



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS

Jim Manning	Bill Malinowski, Chair	Gwendolyn Davis Kennedy
District 8	District 1	District 7

**APRIL 3, 2012
5:00 PM**

4th Floor Conference Room

CALL TO ORDER

Approval Of Minutes

1. March 20, 2012 [PAGES 4-5]

Adoption Of Agenda

- 2.

Discussion

3. Council Member Individual Discretionary Account Motions [PAGES 8-11]

4. Reviewing Committee Qualifications [PAGES 13-14]

Adjournment



Richland County Council Request of Action

Subject

March 20, 2012 [**PAGES 4-5**]

Purpose

Minutes of



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE SPECIAL CALLED MEETING MARCH 20, 2012 5:00 PM

MEMBERS PRESENT:

Member Chair, Bill Malinowski
Member Gwendolyn Davis Kennedy
Member Jim Manning

ALSO PRESENT- Brad Farrar, Norman Jackson, Monique Walters

CALL TO ORDER

The meeting was called to order at approximately 5:00 p.m.

APPROVAL OF MINUTES

The minutes from March 6, 2012 were approved as submitted.

ADOPTION OF AGENDA

The agenda was adopted as submitted.

INTERVIEWS

Music Festival Commission-2; applications were received from the following: Shirley R. Belton, 34 years of State service; and Tony White, Promotions and sales.

– Mr. White withdrew his application prior to the interview; Ms. Belton interviewed with the Committee, and was recommended for appointment to the Music Festival Commission.

ITEM FOR ACTION

Business Service Center Appeals Board-2 (1 position fro a CPA, one for a business person); two applications were received from the following: Vincent K. Bartley,

V.K. Bartley Bookkeeping and Tax Service*; and Judy Carter, Director of the Ombudsman Office and Small Business Owner – the Legal Department came back with the ruling that stating there was no apparent conflict based on guidelines for the Board; therefore, after discussion the Committee recommended this item be forwarded to Council without a recommendation.

DISCUSSION

Advertising with other publications – after looking at the distribution areas of the suggested publications the Committee recommended staff advertise vacancies in the Columbia Star, and utilize what The State Newspaper was offering.

Reviewing Committee Qualifications – the Committee recommended staff invite the chair of the Appearance Commission to the next Rules meeting to discuss the need for a horticulturalist and landscaper on the commission. The Committee also asked staff to bring back ordinances that established the boards or commissions with vacancies.

ADJOURNMENT

The meeting adjourned at approximately 5:42 pm.

Minutes transcribed by Monique Walters

Richland County Council Request of Action

Subject

Purpose

Richland County Council Request of Action

Subject

Council Member Individual Discretionary Account Motions [**PAGES 8-11**]

Purpose

Council Member Individual Discretionary Account Motions

Motion	Maker of Motion/Committee & Date	Directive	Action Taken
<p>1. Staff in conjunction with the Finance and Legal Departments will develop a policy relating to Richland County Council members individual spending accounts so that each council person will be restricted to only spending their authorized amount.</p>	<p>Malinowski/A&F, 2/7/2012</p>	<p>Staff, Finance and Legal to create policy restricting overspending.</p>	<p>Forwarded to R&A from the A&F on 3/27/2012</p>
<p>2. Staff in conjunctions with the Finance and Legal Departments will develop a policy relating to Richland County Council member's individual spending accounts so that each council person, as well as other line items for which County Council authorizes spending in conjunction with the annual budget process, will be restricted to only spending their authorized amount.</p>	<p>Manning/A&F, 2/7/2012</p>	<p>Staff, Finance and Legal to develop a policy to make the Council's accounts a line item to be handled during the budget process.</p>	<p>Forwarded to R&A from the A&F on 3/27/2012</p>
<p>3. To have the following sent to the R&A Committee for review & recommendation: County Council Expense Accounts – (1) Each Richland County Council member will be annually allocated an expense account in the amount of \$7,000 to be used at his/her discretion according to the rules established by Council. Council members are encouraged to contain their expenses within the Council approved amount. (2) In the event that a Council member exceeds the \$7,000 expense account allocation, he/she must complete one of the following: (a) The amount overspent by the Council member must be repaid from the Council member's paycheck. OR (b) The Council member may solicit additional expense account funds from another Council member who has unspent funds in</p>	<p>Pearce/R&A 3/20/2012</p>	<p>Rules Committee to review and come back to Council with recommendations to establish a rule to allow for the use of another Council member's account, and guidelines to refund the individuals overspent account and reimbursement to the solicited Council member's account.</p>	

