



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS

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

**MAY 1, 2012
5:00 PM**

4th Floor HALL Conference Room

CALL TO ORDER

Approval Of Minutes

1. April 3, 2012 [PAGES 5-6]

Adoption Of Agenda

- 2.

Interviews

3. Accommodations Tax Committee-4 (2 persons employed or have worked in Hospitality, 1 person employed or have worked in Lodging, and 1 person from a cultural industry); no applications were received
4. Appearance Commission-2 (1 licensed horticulturalist and 1 landscaper is needed)
5. Board of Assessment Control
6. Building Codes Board of Adjustments and Appeals-3 (1 person must be a licensed electrician and 2 individuals must be in the Fire Protection industry or employed in fields with extensive knowledge of fire codes and fire regulations); no applications were received at this time.
7. Business Service Center Appeals Board-1 (a CPA is needed); no applications were received
8. Internal Audit Committee-1 (person must be a CPA); one application was received from K. Eve McCoy, CPA* **[PAGES 14-15]**
 * Eligible for reappointment.
9. Township Auditorium Board-2; applications were received from the following: John V. Crangle; David H. Gates; Christopher Leevy Johnson*; Lillian A. McBride; Eva Prioleau; John Whitehead* **[PAGES 16-33]**
 *Eligible for reappointment

Discussion

10. Council Member Individual Discretionary Account Motions **[PAGES 35-38]**
11. That all items currently listed at the end of the A&F and D&S Committee agendas as "Items Pending Analysis" be cleared up within 90 days. There is no reason some action should not be taken, even if it means to table it for now **[MALINOWSKI]**
12. All committee items being sent to full council will not automatically be placed on the consent agenda but be listed as first reading items. The rationale is that only three persons could be present for the quorum and if all voted for the item it goes on the consent and this is only about 27% of council. **[MALINOWSKI]**
13. Reviewing Committee Qualifications **[PAGES 42-46]**

Adjournment



Richland County Council Request of Action

Subject

April 3, 2012 [**PAGES 5-6**]

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, Stephany Snowden, Paul Livingston, Damon Jeter, Seth Rose, Monique Walters

CALL TO ORDER

The meeting was called to order at approximately 5:03 p.m.

APPROVAL OF MINUTES

The minutes from March 20, 2012 were approved as submitted.

ADOPTION OF AGENDA

The agenda was adopted as submitted.

Board; therefore, after discussion the Committee recommended this item be forwarded to Council without a recommendation.

DISCUSSION

Council Member Individual Discretionary Account Motions – the Committee directed Legal to research motion 5 [Manning's 2nd motion] of the matrix to determine any implications to individuals carrying over monies from the previous year and if is deducted can it be credited to next year's budget. This item was kept in committee until information is received from Legal.

Reviewing Committee Qualifications – the Committee recommended this item remain in Committee to allow time to review current ordinances.

ADJOURNMENT

The meeting adjourned at approximately 5:54 pm.

Minutes transcribed by Monique Walters

Richland County Council Request of Action

Subject

Purpose

Richland County Council Request of Action

Subject

Accommodations Tax Committee-4 (2 persons employed or have worked in Hospitality, 1 person employed or have worked in Lodging, and 1 person from a cultural industry); no applications were received

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Richland County Council Request of Action

Subject

Appearance Commission-2 (1 licensed horticulturalist and 1 landscaper is needed)

Purpose

Richland County Council Request of Action

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Board of Assessment Control

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Richland County Council Request of Action

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Building Codes Board of Adjustments and Appeals-3 (1 person must be a licensed electrician and 2 individuals must be in the Fire Protection industry or employed in fields with extensive knowledge of fire codes and fire regulations); no applications were received at this time.

Purpose

Richland County Council Request of Action

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Business Service Center Appeals Board-1 (a CPA is needed); no applications were received

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Richland County Council Request of Action

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Internal Audit Committee-1 (person must be a CPA); one application was received from K. Eve McCoy, CPA* [**PAGES 14-15**]

* Eligible for reappointment.

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: K. Eve McCoy

Home Address: 6307 Goldbranch Rd. Columbia SC 29206

Telephone: (home) (803) 609-1590 (work) (803) 256-9100

Office Address: 1518 Lady St. Columbia SC 29201

Email Address: kemccoycpa@aol.com

Educational Background: B.S. Univ. of SC - Accounting Major - Honor Graduate

Professional Background: CPA IN PUBLIC ACCOUNTING OVER 30 YEARS

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

Name of Committee in which interested: INTERNAL AUDIT COMMITTEE

Reason for interest: I BELIEVE MY PROFESSIONAL BACKGROUND WOULD BE OF VALUE IN THIS VOLUNTEER POSITION.

