

# State of South Carolina



## Commission for Minority Affairs

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Columbia South Carolina 29205

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September 15, 2015

Ms. Kim Gibson  
State of South Carolina  
Executive Budget Office  
1205 Pendleton Street  
Edgar A. Brown Building, Suite 529  
Columbia, SC 29201

Dear Ms. Gibson:

Please see enclosed from the South Carolina Commission for Minority Affairs, the 2014 – 2015 Agency Accountability Report. Contained in this report are the following documents:

- Submission Form
- Strategic Planning Template
- Performance Measurement Template
- Program Template
- CMA Organization Chart

Please contact my office at 803-832-8167 if we may provide further information.

Sincerely,

A handwritten signature in cursive script that reads "Thomas J. Smith".

Thomas J. Smith  
Executive Director

<b>AGENCY NAME:</b>	South Carolina Commission for Minority Affairs		
<b>AGENCY CODE:</b>	L46	<b>SECTION:</b>	71



## Fiscal Year 2014-15 Accountability Report

### SUBMISSION FORM

**AGENCY MISSION**

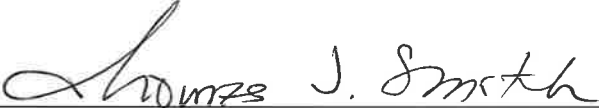
The mission of the South Carolina Commission for Minority Affairs is to alleviate the causes and effects of poverty and deprivation among members of the State's minority populations.

Please identify your agency's preferred contacts for this year's accountability report.


	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PRIMARY CONTACT:</b>	Thomas J. Smith	803-832-8160	tsmith@cfma.sc.gov
<b>SECONDARY CONTACT:</b>	Lauretha Whaley	803-832-8161	lwhaley@cfma.sc.gov

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

**AGENCY DIRECTOR  
(SIGN/DATE):**

	9-15-15
<p><b>(TYPE/PRINT NAME):</b> Thomas J. Smith</p>	

**BOARD/CMSN CHAIR  
(SIGN/DATE):**

	9-15-15
<p><b>(TYPE/PRINT NAME):</b> Kenneth Battle, Commission Board Chair</p>	

## AGENCY'S DISCUSSION AND ANALYSIS

### **Fiscal Year 2014-15 Accountability Report Agency's Discussion and Analysis**

The South Carolina Commission for Minority Affairs, a non-cabinet state agency, was signed into law by Governor Carroll A. Campbell, Jr. in 1993 to study the causes and effects of the socio-economic deprivation of minorities in the State and to implement programs necessary to address inequities confronting them. The Commission for Minority Affairs' scope of services was broadened on July 2, 2003, when Governor Mark Sanford signed into law, a bill which also authorized the agency to work on behalf of Native Americans, Hispanics/Latinos, and all other ethnic minorities in the State.

The Commission serves as a research think-tank whose sole purpose relates to ethnic minorities, the socio-economic inequities confronting them, policies and laws affecting them, and programs and initiatives directed toward providing a greater level of prosperity for them and ultimately, for all South Carolinians.

The Commission serves as a catalyst to facilitate economic prosperity and social equity for minorities in South Carolina. The agency serves as the point of contact for information regarding the State's minority populations, determines factors that contribute to poverty and deprivation, and creates and facilitates programs to alleviate poverty and deprivation.

The South Carolina Commission for Minority Affairs is unique among state agencies in other states in its approach to addressing the needs of its minority populations. While a number of other states have chosen to address the needs of their minority populations through a combination of state agencies, (i.e., Commissions on Human Affairs, Heritage Commissions, Indian Affairs Commissions, Cultural Affairs Commissions, Commissions on the Social Status of Black Males, and Fatherhood Commissions. etc.), the State of South Carolina has chosen to address the needs of its minority populations through a single state agency, the South Carolina Commission for Minority Affairs. The SC Commission for Minority Affairs has program initiatives in place designed to support the state's minority groups and community needs. These initiatives are as follows:

- Community Based Services Initiative
- Small and Minority Business Initiative
- Research and Policy Initiative
- Native American Initiative
- African American Initiative
- Hispanic/Latino Initiative

The Commission seeks to focus on eight areas that contribute directly to poverty in South Carolina and thus are significant to the state's minority population. These areas are:

- Fragile Families
- Education Deprivation

<b>AGENCY NAME:</b>	<b>South Carolina Commission for Minority Affairs</b>
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<b>AGENCY CODE:</b>	<b>L46</b>
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<b>SECTION:</b>	<b>71</b>
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- Joblessness
- Lack of Community/Economic Development
- Lack of Small and Minority Business
- Lack of Wealth Creation
- Poor Health Status and Care
- Disproportionate Minority Incarceration

Based upon a recent review of the Commission, it is expected that the Commission's approach to fulfilling its mission will be systemic in nature. The agency's Board of Commissioners and staff will engage in strategic planning sessions designed to determine how the agency may best fulfill its mission and carry out the duties mandated by its statute.

