <b>DEPT OF LABOR</b>		AGENCY CODE <b>570</b>	CLASSIFICATION TITLE <b>OSHA COMPL OFF I</b>				CLASS CODE <b>7027</b>	SLOT <b>0010</b>	REAS	PERF	GRADE <b>19</b>	MINIMUM <b>9,063</b>	MAXIMUM <b>12,493</b>	DATE CREATED <b>07/07/75</b>				
STA <b>101</b>	SYS <b>110</b>	MSS <b>212</b>	COUNTY <b>102</b>	FLSA <b>103</b>	F/P <b>416</b>	HRS/WK <b>402</b>	BASE HRS <b>651</b>	OPEN DATE <b>01/07/77</b>	STATE FUNDS PERCENT <b>532</b> AMOUNT <b>5000</b>		FEDERAL FUNDS PERCENT <b>533</b> AMOUNT <b>5000</b>		OTHER FUNDS PERCENT <b>534</b> AMOUNT	PAY RATE	ANNUAL EQUIVALENT	ADD'L BENEFITS <b>810</b>	DATE LAST SALARY CHANGE	REVIEW DATE <b>657</b>

**EMPLOYEE INFORMATION**

NAME LAST <b>990</b> FIRST <b>INIT.</b>		S. S. NUMBER <b>980</b>	SEX <b>105</b>	RACE <b>107</b>	M.S. <b>106</b>	EDUC. <b>213</b>	DATE OF BIRTH <b>653</b>	RETIREMENT NO <b>770</b>	JOB DATE <b>655</b>	AGN HIRE DATE <b>654</b>	STATE SER DATE <b>656</b>	MERIT SYS DATE <b>658</b>
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**EMPLOYEE WORK HISTORY**

EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F/P	MSS	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	FLSA	ANNUAL EQUIVALENT	PERF	F/P	MSS	
901										906										
902										907										
903										908										
904										909										
905										910										

**TRANSACTION**

- SAL CHANGE
- FILL VACANCY
- REPLACEMENT
- CORRECTION
- MSS CHANGE
- DELETE
- TERMINATE

**AGENCY USE**

REPORT SEQ. <b>992</b>	EMPLOYEE NBR. <b>771</b>	DISTRICT <b>317</b>	BUDGET AREA <b>401</b>	M-1 <b>104</b>	MISC. 2 <b>811</b>	MISC. 3 <b>812</b>	MISC. 4 <b>813</b>	MISC. 5 <b>814</b>	AGENCY IDENTIFIER <b>999</b>	POSITION NUMBER <b>045976</b>	ACCESSION SOURCE	CODE <b>214</b>
<b>R 3636080000</b>												

**AGENCY REMARKS**

As requested by State Auditor  
3/8/78

Sandra K. Overton 3/17/78

TERMINATION REASON	CODE <b>215</b>	TERMINATE DATE <b>652</b>
MSYS STA <b>111</b>	PERFORMANCE <b>218</b>	EFFECTIVE DATE <b>652</b>
REASONS FOR SALARY CHANGE	CODE <b>210</b>	AMOUNT <b>539</b>
	<b>217</b>	<b>540</b>

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF.

**RICHARDSON**      **10/14/77**

SIGNATURE FOR THE BOARD      DATE



Vacancies of Twelve Months or Longer  
as of February 3, 1978

DEPARTMENT OF LABOR

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk-Typist II	0329	0009	14	\$	\$ 2,919	\$ 2,919
OSHA Comp Off I	7027	0003	14	4,531	4,531	
OSHA Comp Off I	7027	0010	14	4,531	4,531	
OSHA Comp Off I	7027	0011	14	4,531	4,531	



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure



Division of Management Services  
Harris B. Caldwell, Director

MEMO TO: Preston Cantrell  
FROM: H. B. Caldwell  
DATE: March 20, 1978

-----

This memorandum is in reference to the directive that we received recently concerning the abolishment of positions that have been vacant for more than twelve (12) months. I am attaching for your perusal the current status of the Park Superintendent I (Class Code 8571, Slot 0014) and Historic Sites Coordinator (Class Code 3684, Slot 0002) positions. Also, please be advised that the Information Clerk I position (Class Code 3085, Slot 0015) has been filled.

If you need any additional information regarding these positions, please advise.

H. B. C.

/jm

Attachments



J. W. Lawrence  
Assistant Director  
(803) 758-2566

March 16, 1978

MEMORANDUM

TO: Buddy Caldwell  
FROM: Bill Lawrence  
RE: Positions Vacant for 12 Months

Please see if these positions can be extended, for the following reasons:

PARK SUPT. I -- This is the position authorized and funded for the new Long Bluff State Park in Darlington County. We have development funds for this park and are ready to proceed once we get our permits from the U. S. Corps of Engineers and DEHEC to begin construction. We should get them within 90 days. Design work has been completed and applications made for permits. We haven't wanted to fill the position until construction starts, but that won't be long now. If this existing slot is deleted, we'll just have to turn around in a few weeks and re-apply for it.

HISTORIC SITES COORDINATOR -- (C.T.L.) -- Notification of pending deletion of this slot comes just as we are interviewing applicants to fill the position. We have been holding it open because we've been trying to get our budget in line at C.T.L. (This is a revenue position.) We're okay now and gearing up for our peak summer season, and we need this position on board again. When the lady in this slot left last Spring, she already had her summer programs and other things lined up for the summer. We got by, and held the slot open during the low revenue winter period to help out with the budget. But now we've got to get back on the stick. We've already interviewed to fill this slot. Please see if we can get an okay to move ahead with that process.

Thanks.

J.W.L.

JWL:dm

Vacancies of Twelve Months or Longer  
as of February 3, 1978

PARKS, RECREATION & TOURISM

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Info Clerk I	3085	0015	12	\$	\$	\$ 5,997
Historic Sites Coord	3684	0002	12			10,652
Park Supt I	8571	0014	12	7,359		

Vacancies of Twelve Months or Longer  
as of February 3, 1978

PARKS, RECREATION & TOURISM

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Info Clerk I	3085	0015	12	\$	\$	\$ 5,997
Historic Sites Coord	3684	0002	12			10,652
Park Supt I	8571	0014	12	7,359		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

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Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

March 16, 1978

Jack S. Mullins, Ph.D.  
State Personnel Director  
State Personnel Division  
Columbia, S. C. 29211

Dear Dr. Mullins:

I am in receipt of your letter dated March 8, 1978, concerning Section 147 of the General Appropriations Act for 1977-78.

My staff has compiled information, as per attachments, which falls into five categories:

- I. Committed prior to receipt of instructions
- II. Abolished or filled prior to receipt of instructions
- III. Positions which have not remained vacant more than twelve months
- IV. Positions to be abolished
- V. Positions to be retained

Item IV deserves emphasis. Each position has a "Remark" in the far right column. The majority of these remarks indicate that although the position is being abolished the funds should be retained by this department. In these instances the position is funded from federal and/or local county government sources.

Item V is a list of positions which I strongly advise be retained. Although these positions have remained vacant more than twelve months, they are all funded, needed, and have remained vacant only because of the unavailability of qualified applicants. The positions in question are Nurses, Psychiatrists, Physicians and Psychologists. I would not like to lose the services of a qualified Psychiatrist, for which funds are budgeted, simply because the position has been deleted.

If you have further questions, I or my staff will be glad to assist you.

