



## **Richland County Council**

# **Rules and Appointments 7/21/2015 - 4:00 PM 4th Floor Conference Room**

### **Call to Order**

**1**

The Honorable Bill Malinowski

### **Approval of Minutes**

**2**

July 7, 2015

### **Adoption of Agenda**

### **Interviews**

**3**

Planning Commission - 1

a. Ed Greenleaf

**4**

Richland Library Board - 4

a. Betty L. Gregory

b. James "Jamie" Shadd, III

c. Jonathan P. Lee

d. Katherine Swartz Hilton

e. Martina D. Mitchell



# **Richland County Council**

## **Adjournment**



## **Richland County Council**



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA



## RULES AND APPOINTMENTS COMMITTEE

July 7, 2015  
4:00 PM  
4<sup>th</sup> Floor Conference Room

*In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building*

### CALL TO ORDER

Mr. Malinowski called the meeting to order at approximately 4:00 PM

### APPROVAL OF MINUTES

**June 16, 2015** – Ms. Dixon moved, seconded by Mr. Manning, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF THE AGENDA

Ms. Dixon moved, seconded by Mr. Manning, to adopt the agenda as published. The vote in favor was unanimous.

Mr. Malinowski inquired as to why the CMRTA Board Terms motion language was not forwarded to Council prior to the meeting.

Ms. McDaniels stated confirmation of the language from the outside attorney or the County attorney prior to publication of the amended agenda packet.

### INTERVIEWS

**Board of Zoning Appeals—1** – Mr. William Starks, Mr. Gerald A. Lee, Mr. William Wallace Smith, Sr., Ms. Ray Borders Gray and Ms. Betty J. Hines were interviewed. Ms. Dixon moved, seconded by Mr. Manning, to re-appoint Mr. William Wallace Smith, Sr. The vote in favor was unanimous.

**Planning Commission - 1** – Mr. Nathan Halydier and Ms. Anna Grubic were interviewed. The Committee will make an appointment recommendation once all applicants have been interviewed.

**Richland Library Board—4** – Ms. Ray Borders Gray and Ms. Betty J. Hines were interviewed. The Committee will make appointment recommendations once all applicants have been interviewed.

#### Committee Members Present

Bill Malinowski, Chair  
Julie-Ann Dixon  
Jim Manning

#### Others Present:

Kelvin E. Washington, Sr.  
Norman Jackson  
Michelle Onley  
Kimberly Roberts  
Brad Farrar  
Monique McDaniels

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA

Rules & Appointments Committee  
Tuesday, July 7, 2015  
Page Two



### DISCUSSION

**CMRTA Board Terms** – Ms. McDaniels stated the proposed motion will be contingent upon the City of Columbia approving the same plan. The City has not taken up the issue.

This item will be placed on the agenda for action at the next Rules & Appointments Committee meeting on July 21<sup>st</sup>.

**Changes to FOIA regarding Agendas** – Mr. Farrar stated there was a memo included in the Rules agenda from the Legal Department outlining the changes to the FOIA policy regarding meeting agendas.

The changes are as follows: (1) Each regularly scheduled and special called meeting must have an agenda; (2) The agenda must be published 24 hours in advance on the County website, as well as, be posted on the bulletin board; (3) Once the agenda is posted, no items may be added without an additional 24 hour notice period; (4) At the meeting, an item which requires action may only be added by a two-thirds vote of members present and voting. However, if it is an item where final action may be taken at the meeting or there will be no further opportunity for public input, it may only be added by two-thirds vote and a finding that an emergency or exigent circumstance exists if the item is not added to the agenda.

Mr. Malinowski pointed out the bulletin board is on the inside of the building and therefore, not accessible after business hours. It was suggested placing a bulletin board outside of the building or securing the agenda to the doors leading into the building.

Mr. Manning requested the Clerk's Office contact all of the boards, committees, and commissions the County is responsible for to inform them of the changes to the FOIA requirements.

This item will be placed on the agenda for action at the next Rules & Appointments Committee meeting on July 21<sup>st</sup>.

**POINT OF PERSONAL PRIVILEGE** – Mr. Manning requested the committee's approval to reach out to Ms. Anna Grubic to follow-up on her application.