The Commission's funding levels have increased significantly over the past two fiscal years with increased state appropriations, the securing of a federal grant and the securing of several contracts to provide services for other state agencies. In response to constituents' requests and needs, and as a result of increased funding, the agency's constituent support has been at its greatest level during the past two fiscal years.

## Strategic Planning Template

Type	Item #	Object	Description
G	1		<b>Be the single point of contact for statistical data and information for South Carolina regarding minority communities, poverty and socio-economic deprivation.</b>
S	1.1	1.1.1	Disseminate relevant statistical data and information to legislators and stakeholders regarding poverty, socio-economic deprivation and minority populations.
O		1.1.2	Disseminate the "2015 South Carolina County Statistical Abstract" to 175 legislators and county officials by January 2016.
O		1.1.3	Present the "2015 SC County Statistical Abstract" to a minimum of 30% of policy makers, public officials and interested parties at one (1) state-wide event to collect feedback and suggestions for policy and research by March 2016.
O		1.1.3	Produce the "2015 SC County Statistical Abstract Recommendations Report" to a minimum of 175 legislators, public officials and interested parties and make it publicly available on the CMA website by May 2016.
S	1.2		<b>Create policies and/or legislation to require 100% of state agencies collecting data to provide data sets and/or raw data to the SC Commission for Minority Affairs for research and analysis.</b>
O		1.2.1	Identify and document challenges regarding the collection and reporting of data to CMA from other state agencies by surveying 100% of state agencies that collect and disseminate data by June 2016.
G	2		<b>Address the needs of minority populations through collaboration and engagement with legislators, public officials and stakeholders to affect change.</b>
S	2.1		<b>Establish liaison relationships with policy makers, officials and stakeholders to assist with the creation of policy, legislation and community engagement.</b>
O		2.1.1	Research and identify a minimum of 450 elected officials, city and county officials, community contacts and stakeholders to establish one (1) state-wide database for improved communications by December 2015.
O		2.1.2	Conduct one (1) annual survey to obtain feedback, track relationships and measure visibility from a minimum of 450 individuals/organizations by December 2015.
O		2.1.3	Publish one (1) annual report with survey response to the CMA Board and stakeholders by June 2016.
O		2.1.4	Conduct a minimum of two (2) Advisory Committee meetings per program initiative (Native American, Hispanic/Latino, and African American) to address the needs of our communities and build community engagement by June 2016.
S	2.2		<b>Promulgate regulations to carry out provisions outlined in CMA's statute to streamline programs, duties and functions to address the needs of the populations served.</b>
O		2.2.1	Produce one (1) "Key Findings Regarding Promulgation of Regulations for SC CMA" report to the CMA Board and Staff by December 2015.
O		2.2.2	Produce one (1) internal document titled, "Review of CMA Statute, Regulations and Program Areas" to determine what legislative action, revisions or promulgation will be necessary by January 2016.
O		2.2.3	Revise statute and regulations in order to carry out provisions outlined in CMA's statute to streamline programs, duties and functions to address the needs of the populations served by June 2016.
S	2.3		<b>Determine, approve and acknowledge by certification, state recognition for Native American Indian entities on behalf of the State of South Carolina.</b>
O		2.3.1	Pre-file a minimum of one (1) concurrent resolution acknowledging any outstanding state recognized tribes and groups from previous petition cycles by December 2015.
O		2.3.2	Conduct two (2) State Recognition application cycles (September 1 and April 1) in which applications (petitions) are submitted in accordance with current law by June 2016.
O		2.3.3	Conduct up to two (2) "State Recognition Application Workshops" pertaining to the state recognition process, law and application for entities interested in applying for state recognition by June 2016.
O		2.3.4	Fulfill 100% of requirements for state recognition process for petition cycle 9/1/2015 by June 2016.
S	2.4		<b>Address new SC Human Trafficking legislation at the SC CMA.</b>
O		2.4.1	At a minimum, two (2) CMA staff will have joined the SC Human Trafficking Task Force by December 2015.
O		2.4.2	Seek a minimum of \$250,000 in additional funding for this new initiative and statutory duties by June 2016.
O		2.4.3	Create one (1) "SC CMA Human Trafficking Policy and Procedures Manual" for initiative by June 2016.