With kind regards, I remain,

Sincerely,

William S. Hall, M.D.  
State Commissioner of Mental Health

WSH/PP/aw  
Attachment  
✓ CC: William T. Putnam

SOUTH CAROLINA DEPARTMENT OF MENTAL HEALTH  
Columbia, South Carolina

I. Committed prior to receipt of instructions:

<u>Name</u>	<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>To be filled</u>	<u>Agency</u>
Gordon Moore	Constr. Spv.	6746	0001	4-1-78	30A
Dr. Martinez	Physician II	4212	0001		30G

II. Abolished or filled prior to instructions:

<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Status</u>
7651	0002	30D	Abolished
0329	0024	30D	Filled
5385	0002	30E	Abolished
4002	0002	30H	Abolished
5078	0001	30H	Abolished
5306	0006	30H	Abolished
5501	0056	30B	Filled
5332	0023	30B	Abolished

III. Positions which have not remained vacant more than twelve months:

<u>Class</u>	<u>Slot</u>	<u>Open date</u>	<u>Agency</u>
4014	0002	03-31-77	30G
4014	0008	03-31-77	30G
4244	0008	03-23-77	30B
5362	0002	03-18-77	30B

IV. Positions to be abolished:

<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Remarks</u>
3002	0003	30B	Delete \$3834 State Funds
4454	0006	30B	Delete \$1355 State Funds
5312	0010	30B	Delete \$11846 State Funds
9005	0001	30B	Retain Funds
0329	9010	30B	Retain Funds
0329	9016	30B	Retain Funds
4013	0010	30B	Retain Funds
4013	0016	30B	Retain Funds
4014	0009	30B	Retain Funds
4014	0013	30B	Retain Funds
4212	0003	30B	Retain Funds
4441	9003	30B	Retain Funds
4454	0003	30B	Retain Funds
5301	0011	30B	Retain Funds
5306	0006	30B	Retain Funds
5331	0018	30B	Retain Funds
5332	0012	30B	Retain Funds
5356	0004	30B	Retain Funds
5501	0010	30B	Retain Funds
5501	0048	30B	Retain Funds
5532	0007	30B	Retain Funds
5533	0008	30B	Retain Funds

<u>Class</u>	<u>Slot</u>	<u>Agency</u>	<u>Remarks</u>
0501	0036	30B	Retain Funds
0572	0002	30B	Retain Funds
0713	0001	30B	Retain Funds
3002	0004	30B	Retain Funds
3178	0005	30B	Retain Funds
4266	0004	30B	Retain Funds
4441	0001	30B	Delete \$2848 State Funds
4441	0004	30B	Retain Funds
4441	0005	30B	Retain Funds
4441	0007	30B	Retain Funds
4441	0008	30B	Retain Funds
4454	9002	30B	Retain Funds
4462	0001	30B	Retain Funds
4692	0001	30B	Retain Funds
5309	0009	30B	Retain Funds
5302	0010	30B	Retain Funds
5303	0010	30B	Retain Funds
5306	0007	30B	Retain Funds
5311	0001	30B	Retain Funds
5331	0029	30B	Retain Funds
5331	0032	30B	Retain Funds
5332	0014	30B	Retain Funds
5361	0002	30B	Retain Funds
5501	0005	30B	Retain Funds
5501	0021	30B	Retain Funds
5501	0024	30B	Retain Funds
5501	0047	30B	Retain Funds
5501	0049	30B	Retain Funds
5502	0024	30B	Retain Funds
5533	0016	30B	Retain Funds
7827	0003	30B	Retain Funds
5313	0001	30B	Retain Funds

V. Retain the following positions. These positions are needed but due to the unavailability of qualified individuals they have remained vacant for more than twelve months.

<u>Class</u>	<u>Slot</u>	<u>Agency</u>
4011	0002	30B
4012	0004	30B
4013	0013	30B
4014	0029	30B
4212	0002	30B
4242	0006	30B
4242	0008	30B
4242	0011	30B
4242	0015	30B
4242	0006	30B
4246	0002	30B
4250	0001	30B
4250	0008	30B
5532	0014	30B
5533	0009	30B
5533	0018	30B
4244	0008	30B

PP/aw March 16, 1978

Vacancies of Twelve Months or Longer  
as of February 3, 1978

MENTAL HEALTH

Agency

Title	Class	Slot	No. Mos. Vacant.	Source of Funds		
				S	F	O
<u>Mental Health Adm (30A)</u>						
Construc Supv	6746	0001	14	\$10,652	\$	\$
<u>Mental Health - Comm Men Health Svcs (30B)</u>						
Clerk-Typist II	0329	9010	16	\$	\$ 5,838	\$
Clerk-Typist II	0329	9016	22		5,838	
Secretary I	0501	0036	14		6,383	
Staff Asst II	0572	0002	14	4,304		4,304
Supply Clerk III	0713	0001	14	3,509		3,509
Res Analyst II	3002	0003	14	4,535		4,531
Res Analyst II	3002	0004	14	4,535		4,531
Sch Liaison Wrkr	3178	0005	14	4,304		4,304
Nurse I	4011	0002	14	4,532		4,531
Nurse II	4012	0004	14	4,781		4,781
Nurse III	4013	0010	14		10,084	
Nurse III	4013	0013	14		10,084	
Nurse III	4013	0016	14	504	9,075	504
Nurse IV	4014	0009	14	1,406	8,432	1,405
Nurse IV	4014	0013	14	1,406	8,432	1,405
Nurse IV	4014	0029	13			11,243
Physician II	4212	0002	14		26,416	
Physician II	4212	0003	20	353	2,118	353
Psychiatrist II	4242	0006	14		26,416	
Psychiatrist II	4242	0008	14		26,416	
Psychiatrist II	4242	0011	14		26,416	
Psychiatrist II	4242	0015	14	2,642	15,854	2,642
Psychia Svcs Chief	4244	0006	14	1,453	26,165	1,453
Psychia Svcs Chief	4246	0002	14	3,997	23,985	3,997
Child Psychiatrist	4250	0001	14	1,453	26,165	1,453
Child Psychiatrist	4250	0008	14	3,635	21,804	3,634
Therapist II	4266	0004	14		10,652	
Nursing Asst	4441	0001	14	855	3,991	855
Nursing Asst	4441	0004	15	2,851		2,851
Nursing Asst	4441	0005	13			5,702
Nursing Asst	4441	0007	13			5,702
Nursing Asst	4441	0008	13			5,702
Nursing Asst	4441	9003	15		5,702	

Vacancies of Twelve Months or Longer  
as of February 3, 1978

MENTAL HEALTH

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
<u>Mental Health - Comm Men Health Svcs (30B)</u>						
Mental Health Asst	4454	0003	14	\$ 958	\$ 4,468	\$ 957
Mental Health Asst	4454	0006	14	799	4,787	797
Mental Health Asst	4454	9002	14		6,383	
Occ Therap Aide I	4462	0001	15		5,702	
Admiss & Dispos Supv I	4692	0001	14	3,509		3,509
Mental Health Couns I	5301	0011	14		10,084	
Mental Health Couns II	5302	0009	13			11,857
Mental Health Couns II	5302	0010	13			11,857
Mental Health Couns III	5303	0010	13			13,288
Addictions Couns	5306	0006	14		10,084	
Addictions Couns	5306	0007	15		10,084	
Addictions Spec I	5311	0001	14		10,652	
Addictions Spec II	5312	0010	14	11,857		
Clinical Social Wrkr I	5331	0018	14	1,331	7,989	1,331
Clinical Social Wrkr I	5331	0029	14		10,652	
Clinical Social Wrkr I	5331	0032	13		10,652	
Clinical Social Wrkr II	5332	0012	15		11,857	
Clinical Social Wrkr II	5332	0014	14		11,857	
Clinical Social Wrkr II	5332	0023	14	4,270	3,319	4,268
Commty Hlth Coord	5356	0004	14	478	8,605	478
Clinical Chaplain I	5361	0002	14		11,857	
Clinical Couns I	5501	0005	14		8,154	
Clinical Couns I	5501	0010	14	4,077		4,077
Clinical Couns I	5501	0021	14		8,154	
Clinical Couns I	5501	0024	14		8,154	
Clinical Couns I	5501	0047	14		8,154	
Clinical Couns I	5501	0048	14	244	4,405	244
Clinical Couns I	5501	0049	13			8,154
Clinical Couns II	5502	0024	14	1,196	7,171	1,195
Psychologist II	5532	0007	14	1,483	8,892	1,482
Psychologist II	5532	0014	14	1,483	8,892	1,482
Psychologist III	5533	0008	14		13,288	

Vacancies of Twelve Months or Longer  
as of February 3, 1978

MENTAL HEALTH

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
<u>Mental Health - Comm Men Health Svcs (30B)</u>						
Psychologist III	5533	0009	14	\$	\$13,288	\$
Psychologist III	5533	0016	15		13,288	
Psychologist III	5533	0018	14		13,288	
Vehicle Oper II	7827	0003	14		6,177	
Spec Ed Teacher II	9005	0001	14			
Psych Sect Chief	4244	0008	12	2,914		
Addict Spec II	5313	0001	12			13,288
Clinical Chaplain II	5362	0002	12	1,661	9,966	1,661
Clinical Couns I	5501	0056	12	1,019	6,115	1,019
<u>Crafts-Farrow State Hosp (30D)</u>						
Clerk Typist II	0329	0024	28		5,838	
Food Serv Supv I	7651	0002	14	6,177		
<u>Hall Psych Inst (30E)</u>						
Men Htlh Spec I	5385	0002	13	5,702		
<u>Morris Village (30H)</u>						
LPN II	4002	0002	26		7,018	
Rehab Asst I	5078	0001	14	6,678		
Addictions Couns	5306	0006	26	10,084		
<u>Werber Bryan Psy Hosp (30G)</u>						
Physician II	4212	0001	13	26,416		
Nurse IV	4014	0002	12	11,243		
Nurse IV	4014	0008	12	11,243		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

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We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

F20

# South Carolina Retirement System

PURVIS W. COLLINS  
DIRECTOR



BANKERS TRUST TOWER  
P. O. BOX 11960

Columbia  
29211

MEMORANDUM

TO : Mr. Eugene C. Garvin  
FROM : Purvis W. Collins, Director  
SUBJECT : Vacant Position  
DATE : March 14, 1978

On February 22, 1978, we forwarded a Position Questionnaire to State Personnel requesting a reclassification from Assistant to Director/Retirement Division (Grade 31) to Auditor III (Grade 26). Margaret Richardson, our Classification and Compensation Analyst, signed off on the P.Q. March 2, 1978, and we received it and the new PAIS form several days later. Due to a clerical error at State Personnel, the PAIS form was printed incorrectly. It has been returned to State Personnel for correction.

