



Clerks to Council and SCAC: A Powerful Partnership

Presented by:

The South Carolina Association of Counties

Research & Training and
Administrative Services Staff



The SCAC/Clerk-to-Council Connection

SUSAN TURKOPULS

DIRECTOR OF RESEARCH AND TRAINING

THANK YOU!

THANK YOU!

THANK YOU!



SCAC's Relationship with County Clerks

- ▶ The County Council Connection
 - ▶ Communications – Both Ways!
 - ▶ Events and Training Registrations
 - ▶ Contacts Updates and Changes in Status of County Officials
 - ▶ Repository for Important County Information

We Couldn't Do it without You!



WHO IS SCAC?

- ▶ Non-partisan, nonprofit organization located in Columbia
- ▶ Membership Includes all 46 Counties
- ▶ Governed by a 29-member Board of Directors, composed of county officials from across South Carolina.
- ▶ SCAC's Purpose
 - To promote more efficient county governments;
 - To study, discuss and recommend improvements in government;
 - To investigate and provide a means for the **exchange of ideas** and experiences between county officials;
 - To promote and encourage **education of county officials**;
 - To collect, analyze and **distribute information** about county government;
 - To cooperate with other organizations; and
 - To promote **legislation** that supports efficient administration of local government in South Carolina.



Local Leaders. Statewide Strength. ®

Departments

- ▶ Government Affairs
 - Advocacy, Policy Development, Legal Assistance
- ▶ Administrative Services
 - Event Planning, Registrations, Member Contacts/Directory
- ▶ Research and Training
 - Information & Resources, Training, Website, Social Media, Electronic Communications, Member Contacts/Directory
- ▶ Insurance Trusts
 - Workers Comp & Liability
- ▶ Public Information
 - County Focus Magazine & Newsletter
- ▶ Set Off Debt



Have you Met....

- ▶ RESEARCH AND TRAINING TEAM

- ▶ Susan Turkopuls, Director of Research and Training
- ▶ Ryan Tooley, Special Projects Coordinator
- ▶ Jennifer Haworth, Member Services Coordinator

- ▶ ADMINISTRATIVE SERVICES TEAM

- ▶ Tish Anderson, Deputy Director of Administrative Services
- ▶ Pearl Khalif-Govan, Administrative Assistant



Training and Resources

RYAN TOOLEY

SPECIAL PROJECTS COORDINATOR



The Institute of Government for County Officials

COLLEGE of
CHARLESTON

THE RILEY CENTER FOR
LIVABLE COMMUNITIES

CLEMSON

MASTER OF
PUBLIC ADMINISTRATION

- Commonly referred to as the “Institute”.
- Available to all county employees.
- Two certificates available: Level I & Level II
 - No requirement to pursue a certificate.
- Advanced Courses
 - 2 offered at Annual Conference

Institute Levels

To Graduate with a certificate -

- ▶ Level 1 – 27 hours (9 courses)
 - ▶ 6 Required
 - ▶ Can only attend online or at the Annual Conference.
 - ▶ 3 Electives
 - ▶ Can attend at any conference.
 - ▶ 8 different courses.
 - ▶ Level II – 18 hours (6 courses)
 - ▶ There are no distinctions in Level II.
 - ▶ 8 different courses.
-
- The six Level I required courses are a building block for the rest of the courses.
 - Level I courses are denoted by a [R] for Required and an [E] for Elective

Institute Policies

- Level II credit can be earned once a participant has completed 18 hours of Level I training (6 classes).
- Institute credit will expire in 4 years.
 - If a certificate is earned, then the credit will never expire.
 - SCAC will contact individuals with credit about to expire.
- “No Credit” on transcripts:
 - The course was previously taken, and credit was awarded for it.
 - The course was Level II and the 18-hour threshold was not met yet.
- Advanced courses are now listed on transcripts.

Graduation



- The fastest someone could graduate from Level I is in 2 years by taking online and in-person courses at every conference.
- Graduation occurs at the Annual Conference every year in August.
 - An audit is conducted before the conference to determine who has the potential to graduate.
 - Ryan will contact the Clerks with councilmembers who can graduate before the conference.
 - Pearl will put a flyer in the individual's registration packet letting them know about the graduation time and place. This flyer means they have the potential to graduate; they may still need to complete courses at the conference.