O		2.4.4	Amend Human Trafficking Legislation (S. 196) to reflect adequate funding to carry out duties and other amendments by December 2015.
G	3		<b>Address the needs of minority populations through technical assistance, capacity building, outreach and program initiatives.</b>
S	3.1		<b>Revise agency and program initiatives to address needs of minority populations (African American, Asian American, Hispanic/Latino, and Native American Indian).</b>
O		3.1.1	Conduct a minimum of one (1) agency-wide strategic planning meeting for new "CMA Agency Strategic Plan" by December 2015.
O		3.1.2	Research and identify a minimum of one (1) unique need for each population served by the CMA by December 2015.
O		3.1.3	Develop one (1) draft "CMA Agency Strategic Plan" internal document by June 2016.
O		3.1.4	Within 30 days of plan completion, CMA will begin to align program initiatives with agency strategic plan.
S	3.2		<b>Determine and approve new technical assistance, information and referral and outreach process and/or policy.</b>
O		3.2.1	Develop one (1) CMA technical assistance, outreach, capacity building and information/referral processes internal document and up to three (3) forms by October 2015.
O		3.2.2	Train a minimum of eight (8) staff on processes to ensure timely response rates by November 2015.
S	3.3		<b>Implementation of capacity building, outreach and micro-business assistance initiatives and training.</b>
O		3.3.1	Develop one (1) "CMA Agency Training Index" that contains trainings provided internally and externally in the areas of capacity building, micro-business, outreach, minority-population specific and others by June 2016.
O		3.3.2	Establish a minimum of five (5) partnerships and collaboration through MOUs, grant agreements, committees, task forces and Board service to provide micro-business, capacity building, outreach and program services by June 2016.
G	4		<b>Secure adequate funding through the state budget and other sources to support work to eliminate the contributing factors causing poverty in South Carolina's minority communities.</b>
S	4.1		<b>Increase state funding to the SC Commission for Minority Affairs to a minimum of one dollar (\$1) per minority person in South Carolina to help fulfill our mission.</b>
O		4.1.1	Research at a minimum one(1) source of Education Lottery funds and gain support to use those funds for CMA initiatives for the 2017-2018 fiscal year by January 2016.
O		4.1.2	Provide data and supporting information in the form of one (1) "talking points and/or quick fact sheets" document to present to budget analysts and legislators as needed by January 2016.
S	4.2		<b>Research and assess currently funded poverty and minority programs within the state to identify and reduce gaps in services.</b>
O		4.2.1	Create one (1) strategic framework document and/or work plan for accomplishing a multi-year research project by June 2016.
S	4.3		<b>Seek federal and other funding on behalf of the state for the purpose of implementing various programs and services for minority groups (African American, Asian American, Hispanic/Latino, and Native American Indian) including business, economic development, capacity building and outreach.</b>
O		4.3.1	Complete all contractual obligations for the "Growing Resources in Information Technology" (G.R.I.T.) grant programs with Midlands Technical College and one (1) final report by April 2016.
O		4.3.2	Complete all contractual obligations for the US Department of Agriculture's "Rural Business Enterprise Grant" (RBEIG) and one (1) final report by May 2016.
O		4.3.3	Research and identify a minimum of five (5) federal funding sources coming into South Carolina state agencies through block grants and other sources by January 2016.
O		4.3.4	Research and identify a minimum of five (5) partnerships and collaborations with federal, state and non-profit organizations to receive funds to support CMA programs by January 2016.
O		4.3.5	Research and identify a minimum of three (3) grants for programs and initiatives by January 2016.
S	4.4		<b>Seek federal and other funding on behalf of the state for the purpose of improving educational opportunities for minority groups (African American, Asian American, Hispanic/Latino, and Native American Indian) in SC.</b>
O		4.4.1	Partner with up to three (3) colleges and/or universities to seek US Department of Education, block grants and/or other discretionary grants to increase retention of minority students through the implementation of tutoring and mentoring programs by June 2016.
O		4.4.2	Partner with a minimum of one (1) South Carolina Native American Indian entity to seek US Department of Justice and/or other grant to fund a tutoring and mentoring program for at-risk youth by June 2016.
G	5		<b>Increase agency capacity through staff training opportunities.</b>