The position of Assistant to Director/Retirement Division was vacated on March 21, 1977. We have promoted someone into the reclassified position of Auditor III effective March 3, 1978. The paperwork will be processed as soon as we receive the corrected PAIS form.

bb

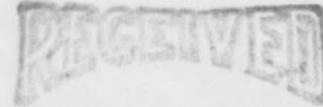
# The South Carolina Second Injury Fund

MIDDLEBURG OFFICE PARK  
1800 ST. JULIAN PLACE

DOUGLAS P. CROSSMAN  
Director



Columbia, S.C. 29204



Phone: 758-2578

MAR 17 1978

STATE AUDITOR'S OFFICE  
BUDGET DIVISION

March 15, 1978

Mr. Jasper Harmon  
Office of State Auditor  
205 Wade Hampton Office Building  
P. O. Box 11333  
Columbia, South Carolina 29211

Re: Deletion of Claims Manager

Dear Jasper:

In response to Mr. Putnam's memo concerning the above and our subsequent telephone conversation, I would like to advise that I have somewhat mixed emotions about this situation. As previously stated, I had originally given strong consideration to allowing this position to be abolished. However, in light of recent events, I am reassessing the situation and after discussing the matter with Dr. Mullins, I will be better able to determine a course of action and advise you accordingly. I would like to point out, however, that the memo submitted to this Agency indicated that this slot has been vacant for 18 months and this is in error as this position did not become vacant until March 25, 1977.

Yours very truly,

A handwritten signature in cursive script that reads "Doug".

Douglas P. Crossman  
Director

DPC/mw

*P. S. I realize 3/25/77 to 3/25/78 is 12 months,  
so I will let you know something in a day  
or so  
DPC*

# The South Carolina Second Injury Fund

MIDDLEBURG OFFICE PARK  
1800 ST. JULIAN PLACE

DOUGLAS P. CROSSMAN  
Director



Phone: 758-2578

Columbia, S.C. 29204

March 17, 1978

Mr. Jasper Harmon  
Office of State Auditor  
205 Wade Hampton Office Building  
P. O. Box 11333  
Columbia, South Carolina 29211

Re: Deletion of Claims Manager

Dear Jasper:

As a follow-up to my letter of March 15th, I wish to advise I have discussed the matter with Dr. Mullins and have decided to fill the position of Claims Manager. In conjunction with this decision, I have made a commitment to Mr. Dennis Orr who is our senior claims adjuster to promote him to this position effective March 17, 1978. If this will cause any problems, please advise.

Thanking you for your assistance in this matter, I am

Yours very truly,

A handwritten signature in cursive script, appearing to read "Doug". The signature is written in dark ink and is positioned above the typed name of the sender.

Douglas P. Crossman  
Director

DPC/mw

Vacancies of Twelve Months or Longer  
as of February 3, 1978

SECOND INJURY FUND

Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Claims Manager	1657	0001	18	\$	\$	\$12,575



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

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FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

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We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

V  
/

VIRGIL L. CONRAD  
COMMISSIONER



March 16, 1978

Mr. William T. Putnam, State Auditor  
State of South Carolina  
Office of the State Auditor  
P. O. Box 11333  
Columbia, South Carolina 29211

Dr. Jack S. Mullins, Director  
State Personnel Division  
Suite 333, Edgar Brown Building  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Mr. Putnam and Dr. Mullins:

This is in response to your memorandum of March 8, 1978 Subject: Abolishment of Positions Vacant More Than Twelve Months.

After a thorough research into this matter, it is agreed that the following locally funded (county positions) be deleted from the system:

<u>Title</u>	<u>Class</u>	<u>Slot</u>
Clerk I	0301	0056
Homemaker	4491	0027
"	"	0040
"	"	0050
"	"	0114
Case Manager I	5326	0651

Our Personnel Director is taking immediate action to submit the necessary PAIS Forms for deletion of the above. Our Budget Director will make contact with the Budget Analyst assigned to our agency in regard to funds involved.

It is requested that the remaining positions not be deleted at this time. As you know, some organizational changes within the agency are planned. Prior to my arrival, our Board placed a modified freeze on certain fill actions until a firm determination of the organizational changes can be finalized. The plans are now that within the next few weeks the first phase of the organizational changes will be implemented with the final phase being accomplished on or around July 1.



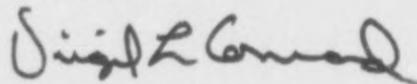
Mr. William T. Putnam  
Dr. Jack S. Mullins  
March 16, 1978  
Page 2

In view of this plan, we request that no deletion action be taken prior to July 1. The positions affected are:

<u>Title</u>	<u>Class</u>	<u>Slot</u>
Clerk I	0301	0087
Clerk Steno I	0336	0013
Staff Assistant I	0571	0009
Attorney I	2011	0001
Administrative Assistant I	2408	0008
Dpty. Comr. Soc. Srv. Prov.	2544	0001
Clerk Typist II	0329	0004
Case Manager I	5326	0864

Your favorable consideration of this matter will be greatly appreciated.

Sincerely yours,



Virgil L. Conrad  
Commissioner

VLC:rgc

Attachment

Vacancies of Twelve Months or Longer  
as of February 3, 1978

DEPARTMENT OF SOCIAL SERVICES

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Clerk I	0301	0056	14	\$ 2,669	\$ 2,669	\$
Clerk I	0301	0087	14	1,655	3,683	
Clerk-Steno <del>++I</del>	0336	0013	13	2,338	3,227	
Staff Assistant I	0571	0009	15	3,244	4,479	
Attorney I	2011	0001	14	5,581	7,707	
Admin Asst I	2408	0008	13	4,236	5,848	
Dpty Comr Soc Srv Prov	2544	0001	14	6,936	15,437	
Homemaker	4491	0027	14	1,655	3,683	
Homemaker	4491	0040	14	1,655	3,683	
Homemaker	4491	0050	14	1,655	3,683	
Homemaker	4491	0114	15	1,655	3,683	
Case Mgr I	5326	0651	14	2,528	5,626	
Case Mgr I	5326	0864	14	2,528	5,626	
Clerk-Typist II	0329	0004	12	1,810	4,028	

Vacancies of Twelve Months or Longer  
as of February 3, 1978

DEPARTMENT OF SOCIAL SERVICES

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk I	0301	0056	14	\$ 2,669	\$ 2,669	\$
Clerk I	0301	0087	14	1,655	3,683	
Clerk-Steno II	0336	0013	13	2,338	3,227	
Staff Assistant I	0571	0009	15	3,244	4,479	
Attorney I	2011	0001	14	5,581	7,707	
Admin Asst I	2408	0008	13	4,236	5,848	
Dpty Comr Soc Srv Prov	2544	0001	14	6,936	15,437	
Homemaker	4491	0027	14	1,655	3,683	
Homemaker	4491	0040	14	1,655	3,683	
Homemaker	4491	0050	14	1,655	3,683	
Homemaker	4491	0114	15	1,655	3,683	
Case Mgr I	5326	0651	14	2,528	5,626	
Case Mgr I	5326	0864	14	2,528	5,626	
Clerk-Typist II	0329	0004	12	1,810	4,028	



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

State of South Carolina

South Carolina Tax Commission

COLUMBIA

RECEIVED

MAR 20 1978

ROBERT C. WASSON  
CHAIRMAN



RAYMON R. FINCH, JR.  
CHARLES N. PLOWDEN  
ROBERT C. WASSON  
COMMISSIONERS  
AUDITOR'S OFFICE  
BUDGET DIVISION

March 17, 1978

IN REPLY REFER  
TO

Mr. Jasper E. Harmon, Jr.  
State Auditor's Office  
Wade Hampton Office Building  
Columbia, South Carolina

Dear Mr. Harmon:

This is in regard to Mr. W. T. Putnam's Memorandum of March 8, 1978, on the subject of abolishment of positions vacant more than twelve months.

