The Honorable Chakisse Newton, Chair  County Council District 11
The Honorable Bill Malinowski  County Council District 1
The Honorable Gwendolyn Kennedy  County Council District 7
1. **CALL TO ORDER**
   The Honorable Chakisse Newton

2. **APPROVAL OF MINUTES**
   The Honorable Chakisse Newton
   a. May 21, 2019 [PAGES 7-8]

3. **ADOPTION OF AGENDA**
   The Honorable Chakisse Newton

4. **INTERVIEWS**
   The Honorable Chakisse Newton
   a. Richland Memorial Hospital Board - Two (2) Vacancies
      1. Craig Plank [PAGES 9-12]
      2. Judy Cotchett Smith [PAGES 13-14]
   b. Board of Assessment Appeals - Three (3) Vacancies
      1. Tammy Davis [PAGES 15-16]
   c. Accommodations Tax - Three (3) Vacancies (2 applicants must have a background in the lodging industry and 1 applicant must have a background in the cultural industry)
      1. David Erbacher [PAGES 17-19]
   d. Employee Grievance Committee - Six (6) Vacancies (Must be a Richland County employee; 2 seats are alternates)
      1. Tony L. Wingard [PAGES 20-21]
5.  APPOINTMENTS

   a.  Richland Memorial Hospital Board - Two (2) Vacancies

       1. Craig Plank
       2. Judy Cotchett Smith

   b.  Board of Assessment Appeals - Three (3) Vacancies

       1. Tammy Davis

   c.  Accommodations Tax - Three (3) Vacancies (2 applicants must have a background in the lodging industry and 1 applicant must have a background in the cultural industry)

       1. David Erbacher

   d.  Employee Grievance Committee - Six (6) Vacancies (Must be a Richland County employee; 2 seats are alternates)

       1. Tony L. Wingard

   e.  Midlands Workforce Development Board - One (1) Vacancy (Education seat; must represent education sector)

       1. Amy Scully [PAGES 22-23]

6.  ITEMS PENDING ANALYSIS

   a.  I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON] [PAGE 24]

7.  ADJOURNMENT
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.
COMMITTEE MEMBERS PRESENT: Chakisse Newton, Chair, Bill Malinowski and Gwen Kennedy

OTHERS PRESENT: Michelle Onley and Kimberly Williams-Roberts

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 4:00 PM

2. **APPROVAL OF MINUTES**
   a. **May 7, 2019** – Mr. Malinowski moved, seconded by Ms. Newton, to approve the minutes as distributed. The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. Malinowski stated that a vacancy on the Airport Commission needed to be added to the agenda as Item 4(a)(15).

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

4. **NOTIFICATION OF VACANCIES**
   a. **Accommodations Tax** – Three (3) Vacancies (2 applicants must have a background in the lodging industry & 1 applicant must have a background in the cultural industry)
   b. **Hospitality Tax** – Three (3) Vacancies (2 applicants must be from the Restaurant Industry)
   c. **Employee Grievance Committee** – Six (6) Vacancies (Must be a Richland County employee; 2 seats are alternates)
   d. **Board of Assessment Appeals** – Three (3) Vacancies
   e. **Board of Zoning Appeals** – Four (4) Vacancies
   f. **Building Codes Board of Appeals** – Four (4) Vacancies (1 applicant must be from the Architecture Industry; 1 from the Gas Industry; 1 from the Building Industry; and 1 from the Fire Industry as an alternate)
   g. **Procurement Review Panel** – Two (2) Vacancies (1 applicant must be from the public procurement
h. Planning Commission – Four (4) Vacancies
i. Internal Audit Committee – Two (2) Vacancies (Applicant with a CPA preferred)
j. Community Relations Council – Two (2) Vacancies
k. Library Board – Four (4) Vacancies
l. Township Auditorium Board – Two (2) Vacancies
m. Richland Memorial Hospital Board – Two (2) Vacancies
n. Midlands Workforce Development Board – One (1) Vacancy (Education seat; must represent education sector)

Mr. Malinowski moved, seconded by Ms. Kennedy, to forward to Council with a recommendation to advertise/re-advertise for the vacancies. The vote in favor was unanimous.

5. ITEMS FOR DISCUSSION/ACTION

a. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON] – Mr. Malinowski moved, seconded by Ms. Newton, to forward to Council with a recommendation to approve Legal’s recommended language. The vote in favor was unanimous.

b. I move that we establish rules for electing persons to serve on Boards/Commissions rather than going by the Parliamentarian’s recollections of how it was done in the past with serious consideration to include appointments require a majority of Council members’ vote [MANNING] – Mr. Malinowski moved, seconded by Ms. Kennedy, to direct Mr. Farrar to bring back recommended changes to Council Rules at the June 4th committee meeting. The vote in favor was unanimous.