- S 5.1 Provide professional development opportunities for agency staff.
- O 5.1.1 Identify up to twenty (20) training opportunities provided by the SC Department of Administration and other sources in-state and nationally, to increase agency capacity and staff knowledge by December 2015.
- O 5.1.2 Conduct a minimum one (1) "Staff Development Meeting" to connect staff with identified training opportunities that would enhance their professional development and performance by January 2016.
- O 5.1.3 Attend a minimum one (1) professional development training opportunity that would enhance professional development and performance by June 2016.
- S 5.1.4 Identify, establish and maintain memberships and participation in up to three (3) state and national organizations relevant to staff program areas by December 2015 (ongoing).
- O 5.2 Provide cross training opportunities for agency staff.
- O 5.2.1 Conduct a minimum of one (1) staff development meeting for staff to identify areas and duties for cross training on other program areas and duties within CMA by January 2016.

**Fiscal Year 2014-15  
Accountability Report  
Performance Measurement Template**

Agency Name:		South Carolina Commission for Minority Affairs									
Agency Code:		146	Section:		071						
Item	Performance Measure	Last Value	Current Value	Target Value	Time Applicable	Data Source and Availability	Reporting Freq.	Calculation Method	Associated Objective(s)		
<b>1</b>	<b>Statistical Reports (See List Below)</b>	0	0	3	July 1-June 30	Internal Records and research	Annually	Annual Report	1.1, 1.13, 1.2, 1.2.1, 2.1.2, 2.1.3, 2.1.4		
	1A. 2015 SC County Statistical Abstract	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	1.1.2		
	1B. 2016 Statistical Abstract Recommendations Report	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	1.1.3		
	1C. 2016 CMA Annual Survey Report	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	2.1.4		
<b>2</b>	<b>Other Agency Reports and Documents (See List Below)</b>	0	1	9	July 1-June 30	Internal Records and research	Annually	Annual Report	2.2.1, 2.2.2, 2.3.4, 2.4.3, 2.4.4, 2.4.5, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3.1, 3.3.2, 4.1.3, 4.2.2, 4.2.3, 4.3.1, 4.3.2, 5.1.1, 5.1.4		
	2A. 2015 CMA Key Findings Promulgation of Regulations Report	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	2.2.2		
	2B. Review of CMA Statute and Program Areas	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	2.2.2, 2.2.3		
	2C. CMA Agency Strategic Plan	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	2.4.2, 2.4.3, 2.4.4		
	2D. 2016 CMA Staff Internal Process and Procedures Manual	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.1.1		
	2E. CMA Policies and Procedures Standards Document	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.2.1		
	2F. CMA Staff Training Index	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.3.1		
	2G. CMA Strategic Framework On Poverty and Minority Programs	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	4.2.1		
	2H. CMA-GRT Grant Final Report	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report (One Time)	4.3.1		
	2I. CMA-RBE Grant Final Report	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report (One Time)	4.3.2		
<b>3</b>	<b>Statistical Surveys (See List Below)</b>	0	0	4	July 1-June 30	Internal Records and research	Annually	Annual Report	3.2.3		
	3A. CMA Annual Survey	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	2.1.4		
	3B. CMA Technical Assistance Form	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.2.3		
	3C. CMA Information and Referral Form	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.2.3		
	3D. CMA Outreach Form	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.2.3		
<b>4</b>	<b>Public Policy and Legislation (See List Below)</b>	0	0	4	July 1-June 30	Internal Records and research	Quarterly	Annual Report	1.1.2, 1.1.3, 2.2.1-2.2.3, 2.3.3, 2.3.4, 2.4.5, 4.1.2, 4.1.3.		
	4A. S196-Human Trafficking	0	0	1	July 1-June 30	Internal Records and research	Semi-Annually	Annual Report	2.2.3, 2.4.4		
	4B. S279-Small-Minority Business Assistance Office	0	0	1	July 1-June 30	Internal Records and research	Semi-Annually	Annual Report	2.2.3		
	4C. S356-State Recognition of Groups	0	0	1	July 1-June 30	Internal Records and research	Semi-Annually	Annual Report	2.2.3		
	4D. S674-Workers Compensation Act	0	0	1	July 1-June 30	Internal Records and research	Semi-Annually	Annual Report	2.2.3		
<b>5</b>	<b>Funds Collected; Grants and Other Agency Funded Partnerships</b>	0	0	\$50,000	July 1-June 30	Federal Register and Individual Agencies	Annually	Annual Report	2.4.2, 3.3.1, 3.3.2, 4.1.1, 4.1.2, 4.1.3, 4.2.3, 4.3.1-4.3.3		
	<b>Employment; Monetary Value of</b>				July 1-June 30			Annual Report			
<b>7</b>	<b>Technical Assistance, Capacity Building and Outreach To County Public and Congressional Officials (46 and 7), Legislators (134), Cities and Towns in SC (273)</b>	0	0	456	July 1-June 30	Internal Records and research	Annually	Annual Report	1.2.1, 2.1.1, 2.1.3, 2.1.4, 3.1.1, 3.1.3, 3.2.1-3.2.3, 3.3.1, 3.3.2		
	<b>Training - External</b>	8	5	10	July 1-June 30	Internal Records and research	Quarterly	Annual Report	2.1.1-2.1.4, 2.3.3, 2.3.4, 3.1.1, 3.2.3, 3.3.1, 3.3.2		
<b>9</b>	<b>Training - Internal</b>	0	0	10	July 1-June 30	Internal Records and research	Annually	Annual Report	5.1.1-5.1.4, 5.2.1		
	<b>Research Partnerships (See List Below)</b>	1	1	4	July 1-June 30	Internal Records and research	Quarterly	Annual Report	1.1.2, 1.2.1, 3.1.1, 3.1.2, 3.1.3, 3.3.1, 3.3.2, 4.2.1, 4.2.2, 4.2.3, 4.3.3, 4.3.4, 4.3.5, 4.4.1, 4.4.2, 5.1.1, 5.1.2, 5.1.4		
<b>10</b>	<b>10A. Research Partnerships and Collaborations</b>	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.3.2		