The Varitypist II position listed in the Memorandum was in error. The Field Auditor II position has been vacant since October 15, 1976; however, this position was held open during the fiscal year 1977-1978 for the purpose of accomodating the 2½% salary reduction in the 1977-1978 Appropriations Bill; also, to accumulate funds needed to fill new positions created in the Property Tax Division to administer the Education Finance Act.

We have had several vacant positions in this class in the last twelve months which have been filled and could easily have replaced the position held open.

The abolishment of this position and the deletion of funds generated from this vacancy would further decrease funds in our Personnel Account, and create additional shortages.

We would appreciate the reinstatement of this position as soon as possible.

Yours very truly,

SOUTH CAROLINA TAX COMMISSION  
ADMINISTRATIVE DIVISION

A handwritten signature in cursive script, appearing to read "Louis V. Brickle, Jr.".

Louis V. Brickle, Jr.  
Assistant Division Director

LVB:bb

State of South Carolina

# South Carolina Tax Commission

COLUMBIA

ROBERT C. WASSON  
CHAIRMAN



RAYMON R. FINCH, JR.  
CHARLES N. PLOWDEN  
ROBERT C. WASSON  
COMMISSIONERS

March 17, 1978

IN REPLY REFER  
TO

Dr. Jack S. Mullins, State Director  
State Personnel Division  
Suite 333 - Edgar Brown Building  
Columbia, South Carolina

Dear Dr. Mullins:

This is in reference to the Memorandum from Mr. W. T. Putnam, State Auditor, regarding the abolishment of positions held for more than twelve months.

The Varitypist II position listed in the Memorandum is in error. The Field Auditor II position, vacant since October 16, 1976, has been held open to accommodate the 2½% salary reduction in the 1977-1978 Appropriations Bill; also, to allow the accumulation of funds to fill new positions created to administer the Education Finance Act, which was to be funded for this fiscal year through supplemental requests. We are forwarding this justification to Mr. Putnam in the hope that this position will not be deleted.

If we can be of assistance in this matter, please let us know.

Yours very truly,

SOUTH CAROLINA TAX COMMISSION  
ADMINISTRATIVE DIVISION

Louis V. Brickle, Jr.  
Assistant Division Director

LVB:bb

Vacancies of Twelve Months or Longer  
as of February 3, 1978

TAX COMMISSION

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	No. Mos. <u>Vacant:</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Varitypist II	0352	0001	13	\$ 6,678	\$	\$
Field Auditor II	1058	0063	14	12,515		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

DIVISION OF FINANCE

March 16, 1978

TO: Mr. W.T. Putnam  
State Auditor

Dr. Jack S. Mullins  
State Personnel Director

FROM: R.W. Denton *RWD*  
Finance

M.D. Tavenner *MDT*  
Personnel

SUBJECT: Abolishment of Vacancies

The Secretary I slot 0235 position was established as part of the total staffing plan in the Medical School. Filling of this position was dependent upon the employment of other personnel who are now on our payroll. We are therefore in the process of filling this slot.

The Library Technical Assistant II slot 0021 position was deleted by us on February 8, 1978 as an adjustment to our staffing plan in the Medical School. This adjustment involved the establishment of a Secretary I position.

The Archeologist II slot 0001 position is a position that has been maintained to facilitate the public service function of the Institute. Anticipated long term sponsored projects have not materialized and therefore the position may be deleted at this time.

The Instructor slot 0053 position was previously a vacancy in the College of Librarianship. We have recently revised the PAIS form to reflect our planning for 1978-79 staffing needs. This revision transferred the position to the Beaufort Campus with a Fall 1978 expected hire date.

Monies associated with these positions in question have been either rebudgeted for other positions established or appear in our "minus personnel - vacancy lag offset". We therefore have no funds to return to the General Fund.

RWD/dy

CC: James B. Holderman  
B.A. Daetwyler

Vacancies of Twelve Months or Longer  
as of February 3, 1978

UNIVERSITY OF SOUTH CAROLINA

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Secretary I	0501	0235	14	\$ 6,383		
Lib Tech Asst II	3452	0021	14	\$ 6,177		
Archeologist II	3602	0001	14			\$11,857
Instructor	9063	0053	15			



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

South Carolina  
Vocational Rehabilitation Department



J. S. DUSENBURY  
EXECUTIVE OFFICER AND COMMISSIONER

301 LANDMARK CENTER, 3600 FOREST DRIVE  
P. O. BOX 4945  
COLUMBIA, SOUTH CAROLINA 29240

March 17, 1978

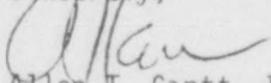
Dr. Jack S. Mullins, State Director  
State Personnel Division  
1205 Pendleton Street  
Columbia, South Carolina 29201

Dear Jack:

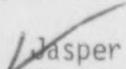
Reference is being made to your memorandum dated March 8, 1978 regarding the abolishment of positions vacant more than twelve (12) months. Attached you will find the PAIS form on the position of Training Coordinator (2258-0002) indicating that we wish this position to be deleted. The function that was to be performed by this position has since been regionalized and is being performed by other staff members in addition to their regular job responsibilities. Another problem with the filling of this position was that the grade level assigned was inconsistent with the staffing pattern established for the Disability Determination Division. We will contact you later when it is necessary to reestablish a position to coordinate training responsibilities for the Disability Determination Division.

The Staff Assistant II position (0572-0001) will be filled within the next month. This particular position provides clerical and administrative support to the Assistant Commissioner for Administrative and Special Services. The reason that we have not moved on filling this position is that we were trying to approach the staffing pattern of our State Office in a different manner. This experimentation has not worked out as we anticipated. Therefore, we have already secured an individual to be promoted into this position. An additional consideration is that, with the proposed organizational charts which were submitted to you on March 6, 1978, we will need this additional support person in order to fulfill our responsibilities.

Sincerely,

  
Allen T. Gantt, Jr.  
Personnel Director

ATGjr/btc

cc:  Jasper E. Harmon, Jr.  
State Auditor's Office

Vacancies of Twelve Months or Longer  
as of February 3, 1978

VOCATIONAL REHABILITATION  
Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Staff Asst II	0572	0001	13	\$ 3,013	\$ 5,595	\$
Trng Coord	2258	0002	17		13,288	



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

S. C. DEPARTMENT OF YOUTH SERVICES  
P. O. Box 21487  
Columbia, S.C. 29221

M E M O R A N D U M

TO : Mr. William T. Putnam, State Auditor ✓  
Dr. Jack S. Mullins, State Personnel Director

FROM : Grady A. Decell, State Director

SUBJECT: Vacant Positions

DATE : March 13, 1978

# # #

The Dental Assistant III position referred to in your memorandum of March 8, 1978, was filled effective February 17, 1978. As per your instructions, we have discussed with our Budget Analyst, Mr. Jack Crosscope, the disposition of funds generated from the vacant position.

If our Agency may be of further assistance, please let me know.