6. ADJOURN – The meeting adjourned at approximately 4:16 PM.
APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

 Applicant MUST reside in Richland County.

Name: Craig Plank
Home Address: 144 Flint Rock Lane, Blythewood, SC 29016
Telephone: (Cell) 803-467-6272 (work) 803-788-8341
Office Address: 7401 Parklane Road, Columbia, SC 29223
Email Address: craig@craigplank.com

Educational Background: BS Degree – College of Charleston, Chartered Financial Consultant (ChFC®), Certified Financial Planner (CFP®) Program

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

Name of Committee in which interested: Prisma Health Board
Reason for interest: I am always interested in remaining involved in my community and serving in a capacity in which I am able to apply my years of leadership, governance, and organizational structure management to assist in the success of an organization.
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: In addition to my professional background listed above, I have experience serving as the chairman of the Richland Two Board of Trustees, responsible for leading a quality board membership team, reviewing and setting policy, and overseeing a $280,000,000 budget.
Presently serve on any County Committee, Board or Commission? Richland County Board of Voter Registration and Elections – Vice Chairman
Recommended by Council Member(s): N/A
Hours willing to commit each month: Whatever is needed.

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 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______________
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.

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Craig Plank

7401 Parklane Road
Columbia, SC 29223
803-467-6272

Craig Plank is a State Farm insurance agent and has owned and operated his own business in Columbia for the past 20 years. Leadership skills honed at an early age form the core of Craig’s ability to run a successful agency. So much so that Craig travels the country as a leadership coach for State Farm developing other agents.

Craig served on the Richland Two School Board of Trustees from 2014-2018, serving as the board’s chairman for the 2017-2018 academic year. Craig has served on a variety of other committees and boards including holding the positions of the SIC chairman and the PTO treasurer within a Richland Two school. He currently sits on the steering committee for the Richland County Anti-human Trafficking Task Force. And Craig has been the longtime chairman of the Crossover Communications Foundation based in Columbia.

Craig is involved in educating teenage drivers on the dangers and consequences of combining driving with texting, drugs and alcohol. Craig is passionate about teaching our youth on financial responsibility and basic bank account management.

A lot of Craig’s guiding principles stem from his parents. His father spent his career as an Air Force fighter pilot; Craig’s mother was a lifelong educator. Born in Arizona into a military family, Craig moved to numerous states and even overseas to England where he spent his elementary school years - naturally acquiring an English accent that eventually faded after returning to America. The Plank family later was stationed in South Carolina’s Lowcountry where Craig graduated from Socastee High School in Myrtle Beach. He received his bachelor’s degree in Sociology and Business Administration from the College of Charleston. Craig also holds his Chartered Financial Consultant (ChFC®) designation.

Craig is married to WIS TV News Anchor Dawndy Mercer Plank. They have three children, Chandler, Chase and Camille. Craig and his family attend Shandon Baptist Church where he is a Sunday school director and also leads a weekly men’s class. He and his family enjoy a variety of outdoor activities including running, cycling, boating and family walks with their multiple dogs.
APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Judy COTCHETT SMITH
Home Address: 1325 Berkeley Road Columbia SC 29205
Telephone: (home) 803.771.7375 (work) 803.401.6144
Office Address:
Email Address: jcotchettsmith@att.net
Educational Background: USC graduate
Professional Background: Hospital Communications/Marketing/PR
Male ☐ Female ☐ Age: 18-25 26-50 Over 50
Name of Committee in which interested: RMH Board of Trustees
Reason for interest: Was employed there, retired, served on the Foundation board for 6 years, desired to stay connected
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
Knowledge of healthcare and hospital system operations; experience with academic medical centers - here + Emory
Presently serve on any County Committee, Board or Commission? No
Any other information you wish to give?
Recommended by Council Member(s): Jim Manning
Hours willing to commit each month: 4-6 hours

CONFLICT OF INTEREST POLICY

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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 wilfully 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 ____________________________ 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.