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

I HAVE OVER 30 YEARS EXPERIENCE AS AN AUDITOR OF GOVERNMENTAL ENTITIES I HAVE THE BACKGROUND KNOWLEDGE TO BE OF ASSISTANCE-

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

Any other information you wish to give? NO

Recommended by Council Member(s): N/A

Hours willing to commit each month: 3

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.

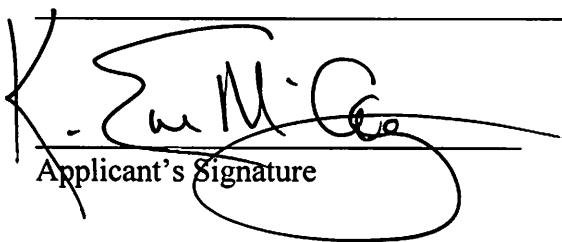
Yes _____ No _____

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 _____

If so, describe: _____


Applicant's Signature

4/13/12
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: _____	Item# 8
Status of Application: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> On file	Attachment number 1 in Page 2

Richland County Council Request of Action

Subject

Township Auditorium Board-2; applications were received from the following: John V. Crangle; David H. Gates; Christopher Leevy Johnson*; Lillian A. McBride; Eva Prioleau; John Whitehead* [**PAGES 16-33**]

*Eligible for reappointment

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: JOHN V. CRANGIE
Home Address: H. 303 HAYDON CT ADD 501 PELHAM DR COLA SC 29209
Telephone: (home) 803 776 2592 (work) 691-3016
Office Address: LIMESTONE COLLEGE, 400 ALBOR LAKE DR COLA SC 29223
Email Address: FJOHNV@LIMESTONE.EDU
Educational Background: PHD 1969, J.D. 1985 N.C. CAROLINA
Professional Background: ATTORNEY & PROFESSOR OF LAW + POL. SC.
Male [x] Female [] Age: 18-25 [] 26-50 [] Over 50 [x]

Name of Committee in which interested: TOWNSHIP AUDITORIUM
Reason for interest: EFFICIENT USE OF AUDITORIUM TO PROMOTE ENTERTAINMENT IN MIDLANDS.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: EXPERIENCE IN LAW EDUCATION PUBLIC SERVICE, AND PUBLIC RELATIONS

Presently serve on any County Committee, Board or Commission? NO
Any other information you wish to give? I WORKED IN THE ENTERTAINMENT BUSINESS IN 1970'S & WAS A PART OWNER OF JACKSONVILLE "FINEBIADS"
Recommended by Council Member(s):
Hours willing to commit each month: 30 PRO FOOT BALL TEAM (1979-82)

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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 _____

MISDEMEANORS -

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 ✓ _____

If so, describe: _____

John R. Kyle 4/4/2012
Applicant's Signature Date

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

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Applications are current for one year.

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	Item# 9
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	Attachment number 1 \nPage 2



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

Applicant must reside in Richland County.

Name: DAVID H. GATES
Home Address: 309 Jagsback Ave, Columbia, SC. 29209
Telephone: (home) 803-695-1212 (work) 803-776-4000, X7644
Office Address: Dorn Medical VA Hospital
Email Address: dauidgates231@gmail.com
Educational Background: BS Degree
Professional Background: _____

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

Name of Committee in which interested: Township Auditorium Board
Reason for interest: Learn how events, shows, etc, are selected and scheduled.

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

Commission:

Team player, willingness to learn and a person that can be counted on.

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

Any other information you wish to give? _____

Recommended by Council Member(s): N/A

Hours willing to commit each month: 10 HRS

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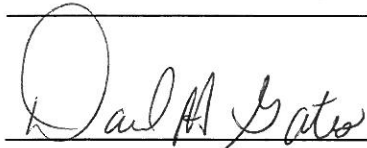
Yes _____ No _____

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 _____

If so, describe: _____


Applicant's Signature

2/26/2012
Date

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Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	Item# 9

2



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

Applicant must reside in Richland County.

