

**RICHLAND COUNTY**  
**RULES & APPOINTMENTS**  
**COMMITTEE AGENDA**



**Tuesday, NOVEMBER 05, 2019**

**4:00 PM**

**4TH FLOOR CONFERENCE ROOM**

**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**

# RICHLAND COUNTY COUNCIL 2019



Bill Malinowski  
District 1  
2018-2022



Joyce Dickerson  
District 2  
2016-2020



Yvonne McBride  
District 3  
2016-2020



Paul Livingston  
District 4  
2018-2022



Allison Terracio  
District 5  
2018-2022



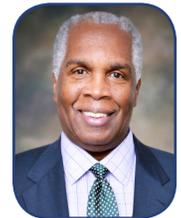
Joe Walker, III  
District 6  
2018-2022



Gwendolyn Kennedy  
District 7  
2016-2020



Jim Manning  
District 8  
2016-2020



Calvin "Chip" Jackson  
District 9  
2016-2020



Dalhi Myers  
District 10  
2016-2020



Chakisse Newton  
District 11  
2018-2022



Richland County Rules & Appointments Committee

November 05, 2019 - 4:00 PM  
4th Floor Conference Room  
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Chakisse Newton
2. **APPROVAL OF MINUTES** The Honorable Chakisse Newton
  - a. October 1, 2019 [PAGES 7-9]
3. **ADOPTION OF AGENDA** The Honorable Chakisse Newton
4. **INTERVIEWS** The Honorable Chakisse Newton
  - a. East Richland Public Service Commission – One (1) Vacancy
    1. Jennifer Creed [PAGES 10-12]
  - b. Procurement Review Panel – Two (2) Vacancies (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)
    1. Dr. Regina N. Givens [PAGES 13-23]
  - c. Accommodations Tax – Two (2) Vacancies (1 applicant must have a background in the lodging industry & 1 applicant must have a background in the cultural industry)
    1. R. Lee Snelgrove [PAGES 24-25]
  - d. Airport Commission – Three (3) Vacancies
    1. Kaela Bailey [PAGE 26]
    2. Thomas J. Callan [PAGES 27-30]

**5. NOTIFICATION OF APPOINTMENTS**

The Honorable Chakisse Newton

- a. 1. East Richland Public Service Commission - 1
- 2. Procurement Review Panel - 2
- 3. Accommodations Tax - 2

**6. OTHER BUSINESS**

- a. Boards, Committees and Commissions Descriptions and Duties

**7. ADJOURNMENT**

The Honorable Chakisse Newton



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.



Richland County Council  
Rules and Appointments Committee  
October 1, 2019 – 4:00 PM  
4<sup>th</sup> Floor Conference Room  
2020 Hampton Street, Columbia 29204

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

OTHERS PRESENT: Michelle Onley, Kimberly Williams-Roberts and Geo Price

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

2. **APPROVAL OF MINUTES**

- a. September 17, 2019 – Ms. Kennedy moved, seconded by Ms. Newton, to approve the minutes as distributed.

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Kennedy moved, seconded by Ms. Newton, to adopt the agenda as published.

The vote in favor was unanimous.

4. **INTERVIEWS**

- a. Community Relations Council – Two (2) Vacancies – Mr. Gardner Johnson and Ms. Brenda E. Peterson were interviewed.

5. **NOTIFICATION OF APPOINTMENTS**

- a. Community Relations Council – Two (2) Vacancies – Ms. Kennedy moved, seconded by Mr. Malinowski, to re-advertise the vacancies.

Ms. Newton stated, even though Mr. Johnson works for the City of Columbia, he would just as equally be able to bring people together across the community. Perhaps having him being a dual representative of the County and the City is an additional insight. She does not think it disqualifies him, and she has been told that he is doing really good work for the committee.

The vote was in favor.