S/ Grady A. Decell

GAD:SBL/s

cc: Mr. Crosscope

RECEIVED  
MAR 17 1978  
STATE AUDITOR'S OFFICE  
AUDITING DIVISION

Vacancies of Twelve Months or Longer  
as of February 3, 1978

YOUTH SERVICES

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Dental Asst III	4423	0001	15	\$ 7,359	\$	\$



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

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The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

S. C. COMMISSION ON HIGHER EDUCATION

Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Higher Educ Prog Plnr	3332	0001	15	\$18,012	\$	\$



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P.O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 20, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 27 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 27.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1973

WILDLIFE & MARINE RESOURCES

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Wildlife Consv Off	7184	0022	13	\$ 9,063	\$	\$
Custodial Wrkr I	7501	0001	14			5,157
Wildlife Tech I	8584	0027	14		5,008	1,669
Radio Operator	8662	0003	14			5,565
Radio Operator	8662	0030	12			2,227



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P. O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

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We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

HIGHWAY DEPARTMENT

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Clerk I	0301	0180	19	\$	\$	\$ 4,338
Clerk II	0302	0175	25			5,702
Clerk III	0303	0065	20			6,678
Clerk-Typist II	0329	0016	15			5,838
Clerk-Typist II	0329	0037	12			5,838
Clerk-Typist II	0329	0042	22			5,838
Clerk-Steno II	0337	0004	32			5,997
Clerk-Steno II	0337	0005	21			5,997
Clerk-Steno II	0337	0026	33			5,997
Supply Clerk II	0712	0016	21			5,838
Adm Asst II	2409	0003	32			11,243
Data Cntl Clerk	2860	0001	18			7,018
KE&PEO I	2861	0002	17			5,997
KE&PEO I	2861	0028	21			5,997
KE&PEO I	2861	0047	17			5,997
KE&PEO I	2861	0048	17			5,997
KE&PEO I	2861	0053	13			5,997
Statistician II	3057	0001	12			10,652
Offset Press Op I	3581	0001	13			5,997
Civ Eng I	6221	0043	19			12,515
Civ Eng II	6222	0005	18			13,288
Civ Eng II	6222	0006	12			13,288
Civ Eng II	6222	0025	19			13,288
Civ Eng II	6222	0027	17			13,288
Civ Eng III	6223	0010	20			14,036
Civ Eng V	6225	0001	20			18,012
Civ Eng V	6225	0008	21			18,012
Civ Eng V	6225	0016	20			18,012
Asst St. Hwy Eng	6235	0001	44			22,373
Asst St. Hwy Eng	6235	0003	32			22,373
Drafting Tech II	6712	0001	32			7,723
Drafting Tech II	6712	0004	42			7,723
Plans Reprod Tech II	6726	0001	34			6,678
Eng Asst	6730	0005	20			5,702
Eng Asst	6730	0008	20			5,702
Eng Asst	6730	0012	21			5,702
Eng Asst	6730	0030	22			5,702

Vacancies of Twelve Months or Longer  
as of February 3, 1978

HIGHWAY DEPARTMENT

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Eng Asst	6730	0052	32	\$	\$	\$ 5,702
Eng Asst	6730	0065	15			5,702
Eng Asst	6730	0069	31			5,702
Eng Asst	6730	0072	12			5,702
Eng Asst	6730	0073	26			5,702
Eng Asst	6730	0079	23			5,702
Eng Asst	6730	0085	27			5,702
Eng Asst	6730	0086	27			5,702
Eng Asst	6730	0093	31			5,702
Eng Assoc I	6731	0008	13			6,177
Eng Assoc I	6731	0041	15			6,177
Eng Assoc I	6731	0055	16			6,177
Eng Assoc I	6731	0068	12			6,177
Eng Assoc I	6731	0134	15			6,177
Eng Assoc I	6731	0140	13			6,177
Eng Assoc II	6732	0001	14			6,678
Eng Assoc II	6732	0005	21			6,678
Eng Assoc II	6732	0010	17			6,678
Eng Assoc II	6732	0012	15			6,678
Eng Assoc II	6732	0013	27			6,678
Eng Assoc II	6732	0018	24			6,678
Eng Assoc II	6732	0021	21			6,678
Eng Assoc II	6732	0025	21			6,678
Eng Assoc II	6732	0027	27			6,678
Eng Assoc II	6732	0030	23			6,678
Eng Assoc II	6732	0033	29			6,678
Eng Assoc II	6732	0037	27			6,678
Eng Assoc II	6732	0039	19			6,678
Eng Assoc II	6732	0041	32			6,678
Eng Assoc II	6732	0042	25			6,678
Eng Assoc II	6732	0043	29			6,678
Eng Assoc II	6732	0045	24			6,678
Eng Assoc II	6732	0051	32			6,678
Eng Assoc II	6732	0052	31			6,678
Eng Assoc II	6732	0057	20			6,678
Eng Assoc II	6732	0077	32			6,678
Eng Assoc II	6732	0096	15			6,678

Vacancies of Twelve Months or Longer  
as of February 3, 1978

HIGHWAY DEPARTMENT

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Eng Assoc II	6732	0122	16	\$	\$	\$ 6,678
Eng Assoc II	6732	0132	15			6,678
Eng Assoc II	6732	0139	27			6,678
Eng Assoc II	6732	0162	14			6,678
Eng Assoc II	6732	0165	22			6,678
Eng Assoc II	6732	0201	16			6,678
Eng Assoc III	6733	0053	18			7,723
Eng Assoc III	6733	0084	12			7,723
Eng Assoc VI	6736	0014	21			10,084
Eng Assoc VI	6736	0021	13			10,084
Eng Assoc VI	6736	0041	12			10,084
Eng Assoc VI	6736	0107	12			10,084
Eng Assoc VII	6737	0019	26			11,243
Eng Assoc VII	6737	0025	23			11,243
Radio Tech	6742	0001	13			9,562
ROW Appr III	6788	0001	20			14,036
Relocation Coord	6790	0001	17			12,515
Hwy Patrol 1st Class	7061	0071	18			10,652
Hwy Patrol 1st Class	7061	0229	16			10,652
Hwy Patrol 1st Class	7061	0270	18			10,652
Hwy Patrol 1st Class	7061	0276	13			10,652
Hwy Patrol 1st Class	7061	0293	19			10,652
Hwy Patrol 1st Class	7061	0304	21			10,652
Hwy Patrol 1st Class	7061	0310	22			10,652
Hwy Patrol 1st Class	7061	0320	30			10,652
Hwy Patrol 1st Class	7061	0342	32			10,652
Hwy Patrol 1st Class	7061	0344	27			10,652
Hwy Patrol 1st Class	7061	0356	32			10,652
Hwy Patrol 1st Class	7061	0358	30			10,652
Hwy Patrol 1st Class	7061	0396	16			10,652
Hwy Patrol 1st Class	7061	0409	23			10,652
Hwy Patrol 1st Class	7061	0439	17			10,652
Hwy Patrol 1st Class	7061	0445	17			10,652
Hwy Patrol 1st Class	7061	0470	16			10,652
Hwy Patrol 1st Class	7061	0473	12			10,652
Hwy Patrol Lt	7065	0044	33			14,036
Hwy Patrol Lt	7065	0045	33			14,036

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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HIGHWAY DEPARTMENT

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Agency

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Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Hwy Patrol Capt	7066	0007	25	\$	\$	\$15,786
Hwy Maint Wrkr III	7783	0136	16			6,383
Hwy Maint Wrkr III	7783	0160	14			6,383
Hwy Maint Wrkr III	7783	0228	12			6,383
Hwy Maint Wrkr III	7783	0256	26			6,383
Hwy Maint Wrkr III	7783	0265	18			6,383
Hwy Maint Wrkr III	7783	0274	12			6,383
Hwy Maint Wrkr III	7783	0278	27			6,383
Hwy Maint Wrkr III	7783	0282	18			6,383
Hwy Maint Wrkr III	7783	0315	12			6,383
Hwy Maint Wrkr III	7783	0338	17			6,383
Hwy Maint Wrkr III	7783	0340	30			6,383
Hwy Maint Wrkr III	7783	0374	13			6,383
Hwy Maint Wrkr III	7783	0411	18			6,383
Hwy Maint Wrkr IV	7784	0117	21			7,018
Hwy Maint Wrkr IV	7784	0119	24			7,018
Hwy Maint Wrkr IV	7784	0131	25			7,018
Hwy Maint Wrkr IV	7784	0139	21			7,018
Hwy Maint Wrkr IV	7784	0174	27			7,018
Hwy Maint Wrkr IV	7784	0199	13			7,018
Hwy Maint Crew Supv I	7791	0006	14			7,359
Hwy Maint Crew Supv I	7791	0069	12			7,359
Hwy Maint Crew Supv II	7792	0009	19			8,154
Hwy Maint Crew Supv II	7792	0031	14			8,154
Hwy Maint Crew Supv II	7792	0112	29			8,154
Hwy Maint Crew Supv III	7793	0049	32			9,562
Hwy Maint Crew Supv III	7793	0064	20			9,562
Auto Mechanic	7800	0057	20			8,154
Auto Mechanic	7800	0113	25			8,154
Auto Mechanic	7800	0123	14			8,154
Serv Stat Attend	7813	0020	12			5,838