Name: Christopher Leevy Johnson
Home Address: 629 Flycatcher Lane, Blythewood, SC 29061
Telephone: (home) 803-661-6628 (work) 803-771-7799
Office Address: 1831 Taylor St, Columbia, SC 29201
Email Address: chrisc@leevy.com
Educational Background: PhD - USC in American History
Professional Background: Pastor / Funeral Director
Male Female Age: 18-25 26-50 Over 50

Name of Committee in which interested: Township Board
Reason for interest: community service, entertainment
and promoting Columbia's cultural scene
Your characteristics/qualifications, which would be an asset to Committee, Board or
Commission:

Presently serve on any County Committee, Board or Commission? Township Board

Any other information you wish to give? _____

Recommended by Council Member(s): Paul Livingston

Hours willing to commit each month: _____

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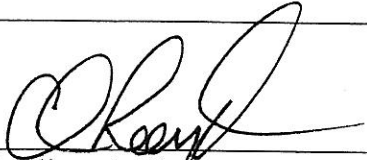
Yes _____ No _____

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 _____

If so, describe: _____


Applicant's Signature

4/13/12
Date

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2



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

Applicant must reside in Richland County.

Name: Lillian A. McBride

Home Address: 545 Trader Mill Rd Columbia South Carolina 29223

Telephone: (home) 803 736-8395 (work) 803 576-2245

Office Address: 2020 Hampton St Columbia South Carolina 29204

Email Address: mcbridel@rcgov.us

Educational Background: Bachelor of Science Degree in Business Administration Minor:
Finance

Professional Background: Executive Director of Richland County Board of Election &
Registration

Male Female

Age: 18-25 26-50 Over 50

Name of Committee in which interested: **Township Auditorium Board**

Reason for interest: To be a part of bringing communities together, and to be a part of bring
diversity into the midland.

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

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

Any other information you wish to give?

Recommended by Council Member(s): Gwendolyn D Kennedy

Hours willing to commit each month: Whatever it take to get the job done.

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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

4/12/2012
Date

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

Lillian A. McBride, BS

545 Trader Mill Road
Columbia, SC 29223
Telephone: (803) 736-8395

Career Objective: To manage and direct in County government as Executive Director of Richland County Board of Elections & Registration

Education: Bachelor of Science Degree in Business Administration,
Minor: Finance
South University, Columbia, SC

Work Experience: **July 1 2011 – Present**
Appointed as Executive Director of Richland County Board of Elections & Registration

March 2006 to June 30 2011

Appointed Chair and Director of the Board of Voter Registration

- Active involvement in the Voter Registration and Election process
- Serves on the Legislative Committee and Membership Committee for the South Carolina Association of Registration & Elections.
- Teaches certification training classes for the South Carolina Association of Registration and Election Officials
- Ensures the success of the election process by overseeing absentee
- Application process, overseeing the registration process of new voters
- Oversees 13 full time and part-time employee
- Maintains adequate funding for the office
- Improves voter participation through voter education by visiting nursing homes regarding absentees and registering to vote, high schools, colleges, churches, and Fort Jackson military base to increase voter education

July of 1989

Appointed to Richland County Board of Voter Registration

- Full-time board member
- Maintain proper registration and absentee voting procedures

Item# 9

Lillian A. McBride
Resume – Page 2

Certification: South Carolina Voter Registration and Election Commission
Training and Certification Program, Leadership Certification (from
Midland Technical College)

**Community
Activities**

Serves in Women Ministry at her church, Sunday School teacher
and in various youth group activities as a mentor and leader.
Participates in community events to educate and register voters
within the county.

Lillian A. McBride, BS
Biographical Sketch

Lillian A. McBride is married to Angelo A. McBride and they have two children. She has a Bachelor of Science Degree in Business Administration and with a minor in Finance from South University, Columbia, South Carolina. She is a resident of Columbia, SC where she is a faithful member of her community and serves society through her leadership at the Board of Voter Registration. Lillian is a member of the Clement Road Church of God, Columbia, SC where she serves as director of the Women's Ministry, Sunday School teacher, and Youth counselor.

She has been actively involved in her career as well as the community through various capacities. She is the director of the 2nd District of the South Carolina Association of Registration and Election (SCARE). Lillian also serves on the legislative committee of SCARE. Some of Lillian's achievements as director for the Board of Voter Registration include:

- Increased staffing 6 to 13 employees to meet the workload demands on new and changes to existing voter applications, absentees, imaging scanning system, address systems, redistricting, and preparation for higher voter turnout in future elections
- During the 2008 election, over 35,000 absentee applications were processed; over 20,000 new voters were registered and over 16,000 changes were processed
- 2006, appointed Chair and Director for the Richland County Board of Voter Registration. At that time, the office only employed 6 staff members. As of today, the staffing has been increased to 13 including full and part-time employees
- Ensure adequate funding for the Board of Election and Voter Registration of Richland County

