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

- 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

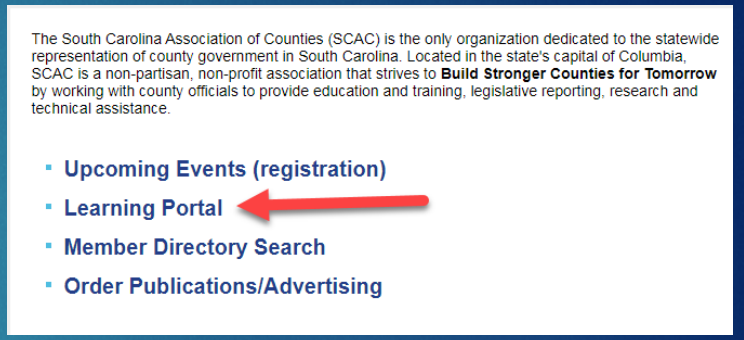
- this course is offered every even number year in-person.

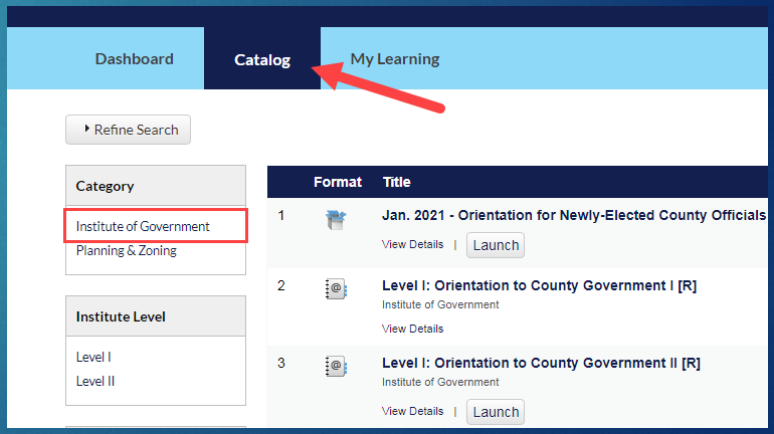
Hybrid courses –

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.

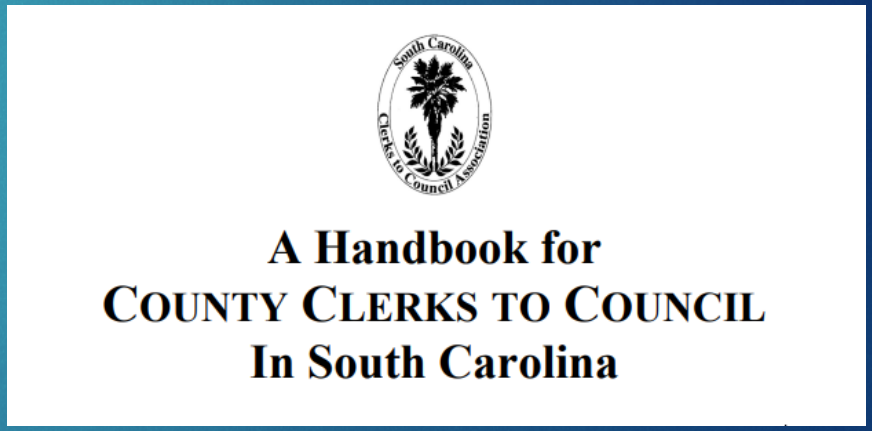




*There is also Planning & Zoning training available (SC Code §6-29-1340)

Publications

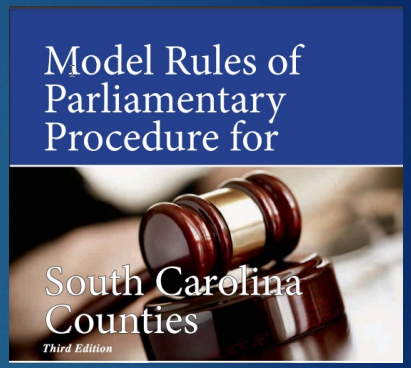
- Provides information on various roles and responsibilities of county Clerks to Council.
- Designed specifically for Clerks to Council in S.C.
- If you do not have a copy, please let us know.