Ideally, Clerks should maintain transcripts for their councilmembers.



Course Formats

In-person courses are offered at the following 3 conferences throughout the year:

- February – Mid-Year Conference in Columbia
- August – Annual Conference in Hilton Head
- October – County Council Coalition in Columbia

Online courses are offered through our Learning Portal.

Interactive courses – Level I [R] Orientation to County Government I & II

Recorded courses – Orientation for Newly-Elected County Officials

- this course is offered every even number year in-person.

Hybrid courses –

Level I: Managing & Conducting Meetings [E]

Strategic Planning [E]

Level II: The Policy Role of Council

The Property Taxation Process

Financial Management

Advanced: Putting Dollars to Work for Your County (ARPA)

How to Access Learning Portal

1. Know Username & Password
2. Log into the Member Portal and click “Learning Portal” OR go straight to the Learning Portal to log-in.
<http://scac.mycrowdwisdom.com/diweb/home>
3. Go to the Catalog Tab
4. Select “Institute of Government” from the filters.

The South Carolina Association of Counties (SCAC) is the only organization dedicated to the statewide representation of county government in South Carolina. Located in the state's capital of Columbia, SCAC is a non-partisan, non-profit association that strives to **Build Stronger Counties for Tomorrow** by working with county officials to provide education and training, legislative reporting, research and technical assistance.

- Upcoming Events (registration)
- Learning Portal
- Member Directory Search
- Order Publications/Advertising

The screenshot shows the Learning Portal interface. At the top, there are three tabs: Dashboard, Catalog, and My Learning. A red arrow points to the My Learning tab. Below the tabs, there is a search bar with a 'Refine Search' button. On the left, there are two filter sections: 'Category' and 'Institute Level'. The 'Category' section has a red box around 'Institute of Government'. The 'Institute Level' section has 'Level I' and 'Level II' options. On the right, there is a table of search results with columns for 'Format' and 'Title'. The table contains three rows of results, each with a 'View Details' link and a 'Launch' button.

Format	Title
1	Jan. 2021 - Orientation for Newly-Elected County Officials View Details Launch
2	Level I: Orientation to County Government I [R] Institute of Government View Details
3	Level I: Orientation to County Government II [R] Institute of Government View Details Launch

*There is also Planning & Zoning training available (SC Code §6-29-1340)

Publications

- ▶ Provides information on various roles and responsibilities of county Clerks to Council.
- ▶ Designed specifically for Clerks to Council in S.C.
- ▶ If you do not have a copy, please let us know.

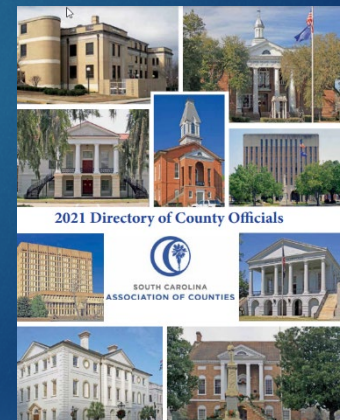
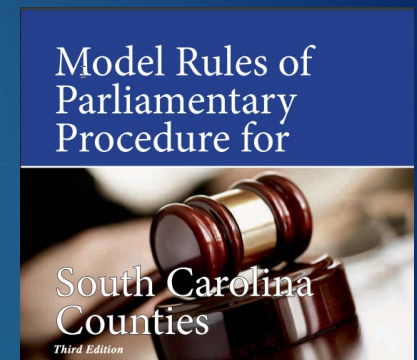
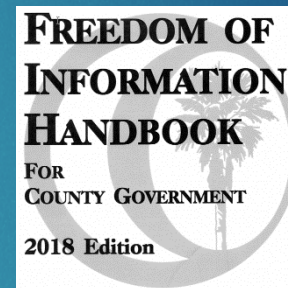