Participate in community events to educate and register voters within the county. During her tenure, voter participation has improved through voter education by Lillian A. McBride
Biography – Page 2

Item# 9

- visiting nursing homes regarding absentees and registering to vote, high schools, colleges, churches, and Fort Jackson military base to increase voter education
- Recognized the oldest as well as the youngest voter in Richland County
- Implemented various technology infrastructures to improve service within the Voter Registration Department
- Contracted with Imaging Scanning Systems to scan voter applications to eliminate staff having to manually pull voter applications and can now access information quicker and make timely decisions
- Developed an auto-precinct system which verifies voter's precincts using voter's home address and zip codes

Lillian is mindful that a successful career builds upon renewed goals. The following highlights of her goals to serve as direct for the Elections and Voter Registration

- Currently working on expanding growth and services
- To maintain accurate voter registration records for Richland County
- To increase the number of registered voters each year through community outreach
- To produce and maintain an accurate listing of registered voters for each election
- To timely serve the citizens of Richland County using automation technology infrastructure and best customer service practices
- To establish satellite offices for early voting for Richland County

Some additional goals are to

- Establish a robust training program for pole managers and workers
- Ensure real-time poll results are displayed electronically on election night for the media, candidates, and anyone of interest
- Ensure technology is available and used to expedite efficient office and poll transactions
- Ensure that Richland County Elections and Voter Registration the State Capitol county is a positive and reflective model for the other Board of Elections and Voter Registrations through the State of South Carolina



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Eva Prioleau

Home Address: 216 Fox Meadow Lane, Hopkins SC 29061

Telephone: (home) 803-695-4990 (work) 803-576-2433

Office Address:

Email Address: Master of Business Administration

Educational Background:

Professional Background: Finance and Management

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

Name of Committee in which interested: The Township Auditorium

Reason for interest: To provide higher levels of services to residents.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: My education, experience working with budgets, organized community clean sweeps, served on grievance committee have given me a firm understanding of issues and what businesses and citizens require from local government.

Presently serve on any County Committee, Board or Commission? Grievance Committee (2 terms)

Any other information you wish to give? 10 years experience in finance and budgets

Recommended by Council Member(s): No

Hours willing to commit each month: 20+ hours

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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 ✓ _____

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 ✓ _____

If so, describe: _____


Applicant's Signature

4/17/12
Date

**Return to:
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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	Item# 9

2



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

Applicant must reside in Richland County.

Name: JOHN WHITEHEAD

Home Address: 2223 Gadsden Street

Telephone: (home) 803-252-5848 (work) 803-771-6303

Office Address: 914 Pulaski Street

Email Address: cmfa5678@aol.com

Educational Background: Graduate of USC

Professional Background: Arts Administrator

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

Name of Committee in which interested: Township Auditorium Board of Trustees

Reason for interest: Have long been associated with the Township as one of the leading venues for the arts performances in the Midlands of SC; and would like to continue as an active member of the governing board.

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

I have worked with the Township Auditorium as a member of the governing board of Trustees and also as presenter with the Columbia Music Festival Association, and its affiliate organizations which regularly perform at the Township.

Presently serve on any County Committee, Board or Commission? Yes on Township

Any other information you wish to give? I am eligible for reappointment

Recommended by Council Member(s): yes

Hours willing to commit each month: as many as required to fulfill the obligation

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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 xx _____

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 xx _____

If so, describe: _____


Applicant's Signature

March 27, 2012
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
			Item# 9

Richland County Council Request of Action

Subject

Council Member Individual Discretionary Account Motions [**PAGES 35-38**]

Purpose

Council Member Individual Discretionary Account Motions

Motion	Maker of Motion/Committee & Date	Directive	Action Taken
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.	Malinowski/A&F, 2/7/2012	Staff, Finance and Legal to create policy restricting overspending.	Forwarded to R&A from the A&F on 3/27/2012
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.	Manning/A&F, 2/7/2012	Staff, Finance and Legal to develop a policy to make the Council's accounts a line item to be handled during the budget process.	Forwarded to R&A from the A&F on 3/27/2012
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	Pearce/R&A 3/20/2012	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.	