### ADJOURNMENT

The meeting adjourned at approximately 5:15 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council



**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Ed Greenleaf

Home Address: 1501 Dearborn Road, Columbia, SC 29204

Telephone: (home) (803) 419-7214 (work) (803) 361-1363

Office Address: 1501 Dearborn Road, Columbia, SC 29204

Email Address: EdGreenleaf@hotmail.com / Ed.Greenleaf@ScarlettSurveys.com

Educational Background: Master of Public Administration, USC, 1986; BA, USC, 1984

Professional Background: Current: VP, Scarlett Surveys International; Prior: BCBS of SC

Male  Female  Age: 18-25  26-50  Over 50

Name of Committee in which interested: Planning Commission

Reason for interest: Richland County's Comprehensive Plan, adopted in 2009, was well thought out. However, we should review and revise as necessary to attract industry.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:  
I am a consensus builder and a practical thinker. We need a business-like approach in ensuring we follow our plan while allowing flexibility for development.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? We need a BMW, Boeing or Volvo in our county!

Recommended by Council Member(s): Jim Manning

Hours willing to commit each month: 10 hours

**CONFLICT OF INTEREST POLICY**

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No **XXX** \_\_\_\_\_

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No **XXX** \_\_\_\_\_

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
**For information, call 576-2060.**

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

<b>Staff Use Only</b>	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file



**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Betty L Gregory

Home Address: 1211 Adger Road Columbia, South Carolina 29205

Telephone: (home) 803-254-0581 (work) cell: 803-206-0759

Office Address: \_\_\_\_\_

Email Address: bettylgregory@gmail.com

Educational Background: BA - USC; MPA (Masters in Public Administration) - USC

Professional Background: independent consultant, grassroots organization/coalition building and advocacy. Worked with Chernoff Newman and Banco, including coordinating 2 successful Richland One school bond referendums; most recently Richland County Penny Tax Campaign (2010 and 2012), Richland Library bond referendum campaign (2012-13). Currently part-time consultant with Banco/Public Involvement Team, Richland Penny

Male      Female       Age: 18-25      26-50      Over 50     

Name of Committee in which interested: Richland Library Board of Trustees

Reason for interest: opportunity to positively impact the lives of all our citizens through actively serving, engaging our community, and implementing the library's vision. Supporting and researching creative ways to reach more of county; promoting services and increasing the awareness of what is available for all ages. Keeping a listening ear for ways to improve; striving to build stronger relationships with community leaders and advocates.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

My work in advocacy and grassroots efforts has given me the opportunity to work with political, education, business, faith and community leaders from across the county and to build coalitions in support of various efforts. I can offer a working knowledge of governmental relations on a



local and state level. Most importantly, I would like to offer a voice at the table for all in our community.

Presently serve on any County Committee, Board or Commission? no \_\_\_\_\_

Any other information you wish to give? During the library bond referendum campaign, I had the opportunity to visit every library in the county and talk to folks at each location. It gave me some insight into the incredible range of services but also the gaps that still needed to be addressed. \_\_\_\_\_

Recommended by Council Member(s): Councilman Greg Pearce, Councilman Paul Livingston

Hours willing to commit each month: 15-20 \_\_\_\_\_

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No X \_\_\_\_\_

### STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No X \_\_\_\_\_

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Applicant's Signature

June 22, 2015 \_\_\_\_\_  
Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
**For information, call 576-2060.**

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

<b>Staff Use Only</b>	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: James "Samie" Shadd III
Home Address: 225 Ashley Place Road Columbia, SC 29229
Telephone: (home) (803) 419-5317 (work) (803) 771-7460
Office Address: 5000 Thurmond Mall, Ste 348, Columbia, SC 29201
Email Address: shaddlawfirmllc@bellsouth.net
Educational Background: Juris Doctor - USC Law School
Professional Background: Attorney / Owner of Shadd Law Firm, LLC

Male [X] Female [ ] Age: 18-25 [ ] 26-50 [X] Over 50 [ ]

Name of Committee in which interested: Richland Library Board of Trustees

Reason for interest: As a father of 4 children, spouse of a school administrator, member and reader, literacy is extremely important. I want to play a part in assisting our citizens

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I have served on several boards and held leadership positions so I am familiar w/ public awareness, branding, budget and policy making

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? (C) (803) 546-5875

Recommended by Council Member(s):

Hours willing to commit each month:

CONFLICT OF INTEREST POLICY

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No   X  

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No   X  

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Jon Shalika  
Applicant's Signature

6/25/15  
Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
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Date Sent to Council: _____		
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**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Jonathan P. Lee ("JP")

Home Address: 1728 West Buchanan Drive Columbia, SC 29206

Telephone: (home) (803) 331-8386 (work) (803) 978-5500

Office Address: 1301 Gervais Street Suite 1920 Columbia, SC 29201

Email Address: jlee@sctlawfirm.com

Educational Background: BS and JD, University of SC; LL.M., University of Miami (FL)

Professional Background: Attorney at Sojourner, Caughman & Thomas, LLC

Male  Female  Age: 18-25  26-50  Over 50

Name of Committee in which interested: Richland Library Board of Trustees

Reason for interest: \_\_\_\_\_

See attached.

