

**Benjamin I. Duncan II**

**Office Address and Telephone Number**

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Columbia, SC 29201

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**Home Address and Telephone Number**

[REDACTED]

Columbia, SC 29223

[REDACTED]

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**Education:**      **University of South Carolina** - Master of Public Administration  
                         **Benedict College** - Bachelor of Science in Business Administration

**Professional Leadership Training and Education:**

**John F. Kennedy School of Government, Harvard University**, Cambridge, Massachusetts; Program for Senior Executives in State and Local Governments

**University of South Carolina**, Moore School of Business Executive Education, Columbia, South Carolina; Executive Leadership Program for the South Carolina State Agency Directors Organization

**State Recovery Planning and Coordination**, FEMA, Emergency Management Institute

**National Disaster Recovery Framework**, FEMA, Emergency Management Institute

**Leadership South Carolina**, University of South Carolina Institute of Public Affairs, Columbia, South Carolina; Program for State Leaders in Private, Public and Non-Profit Sectors

**Henry Toll Fellowship Program**, The Council of State Governments, Lexington, Kentucky; Leadership Development Program for State Officials

**Management and Leadership Effectiveness**, National Association of Insurance Commissioners; Executive Leadership Program for Insurance Regulators

**Budget and Control Board Executive Institute**, South Carolina Budget and Control Board, Columbia, South Carolina; Program for Senior Executives in State and Local Governments

**Employment History:**

**South Carolina Office of Resilience, Disaster Recovery Office** Columbia, South Carolina

**Program Management Director** March 2019 – Present

Responsible for all facets of HUD Community Development Block Grants for Disaster Recovery (CDBG-DR), Mitigation and Resiliency programs in South Carolina from the Severe Storm in 2015, Hurricane Matthew in 2016, Hurricane Florence in 2018 and the HUD Mitigation (CDBG-MIT) grant award in 2020. Direct and provide guidance in drafting of the CDBG-DR Action Plan and subsequently, the Implementation Plan, and Financial Plan for recovery efforts. Responsible for all aspects of multiple CDBG-DR/MIT grants totaling \$450M and the execution of a \$4.5M FEMA Disaster Case Management Grant for 2016 Hurricane Matthew and \$3.8M for 2018 Hurricane Florence. Implementing current outcome of over 2,800 homes repaired or replaced toward goal of 3200 homes and 190 home buyouts as the outcome. Responsible for procuring and contracting for an Implementation Vendor and the execution of all phases of the program including outreach and eligibility intake operations, eligibility screening, pre-construction validation, construction management, invoicing processes and procedures, customer service, quality control, and the implementation of all state policies regarding the program. Currently executing a \$162M CDBG-MIT Grant to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses and to increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship by lessening the impact of future disasters. Manage and support data-informed investments, focusing on repetitive loss of property and critical infrastructure; build capacity to comprehensively analyze disaster risks and update hazard mitigation plans; support the adoption of policies that reflect local and regional priorities that will have long-lasting effects on community risk reduction, including risk reduction to community lifelines and decreasing future disaster costs; and maximize the impact of funds by encouraging leverage, private/public partnerships, and coordination with other Federal dollars. Implemented successful strategies which accelerated the recovery and properly managed each federal tax dollar awarded within the CDBG-DR grant. Called upon for public speaking on numerous Disaster Recovery and resilience related subjects

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concerning CDBG-DR grant and programmatic activities. SC Disaster Recovery Office has been used as a reference for other states concerning the design and implementation of a highly successful disaster recovery program. Successfully undergone several HUD CDBG-DR compliance inspections with no deficiencies noted.

**South Carolina Department of Administration, Disaster Recovery Office** Columbia, South Carolina

**Deputy Program Management Director** March 2017 - March 2019 (Promoted)

Assisted and supported the Director, implemented, coordinated, directed and advocated disaster recovery and case management goals, objectives, and outcomes set by State and Federal guidelines. Took a holistic view of implementation as sets of project activities, linking internal local government activities with those of the community's stakeholders to ensure progress and completion of outcomes identified in the state low income home repair and replacement program, strategies, or other recovery objectives. Assisted Disaster Recovery Management Director to facilitate and support effective decision-making and coordination for recovery and case management objectives and activities, including leadership and administration, policy and oversight, funding and financial management, community planning, housing recovery, economic recovery, and public health and welfare. Integrated recovery implementation with state and community recovery planning processes. Ensured a well-managed recovery, including development and coordination of partnerships and a well-administered financial acquisition and grants management process. Fostered information sharing and managed proactive community engagement, public participation and public awareness. Integrated resilient rebuilding into all recovery projects and encouraged organizational flexibility. Recruited, assigned, and managed appropriate staffing levels. Communicated state and community recovery needs and priorities to federal and state agencies. Worked with activity coordinators in setting and managing priorities and budgets (\$4.5M FEMA Grant and \$378M CDBG-DR HUD Grant). Procured a watershed study of the Pee Dee and Santee watersheds as a preparatory study for effective implementation of the CDBG-MIT grant. During timeframe as Deputy Program Management Director, passed state single audit with no deficiencies noted.