Vacancies of Twelve Months or Longer  
as of February 3, 1978

HIGHWAY DEPARTMENT

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Tele Comm Oper	7123	0027	17	\$	\$	\$ 7,723
Cust Wrkr I	7501	0009	23			5,157
Cust Wrkr I	7501	0023	24			5,157
Cust Wrkr II	7502	0014	32			5,452
Trades Helper	7716	0031	41			6,177
Trades Helper	7716	0058	31			6,177
Trades Helper	7716	0064	16			6,177
Trades Helper	7716	0066	28			6,177
Trades Helper	7716	0067	12			6,177
Tades Wrkr	7718	0031	20			7,018
Maint Mech	7758	0001	20			8,154
Hwy Maint Wrkr I	7781	0305	18			5,565
Hwy Maint Wrkr I	7781	0476	28			5,565
Hwy Maint Wrkr I	7781	0511	12			5,565
Hwy Maint Wrkr I	7781	0738	12			5,565
Hwy Maint Wrkr I	7781	0786	13			5,565
Hwy Maint Wrkr I	7781	0811	21			5,565
Hwy Maint Wrkr I	7781	0910	25			5,565
Hwy Maint Wrkr I	7781	0917	25			5,565
Hwy Maint Wrkr II	7782	0035	31			5,838
Hwy Maint Wrkr II	7782	0061	12			5,838
Hwy Maint Wrkr II	7782	0085	13			5,838
Hwy Maint Wrkr II	7782	0105	13			5,838
Hwy Maint Wrkr II	7782	0130	12			5,838
Hwy Maint Wrkr II	7782	0146	17			5,838
Hwy Maint Wrkr II	7782	0174	25			5,838
Hwy Maint Wrkr II	7782	0182	13			5,838
Hwy Maint Wrkr II	7782	0221	14			5,838
Hwy Maint Wrkr II	7782	0223	22			5,838
Hwy Maint Wrkr II	7782	0233	24			5,838
Hwy Maint Wrkr II	7782	0249	27			5,838
Hwy Maint Wrkr II	7782	0273	24			5,838
Hwy Maint Wrkr II	7782	0299	14			5,838
Hwy Maint Wrkr II	7782	0402	19			5,838
Hwy Maint Wrkr II	7782	0404	25			5,838

Vacancies of Twelve Months or Longer  
as of February 3, 1978

HIGHWAY DEPARTMENT

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Hwy Maint Wrkr II	7782	0459	28	\$	\$	\$ 5,838
Hwy Maint Wrkr II	7782	0467	28	\$	\$	\$ 5,838
Hwy Maint Wrkr II	7782	0470	47			5,838
Hwy Maint Wrkr II	7782	0526	21			5,838
Hwy Maint Wrkr II	7782	0573	24			5,838
Hwy Maint Wrkr II	7782	0731	20			5,838
Hwy Maint Wrkr II	7782	0745	14			5,838
Hwy Maint Wrkr II	7782	0773	25			5,838
Hwy Maint Wrkr II	7782	0774	25			5,838
Hwy Maint Wrkr II	7782	0775	25			5,838
Hwy Maint Wrkr II	7782	0777	25			5,838
Hwy Maint Wrkr II	7782	0805	25			5,838
Hwy Maint Wrkr II	7782	0806	25			5,838
Hwy Maint Wrkr II	7782	0807	25			5,838
Hwy Maint Wrkr II	7782	0808	25			5,838
Hwy Maint Wrkr II	7782	0812	25			5,838
Hwy Maint Wrkr III	7783	0066	25			6,383
Hwy Maint Wrkr III	7783	0074	18			6,383
Hwy Maint Wrkr III	7783	0100	20			6,383
Hwy Maint Wrkr III	7783	0109	23			6,383
Hwy Maint Wrkr III	7783	0110	21			6,383
Hwy Maint Wrkr III	7783	0122	21			6,383
Hwy Maint Wrkr III	7783	0124	26			6,383



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR  
P.O. BOX 11333  
COLUMBIA  
29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

TECHNICAL & COMPREHENSIVE EDUCATION

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
<u>Trident Tech</u>						
Painter	7734	0003	31	\$	\$ 8,154	\$
Instructor	9063	0029	20			
Instructor	9063	0047	13			
Instructor	9063	0055	16			
Instructor	9063	0072	13			
Lecturer & Other Fac	9079	0002	13			
Division Chairman	9160	0002	20			
Division Chairman	9160	0006	18			
Employment Counselor I	5044	0001	12		9,063	
<u>Flo-Darlington Tech</u>						
Clerk-Steno II	0337	0005	28	5,997		
Security Officer	7372	0001	27	5,997		
<u>Greenville Tech</u>						
Coord Guidance Srv Tec	3400	0001	13			12,515
Groundskeeper I	7401	0001	25	5,702		
Groundskeeper I	7401	0002	25		5,702	
Dean of Inst	9156	0001	30			
<u>Horry-Gerogetown Tech</u>						
Clerk III	0303	0001	20	6,678		
Clerk-Typist I	0328	0001	13	5,452		
Acct Clerk I	0376	0001	23	5,702		
Custodial Wrkr III	7503	0001	19	5,838		
Dept Chairman	9045	0001	14			
<u>Midlands Tech</u>						
Clerk-Typist II	0329	0010	13			5,838
Office Mgr	2402	0001	13		9,063	
Office Mgr	2402	0002	13		9,063	
Office Mgr	2402	0004	13		9,063	
Office Mgr	2402	0005	13		9,063	
Office Mgr	2402	0006	13		9,063	
Proj Developer	3402	0004	13		12,515	
Stu Counselor II	3245	0007	14		5,999	

Vacancies of Twelve Months or Longer  
as of February 3, 1978

TECHNICAL & COMPREHENSIVE EDUCATION

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
<u>Orangeburg-Calhoun Tech</u>						
Custodial Wrkr II	7502	0004	15	\$ 5,452	\$	\$
<u>Piedmont Tech</u>						
Secretary I	0501	0004	15	6,383		
Custodial Wrkr I	7501	0002	18		5,157	
Stu Counselor II	3245	0003	15		11,243	
Instructor	9063	0005	16			
Instructor	9063	0019	17			
Instructor	9063	0044	25			
<u>Spartanburg Tech</u>						
Accountant II	1012	0001	14			11,243
<u>York Tech</u>						
Dept Chairman	9045	0010	13			
Custodial Wrkr III	7503	0002	12	5,838		
<u>Denmark Tech</u>						
Trades Worker	7718	0001	14	7,018		
<u>Beaufort Tech</u>						
Security Officer	7372	0002	16	5,997		
Dept Chairman	9045	0014	18			
Instructor	9063	0003	39			
Instructor	9063	0006	29			
Instructor	9063	0015	33			
Instructor	9063	0028	17			
Instructor	9063	0029	29			
Instructor	9063	0046	25			
Instructor	9063	0047	25			
Instructor	9063	0049	25			
Instructor	9063	0050	25			
Instructor	9063	0051	25			
Instructor	9063	0052	25			
Instructor	9063	0054	25			
Instructor	9063	0055	25			
Instructor	9063	0056	25			

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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TECHNICAL & COMPREHENSIVE EDUCATION

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Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
<u>Williamsburg Tech</u> Lib Tech Asst II	3452	0001	14	\$ 6,177	\$	\$
<u>St. Bd. of Tech &amp; Comp Ed.</u> Indust Trng Coord	6220	0005	14	15,786		
<u>Ches-Marlboro Tech</u> Stud Recruit Spec	3309	0002	12			10,652



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MEMORANDUM

TO: Agency Heads

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Dr. Jack S. Mullins *JSM*  
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SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

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Section 147 of the General Appropriation Act for 1977-78 provides in part:

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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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INDUSTRIAL COMMISSION

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Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk-Typist II	0329	0001	12	\$ 1,869	\$	\$



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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