Your characteristics/qualifications, which would be an asset to Committee, Board or

Commission:

See attached.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? No

Recommended by Council Member(s): \_\_\_\_\_

Hours willing to commit each month: As needed. Historically committed 10+ hours/month

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*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

Yes \_\_\_\_\_ No **X** \_\_\_\_\_

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No **X** \_\_\_\_\_

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Applicant's Signature

6/15/2015  
\_\_\_\_\_  
Date

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Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
		<input type="checkbox"/> On file

2

**Application for Service on Richland Library County Committee, Board, or Commission**

**Jonathan P. Lee (continued)**

**Reason for Interest:**

I have been a board member of the Richland Library Friends since 2009, and served as Treasurer (2010-2011) and President (2012-2014). The Richland Library Friends is an advocacy and awareness organization that helps Richland Library further its mission. Richland Library is a critical part of our community. Libraries play an important role in a free, democratic society. They are non-partisan, accessible places for all where information and learning is shared. Universities play a similar role, but not everyone can be a part of a university community. I am aware of and support the Richland Library's role in our community, its strategic plan, and think I could be an effective, active, and committed board member in furthering its mission.

**Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:**

Because of my past involvement with Richland Library, I have certain institutional knowledge of the Richland Library system, its employees, its goals, its challenges, and its leadership that would allow me to be a knowledgeable board member from day one. I am able to think critically and creatively, and being a good steward of public money is important to me. I pride myself on being a strategic thinker and consensus builder who is comfortable working in group with different ideas and with members with different personalities and strengths. Because of my educational and professional history, I am familiar with matters that will be addressed as a board member such as budgets, management, and corporate governance issues. I also am a disciplined volunteer, committing time, effort, and resources to those roles in which I serve.



**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Katherine Swartz Hilton

Home Address: 2825 Earlewood Drive; Columbia, SC 29201 (Earlewood Neighborhood)

Telephone: (home) 803.979.40197 (work) 803.786.3822

Office Address: Columbia College; 1301 Columbia College Drive; Columbia, SC 29203

Email Address: kswartz@columbiasc.edu or k.m.swartz@hotmail.com

Educational Background: B.A. in Communications, University of South Carolina (2000); Candidate, M.A. in Organizational Change and Leadership, Columbia College (anticipating August 2015 graduation). I am also a graduate of Richland Two schools, graduating in the first class of the Horizon magnet program at Richland Northeast High School (1996).

Professional Background: With 15 years of service in the nonprofit sector in Atlanta and Columbia, I moved back to my hometown in 2006. In Columbia, I have served as membership director of the South Carolina Association of CPAs, as vice president of talent and leadership development with the Columbia Chamber in a dual position as executive director of Columbia Opportunity Resource, and currently am the director of the Center for Leadership at Columbia College. As a volunteer, I currently serve on the executive committee of Women in Philanthropy.

Male      Female    X                      Age: 18-25              26-50    X              Over 50

Name of Committee in which interested: Richland Library Board of Trustees

Reason for interest: I believe all citizens are called to service by giving their time, talent and treasures back to the community that has given them so much. My parents modeled the way for our family by volunteering for our neighborhood council, local politicians' campaigns, and with nonprofit organizations. As a young teen, I volunteered weekly at the Richland Library Sandhills Branch, shelving books and helping people check their books out...serving on the Richland Library is an honor and a inspiring way to see this service full circle. I'm an avid learner, reader and believer in the resources the Library can provide for the citizens of Richland County. I can



offer my ideas, creativity, passion and connections to not only serve the Library but also my fellow citizens.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I offer these strengths, areas of expertise and philosophies to Richland Library and Richland County:

- **Strategic vision:** Thinking big, acting decisively and bringing people together to implement real change.
- **Leadership:** The ability to lead from within, lead up, lead down and lead across organizations, effectively building teams to build impact.
- **Entrepreneurial spirit:** Now more than ever, organizations, boards and their leaders need to think and act entrepreneurially, anticipating needs and solving real problems for their clients and partners.
- **Bottom line orientation:** Organizations and their leaders need to calculate return on investment for their client-citizens, but also return on engagement and return on leadership for itself as an organization.
- **Create impact through collaboration:** Inter-organizational alliances are a key ingredient to advancing organizational goals and better serving client-citizens.
- **Citizen-centricity:** Keenly focused on serving clients (citizens) through a broad range of programs and enfoldng the next generation through active engagement
- **Community-minded:** The ability to lead by example and able to leverage my own connections and relationships for the Library.