**A Handbook for
COUNTY CLERKS TO COUNCIL
In South Carolina**



Publications

- Model Rules of Parliamentary Procedure
- Freedom of Information Handbook
- Directory of County Officials
 - Clerks to Council help update
- Carolina Counties Newsletter
- County Focus Magazine



<https://www.sccounties.org/scac-publications>

News



- ▶ Friday Reports (email)– sent every Friday while the General Assembly is in session.
- ▶ What’s New (email) – sent every 4 to 5 weeks.
- ▶ Website – News & Announcements
- ▶ Clerks to Council Association Page <https://www.sccounties.org/association-groups/clerks-council>

What's New
SCAC Insights & Events



SOUTH CAROLINA
ASSOCIATION OF COUNTIES

In this edition:

- COVID-19 Information

Other Topics of Interest

Meetings & Training Opportunities

New & Revised Publications

SCAC Tweets



[Mid-Year Conference \(including Legislative Reception\) and Institute of Government for County Officials](#)





Member Portal/Database

JENNIFER HAWORTH

MEMBERSHIP SERVICES COORDINATOR

SCAC Member Portal

- ▶ UPDATING RECORDS/THE SCAC DIRECTORY
 - ▶ Anytime during the year submit the form:
<https://form.jotform.com/SCAC/directory-updates>
 - ▶ October through January SCAC will send emails soliciting updates
 - ▶ Pearl Khalif-Govan receives forms and makes changes to records





- ▶ COUNTY MASTER ACCOUNT
 - ▶ Visit <https://sccounties.site-ym.com/>
 - ▶ Username: county (ex: Jasper)
 - ▶ Passwords can be reset using “Forgot Password” link
 - ▶ Email will be sent to address associated with the master account



SCAC Member Portal

- ▶ REGISTERING COUNCILMEMBERS FOR EVENTS
 - ▶ Sign in to the county master account
 - ▶ Click on Information & Settings, then the Sub-accounts tab

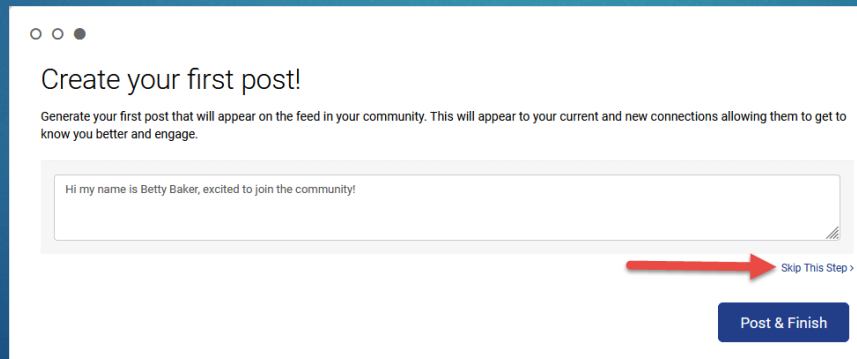
The screenshot displays the SCAC Member Portal interface. The top navigation bar includes the SCAC logo, user information for 'Welcome, Allendale County', and search functionality. The main content area is titled 'Sub-accounts' and provides information about the current county's status: 'Allendale County currently has 999 seats, 970 of which are available. Activate all available seats'. It offers instructions on how to create sub-accounts and provides a direct link for registration. Below this, there is a section for 'Invite New Members' with a form to enter email addresses and a 'Send Invite' button. The bottom section, 'Your Sub-accounts', features a table of existing sub-accounts. A red arrow points to the 'Options' column of the table.

Options	Member Name/Organization	Account Status	Last Modified
 	James J. All Allendale County	Enabled	6/20/2021
 	Betty Baker Allendale County	Enabled	6/24/2021



SCAC Member Portal

- ▶ REGISTERING COUNCILMEMBERS FOR EVENTS (CON'T)
 - ▶ Scroll to FIRST councilmember you want to register and click the blue arrow icon to “Sign in as this member”, then click “OK”
 - ▶ If the person hasn’t logged in before, an option pops up to complete the profile
 - ▶ On photo page, click “Continue”
 - ▶ On connect page, click “One More Step...”
 - ▶ On first post page, click “Skip This Step”



o o ●

Create your first post!