Council Member Individual Discretionary Account Motions

Motion	Maker of Motion/Committee & Date	Directive	Action Taken
<p>his/her account. The R&A Committee will develop a form that includes a section for the Council member soliciting the funds to sign & a section for the granting Council member to sign approving the request for transfer of funds. Once completed, the form will be turned in to the Clerk of Council who will send the signed request to the Finance Dept. where the appropriate transfer of funds & accounting can take place. The Clerk of Council will also maintain a file copy of the form in the Council office. PLEASE NOTE: This is simply a “suggestion” as to how we might deal with this matter. I am certainly open to any ideas any of you might have as to how this might be improved upon.</p>			
<p>4. To have the following sent to the R&A Committee for review & recommendation: County Council Expense Accounts – (1) Each Richland County Council member will be annually allocated an expense account in the amount of \$7,000 to be used at his/her discretion according to the rules established by Council. Council members are encouraged to contain their expenses within the Council approved amount. (2) In the event that a Council member exceeds the \$7,000 expense account allocation, he/she must complete on of the following: (a) The amount overspent by the Council member must be repaid to the County prior to the end of the fiscal year in which the excess spending occurred. If the deficiency is not</p>	<p>Rose/R&A, 3/20/2012</p>	<p>To have the Rules Committee to bring back a recommendation to have the Council member to repay overspent account prior to the end of the fiscal year, or have the amount deducted from their pay check.</p>	

Council Member Individual Discretionary Account Motions

Motion	Maker of Motion/Committee & Date	Directive	Action Taken
corrected within 30 days of the beginning of a new fiscal year, the deficiency will be repaid from the Council member's paycheck.			
<p>5.Motion to have the following sent to the R&A Committee for review & possible action: County Council Expense Accounts –(a) Each Richland County Council member will be annually allocated an expense account in the amount of\$7,000 to be used at his/her discretion according to the Rules established by Council. Council members are encouraged to contain their expenses within the Council approved amount. (b) Each member will be allowed to rollover up to \$700 (10%) unspent from the ending fiscal year into the new fiscal year by written request to Administration. (c) In the event that a Council member exceeds the \$7,000 expense account allocation, he/she would be allowed to have up to \$700 (10%) deducted from the new year's \$7,000 allotment. (d) In the event that a Council member exceeds the allowable expense account allocation as noted in # C above, he/she must do one of the following: (1) The Council member may solicit additional expense account funds from another Council member who has unspent funds in his /her account. (The R&A Committee will create a form to authorize the Finance Dept. to make the appropriate</p>	<p>Manning/R&A, 3/20/2012</p>	<p>To have the Rules Committee to review a possible policy for Council members to rollover \$700(10%) of their unspent account at the end of the fiscal year into the new fiscal year, with a written request to Administration. If a council member exceeds their \$7,000 allotment plus the \$700 carried over, they could solicit additional funds from another member. The Rules Committee is to create a form authorized by Finance to make the transfer. The Council member must repay the County by September 1st, if not the amount would be garnished from that member's paycheck.</p>	

Council Member Individual Discretionary Account Motions

Motion	Maker of Motion/Committee & Date	Directive	Action Taken
<p>transfer. OR (2) The amount overspent by the Council member must be repaid to the County by first day of September. If the overage amount is not paid by the first day of September, the monies will be garnished from the Council member's paycheck.</p>			

Note: Highlighted information denotes the differences in the motions.

Richland County Council Request of Action

Subject

Reviewing Committee Qualifications [**PAGES 13-14**]

Purpose

Boards and Committees with Special Requirements

Accommodations Tax Committee

State Law requires:

- Majority of the seven member committee come from the hospitality industry
- At least two member must be from the Lodging industry
- One member must represent cultural organizations

Airport Commission

- Two of the nine members must reside within one mile of the airport

Appearance Commission

- One member must be a landscape architect or landscaper
- One member must be a horticulturalist

Building Codes Board of Adjustments

- There must be a licensed electrician, architect, contractor, engineer, builder, plumber, and someone that handles gas
- The other four members must come from the fire protection industry

Business Service Center Appeals Board

- Three of the five members must be CPAs
- One member must be from the SC Bar Association
- One person must be from the business community
- Only one Richland County Employee can serve at a time

East Richland Public Service Commission

- All five members must reside or be electors of the district

Internal Audit Committee

o First Appointee

- Appointment must be a citizen of Richland County.
- Must have, at a minimum, Bachelor of Science (BS) degree in an accounting, a financial and/or a managerial discipline.
- Preference will be given to individuals with Certified Public Accountant (CPA) credentials (currently licensed in South Carolina)
- Preference will be given to individuals with at least ten or more years of experience in the accounting, finance and /or management professions of which must be in an upper management role.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

○ Second Appointee

- Must also be a citizen of Richland County.
- While no other qualifications are required for Appointment #2, preference may be given to individuals with some or all of the qualifications required for Appointment #1.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointment shall be for a one-year term, with up to three term renewals (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

All board and committee member must be residents of Richland County