

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA

### ADMINISTRATION & FINANCE COMMITTEE

January 12, 2016  
6:00 PM  
County Council Chambers

*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. Pearce called the meeting to order at approximately 6:00 PM

#### ELECTION OF CHAIR

This item was deferred until the February Committee meeting.

#### APPROVAL OF MINUTES

**Regular Session: November 24, 2015** – Mr. Livingston moved, seconded by Ms. Dickerson, to approve the minutes as distributed. The vote in favor was unanimous.

#### ADOPTION OF AGENDA

Mr. McDonald requested that Item #6: "6319 Shakespeare Road Acquisition Addendum" be taken up first since Mr. Devine, the representative on this item, has a school board meeting that he needs to attend.

Mr. Livingston moved, seconded by Ms. Dickerson, to adopt the agenda as amended. The vote in favor was unanimous.

#### ITEMS FOR ACTION

**6319 Shakespeare Road Acquisition Addendum** – Mr. McDonald stated this item has been before the committee previously. The County demolished the mobile home park and was sold at the tax sale. The purchaser of the property intends to place affordable housing on the site. Council approved a contribution from the Neighborhood Improvement Program in the amount of approximately \$38,000. Since the Council approved the funding, the property was appraised at about \$12,000 more than what Council appropriated. The request is for the additional \$12,000 in funding from Neighborhood Improvement so the project can move forward.

Mr. Devine stated there will be 28 affordable housing units constructed on this site.



#### Council Members Present

Greg Pearce, Chair  
District Six

Joyce Dickerson  
District Two

Paul Livingston  
District Four

Jim Manning  
District Eight

#### Others Present:

Bill Malinowski  
Norman Jackson  
Julie-Ann Dixon  
Torrey Rush  
Tony McDonald  
Kevin Bronson  
Warren Harley  
Brandon Madden  
Michelle Onley  
Larry Smith  
Roxanne Ancheta  
Daniel Driggers  
Monique McDaniels  
Kim Roberts  
Geo Price  
Ismail Ozbek  
Dwight Hanna  
Quinton Epps  
Chris Gossett  
Rob Perry  
Rudy Curtis  
Tracy Hegler  
Beverly Harris  
Brad Farrar  
Valeria Jackson

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Mr. Manning moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve an addendum to the MOU between Richland County and Community Assistance Provider, Inc. for an additional \$12,000 from the Planning Department's Neighborhood Improvement Program's budget to assist Community Assistance Provider, Inc. in completing their acquisition of the property located at 6319 Shakespeare Road, Columbia, SC 29223.

Mr. Malinowski stated for the record that Planning staff is working to revise the agreement between the County and Community Assistance Provider, Inc. prior to this going to full Council.

The vote in favor was unanimous.

**Changes to Policy on Requiring Employees to Sign Documents** – Mr. Pearce stated this item has been before the committee previously. The committee's request was for additional examples of the documents.

Mr. McDonald stated the key portion of the disciplinary action document is the following statement: "I HAVE READ THIS REPORT AND UNDERSTAND THE DISCIPLINARY ACTION OUTLINED. IF I AM A REGULAR EMPLOYEE, I UNDERSTAND THAT I HAVE THE RIGHT TO FILE A GRIEVANCE REGARDING THIS ACTION, IF DONE SO WITHIN FOURTEEN DAYS FROM THE DATE OF NOTIFICATION OF THIS ACTION. I UNDERSTAND THAT I MAY CONTACT THE OFFICE OF HUMAN RESOURCES FOR GRIEVANCE INFORMATION, IF NECESSARY. I UNDERSTAND THAT FAILURE TO SIGN FOR RECEIPT OF FORM MAY RESULT IN FURTHER DISCIPLINARY ACTION. MY SIGNATURE DOES NOT INDICATE AGREEMENT WITH THE CONTENTS, BUT ACKNOWLEDGES REVIEW AND RECEIPT OF DISCIPLINARY ACTION.

The statement does require employees to sign the disciplinary action form, but does not indicate the employee agrees with action to be taken. It is simply an indication the employee has seen it. Signing of the form is for the protection of the employee, as well as the County.

Staff's recommendation is retaining the language and adding it to any documentation where the employee receives any disciplinary action. (i.e. counseling letter or memo).

Mr. McDonald stated the labor attorney drafted the statement and also recommends retention of the statement.

Mr. Manning stated one of the concerns his colleagues expressed was the portion of the statement "...FAILURE TO SIGN FOR RECEIPT OF FORM MAY RESULT IN FURTHER DISCIPLINARY ACTION" and how it is uniformly applied.

Mr. Manning moved, seconded by Mr. Livingston, forward to Council with a recommendation to retain the current form's language.

Ms. Dickerson expressed concern with allowing bias and prejudice by supervisors that will allow them to terminate employees they do not like. She would propose that refusal to sign a certain number of disciplinary forms would result in termination.

Mr. Manning requested examples of why an employee would or would not be terminated for refusal to sign the disciplinary action.

Mr. Hanna presented different scenarios for further disciplinary action if the employee refuses to sign the disciplinary action form.

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Mr. Manning amended the motion to amend the statement as follows: "... FAILURE TO SIGN FOR RECEIPT OF FORM **WILL** RESULT IN FURTHER DISCIPLINARY ACTION." and insure it is clearly stated on the form so the employee understands the consequences of not signing the document.

Mr. McDonald stated it is recommended that this language also appear on other less formal disciplinary forms (i.e. counseling memo/letter).

Mr. Jackson stated this item is not about not signing any document, but signing an "opinion" you disagree with.

Ms. Dickerson stated there also needs to be a witness on the disciplinary action form.

Ms. Dixon inquired if the County will be violating the employee's civil rights if the employee refuses to sign the disciplinary action form and the supervisor terminates the employee.

Mr. Smith stated the refusal to sign a document is not attached to the employee's civil rights.

Mr. Livingston stated there is a section on the form that allows the employee to make comments regarding the disciplinary action.

The vote was in favor of amending the language of the statement and to include the statement on any disciplinary action form that requires the employee to sign.

**Acceptance of funds from the SCE&G energy incentive program and First Vehicle Services** – Mr. Manning moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve the request to accept funds from the SCE&G energy incentive program and First Vehicle Services in the amount of \$90,818.97 as revenue; and to place the funds in the Support Services Sheriff's HQ and Fleet Management budgets to fund planned maintenance projects. The vote in favor was unanimous.

**Quit Claim Deeds for Vacant Property Located in the Olympia Neighborhood** – Mr. McDonald stated staff's recommendation is to approve the two quit claims deeds in the agenda packet and to draft a blanket quit claim deed to address the remaining alleyways in the Olympia Neighborhood.

Ms. Dickerson moved, seconded by Mr. Manning, to forward to Council with a recommendation to approve the request to approve the ordinance(s) authorizing the quit claim deeds.

**Council member Jackson's Motion Regarding Hourly Rates for Transportation Engineers and Part-Time Interns** – Mr. Perry stated when this was presented to the committee previously, Legal was directed to clarify when the exhibit was to be utilized. The exhibit would be utilized only in the event there were out of scope additional services requested.

Mr. Livingston moved, seconded by Ms. Dickerson, to accept as information. The vote in favor was unanimous.

**ADJOURNMENT**

The meeting adjourned at approximately 6:41 PM.

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