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APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Tammy Davis
Home Address: 1340 North Backyard Road, Columbia, SC 29223
Telephone: (home) 803-403-6636 (work) 803-861-6982
Office Address: 2143 Bull Street
Email Address: tammyd331@gmail.com
Educational Background: Midlands Tech & S.C. School of Real Estate
Professional Background: Realtor & Property management for 18 years
Male ☐ Female ☑ Age: 18-25 ☐ 26-50 ☑ Over 50 ☐
Name of Committee in which interested: Board of Assessment Appeals
Reason for interest: I'd like to be more involved in the county I live & work in & have experience in property valuations
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
I'm a licensed property manager, a notary public, 7 years exp as licensed Realtor, member of TREM - Institute of Real Estate management
Presently serve on any County Committee, Board or Commission? Yes ☐ No ☑
Any other information you wish to give? I currently serve on property maintenance appeals board of City of Columbia
Recommended by Council Member(s):
Hours willing to commit each month: Whatever is required

CONFLICT OF INTEREST POLICY

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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: _____________________________________________________________

________________________________________________________

[Signature]

Feb 20, 2019

**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: 2-25-19

Date Sent to Council: ______________

Status of Application: [ ] Approved [ ] Denied [ ] On file

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APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: David Erbacher
Home Address: 209 Redbourne Ln  Irmo, SC 29063
Telephone: (home) 864-567-6328 (work)
Office Address: 819 Gervais Street  Columbia, SC 29201
Email Address: David.Erbacher@Hyatt.com
Educational Background: Bachelor of Science
Professional Background: Director of Sales – Hyatt Place Columbia/Downtown/The Vista

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

Name of Committee in which interested: Accommodation Tax Committee
Reason for interest:

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

Immediate Past President of the Vista Guild Board of Directors as well as oversees the Sales and operations of the Hyatt Place hotel in downtown Columbia. This is important to ensure the allocations of our tax dollars are involved with groups putting tax dollars back into Richland County

Presently serve on any County Committee, Board or Commission? Richland A Tax 2018.
Congaree Vista Guild
Any other information you wish to give?
Recommended by Council Member(s):
Hours willing to commit each month: As many as necessary

CONFLICT OF INTEREST POLICY
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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

11-14-18

Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2080.

One form must be submitted for each Committee, Board or Commission on which you wish
Applications are current for one year.

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APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

applicant must reside in Richland County.

Name: Tony L. Wingard

Home Address: 421 Hopestone Crossing, Irmo, SC 29063

Telephone: (home) 803-312-3831 (work) 803-576-3423

Office Address: 1410 Laurens St., Columbia, SC 29204

Email Address: wingard.tony@richlandcountysc.gov

Educational Background: Associates in Management, NR Paramedic, SC Paramedic

Professional Background: REEMS Shift Manager 15 years, MTC EMS Program Coord. 6 years

Male ♂ Female ♀ Age: 18-25 ☐ 26-50 ☒ Over 50 ☐

Name of Committee in which interested: Employee Grievance Committee

Reason for interest: Per the RC website there are 6 open seats on this committee. I want to do my part to address this need.

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

My experience as an EMS Professional, Manager and Educator has equipped me to view things objectively. I am a proven leader that understands the value of our workforce.

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

Any other information you wish to give? No

Recommended by Council Member(s): No

Hours willing to commit each month: 10-12

conflict of interest policy

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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 ___________________________________________ May 28, 2019

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.

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Status of Application: □ Approved □ Denied □ On file
APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Amy Scully
Home Address: 335 Belle Grove Circle Columbia, SC 29099
Telephone: (home) 803-312-4025 (work) 803-691-3819
Office Address: 151 Powell Road, Columbia, SC 29203
Email Address: Scullya@midlands-tech.edu
Educational Background: Master of Education - Higher Education Student Affairs
Professional Background:

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

Name of Committee in which interested: Midlands Workforce Development Board
Reason for interest: A shared mission between MTC and the MWDB to provide individuals with the skills for meaningful employment.
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I have over 30 years in the training and development field in private industry as an entrepreneur in higher ed.

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

Any other information you wish to give?

Recommended by Council Member(s):

Hours willing to commit each month:

as needed

CONFLICT OF INTEREST POLICY

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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: [Text]

I am employed at Midlands Technical College. I am employed there.

Applicant’s Signature: __________________________ Date: 8-24-2018

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: 11-13-18

Date Sent to Council: __________________________

Status of Application: ☐ Approved ☐ Denied ☐ On file

Received by: __________________________

23 of 24
Subject:

I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON]

Notes:

March 19, 2019 – Motion made by Councilwoman Newton

April 2, 2019 – Councilwoman Newton reported out to Council that she would be forwarding a copy of the updated Council Rules to Council members to review. She has requested Council members submit any proposed rule changes no later than April 15th.

April 16, 2019 - The Clerk’s Office will forward all suggestions by Council members to Mr. Farrar for him to incorporate into the Council Rules rewrite.

May 7, 2019 - Mr. Farrar will provide information relative to this item at the May 21st committee meeting.

May 21, 2019 - Mr. Farrar is to bring back recommended changes to Council Rules at the June 4th committee meeting.