**Fiscal Year 2014-15  
Accountability Report  
Performance Measurement Template**

	10B. Partnerships and Collaborations - Federal, State, and Nonprofit Organizations	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	4.3.4
	10C. College and University Partnerships Related To The U. S. Department of Education	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	4.4.1
	10D. Partnership With One Native American Entity	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	4.4.2
<b>11</b>	<b>Events and Workshops (See List Below)</b>	0	2	9	July 1-June 30	Internal Records and research	Annually	Annual Report	1.1.2, 2.1.4, 2.3.3
	11A. 2015 SC Statistical Abstract Event	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	1.1.2
	11B. 2015-2016 Advisory Committee Meetings (6)	0	0	6	July 1-June 30	Internal Records and research	Annually	Annual Report	2.1.4
	11C. 2015-2016 SC Native American State Recognition Application Workshops	0	0	2	July 1-June 30	Internal Records and research	Annually	Annual Report	2.3.3
<b>12</b>	<b>Internal Planning Events (See List Below)</b>	0	0	4	July 1-June 30	Internal Records and research	Annually	Annual Report	3.1.1, 3.2.2, 5.1.2, 5.2.1
	12A. CMA Strategic Planning Meeting (1)	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.1.1
	12B. CMA Staff Professional Development Meetings (2)	0	0	2	July 1-June 30	Internal Records and research	Annually	Annual Report	5.1.2, 5.2.1
	12C. CMA Staff Technical Assistance, Capacity Building, Information Referral Process Training (1)	0	0	1	July 1-June 30	Internal Records and research	Annually	Annual Report	3.2.2





Fiscal Year 2014-15  
Accountability Report

Program Template

Agency Name: **SC Commission for Minority Affairs**  
 Agency Code: **146** Section: **071**

Program/Title	Purpose	FY 2013-14 Expenditures			TOTAL	FY 2014-15 Expenditures			TOTAL	Associated Objective(s)
		General	Other	Federal		General	Other	Federal		
1. ADMINISTRATION	Provides leadership, support, and direction for the agency. Includes all program activities related to Minority Business, Community Based Services, Research, African Americans, Hispanic Latinos, Native Americans and other ethnic groups.	\$554,403	\$113,355		\$667,757	\$628,477	\$127,136	\$12,763	\$768,376	
II. EMPLOYER CONTRIBUTIONS		\$111,015	\$28,388		\$139,403	\$134,207	\$32,034		\$166,241	
		\$ -	-		\$ -	-			\$ -	
		\$ -	-		\$ -	-			\$ -	
		\$ -	-		\$ -	-			\$ -	
		\$ -	-		\$ -	-			\$ -	
		\$ -	-		\$ -	-			\$ -	

# L46 - South Carolina Commission for Minority Affairs