Generate your first post that will appear on the feed in your community. This will appear to your current and new connections allowing them to get to know you better and engage.

Hi my name is Betty Baker, excited to join the community!

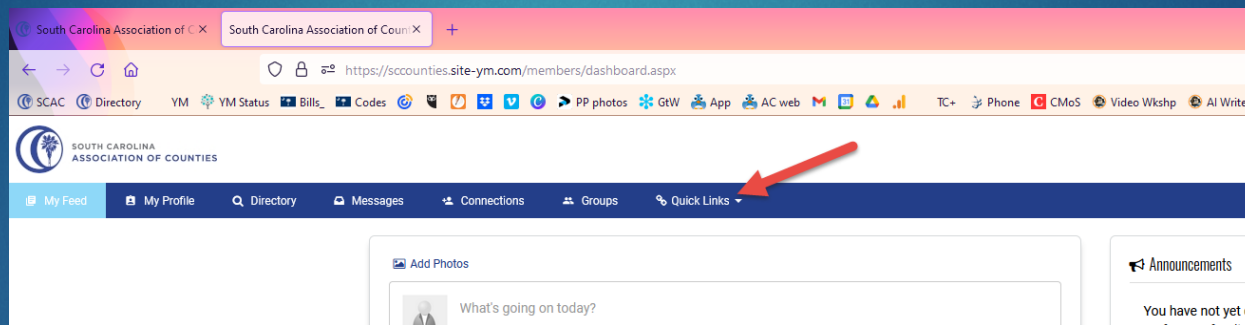
[Skip This Step >](#)

[Post & Finish](#)



SCAC Member Portal

- ▶ REGISTERING COUNCILMEMBERS FOR EVENTS (CON'T)
 - ▶ Click on “Quick Links” and “Register for Conferences/Meetings”



- ▶ Find the meeting, click “Register”



SCAC Member Portal

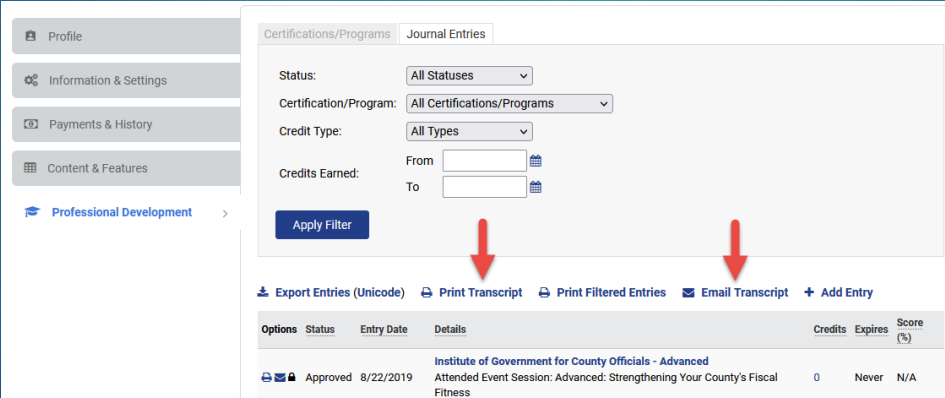
- ▶ REGISTERING COUNCILMEMBERS FOR EVENTS (CON'T)
 - ▶ Please do not use all caps when completing the registration form
 - ▶ The dropdown box for professional titles includes the most common titles (Ex. Chairman/Chairwoman, County Council, Administrator). Please scroll carefully to select the correct title. If the appropriate title is listed, please do not select "Other".
 - ▶ Please enter the county name (ex. Marion County) as the County/Organization.
 - ▶ Double check registrations for correct information entered, including name, nickname, spouse, title, etc. before submitting.
 - ▶ When done, select either "Save & Add Another Attendee" OR "Save & Finalize Registration"
 - ▶ When sending a check after registering online, please do not send in another registration form – indicate on the check which registrants apply