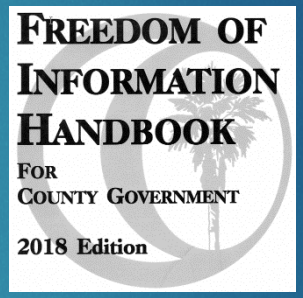


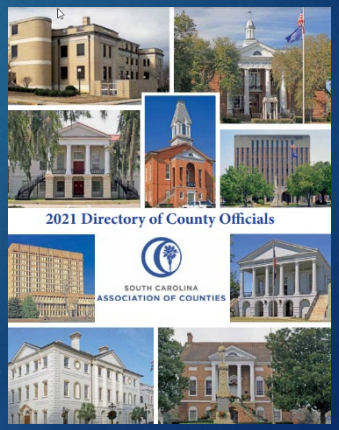
Publications

- 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

Member Portal/Database

JENNIFER HAWORTH

MEMBERSHIP SERVICES COORDINATOR

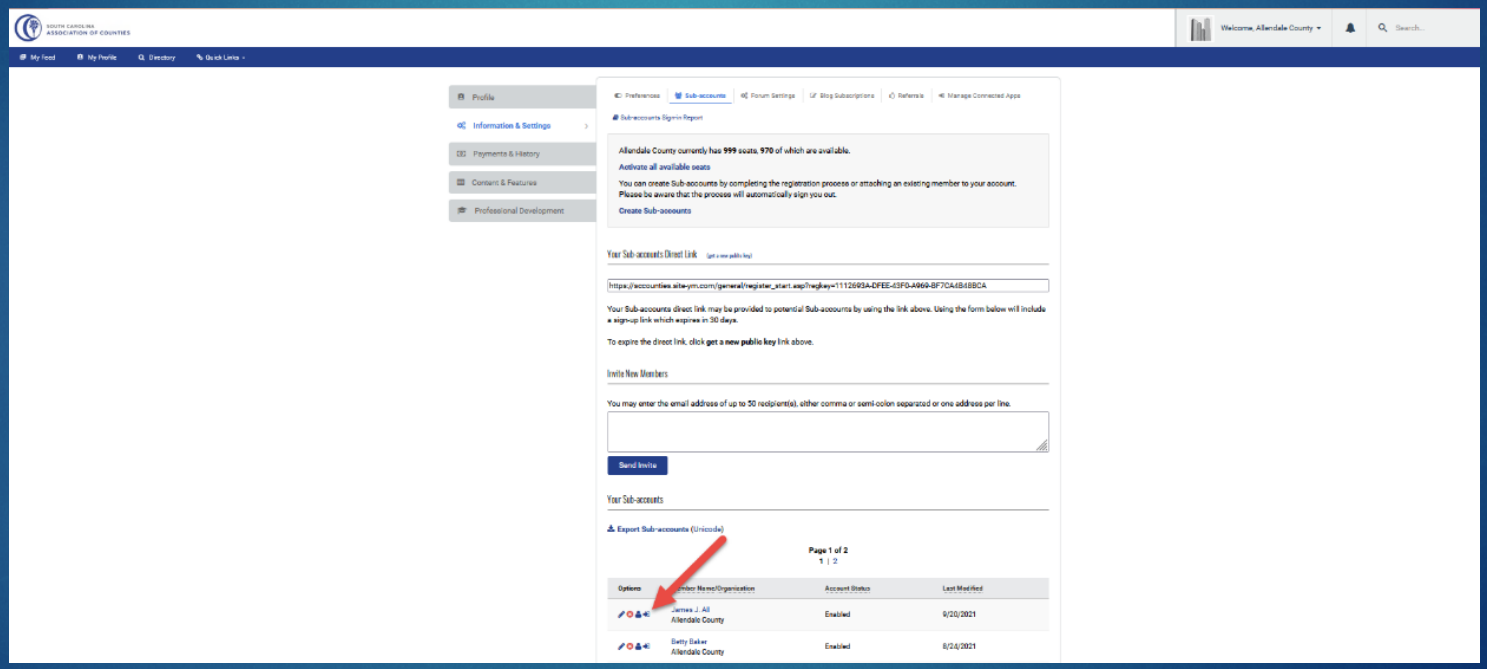
SCAC Member Portal

- 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

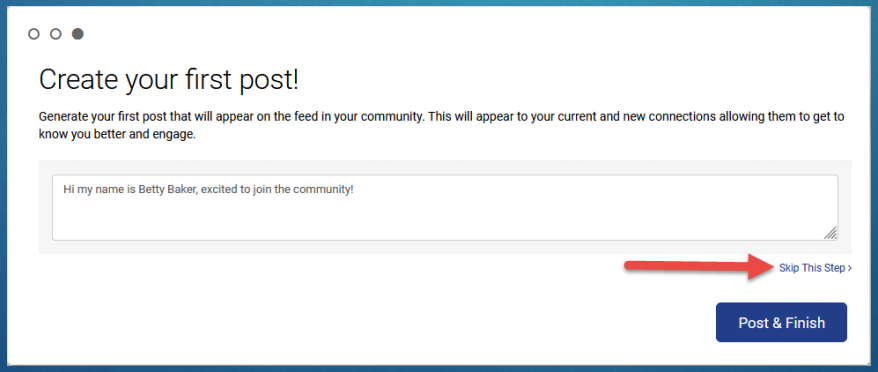
SCAC Member Portal