**Rules and Appointments Committee  
October 1, 2019**

-1-

6. **NOTIFICATION OF VACANCIES**

1. Accommodations Tax – Two (2) Vacancies (1 applicant must have a background in the lodging industry & 1 applicant must have a background in the cultural industry)
2. Hospitality Tax – Three (3) Vacancies (TWO applicants must be from Restaurant Industry)
3. Employee Grievance Committee – Seven (7) Vacancies (MUST be a Richland County employee; 2 seats are alternates)
4. Board of Assessment Appeals – Two (2) Vacancies
5. Board of Zoning Appeals – One (1) Vacancy
6. Building Codes Board of Appeals – Five (5) Vacancies (ONE applicant must be from the Architecture Industry, ONE from the Gas Industry, ONE from the Building Industry & TWO from Fire Industry as alternates)
7. Procurement Review Panel – Two (2) Vacancies (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)
8. Planning Commission – Four (4) Vacancies
9. Internal Audit Committee – Two (2) Vacancies (applicant with CPA preferred)
10. Community Relations Council – Two (2) Vacancies
11. Township Auditorium Board – One (1) Vacancy
12. Richland Memorial Hospital Board – Five (5) Vacancies
13. Airport Commission – Three (3) Vacancies
14. LRADAC – One (1) Vacancy
15. East Richland Public Service Commission – One (1) Vacancy
16. CMRTA – One (1) Vacancy

Mr. Malinowski moved, seconded by Ms. Kennedy, to advertise the vacancies. The vote in favor was unanimous.

7. **ITEMS FOR DISCUSSIONACTION**

- 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. Farrar stated he took an omnibus approach, with a goal being the rules should enable Council, and not hinder them. Anything that restricted Council more than State law did, he recommended against including. He suggested, when this is briefed to Council, to put the key changes to the rules up on screen and/or hold a work session. He stated the redlined version has

**Rules and Appointments Committee  
October 1, 2019**

-2-

the Council Rule, the model rule and then the suggested rule.

Ms. Newton suggested emailing the revised rules to Council and having them provide feedback.

Mr. Malinowski moved, seconded by Ms. Kennedy, to provide the proposed Council Rules to Council members, and have them provide their input to the committee by October 15<sup>th</sup>.

The vote in favor was unanimous.

- b. I move that the Council Rules be modified to reflect that Council Meetings scheduled as a part of the Annual Meeting Calendar approved by the Full Council prior to the beginning of the Calendar year in which they will be held are considered to be Regular Meetings and not considered Special Called Meetings just because they are not held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month [MANNING] – Mr. Malinowski moved, seconded by Ms. Kennedy, to incorporate the rule change into the updated rules, prior to them being forwarded to Council for feedback.

The vote in favor was unanimous.

7. **ADJOURN** – The meeting adjourned at approximately 4:46 PM.

**Rules and Appointments Committee  
October 1, 2019**

**-3-**



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Jennifer Creed

Home Address: 215 Aiken Hunt Circle, Columbia, SC 29223

Telephone: (home) 704-622-5007 (work) 803-738-8822

Office Address: 4727 Forest Drive, Suite B, Columbia, SC 29206

Email Address: Jennifer@SimplyCreed.com

Educational Background: High School Diploma; 2 years college

Professional Background: State Farm Agent; Corporate Accounts Director; Area Sales Manager

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

Name of Committee in which interested: East Richland County Public Service District

Reason for interest: I have a heart for service and desire to be involved and give something back to the community by sharing my professional skills and experience.

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

29 years of customer service, professional sales background and working with the public
Opened my State Farm Agency in October 2017 to help educate customers & protect assets

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

Any other information you wish to give? Wife of 28 years to a City of Charlotte Fire Fighter/Captain; Mother of 2 sons & 2 daughters-in-law; Grandmother to 1 month old grandson

Recommended by Council Member(s):

Hours willing to commit each month: As many as 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 X \_\_\_\_\_ No \_\_\_\_\_

If so, describe: I am a customer of East Richland County Public Service District  
\_\_\_\_\_  
\_\_\_\_\_