SCAC Member Portal

▶ VIEWING TRANSCRIPTS

- ▶ Sign in to the county master account**
- ▶ Click on Information & Settings, then the Sub-accounts tab
- ▶ Scroll to councilmember whose transcript you want to see and click the blue arrow icon to “Sign in as this member”, then click “OK”
- ▶ Click on “Professional Development” and then “Print Transcript”



The screenshot displays the SCAC Member Portal interface. On the left is a navigation sidebar with options: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development (selected). The main content area is titled 'Journal Entries' and includes filter options for Status (All Statuses), Certification/Program (All Certifications/Programs), and Credit Type (All Types). There are also 'From' and 'To' date pickers and an 'Apply Filter' button. Below the filters are action buttons: Export Entries (Unicode), Print Transcript, Print Filtered Entries, Email Transcript, and Add Entry. Two red arrows point to the 'Print Transcript' and 'Email Transcript' buttons. Below these buttons is a table with columns: Options, Status, Entry Date, Details, Credits, Expires, and Score (%). The table contains one entry: 'Institute of Government for County Officials - Advanced' with a status of 'Approved', entry date of '8/22/2019', and a score of 'N/A'. The details for this entry are 'Attended Event Session: Advanced: Strengthening Your County's Fiscal Fitness'.

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
 	Approved	8/22/2019	Institute of Government for County Officials - Advanced Attended Event Session: Advanced: Strengthening Your County's Fiscal Fitness	0	Never	N/A



SCAC Member Portal

- ▶ VIEWING TRANSCRIPTS (CON'T)
 - ▶ Sign-out
 - ▶ **Repeat steps from sign-in to view transcripts for multiple councilmembers



2022 Conferences and Events

TISH ANDERSON

DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

SCAC Conferences & Events

Visit SCAC's website under "Events and Education" for the most current information.

2022 Conferences & Events

January 26-27 – Insurance Trust Membership Meeting, Myrtle Beach

February 23 – Mid-Year Conference*

February 24-25 – Institute of Government*

August 1-2 – Institute of Government, Wild Dunes Resort

August 2-4 – Annual Conference, Wild Dunes Resort

August TBA – Setoff Debt/Gear Workshop*

September TBA – Continuing Education Update for Risk Managers*

October 19 – Institute of Government*

October 20 – County Council Coalition Meeting*

November TBA – S.C. Local Gov't Attorneys' Institute*

December 1-2 - Legislative Conference, Greenville

December 8 – Orientation for Newly-Elected Council Members*

**Events to be held in Columbia*

2022 Annual Conference

August 1-4 ~ Wild Dunes Resort

- ▶ 2022 Annual Conference Schedule
 - ▶ Monday, August 1 – Institute Classes
 - ▶ Tuesday, August 2 – Institute Classes, Committee Meetings, Group Meetings, President's/Corporate Partners' Reception,
 - ▶ Wednesday, August 3 – Opening Session, Group Meetings, Caucus Meetings, Workshops, Banquet
 - ▶ Thursday, August 4 – General Session, Adjourn before 11:00 a.m.
- ▶ Registration
 - ▶ Institute of Government registration opens first in early March
 - ▶ Annual Conference registration opens two weeks later
- ▶ Accommodations
 - ▶ Institute registrants will be able to book accommodations first
 - ▶ Must be registered to reserve a room at the discounted rate
 - ▶ Cutoff date: July 8, 2022

Other Events Information

▶ SCAC Board of Directors

- ▶ Register and pay for all SCAC events
- ▶ Book and pay own accommodations for all SCAC events EXCEPT the Annual Conference. Board members only will be allowed to book starting today.

▶ Invoicing

- ▶ The billing option is available for all SCAC events
- ▶ Once registration is submitted, an electronic invoice will be sent
- ▶ All invoices can be accessed in the Member Portal

▶ Other Helpful Information

- ▶ Review carefully the drop box options when selecting title
- ▶ Do not use ALL CAPS when registering online
- ▶ Do not send in another registration form with check
- ▶ Review carefully before submitting
- ▶ Cancellations must be made in writing to Pearl at least two weeks prior



Thank You!

Questions?

Phone: 803-252-7255

General Email: scac@sc.sc

Staff Contacts: <https://www.sccounties.org/staff>

