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**Executive Subcommittee
Friday, September 27, 2019
10:30 a.m.
Blatt Room 321**

Archived Video Available

- I. Pursuant to House Legislative Oversight Committee Rule 6.8, South Carolina ETV was allowed access for streaming the meeting. You may access an archived video of this meeting by visiting the South Carolina General Assembly's website (<http://www.scstatehouse.gov>) and clicking on *Committee Postings and Reports*, then under *House Standing Committees* click on *Legislative Oversight*. Then, click on *Video Archives* for a listing of archived videos for the Committee.

Attendance

- I. Subcommittee Chairman Gary E. Clary calls the Executive Subcommittee meeting to order on Friday, September 27, 2019, in Room 321 of the Blatt Building. The following members of the Subcommittee are present during all or part of the meeting: Subcommittee Chairman Clary, and Representative Wm. Weston J. Newton. Representative Chandra E. Dillard and Representative Laurie Slade Funderburk were absent from the meeting.

Discussion of the Secretary of State's Office

- I. Subcommittee Chairman Clary explains the purpose of today's meeting is for the S.C. Secretary of State's Office (SoS) to present information on its history and mission; qualifications and duties of the agency head; overview of divisions, finances, and employees; federal and local counterparts; compliance with records management, regulations and reporting; audit and risk mitigation practices; and successes, challenges, and emerging issues
- II. Subcommittee Chairman Clary explains that all testimony given to this subcommittee, which is an investigating committee, must be under oath. He places the following agency personnel under oath:
 - a. Secretary of State Mark Hammond;
 - b. Ms. Melissa Dunlap, Deputy Secretary of State and Chief Legal Counsel;
 - c. Ms. Shannon Wiley, General Counsel;
 - d. Ms. Meredith Augustine, Deputy General Counsel;
 - e. Ms. LaToria Williams, Director of Administration;
 - f. Ms. Renee Daggerhart, Executive Assistant to Secretary Hammond/Media Relations/Trademarks;
 - g. Ms. Jody Steigerwalt, Director of Business Filings;
 - h. Ms. Kimberly Wickersham, Director of Public Charities;
 - i. Mr. Doug Renew, Chief Investigator;
 - j. Ms. Kataria Watkins, Director of Notaries, Boards & Commissions, Apostilles & Authentications; and
 - k. Mr. Marion Weaver, Director of Information Technology.
- III. Secretary of State Mark Hammond provides remarks and introduces Ms. Melissa Dunlap, Deputy Secretary of State and Chief Legal Counsel, who will present the agency information.
- IV. Ms. Dunlap presents information about the agency, which includes the following:
 - a. Agency head qualifications;
 - b. Current agency head background;
 - c. Purpose of agency;
 - d. Overview of divisions;
 - e. History;
 - f. Mission;
 - g. Finance overview;
 - h. Employee Overview;
 - i. Organizational chart;
 - ii. Onboarding processes;
 - iii. Retention;

- iv. Staff certifications;
- v. Demographics;
- vi. Equal employment opportunity ranking;
- vii. Small and minority business contracting and certification report;
- i. Counterparts, federal and local;
 - i. Internal Revenue Service;
 - ii. United States Patent and Trademark Office;
- j. Compliance;
 - i. Records management;
 - ii. Review of agency regulations;
 - iii. Reports of agency;
- k. Audit & Risk Mitigation;
 - i. Internal audit processes;
 - ii. State seal;
- l. Successes;
 - i. Business entities online;
 - ii. Uniform commercial code online filing search and document retrieval;
 - iii. Charities online filing;
 - iv. Boards and commissions online searchable database
- m. Challenges;
 - i. Technology;
 - ii. Participation in additional multistate charity actions;
 - iii. Physical security;
- n. Emerging Issues;
 - i. Electronic and remote online notarization;
 - ii. Emergence of crowdfunding platforms; and
 - iii. Collection of beneficial ownership information.

Members ask questions, which Ms. Dunlap answers.

- V. There being no further business, the meeting is adjourned.