**South Carolina Department of Administration, Disaster Recovery Office** Columbia, South Carolina

**Director of Support** November 2015 – March 2017 (Promoted)

Provided recovery leadership on general direction, overarching policies, and prioritization of recovery efforts. Provided guidance and advised the Director to ensure compliance with agency, state and federal policies, laws and procedures such as the Fair Labor Standards and other federal and state laws and regulations; served as an advisor to the Director on all budgetary, financial and human resources issues which include the development of strategic compensation initiatives in support of the mission. Supported recovery activities including representation of diverse interests, communication and coordination among community leaders, elected officials and organizations regarding strategic initiatives, and communication and collaboration with volunteers and key stakeholders; managed operational level personnel procedures, training and development.

**South Carolina Department of Insurance, Columbia, South Carolina**

**Deputy Director for Administration and Strategic Planning** August 2005 – November 2015

Planned, organized and directed all general administrative programs and policies for the Department, including human resources, staff development, training, employee performance management system, budget, finance, accounting, accountability reporting, procurement, and information resources; provided guidance and advised the Director to ensure compliance with agency, state and federal policies, laws and procedures such as the Fair Labor Standards Act and GAAP; served as primary advisor to the Director on all budgetary, financial and human resources issues which included the development of strategic compensation initiatives in support of the total rewards strategy for the Department; responsible for the Agents Licensing Section of the Department, compiled data for statistical reports and researched fee-related problems; provided leadership and direction in the development of the agency's strategic plan, ensured that the plan sets out a long-term focus, short-term goals, planned accomplishments, and benchmarks for measuring progress and success; aligned necessary efforts and resources in achievement of the strategic plan. (\*Assigned to SC Department of Administration Disaster Recovery Office \$195 million CDBG-DR Grant administration and State Recovery Plan as result of 2015 flood)

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**South Carolina State University, Orangeburg, South Carolina**

**Executive Director to the Board of Trustees** July 2004 – August 2005

Served the South Carolina State University Board and its committees as Executive Director with duties of developing an agenda for meetings, making appropriate logistical arrangements and ensured the timely recording of minutes; reviewed all matters proposed for Board and Committee consideration to determine that each agenda item was thoroughly researched and ready for presentation which included but not limited to the study of salary equity and disparities, student housing plans and building and construction issues; conducted special studies for the Board and its committees as required; kept all official files of the Board and its committees which were used to facilitate the work of the Board; managed the Trustees' Budget; developed and maintained a Trustee Manual, which served as the official record of duties, responsibilities, and proper conduct for the Board; managed the President's performance management process; and established effective ongoing communication with Board members, the University President, faculty, staff, legislators, legislative staff and governor's office staff.

**South Carolina Governor's Office, Columbia, South Carolina**

**Budget Advisor to the Governor** January 2003 - July 2004 (Served in Dual Roles with South Carolina Department of Parks Recreation and Tourism)

Served as chief Advisor to the Governor in the development of the Governor's Executive Budget; conducted and analyzed budget studies and made budget recommendations to the Governor and Chief of Staff; met regularly with the Governor and staff in preparation of the Executive Budget; established effective ongoing communication with legislators, legislative staff, agency budget administrators and agency heads on budget and funding issues and provided information as it related to programs, services and the Executive Budget; analyzed complex budget problems with state agencies and recommended immediate and appropriate action to remedy them; monitored and disseminated information, including budget reports, forecasts and future revenues; prepared and maintained a variety of financial reports; facilitated and conducted meetings for state agencies regarding budgets and other financial information; and analyzed state and federal legislation and regulations to determine the effect on agency programs and services as they related to the state budget.

**South Carolina Department of Parks, Recreation and Tourism, Columbia, South Carolina**

**Deputy Director, Administration** January 2000 - July 2004 (Appointed to the Governor's Office, January 2003)

Served as Deputy Director of all administrative functions of the agency; advised the Director and the Chief of Staff on matters associated with the business, human resources and fiscal management of the agency; supervised budget preparation, developed and implemented administrative policies and procedures for the agency; supervised the Finance Director and Director of Budget and Fiscal Management in the preparation of budgets, expenditures, payments, procurement, and payroll; monitored the preparation of the agency's Accountability Report; evaluated financial activities to ensure compliance with agency policies and procedures and federal regulations such as the Fair Labor Standards Act; directed the information technology department for services provided to the central office, as well as the state's ten welcome centers and forty-six state parks; monitored all grants administered by or entered into for the agency; and established effective ongoing communication with staff, legislators, legislative staff and governor's office staff.