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



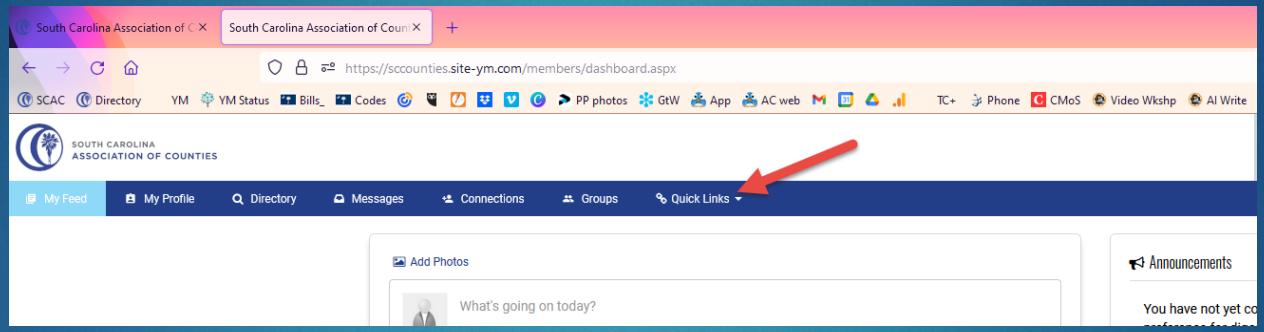
SCAC Member Portal

- 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"



SCAC Member Portal

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



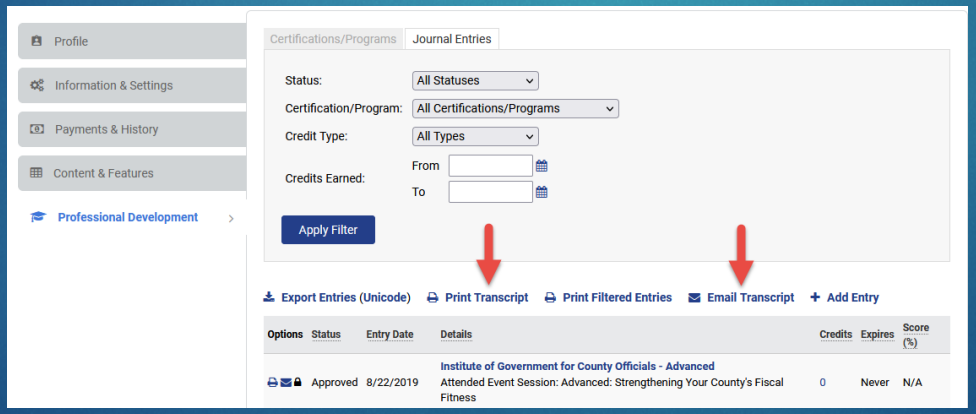
  - Find the meeting, click "Register"

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"



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