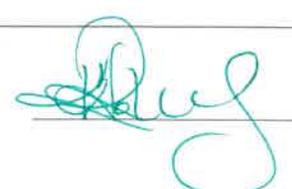
  
Applicant's Signature

October 17, 2019  
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.**

|   |   |
|---|---|
| <b>Staff Use Only</b>   |   |
| Date Received: <u>10-18-19</u>  | Received by: <u></u> |
| Date Sent to Council: _____   |   |
| Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file |   |

**JENNIFER CREED**  
215 Aiken Hunt Circle  
Columbia, South Carolina 29223  
Telephone: 704-622-5007

October 17, 2019

The Honorable Chakisse Newton  
Chairman, Rules and Appointments Committee  
Richland County Council  
2020 Hampton Street, 2<sup>nd</sup> Floor  
Columbia, SC 29202

RE: Service on East Richland County Public Service District Commission

Dear Mrs. Newton:

I am writing to ask for your support as I apply for the position on the East Richland County Public Service District Commission. I have attached a copy of my application for your consideration.

I have enjoyed diverse career opportunities which have prepared me for service on the East Richland Commission. I own and operate a successful State Farm Agency on Forest Drive. Prior to my State Farm Career, I held several Management positions in the Office Suite Industry serving the greater Charlotte, NC area and then serving the entire country as National Corporate Account Sales Manager for ten years. I am a seasoned, forward-thinking manager who takes pride in doing all assignments well. I am currently serving on the Rotary Club of Forest Acres as President Elect and as a Board Member for the Forest Acres Neighborhood Association.

I have reviewed East Richland's financial statements, and feel that my 29 years in Sales and Business Management will equip me to make a difference on this Commission.

East Richland performs a valuable, but underappreciated public service for its customers. In addition, the work performed by East Richland is important to the preservation of the Gills Creek watershed which is one of Richland County's most precious resources. Public service is important to me. I believe that my experience and desire for public service equips me for service on such an important Commission as the East Richland County Public Service District. I thank you for your consideration.

Sincerely,



Jennifer Creed

cc: Members of Richland County Council



+

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

**Applicant MUST reside in Richland County.**

Name: Dr. Givens, Regina N.

Home Address: 7700 Burdell Drive Columbia, SC 29209

Telephone: (home) 803-419-5384 (work) 803-751-9069

Office Address: 4340 Magruder Ave, Fort Jackson, SC 29207

Email Address: gigi5272@bellsouth.net

Educational Background: DBA - Business Administration (Acquisitions)

Professional Background: 20 + years Exp - Government Acquisitions/Procurement

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

Name of Committee in which interested: Procurement Review Panel

Reason for interest: Community interest geared towards procurement resolution  
disputes/concerns; ensuring transparency for all interested parties.

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

See attached.

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

Any other information you wish to give? See attached.

Recommended by Council Member(s): N/A

Hours willing to commit each month: As many required.

**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 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

GIVENS.REGINA.NI  
COLE.1068122410

Digitally signed by  
GIVENS.REGINA.NICOLE.10681224  
10  
Date: 2019.10.17 17:17:29 -04'00'

10/17/2019

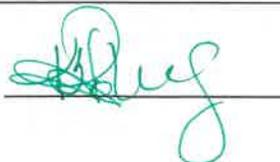
Applicant's Signature

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.**

|                                |                                   |   |                                  |
|--------------------------------|-----------------------------------|---|----------------------------------|
|                                | <b>Staff Use Only</b>             |   |                                  |
| Date Received: <u>10-18-19</u> | Received by:                      |  |                                  |
| Date Sent to Council: _____    |                                   |   |                                  |
| Status of Application:         | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied   | <input type="checkbox"/> On file |

2

Dr. Regina Nicole Givens, DBA  
7700 Burdell Drive  
Columbia, SC 29209

Email:gigi5272@bellsouth.net  
Home: (803) – 419-5384  
Mobile: (803) – 206-5110

ACCOMPLISHED CONTRACTING PROFESSIONAL offering a solid educational background, extensive experience and a strong record of performance in productivity, efficiency and quality. Received as an Exceptional Civilian Service Award as a result of focused on quality and achieving results. Consistently cited in performance evaluations for leadership, integrity and enhancing overall performance of the organization.