Presently serve on any County Committee, Board or Commission? No \_\_\_\_\_

Any other information you wish to give? I would like to thank Melanie Huggins and JoAnn Turnquist for encouraging me to apply – it really is an honor. My resume is attached to this application, should Council be interested in reviewing additional information about my professional back ground and community involvement.

Recommended by Council Member(s): Paul Livingston \_\_\_\_\_

Hours willing to commit each month: 8-10 \_\_\_\_\_

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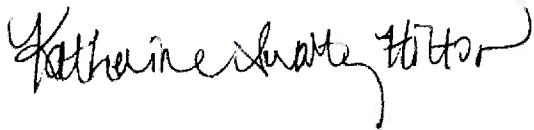
Yes \_\_\_\_\_ No KSH \_\_\_\_\_

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No KSH \_\_\_\_\_

If so, describe: \_\_\_\_\_



6.26.2015

Applicant's Signature

Date

**Return to:**

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Date Received: _____	Received by: _____	
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

3

# KATHERINE SWARTZ HILTON

linkedin.com/in/katherineswartzhilton | twitter.com/KatSwartz  
803.979.4097 Mobile | 2825 Earlewood Drive | Columbia, South Carolina 29201

## SUMMARY OF EXPERIENCE

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- Entrepreneurial, innovative and cause-driven nonprofit executive with fifteen years' experience focused on building and growing member-based organizations.
- Ability to build and lead teams, inspiring professional staff, boards, members and volunteers to drive change and impact within organizations.
- Quantitatively and qualitatively competent administrator, with focus on areas in which to enhance return on investment and engagement.
- Strong written and oral communicator; frequent speaker, writer and contributor.
- Strategic influencer on social, digital and traditional media, with experience launching campaigns through all communicational channels.
- Diplomatic liaison and collaborator, adept at building a wide array of partners, stakeholders and constituents.
- Skilled at understanding human behavior, contract negotiations and conflict resolution.
- Proven track record managing large budgets, growing and diversifying revenues, with keen focus on expense reduction and consolidation.
- Deep experience building customer-centric cultures and embedding that culture within organizations.
- Change agent, driving continuous improvement and increased productivity for myself and my teams.
- Distinct ability to capture big picture vision and goals and translate those into measureable and impactful organizational results.

## AREAS OF EXPERTISE

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- Intra- and inter-organizational relations
- Leadership and professional development
- Membership recruitment and retention
- Staff, board and volunteer development
- Grant and corporate proposal writing
- Public, media and social media relations
- Database management
- Budget preparation and fiscal affairs
- Policy development and implementation
- Program management, administration and direction

## PROFESSIONAL EXPERIENCE

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- **Director, Center for Leadership**, Institute for Leadership & Professional Excellence at Columbia College (2013–present)  
*The Center supports and champions personal leadership among the College's students and also serves as a community advocate and resource for pre-college, young women and post-college, professional women.*
- **Vice President, Talent and Leadership Development**, Greater Columbia Chamber (2010–2013, dual position)  
*A nonprofit organization serving as a unified voice to the business, military and higher education communities, while fostering intergovernmental cooperation, developing leaders, attracting talent and promoting economic prosperity.*
- **Executive Director**, COR | Columbia Opportunity Resource (2010–2013, dual position)  
*A non-profit community development organization serving young, talented professionals through leadership and service programs.*
- **Member Services Director**, South Carolina Association of Certified Public Accountants, Columbia, SC (2006–2010)  
*A professional society representing the interests of nearly 4,000 CPAs and accounting professionals in South Carolina.*
- **Program/Development Director**, Camp Kudzu, Inc., Atlanta, Georgia (2005–2006)  
*A non-profit organization providing programming and education for youth and families affected by type I diabetes.*
- **Member Relations Manager**, Greater Atlanta Home Builders Association, Atlanta, Georgia (2004–2005)  
*A trade association serving the metropolitan Atlanta home building industry, with more than 3,850 members in 10 counties.*
- **Director of Member Services**, Georgia Utility Contractors Association, Inc., Atlanta, Georgia (2000–2003)  
*A trade association serving the Georgia utility construction industry with more than 500 members statewide.*