**State Budget and Control Board, Office of Information Resources, Columbia, South Carolina**

**Information Technology Administrator** February 1999 - January 2000

Developed the Office of Information Resources' (OIR) business recovery program to ensure continuity of services to client agencies and to safeguard information technology assets against accidental or unauthorized modification, destruction, or disclosure; developed up-to-date business recovery plans within the dynamic and rapidly changing environment according to established recovery time objectives; identified and formulated plans for timely recovery of OIR and agency data, software applications, hardware, telecommunications, and computer installations; and developed a program of coordinated responses to a variety of potential business interruptions based on business impact analysis and risk assessment, including backup plans, recovery plans, testing, and auditing.

**South Carolina Governor's Office, Columbia, South Carolina**

**Director of Administrative Services** January 1995 - February 1999

Developed and established policies and procedures for the operation of administrative services, including fiscal, human resources and purchasing functions for the Governor's Office of Executive Policy and Programs; directed the development and implementation of the agency's information resources management functions; evaluated programs and activities to ensure compliance with agency procedures, departmental policies and laws that affect administrative functions; recommended organizational changes and assisted in formulation of internal plans, policies and programs relating to financial resources and administrative management; approved preparation of budgets and maintained controls of budget activities for all departments and divisions; administered agency's human resources activities, including classification and compensation, recruitment, selection and retention, training, employee relations, employee performance management system, EEO/AA and ADA; and determined needs and approved requests for equipment and special supplies.

**South Carolina Governor's Office, Columbia, South Carolina**

**Senior Human Resources Director** January 1993 - January 1995

Planned, developed, and directed a comprehensive range of human resources functions for a 300 + employee agency; served as a member of the agency's senior management team and consulted in the development of the agency budget; acted in the absence of Executive Assistant for Finance and Administration in implementing plans and making decisions in all matters related to human resources management which included, classification and compensation, recruitment, selection and retention, benefits and employee relations, and the employee performance management system. Forecasted human resources needs and advised the Executive Assistant for Finance and Administration and senior management staff of human resources needs and problems; made recommendations regarding human resources planning; and assisted in development of agency-wide policies and strategic planning.

**State Budget and Control Board, Division of Internal Operations, Columbia, South Carolina**

**Human Resources Manager II** October 1990 - January 1993

Directed, supervised and planned several personnel management programs, including benefits, employee performance management system, staff development and training, Employee Suggestion Program, Occupational Safety and Health Act, and Worker's Compensation for approximately 1,200 employees, ensuring that all programs were administered in accordance and compliance with federal and state policies and procedures. Supervised comprehensive counseling services to employees regarding insurance benefits, retirement benefits, leave, and a variety of other benefits programs; and coordinated ADA compliance with various government and private agencies to make reasonable accommodations for employees with disabilities.

**South Carolina Retirement Systems, Insurance Benefits Sections, Columbia, South Carolina**

**Benefits Counselor III** July 1987 to October 1990

Made recommendations on implementing new policies, procedures, and guidelines in all areas of insurance coverage; provided estimates of benefits to prospective and current retirees; calculated and coordinated final monthly benefits under provisions, rules, regulations, and laws of the South Carolina Retirement Systems; advised and counseled members regarding insurance benefits and allowances in the South Carolina Retirement System; assisted in compiling data to improve future health benefits; prepared special reports. Counseled active and retired state agency and public-school district subscribers and dependents on Health, Dental, Life, and Long-Term Disability benefits and researched and processed claims in all benefits areas; coordinated the COBRA, a federally-mandated program for employees and dependents who are no longer eligible for coverage; and conducted insurance meetings for subscribers as requested.

**Formal Higher Education Teaching Experience:**

**WEBSTER UNIVERSITY**, Columbia Metropolitan Campus, Columbia, SC  
**Adjunct Instructor (Graduate and Undergraduate Levels) and Special Appointment, Administration**  
May 2009 – Present  
Management Theory and Practice  
Managerial Policies and Procedures  
Classification and Compensation Management  
Employee Benefits Management  
Employee Retention and Transition Management  
(Assisted with the development of an Employee Advocacy Playbook for General Electric, Florence, SC)

**SOUTH UNIVERSITY**, South Carolina Colleges - Columbia, SC Campus

**Adjunct Instructor (Undergraduate Level) June 2009 - 2015**  
Human Resource Management                      Organizational Change Management  
Managerial Communication                      Global Business Management  
Organizational Behavior                          Strategic Management  
Dynamic Decision-Making                        Operations Management  
Small Business Management