Significant qualifications include:

Serving as Chief principal procurement official; Source Selection Authority and primary contracting officer vested with unlimited monetary authority to execute contracts for supplies, services, including construction and architect-engineer, utilities, and agreements via any authorized contracting method using all manner of fixed price or cost reimbursement type contracts.

Carrying out Contracting Officer responsibilities on all significant (high dollar, complex or special interest) contracts involving program and project management. Senior Contract Specialist serving in various Source Selection Team positions (SST); PRAG Chairperson; Technical Chair and Senior Contract Specialist for LOGSTA; knowledgeable of policy and procedures for properly and efficiently conducting the source selection. Ensured the SST members have the requisite acquisition experience, skills, and training necessary to execute the source selection, and ensure the highest level of team membership consistency for the duration of the selection process.

Experienced in acquisition planning, contract formation, partnering, and administration, resolution of disputes, and claims by means of issuing Contracting Officer Decisions (CODs) and subsequent contract modifications. Extensive knowledge of FAR, DFARS, and full range of fixed price, cost, and award fee contracts.

Experience leading small and large civilian/contract person teams, and military contingency contracting operations; extensive experience building and participating in teams/coalitions.

Currently holds a SCI-DCID security clearance; proficient in MS Office and Apple software; outstanding communications, presentation and organization skills.

## Work Experience

Employer: United States Army – Army Contracting Command (ACC) MICC Fort Jackson, SC

Title: Supervisory Contract Specialist, GS-1102-13

Location: Fort Jackson, SC

Duration: 12/15/2013 – Present

Supervisor: Tomika Brown - (803) 751-3907; Contact: Yes

Division Chief and Contracting Officer for MICC - Fort Jackson. Plans, directs, coordinates, and manages various contracting functions, including the development and issuance of solicitations, contracts, evaluating proposals, contract negotiations, execution of award and all attendant documentation/approvals, full contract administration to include changes, issuance of delivery/task orders, acceleration, problem resolution, program changes through closeout, terminations, etc. for simplified acquisitions, complex and non-complex contracts for a variety of supply, services, and construction. Reviews new or changed policies, laws, and regulations affecting work of the branch and develops new or changed internal policies and procedures. Develops plans and procedures on matters having broad implications and presents as recommendations to the Director. Develops and recommends budget and resource plans to accomplish the work of the branch to include immediate and known or anticipated long-range projects. Plans the personnel needs for the division. Schedules to achieve effective and expeditious accomplishment of priority work without adverse effect on regular and recurring work. Evaluates program effectiveness by review and analysis of quantitative and/or narrative reports, discussions with employees and customers, and observations. Takes appropriate action to correct deficiencies. Advises the Division Chief of any problems impacting on other areas or programs.

## Work Experience

Employer: United States Army – Expeditionary Contracting Command (ECC)

Title: Deputy Chief, Services Branch Chief

Location: Fort Jackson, SC

Duration: 8/28/2015 – 12/10/15

Supervisor: LTC Shawanta Smart; LTC Regina Daniels; Contact: Yes

Served as a Deputy Chief, for the Regional Contracting Center-Qatar, Expeditionary Contracting Command-Afghanistan. Supervised and mentored a team of five Contracting Officers and 22 Contract Specialists in providing a full spectrum of contracting support from acquisition planning, market research, requirements development, cost estimates, solicitations, source selection,

contract awards, contract administration, and vendor pay issues. Principle Business Advisor providing procurement advice on all acquisition requirements to the Combined Security Transition Command – Afghanistan (CSTC-A), United States Forces – Afghanistan (USFOR-A) and 35 Forward Operating Bases and Combat Outposts throughout the Combined Joint Operations Area – Afghanistan in support of Operation Freedom Sentinel.