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 one 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

That all items currently listed at the end of the A&F and D&S Committee agendas as "Items Pending Analysis" be cleared up within 90 days. There is no reason some action should not be taken, even if it means to table it for now
[MALINOWSKI]

Purpose

Richland County Council Request of Action

Subject

All committee items being sent to full council will not automatically be placed on the consent agenda but be listed as first reading items. The rationale is that only three persons could be present for the quorum and if all voted for the item it goes on the consent and this is only about 27% of council. **[MALINOWSKI]**

Purpose

Richland County Council Request of Action

Subject

Reviewing Committee Qualifications [**PAGES 42-46**]

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

Board or Commission

Accommodations Tax Committee

- Established pursuant to S.C.Code Ann. Section 6-4-25, which provides in relevant part:

§ 6-4-25. Advisory Committee; guidelines for expenditures; annual reports; reports to Accommodations Tax Oversight Committee

(A) ...The advisory committee consists of seven members with a majority being selected from the hospitality industry of the municipality or county receiving the revenue. At least two of the hospitality industry members must be from the lodging industry where applicable. One member shall represent the cultural organizations of the municipality or county receiving the revenue. For county advisory committees, members shall represent the geographic area where the majority of the revenue is derived. However, if a county which receives more in distributions of accommodations taxes than it collects in accommodations taxes, the membership of its advisory committee must be representative of all areas of the county with a majority of the membership coming from no one area.

Airport Commission

- Established pursuant to Richland County Code of Ordinances Section 3-21, which provides in relevant part:

Sec. 3-21. Established; composition; terms; officers; meetings.

... (b) The Richland County Airport Commission shall consist of nine (9) commissioners to be appointed by the county council; provided, however, that at least two (2) of the appointees shall reside in either the Rosewood, Shandon, or Hollywood-Rose Hill-Wales Garden area.

Appearance Commission

- Established pursuant to Richland County Code of Ordinances Section 2-332(i), which provides in relevant part:

(i) *Richland County Appearance Commission.*

(2) *Membership.* The Richland County Appearance Commission shall consist of at least 11 members who are individually appointed by the representing councilperson to represent each council district. Additionally, two members shall be appointed at-large by majority vote of the full council, for a maximum number of 13 commission members. At least one member of the commission must be a landscape architect and one member must be a horticulturist; and the other members being interested citizens residing in Richland County. Appropriate representatives from the South Carolina Department of Transportation, City of Columbia, and the county will serve as ex-officio members.

Building Codes Board of Adjustment

- Established pursuant to Richland County Code of Ordinances Section 6-75, which provides in relevant part:

Sec. 6-75. Building codes board of appeals. (Ord. 007-11HR; 2-1-11)

(a) *Establishment.* The building codes board of appeals is hereby established and shall consist of seven (7) members. Such board shall consist of one (1) architect, one (1) engineer, one (1) contractor, one (1) alternate member from each of the building, electrical, gas and plumbing industries, and three (3) alternate members from the fire protection industry. All members shall be residents of the county. All members shall be appointed by the council and serve without compensation. Based on the nature of the pending appeal(s), the Building Official shall select four (4) of the alternate members to serve on the board for any scheduled meeting and shall take into consideration the expertise offered by said member in making such selections. (Ord. 007-11HR; 2-1-11)

Business Service Center Appeals Board

- Established pursuant to Richland County Code of Ordinances Section 2-332(l), which provides in relevant part:

(1) *Richland County Business Service Center Appeals Board.*

(2) *Membership.* The Business Service Center Appeals Board shall consist of five members who shall be appointed by majority vote of the Council. The five-member board shall be comprised of three Certified Public Accountants, one member of the S.C. Bar Association, and one other business person. All members must be interested citizens residing in Richland County. Not more than one member of the Appeals Board may be an employee of the County.

East Richland Public Service Commission

- Established pursuant to Richland County Code of Ordinances Section 2-332(f), which provides in relevant part:

(f) *East Richland Public Service District.* The public service district shall consist of five (5) members appointed by the governor upon the recommendation of the county council for five (5) year terms. Members shall be electors or residents of the district, and at least one member shall be a resident of each incorporated municipality within the districts. Meetings at call.

Internal Audit Committee

- Established pursuant to Richland County Code of Ordinances Section 2-332(q), which provides in relevant part:

(q) *Internal Audit Committee.*

(2) *Membership; terms.* The Internal Audit Committee shall be comprised of three members of Council (the Council Chair, the A&F Committee Chair, and the D&S Committee Chair), two citizens appointed by a majority vote of the Council at large, and an employee appointed by the County Administrator. The citizens' and the employee's terms shall be one year in length, with up to three term renewals permitted. The Council members' terms shall be for as long as they serve in the capacity of Council Chair or Committee Chair.