



Richland County Council

Employee Evaluation Oversight Ad Hoc Committee October 20, 2020 - 1:00 PM Zoom Meeting

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
- 3. ADOPTION OF AGENDA**
- 4. ITEMS FOR DISCUSSION/ACTION**
 - a. Clerk to Council Search Update
 - b. Compensation for Interim Clerk to Council [**EXECUTIVE SESSION**]
 - c. 2020 County Administrator Evaluation Next Steps [**EXECUTIVE SESSION**]
 - d. 2021 County Administrator Evaluation Process
 - e. County Attorney Draft Position Description
- 5. OTHER ITEMS**
- 6. 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

EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE

July 21, 2020 – 2:30 PM

Zoom Meeting

COMMITTEE MEMBERS PRESENT: Chakisse Newton, Chair; Yvonne McBride, Paul Livingston, Joe Walker and Bill Malinowski

OTHERS PRESENT: Michelle Onley, Leonardo Brown, Angela Weathersby, Kyle Holsclaw, Brad Farrar and Ashley Powell

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at 2:30 PM.
2. **APPROVAL OF MINUTES**
 - a. June 11, 2020 – Ms. McBride moved, seconded by Mr. Livingston, to approve the minutes as distributed.

In Favor: Malinowski, McBride and Livingston

Abstain: Newton

Not Present: Walker

The vote in favor was unanimous with Ms. Newton abstaining from the vote.

3. **ADOPTION OF THE AGENDA** – Mr. Livingston moved, seconded by Ms. McBride, to adopt the agenda as published.

In Favor: Malinowski, McBride, Livingston, Walker and Newton

The vote in favor was unanimous.

4. **TEMPORARY ASSISTANCE FOR THE CLERK'S OFFICE** – Mr. Livingston moved, seconded by Ms. McBride, to go into Executive Session.

In Favor: Malinowski, McBride, Livingston, Walker and Newton

The vote in favor was unanimous.

***The Committee went into Executive Session at approximately 2:35
and came out at approximately 2:53 PM.***

Mr. Livingston moved, seconded by Mr. Walker, to come out of Executive Session.

In Favor: Malinowski, McBride, Livingston, Walker and Newton

The vote in favor was unanimous.

Mr. Livingston moved, seconded by Mr. Walker, to move forward as discussed in Executive Session for the temporary assistance for the Clerk.

In Favor: Malinowski, McBride, Livingston, Walker and Newton

The vote in favor was unanimous.

Mr. Livingston recommended to request Council to move forward and complete the process, so there is no lag time.

Ms. McBride inquired if the employee will be onsite.

Ms. Newton responded, in the interviews, it was discussed that the employee would be working at 2020 Hampton Street, with the current social distancing precautions in place.

Mr. Livingston moved, seconded by Ms. McBride, to forward this item to the July 21st Council meeting for action.

In Favor: Malinowski, McBride, Livingston, Walker and Newton

The vote in favor was unanimous.

5. **COUNTY ADMINISTRATOR EVALUATION PROCESS** – Ms. Newton stated Mr. Brown completed his self-evaluation. The evaluation forms were sent to Council last week, and most of the evaluations are complete. Once all of the evaluations are complete, Find Great People will summarize the information. The question is what happens next. It was suggested they would share those aggregated results with the committee, so we could distribute them to full Council. We would want a process where we had a discussion with the body, but also to make sure those results are presented to Mr. Brown. One of the other pending items is to decide how we will start the process of laying the groundwork for the subsequent evaluation.

Mr. Livingston stated we should focus on the completion of the current evaluation.

Ms. McBride stated we need a timeframe for completion of the evaluation, so that Find Great People can aggregate the data.

Ms. Newton noted she planned to follow up with Council members to request the evaluations be completed today or tomorrow. Find Great People has indicated they can aggregate the data within 24 hours, and share with the committee. There needs to be a process for sharing that information with full Council, as well as Mr. Brown.

Ms. McBride stated, for clarification, Find Great People is going to send the aggregated results to full Council for review.

Ms. Newton responded originally they were going to send it to the committee, under the presumption we would share it with full Council, but we can do it differently.

Ms. McBride stated full Council will need the opportunity to review the results and approve it, so will that be a part of the process?

Ms. Newton responded, when they have the aggregate information, they would send it to us. We would have an opportunity for them to review it with us.

Ms. McBride stated, if Council approves that part, there needs to be a review with the Administrator. She suggested the Chair and Vice-Chair meeting with him and reviewing the evaluation. In addition, if any Councilmember wants to meet with him individually, they can do so. Once the Chair goes over the evaluation, if there is feedback from Mr. Brown, then the Chair could bring it back to Council.

Ms. Newton stated the recommended process is we will review the aggregate information as a body. The Chair and Vice-Chair will share that feedback with the Administrator. Any individual Councilmembers that want to reach out to Mr. Brown will be able to do so.

Mr. Livingston stated we can present the recommendation to Council, and see if there is feedback.

Ms. McBride moved, seconded by Mr. Livingston, to move forward as discussed.

In Favor: Malinowski, McBride, Livingston, Walker and Newton

The vote in favor was unanimous.

6. **CLERK TO COUNCIL POSITION** – Ms. Newton stated the committee will need to make a recommendation on how they want to move forward with filling the position. (i.e. Executive Search Firms, RFP or in-house).

Mr. Livingston stated we need to be clear on the expectations and the description of the position so the person will held responsible for what the position description says.

Ms. Newton stated, as a part of the original scope of work with Find Great People, one of their tasks was to draft a description for the Clerk to Council. She stated they have had conversations with Ms. Onley and have reviewed the State statute in the Clerk to Council to Handbook, so she would expect a draft description could be before the body by the end of the week.

Ms. McBride stated she thought when we contracted with Find Great People to assist with filling the Assistant Clerk position that the Clerk to Council position was also a part of the scope of work. She does believe that we need a search firm to assist us with filling this position.

Ms. Newton stated since Find Great People is working on the job description it would probably cause the least disruption if we contracted with them to assist with filling the position.

Ms. McBride moved, seconded by Mr. Livingston, to move forward with utilizing Find Great People to continue the search for a Clerk to Council.

In Favor: McBride, Livingston, Walker and Newton

Opposed: Malinowski

The vote was in favor.

Mr. Livingston inquired if Find Great People will provide the committee a draft schedule by the time Council returns from recess.

Ms. Newton responded that she will work with them on that.

7. **COUNTY ATTORNEY EVALUATION** – Ms. Newton stated Council approved having Find Great People to update the description for the County Attorney, which will be used as input in developing his evaluation process. An evaluation process has not been decided upon, at this time.

Mr. Livingston suggested using a similar process to the one Council used for the Administrator.

8. **ADJOURNMENT** – The meeting adjourned at approximately 3:25 PM.