

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA

### ADMINISTRATION & FINANCE COMMITTEE

December 15, 2015  
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

#### 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

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

#### ITEMS FOR ACTION

**Changes to Policy on Requiring Employees to Sign Documents** – Mr. McDonald stated this item was carried over from the November Committee meeting to include the disciplinary action form in the agenda packet. The relevance of the form is the following statement on the form: “...I UNDERSTAND THAT MY SIGNATURE DOES NOT INDICATE AGREEMENT WITH THE CONTENTS, BUT ACKNOWLEDGES REVIEW AND RECEIPT OF DISCIPLINARY ACTION.” Additionally, the form has space for the employee to add his or her comments regarding the action.

Staff’s recommendation is to add the statement to all forms that employees are required to sign (i.e. memorandum of counseling, etc.).

Mr. Livingston moved, seconded by Mr. Manning, to forward to Council with a recommendation to approve staff’s recommendation to include the statement on the disciplinary action form to all forms that employees are required to sign.

Mr. Washington inquired if an employee does not sign is that grounds for termination.

Mr. McDonald replied in the affirmative. Under the current policy if an employee refuses to sign a disciplinary action form it is grounds for termination.



#### Council Members Present

Greg Pearce, Chair  
District Six

Joyce Dickerson  
District Two

Paul Livingston  
District Four

Jim Manning  
District Eight

Kelvin E. Washington, Sr.  
District Ten

#### 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  
Ronaldo Myers  
Quinton Epps  
Dale Welch

Mr. Washington inquired if staff researched the possibility of having a witness there to acknowledge the employee received the disciplinary action, but the employee refused to sign the form.

Mr. McDonald stated this could be an alternative and has been discussed, but having the employee sign directly is a more a direct accounting the employee has seen the action.

Mr. Washington stated forcing an employee to sign a form and threatening them with termination for refusal to do so is where he has an issue with the policy. In addition, the equality of how the policy is enforced (i.e. some department utilize termination, whereas some do not).

Mr. Washington made a substitute motion, seconded by Ms. Dickerson, to remove the policy of termination if the employee does not sign the disciplinary action form, but to have a witness to review any disciplinary action.

Mr. Manning inquired where the list of departments that utilize the disciplinary action form is located.

Mr. McDonald stated the disciplinary action form is a countywide form.

Mr. Washington stated there are departments where employees have been presented a form, but they were not terminated for refusal to sign. Whereas there have been employees terminated because they refused to sign. If it is left up to the individual departments is not going to equitable.

Mr. Manning inquired if each department does what they want to do right now.

Mr. McDonald stated he believes the current policy states that if an employee refuses to sign the form it is grounds for termination. It does not mean that happens in every situation.

Mr. Manning clarified his question to ask if the current policy say that supervisors use their discretion and handle the situation however you want to.

Mr. Hanna stated he did not have the policy in front of him, but he does not believe it requires termination in all cases.

Mr. Manning moved, seconded by Ms. Dickerson, to defer this item until the January committee meeting to allows Mr. Hanna to provide the committee with the current policy. The vote in favor was unanimous.

**Motion to Increase the Daily Inmate per Diem for Applicable Jurisdictions** – Mr. Manning moved, seconded by Mr. Livingston, to forward to Council with a recommendation to approve this item. The vote in favor was unanimous.

### **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

**Council member Jackson's Motion Regarding Hourly Rates for Transportation Engineers and Part-time Interns** – This item was held in committee.

### **ADJOURNMENT**

The meeting adjourned at approximately 6:12 PM.

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