**Visiting Lecturer:**

University of South Carolina	Panel Speaker	MPA Orientation
University of South Carolina	Guest Lecturer	Working in the Governor’s Office
University of South Carolina	Guest Lecturer	Executive Budget
Leadership South Carolina	Speaker	Executive Budget Process
Francis Marion University	Guest Lecturer	SC State Budget Process
Benedict College	Guest Lecturer	Human Resources
Morris College	Guest Lecturer	Human Resources
University of South Carolina	Guest Lecturer	SC State Budget Process
Governor’s EXCEL Leadership	Program Developer and Lecturer	

**Scholarly and Professional Activities/Accomplishments:**

**Governor’s SC Floodwater Commission**, Liaison on the Federal Funding Task Force; Research and identify the key stakeholders for federal funding sources.

**Transition Team of Mayor Steve Benjamin, Co-Chaired the Government Operations and Efficiency Committee**; Led and facilitated team meetings to gather information, ideas and action items for final report, and drafted and edited portions of the report.

**The State of South Carolina Executive Budget**; Conceptualized, guided and wrote major portions of the executive budget.

**Budget Policy Task Force Findings and Recommendations**; A member of a sixteen-person task force which contributed in writing and editing the Budget Decision-Making Techniques section of the report. The Task Force was empowered to make recommendations to the Governor to improve the State budgeting process.

**Service Activities:**

Francis Marion University, Board of Trustees	2016-Present
Saint John Preparatory School, Board Chair	2015-Present
Central SC Habitat for Humanity, Board of Directors	2012-2015
Transition Team of Mayor Steve Benjamin, Co-Chair, Subcommittee	2010

Richland Two Charter High School Board (Chairman 2010-11)	2009 - 2014
Spring Valley (HS) Ed. Foundation, Board of Dir. (President 2008-10, 2015-17)	2005 - 2017
Spring Valley High School Education Foundation (2x as President)	2009 - 2015
Spring Valley (HS) Basketball Booster Club, Board of Directors	2006 - 2009
Living Hope Foundation, Board of Directors (Chairman 2004-06)	2004 - 2006
St. John Baptist Church Board of Deacons, (Chairman)	2005 - Present
St. John Baptist Church Board of Deacons, (Vice Chairman)	1989 - 2005
Wil Lou Gray Opportunity School Mentor	2005
Boys and Girls Club of the Midlands, Board of Directors	2003 - 2005
Governor's Budget Policy Task Force	2003
United Way Agency Relations Committee Member	2002 - 2005
Community Mediation Center of Columbia, Board of Directors	2002 - 2003
Greater Columbia Community Indicators Project Committee Member	2002
Central SC Habitat for Humanity, Board of Directors, (President)	2001 - 2002
Central SC Habitat for Humanity, Board of Directors, (Vice President)	1999 - 2000
Central SC Habitat for Humanity, Board of Directors	1990 - 2003
Columbia Benedict Junior Alumni Chapter, (Vice President)	1996
Midlands Marine Institute, Board of Directors	1994 - 1997
Spring Valley Mentorship Program, Member	1992 - 1993

#### University Activities:

**Francis Marion University**, Current Board of Trustees Member, Finance Academic Affairs/Accreditation and Student Affairs/Athletic Committees

**University of South Carolina**, Master of Public Administration Advisory Committee

**Association of Governing Boards of Universities and Colleges**, Attended AGB Workshop for Board Professionals at the National Conference on Trusteeship in San Diego, California

**South Carolina State University**, Participated in the university strategic planning process representing the University Board of Trustees

**Southern Association of Colleges and Schools**, Attended SACS Conference in Atlanta Georgia representing the South Carolina State University Board of Trustees

#### Honors and Awards:

- **Francis Marion University, Member Board of Trustees**, elected by the SC State Legislature
- **Webster University**, 2016 and 2020 Faculty of the Year Honors, School of Business
- **Webster University**, For Dedicated service to the University Columbia Metropolitan Campus and Students 2014
- **Richland District Two Charter High School**, Appreciation for service, leadership and commitment
- **South University**, Outstanding Faculty Member; In recognition of service loyalty and commitment to South University's School of Business
- **Spring Valley High School Education Foundation**, Appreciation for exceptional and dedicated service as President
- **Friends of the Foundation Award**, Spring Valley High School, recognition of generous contribution to support the Spring Valley Education Foundation
- **Saint John Baptist Church Centennial Committee**, Recognized for leadership contribution as Co-Chair of the Saint John Baptist Church Centennial Committee
- **Central South Carolina Habitat for Humanity**, Appreciation recognition for over 10 years of service and one year as President to the organization
- **Kentucky Colonel**, Commonwealth of Kentucky, bestows the honor of a Colonel's Commission by

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issuance of a certificate approval of the governor of Kentucky to individuals for service and contributions to the global community