MEDICAL UNIVERSITY

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Clerk I	0301	0009	14	\$ 5,338	\$	\$
Clerk II	0302	0070	15	5,702		
Clerk II	0302	0121	14	5,702		
Acct Clerk II	0377	0035	14	6,678		
Secretary II	0502	0008	14	7,018		
Bus Mgr I	2421	0002	16	11,243		
Programmer Analyst	2819	0003	14		12,515	
KE&PEO I	2861	0011	15	5,997		
D P Adm I	2892	0001	15	18,012		
Info Clerk II	3086	0001	14	7,018		
Microfilm Equip Oper	3089	0002	14	5,338		
LPN I	4001	0054	14	2,554		
LPN I	4001	0064	25	6,383		
Nurse I	4011	0037	14		9,063	
Nurse I	4011	0044	14	5,439		
Prog Nurse Spec II	4046	0002	14	13,288		
Dir of Nurs II	4056	0001	13	14,036		
X-Ray Tech Supv I	4414	0003	15	10,652		
X-Ray Tech Supv II	4415	0002	16	11,857		
Surgical Tech	4429	0016	16	5,838		
Medical Asst	4432	0040	16		7,018	
Lab Messenger I	4432	0012	15	5,157		
Nursing Asst	4441	0034	14	5,702		
Resp Therapy Tech II	4473	0004	16	7,359		
Lab Tech I	4801	0013	16			5,997
Lab Tech III	4803	0007	14		7,723	
Lab Asst I	4806	0005	15			5,452
Lab Mach I	4811	0002	14		7,359	
Lab Special	4815	0003	14		8,608	
Lab Special	4815	0007	14		8,608	
Lab Special	4815	0032	14		8,608	
Lab Technol I	4821	0004	14	10,084		
Lab Technol II	4822	0006	16	7,983		
Lab Technol II	4822	0033	14		3,260	
Lab Technol II	4822	0033	14		11,243	
Custodial Worker I	7501	0011	14	4,126		
Custodial Worker I	7501	0018	14	5,157		
Custodial Worker I	7501	0028	14	4,126		

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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MEDICAL UNIVERSITY

---

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Custodial Worker I	7501	0030	16	\$ 5,157	\$	\$
Custodial Worker I	7501	0036	14	5,157		
Custodial Worker I	7501	0040	14	4,126		
Custodial Worker I	7501	0070	14	4,126		
Custodial Worker I	7501	0078	14	4,126		
Custodial Worker I	7501	0124	16	5,157		
Food Serv Supv I	7651	0010	13	6,177		
Trades Helper	7716	0023	13	6,177		
Vehicle Oper II	7827	0002	14	6,177		
Instructor	9063	0081	13			
Clerk-Typist II	0329	0075	12	5,838		
Secretary I	0501	0043	12	6,383		
Lib Tech Asst I	3451	0003	12	2,852		
LPN I	4001	0157	12	6,383		
Nursing Asst	4441	0095	12	5,702		
Custodial Worker I	7501	0067	12	5,157		



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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

STATE COLLEGE

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Student Counselor I	3244	0011	14	\$ 2,948	\$ 6,115	\$
Lab Tech III	4803	0002	14		7,723	



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Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

SCHOOL FOR DEAF AND BLIND

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos, Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Service Station Attendant	7813	0001	17	\$	\$ 5,838	\$



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

DEPARTMENT OF EDUCATION  
Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk-Steno II	0337	0005	13	\$ 4,018	\$ 1,979	\$
Ed Prog Consultant I	3031	0029	15		13,288	
Ed Prog Consultant I	3031	0047	12	8,903	4,385	



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Enclosure



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COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3108

MEMORANDUM

TO: Agency Heads

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State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

ARTS COMMISSION

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Resource Artist	3586	0007	14	\$	\$ 7,359	\$



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(803) 758-3106

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State Auditor

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State Personnel Director

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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

MENTAL RETARDATION

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
<u>Mental Retardation Adm</u>						
Pub Inf Spec II	3102	0001	15	\$11,243	\$	\$
<u>Midlands Center</u>						
Physical Therap III	4650	0001	14			11,243
Physical Ther Supv	4651	0001	19			12,515
Mental Retard Spec II	5483	0093	14			5,997
Mental Retard Spec II	5483	0095	14			5,997
<u>Whitten Village</u>						
Speech & Hearing Spec II	4269	0003	14	10,652		
Clinical Soc Wrkr I	5331	0002	17			10,652
Psychologist II	5532	0001	18		11,857	
Psychologist II	5532	0002	14	11,857		
<u>Coastal Center</u>						
Therapist II	4266	0001	13			10,652
<u>Pee Dee Center</u>						
Nurse III	4013	0003	16			10,084



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MEMORANDUM

TO: Agency Heads

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State Auditor

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State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

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Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

PROBATION, PAROLE & PARDON BOARD  
Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Prob & Par Off I	5414	0046	14	\$ 9,562	\$	\$



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29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3105

MEMORANDUM

TO: Agency Heads

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State Auditor

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State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

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Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

RESEARCH & STATISTICS  
Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Sci Prog I	2815	0001	19	\$11,243	\$	\$
Planner II	6772	0004	15		11,243	
Planner III	6773	0001	17		13,288	



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TELEPHONE  
(803) 756-3106

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State Auditor

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Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

MOTOR VEHICLE MANAGEMENT

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Staff Asst I	0571	0001	20	\$ 7,723	\$	\$



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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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LAND RESOURCES

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Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Land Res Spec II	8646	0006	22	\$	\$10,652	\$



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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

EMPLOYMENT SECURITY COMMISSION

Agency

Title	Class	Slot	No. Mos. Vacant	Source of Funds		
				S	F	O
Clerk I	0301	0002	15	\$	\$ 5,338	\$
Clerk I	0301	0005	25		5,338	
Clerk I	0301	0011	16		5,338	
Clerk I	0301	0014	18		5,338	
Clerk II	0302	0007	15		5,702	
Clerk II	0302	0013	23		5,702	
Clerk II	0302	0047	12		5,702	
Clerk II	0302	0072	12		5,702	
Clerk II	0302	0019	29		5,702	
Clerk II	0302	0062	25		5,702	
Clerk II	0302	0067	14		5,702	
Clerk II	0302	0070	13		5,702	
Clerk III	0303	0070	17		6,678	
Stat Clerk I	0316	0005	21		7,018	
Clerk-Typist I	0328	0002	17		5,452	
Clerk-Typist I	0328	0007	16		5,452	
Clerk-Typist I	0328	0008	25		5,452	
Clerk-Typist II	0329	0020	19		5,838	
Clerk-Typist II	0329	0024	18		5,838	
Acct Clerk II	0377	0006	17		6,678	
Manpower Spec I	2601	0003	23		7,018	
Manpower Spec I	2601	0045	24		7,018	
Manpower Spec II	2602	0003	20		8,154	
Manpower Spec II	2602	0184	24		8,154	
Manpower Aide II	2612	0030	16		5,702	
Manpower Aide II	2612	0040	26		5,702	
Emp Sec Prog Supv I	2638	0036	24		10,084	
Emp Sec Prog Supv II	2640	0011	15		11,857	
UC Claims Adj	2708	0007	13		10,084	
UC Claims Adj	2708	0010	25		10,652	
Data Coord II	2842	0001	17		9,562	
Data Coord III	2843	0002	21		10,652	
Software Sys Supp Tech	2877	0001	18		12,575	
Sup Prog I	2878	0002	18		14,901	
Custodial Wrkr II	7502	0007	21		5,452	



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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1973

WILDLIFE & MARINE RESOURCES

Agency

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Wildlife Consv Off	7184	0022	13	\$ 9,063	\$	\$
Custodial Wrkr I						5,157
Wildlife Tech I	8584	0027	14		5,008	1,669
Radio Operator	8662	0003	14			5,565
Radio Operator	8662	0030	12			2,227



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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

COMMISSION ON AGING

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Clerk-Typist II	0329	0001	14	\$	\$ 1,869	\$



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Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

STATE HOUSING AUTHORITY

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant.</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Ass't Mortgage Analyst	2599	0001	15		\$13,288	
Planner I	6771	0001	15		\$ 9,063	



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Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

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ATTORNEY GENERAL'S OFFICE  
Agency

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---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Legal Secretary II	0552	0017	14	\$ 8,154		



STATE OF SOUTH CAROLINA

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Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

STATE TREASURER

Agency

---

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				<u>S</u>	<u>F</u>	<u>O</u>
Auditor III	1033	0001	13	\$13,288		

Vacancies of Twelve Months or Longer  
as of February 3, 1978

STATE TREASURER

Agency

---

<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos.</u> <u>Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Auditor III	1033	0001	13	\$13,288		



STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR

P. O. BOX 11333

COLUMBIA

29211

WILLIAM T. PUTNAM  
STATE AUDITOR

TELEPHONE  
(803) 758-3106

MEMORANDUM

TO: Agency Heads

FROM: Mr. William T. Putnam *WTP*  
State Auditor

Dr. Jack S. Mullins *JSM*  
State Personnel Director

SUBJECT: Abolishment of Positions Vacant More Than Twelve Months

DATE: March 8, 1978

Section 147 of the General Appropriation Act for 1977-78 provides in part:

"That positions which remain unfilled for more than 12 months be declared non-essential and terminated, and that funds generated from such terminations be returned to the General Fund."