# KATHERINE SWARTZ HILTON

linkedin.com/in/katherineswartzhilton | twitter.com/KatSwartz  
803.979.4097 Mobile | 2825 Earlewood Drive | Columbia, South Carolina 29201

## **STRATEGIC PLANNING AND EXECUTION**

---

- Led re-visioning and strategic planning processes for four organizations, including three turnaround strategies. (Columbia College, COR, Leadership Columbia and Leadership Columbia Alumni Association)
- Developed strategic relationships with hundreds of partners, including private, nonprofit and public entities.
- Built and led broad coalition representing 15 arts, political, professional and civic organizations to better serve young professionals in the Midlands. (Columbia Chamber, COR and Leadership Columbia)
- Co-founder of South Carolina's first statewide initiative focused on serving women entrepreneurs. (Columbia College and the Charleston Center for Women)
- Team leader in Columbia College's new strategic plan to develop the next generation of women leaders.
- Launched innovative new programs that continue to stimulate member engagement:
  - Table for Six Mentoring Initiative: Over six years has served more than 850 young professionals, engaged more than 150 executive mentors and hosted at least 24 sold-out events. (COR)
  - Formalized membership program for COR, recruiting 300 active members in two-year start-up phase to become one of the most active young professionals organizations in the Southeast.
  - Young CPAs Leadership Cabinet, 100% Firm Membership Program and the CPA Candidate Membership Category are among programs launched for SCACPA.
- Transformed existing programs through portfolio of experiences:
  - 66% participation increase in first year. (Columbia College Summer Leadership Institute)
  - Recruited largest applicant pool to date for Leadership Columbia in 2012, a 33% increase over average pool.
  - Managed SCACPA membership efforts, averaging \$590,000 in dues revenue; increased retention from 93 to 96%; increased dues revenue by at least 2% annually.
  - Propelled Greater Atlanta Homebuilders Association to largest local HBA in the country.

## **LEADERSHIP, OPERATIONS AND FINANCE**

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- Experience directly leading and managing small staff teams supported by large member and volunteer bases. Currently managing staff team of three, supported by student staff of 25 part-time and seasonal employees.
- Ability to manage and steer boards and committees, including experience managing three boards comprising 62 leaders concurrently. Cumulative experience with more than 25 diverse committees, representing 250-plus leaders.
- Direct P&L responsibility with organizations and programs, budgets ranging from \$50,000-\$500,000.
- Successfully raised more than \$5 million in revenue over 15 years in nonprofit management.
- Increased revenue base by 189% in the first thirteen months, including 85% grant awards among 15 proposals and cultivation of six new grantors for Columbia College.
- Reorganized staff team in the Center for Leadership to better leverage strengths of staff team. (Columbia College)
- Comprehensive restructure of COR, including staff, board, bylaws, procedures and processes.
- Launched multiple web-based project and data management tools and implemented time-allocation measures.

## **OUTREACH AND ADVOCACY**

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- Built and led teams around complete organizational rebranding. (Columbia College & COR)
- Served as spokesperson, representing the needs and issues of more than 100,000 young professionals in the Midlands region. (Columbia Chamber, Leadership Columbia & COR)
- Recognized as a social influencer, having launched and managed dozens of digital media channels.
- Envisioned, built and launched integrated communications campaigns and implementation teams, including web, print and social media.
- Experienced advocate and lobbyist with government officials. (Columbia College, Columbia Chamber & COR)
- Proven and seasoned communicator, contributing to more than 120 publications, more than 50 conference speaking engagements, including keynote presentations.

# KATHERINE SWARTZ HILTON

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803.979.4097 Mobile | 2825 Earlewood Drive | Columbia, South Carolina 29201

## EDUCATION

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- Candidate, Masters of Arts in Organizational Change and Leadership, Columbia College (Anticipated August 2015)
- Bachelor of Arts in Journalism and Mass Communications, Cognate in Event Management, University of South Carolina College of Mass Communications (2000)
- Certified Association Executive, awarded by the American Society of Association Executives (2009)
- Diversity Leaders Initiative, The Riley Institute at Furman University (Midlands Class IV, 2013)
- Non-Profit Leadership Institute Graduate, Francis Marion University (Class of 2011-2012)
- Certificates: Nonprofit Technology Network Leadership Institute (2011); Membership Marketing, American Society of Association Executives (2004); Volunteer Management, Georgia Center for Non-Profits (2005)