The staff of the State Personnel Division has reviewed all vacancies as of February 3, 1978, and determined that your agency has positions which have been vacant for more than 12 months. A list of these vacancies is attached.

Please review this listing and advise the State Personnel Division not later than March 17 if there are any errors in regard to the length of time positions have remained vacant. Otherwise, these positions vacant for twelve or more months will be deleted as of March 17.

Please contact the Budget Analyst assigned to your agency in regard to the return of the funds generated from such vacancies to the General Fund.

We appreciate greatly your assistance in this matter.

WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

JUDICIAL DEPARTMENT

Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Legal Secy II	0522	0031	19	\$ 8,154		
Dir, Library Svcs	3470	0001	16	\$14,036		



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WTP/JSM:jp

Enclosure

Vacancies of Twelve Months or Longer  
as of February 3, 1978

COLLEGE OF CHARLESTON

Agency

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<u>Title</u>	<u>Class</u>	<u>Slot</u>	<u>No. Mos. Vacant</u>	<u>Source of Funds</u>		
				<u>S</u>	<u>F</u>	<u>O</u>
Painter	7734	0001	14	\$ 8,154		



STATE OF SOUTH CAROLINA

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WTP/JSM:jp

Enclosure

STATE BUDGET AND CONTROL BOARD

MEETING OF May 2, 1978

AGENDA ITEM NUMBER

EXHIBIT XVI

6 5/2/78

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Agency: Finance Division (State Engineer)

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Subject: Building Code Board of Adjustments and Appeals

By prior action, the Board adopted the Standard Building Code. That Code provides for a Board of Adjustments and Appeals (to consist of 5 members: one Architect, one General Contractor or Engineer, and three members at large from the building industry) but no such Board has been established.

The function of this Board is to hear and decide appeals of decisions made by the "Building Official" who, in our situation, is the State Engineer.

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Board Action Requested:

Consider activating a Building Code Board of Adjustments and Appeals.

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Staff Comment:

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Attachments:

- (1) Deputy Attorney General Evans 4/18/78 letter to McPherson;
- (2) Extract from Standard Building Code

W May

The State of South Carolina



Office of the Attorney General

VICTOR S. EVANS  
DEPUTY ATTORNEY GENERAL

WADE HAMPTON OFFICE BUILDING  
POST OFFICE BOX 11549  
COLUMBIA, S. C. 29211  
TELEPHONE 803-758-3970

DANIEL R. McLEOD  
ATTORNEY GENERAL

April 18, 1978

Mr. John A. McPherson, Jr.  
Chief Engineer, Finance Division  
State Budget & Control Board  
P. O. Box 11333  
Columbia, South Carolina 29211

RECEIVED

APR 19 1978

STATE BUDGET AND  
CONTROL BOARD

Re: Mental Health - Village A

Dear Mr. McPherson:

Reference is made to today's conference concerning your requirement of an approved manual or automatic sprinkler system to be provided in Village A, for the reason that restraint is practiced in Village A. Requirement for an approved manual or automatic sprinkler system under these circumstances is contained in Section 901.8(b) of the 1976 Edition, 1977 Revision, of the Standard Building Code, which is the manual for permanent building projects as filed with the Secretary of State, and applicable to buildings constructed by the State or its various agencies. It is my understanding that the Mental Health Commission has requested you to waive the requirement of an automatic sprinkler system. You have refused to waive this requirement.

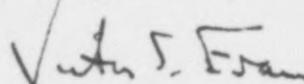
The question now raised is the remedy of the Mental Health Commission to appeal or challenge your determination not to waive the requirement in question. Section 111 of the Standard Building Code contemplates a Board of Adjustments and Appeals, with Section 112 governing the time limit for appeals and Section 113 relating to decisions of the Board of Adjustments and Appeals concerning variations and modifications. It is my understanding that the State of South Carolina has never established a Board of Adjustments and Appeals to review decisions of the State engineer effecting compliance with

Mr. John A. McPherson, Jr.  
Page 2  
April 19, 1978

various provisions of the Standard Building Code. The administrative remedy for the Mental Health Commission in seeking a variation or modification from your decision with respect to the sprinkler system in Village A would be by appeal to the Board of Adjustments and Appeals, and I would recommend that the State Budget & Control Board, which constitutes the chief appointing authority within contemplation of Section 111.1 of the Southern Building Code, establish and designate such a Board at the State level. (It is my understanding that most municipalities and counties using the Standard Building Code have established Boards of Adjustments and Appeals to handle the type situation as here involved at these local levels.) It would seem that the Budget & Control Board should also create such a Board at the State level.

Please contact me if we can be of further assistance.

Yours very truly,



Victor S. Evans  
Deputy Attorney General

VSE/sl

## SECTION 111 — BOARD OF ADJUSTMENTS AND APPEALS

### 111.1 — APPOINTMENT

There is hereby established a board to be called the Board of Adjustments and Appeals, which shall consist of five (5) members. Such Board shall be composed of one Architect, one General Contractor or Engineer and three Members at large from the building industry. The said Board shall be appointed by the Chief Appointing Authority.

### 111.2 — TERM OF OFFICE

Of the members first appointed two (2) shall be appointed for a term of one (1) year, two (2) for a term of two (2) years, one (1) for a term of three (3) years, and thereafter they shall be appointed for terms of four (4) years. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. Continued absence of any member from regular meetings of the Board shall, at the discretion of the Chief Appointing Authority, render any such member liable to immediate removal from office.

### 111.3 — QUORUM

Three (3) members of the board shall constitute a quorum. In varying the application of any provisions of this code or in modifying an order of the Building Official, affirmative votes of the majority present, but not less than three (3) affirmative votes shall be required. A board member shall not act in a case in which he has a personal interest.

### 111.4 — RECORDS

The Building Official shall act as Secretary of the Board of Adjustments and Appeals and shall make a detailed record of all its proceedings, which shall set forth the reasons for its decisions, the vote of each member participating therein, the absence of a member, and any failure of a member to vote.

### 111.5 — PROCEDURE

The board shall establish rules and regulations for its own procedure not inconsistent with the provisions of this code. The board shall meet at regular intervals, to be determined by the Chairman, or in any event, the board shall meet within ten (10) days after notice of appeal has been received.

## SECTION 112 — APPEALS

### 112.1 — TIME LIMIT

(a) Whenever the Building Official shall reject or refuse to approve the mode or manner of construction proposed to be followed, or materials to be used in the erection or alteration of a building or structure, or when it is claimed that the provisions of this code do not apply, or that an equally good or more desirable form of construction can be employed in any specific case, or when it is claimed that the true intent and meaning of this code or any of the regulations thereunder have been misconstrued or wrongly interpreted, the owner of such building or structure, or his duly authorized agent, may appeal from the decision of the Building Official to the Board of Adjustments and Appeals. Notice of appeal shall be in writing and

4176  
5/22

MCT

STATE OF SOUTH CAROLINA  
Executive Office  
Columbia

May 22, 1978

The Honorable O. Frank Thornton  
Secretary of State  
Columbia, South Carolina

Building Code  
Section 111

Dear Mr. Thornton:

His Excellency, James B. Edwards, Governor of South Carolina, this day has appointed, as approved by the Budget and Control Board

Members, Board of Adjustments and Appeals for the Office of Chief Engineer, Finance Division, State Budget and Control Board, with terms to expire :

May 22, 1979:

Robert B. Cannon, Jr., AIA, Blume, Cannon & Ott, 2230 Devine, Columbia  
initial appointment ARCHITECT

Robert A. Coleman, P.E., Enwright Assoc, Inc., P. O. Box 5287, Station 13,  
Greenville, S. C. 29606  
initial appointment ENGINEER

May 22, 1980:

Raymond S. Soubeyroux, Naval Facilities Engineering Command, P. O. Box 10060  
Charleston, S. C. 29411  
initial appointment BUILDING INDUSTRIES

Nelson W. Meek, President, Meek Engineering and Construction, White Oak  
Lane, Columbia, S. C. 29169  
initial appointment BUILDING INDUSTRIES

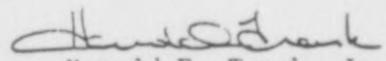
May 22, 1981:

J. Curt Gwinn, Pres., Congaree Construction, P. O. Box 3368, Columbia 29230  
initial appointment BUILDING INDUSTRIES

Senate Confirmation ~~Required~~  
Not Required

Respectfully,

Orig. to Sec. of State  
c.c. to

  
Harold E. Trask, Jr.  
Executive Assistant

✓ Budget and Control Board