## PROFESSIONAL AFFILIATIONS AND ACHIEVEMENTS

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- Kauffman FastTrac Certified Facilitator (2014)
- SC Association of Nonprofit Organizations: Membership Committee (2014-present); Annual Meeting Presenter (2011); Annual Meeting Committee Member (2011)
- Ellevate Member (2014 – present)
- University of SC Women in Leadership Conference: Keynote Speaker (2014); Conference Speaker (2013)
- Association for Training and Development Member and SC Chapter Conference Committee Member (2014)
- The Graduation Imperative Project: Founding Steering Committee Member (2011-present)
- COR | Columbia Opportunity Resource: Board Chair (2008-2009); Development Chair (2010); Membership Chair (2009)
- Navigating from Good to Great Foundation: Board Member (2009-2010)
- Greater Columbia Chamber of Commerce: Strategic Advisory Committee Member (2009-2010)
- Columbia Talent Magnet Project: Governing Committee Member (2008-2010)
- American Society of Association Executives: Young Professionals Committee Member (2008-2009)
- South Carolina Society of Association Executives: Membership Committee (2009-2010); 2008 Scholarship Recipient
- American Institute of CPAs Interchange Conference: Conference Speaker (2008-2010)
- USC College of Mass Communications and Information Studies Alumni Council: Dean's Circle Donor; Co-Creator and Chair of Alumni Mentoring Program (2007-2008)
- Toastmasters International: Competent Communicator and Competent Leader Certificates

## AWARDS AND RECOGNITION

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- TWIN | Tribute to Women In Industry Awardee, Palmetto Center for Women (2014)
- "Influential Woman in Business – Executive Category" Honoree, Columbia Regional Business Report (2012)
- Top Woman of Influence, Southeast Small Business Magazine (2014 and 2013)
- Leadership Columbia recognized by the Cooperative Ministry as part of its GOOD Night Gala (2011)
- University of South Carolina Community Internship Program Outstanding Employer (2011)
- SC Association of Volunteer Administrators' Robin Burns Award Nominee (2011)
- Best Journal or Magazine for *The South Carolina CPA Report*, SC Society of Association Executives (2008)
- Best Membership Retention and Recruitment Campaign, SC Society of Association Executives (2009)
- "Social Media From 9-5" article reprinted by the Georgia Society of CPAs and Andersen Alumni Association (2009)

## COMMUNITY INVOLVEMENT

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- Women in Philanthropy Executive Committee Member and Co-Chair, Community Engagement (2014 – present)
- Girl Scouts Mountains to Midlands Council Women of Distinction Awards Committee; Emerald Circle Member (2014)
- Member, volunteer and donor for USC College of Mass Communications and Information Studies; Earlewood Community Citizens Organization; League of Women Voters; Pets, Inc.; Columbia Green and Columbia Museum of Art/Contemporaries



**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Martina D. Mitchell

Home Address: 3445 N Beltline Blvd, Columbia SC 29204

Telephone: (home) (803) 929-1121 (work) (803) 397-4407

Office Address: VCM-Early Head Start, 4801 Colonial Dr, Columbia SC 29203

Email Address: mdmingo@yahoo.com

Educational Background: Bachelor of Science in Biology, Master of Public Health

Professional Background: Public Health-Community level, Education, Health Services

Male  Female

Age: 18-25  26-50  Over 50

Name of Committee in which interested: ~~Ad Hoc and Short Term Committees~~ Library Board

Reason for interest: I am would like to be involved with my community and county as any involved citizen should be actively engaged with decisionmakers.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I have effective communication skills with a confident nature that allows me to be use logical reasoning to abstract information and ideas to address issues or policies.

Presently serve on any County Committee, Board or Commission? none

Any other information you wish to give? It would be an appreciative honor to serve.

Recommended by Council Member(s): n/a

Hours willing to commit each month: As much need to complete required tasks

**CONFLICT OF INTEREST POLICY**

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

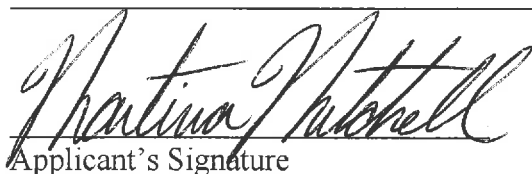
Yes \_\_\_\_\_ No X \_\_\_\_\_

### STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes \_\_\_\_\_ No X \_\_\_\_\_

If so, describe: \_\_\_\_\_

  
Applicant's Signature

5/28/15  
Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
**For information, call 576-2060.**

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file