#### Work Experience

Employer: United States Army – Army Contracting Command (ACC) MICC Fort Jackson, SC

Title: Contract Specialist/Team Lead, GS-1102-12

Location: Fort Jackson, SC

Duration: 8/26/2013 – Present

Supervisor: James D. Ward – (803) 751-3907; Contact: Yes

Duties: Performs all post award, contract administration functions and conferences. Monitors progress on contracts through correspondence, reports, vouchers, telephone conversations, on-site investigations, and visits to contractor facilities. Determines contractor adherence to legal, financial, production and delivery requirements; submission of periodic technical and progress reports, and responsibility regarding timely delivery; loss, destruction or damage to Government property; shipping and material discrepancies, performance issues, or other problems. Reviews and recommends approval or disapproval of deviations or waivers from contractual terms or specifications requested by the contractor. Reviews requests for and makes recommendations pertaining to progress payments, price revisions, and special payments. Determines extent to which subcontracting plans comply with regulatory guidelines. Monitors subcontracting for compliance with plans. Issues consents to subcontract. Identifies potential funding and production problems and initiates remedial or corrective actions. Maintains surveillance of various elements, such as compliance with applicable laws, delivery schedules, and payment provisions. When the contractor's actual or potential failure to perform is within its control, the employee recommends and prepares show-cause letters, cure notices, or recommends appropriate action leading to termination of the contract. Prepares settlement history and termination documentation. If the failure to perform is due to reasons beyond the contractor's control, the employee investigates circumstances and recommends and pursues courses of action, such as negotiating appropriate consideration for extension of delivery schedule. Analyses need and prepares contract modifications for approval of the contracting officer and prepares all supporting contract file documentation. Ensures that such actions are consistent with the terms and conditions of the contract and in the best interests of the government. Develops negotiation objectives and strategies for the purpose of establishing a realistic Government position in negotiating modifications, claims and special agreements.

Analyzes contractor proposals and evaluates and considers, technical advisory reports, such as audit, pricing, engineering and legal. Negotiates bilateral changes to contract terms and conditions, such as specifications or other technical requirements, equitable adjustments for changes, delivery, payments, profit/fee and cost sharing arrangements and other terms and conditions, Issues contracting officer's final decisions when an equitable adjustment cannot be reached and advises contractors of their appeal rights. In appeal cases, documents and substantiates the Government position, advises the Government trial attorney on contractual issues and testifies before appeals courts. Alerts counsel and other interested parties of actual or potential litigation (e.g., bankruptcies, unilateral determinations, appeals). Takes all necessary actions and obtains or prepares all documentation to close out completed contracts.

#### Work Experience

Employer: United States Army – Army Contracting Command (ACC) Redstone Arsenal, AL

Title: Contract Specialist, GS-1102-13

Location: Redstone Arsenal, AL

Duration: 1/30/2011 – August 2013

Supervisor: Marsha Flakes - (256) 842-8085; Contact: Yes

Duties: Served as a senior-level contract specialist responsible for planning acquisitions, cost and price analyses for designated actions, contract negotiations, execution, and contract administration and production management activities needed in acquiring major equipment types, spare parts, repair parts, extensive technical/commercial services, and research and development programs for weapon systems and/or other equipment/components of like complexity. Develops and controls comprehensive contract management program(s). Develops and prepares designated price and cost analysis in accordance with Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and current command regulations and policy. Responsible for ensuring Cost/Schedule integration with the Business Operations team in support of executing Earned Value Management (EVM) to develop price and availability to support Foreign Military Sales cases and performs comparative analysis of contractor's proposals. Develops advance acquisition plans for future fiscal years in coordination with the requiring elements. Monitors and provides input to the automated management systems to reflect status of acquisition plans. Performs administration tasks where Aviation and Missile Command (AMCOM) retain such functions.

#### Work Experience

Employer: United States Army – Army Contracting Command (ACC) (Joint Deployment Defense Contract Management Agency)

Title: Administrative Contracting Officer, GS-1102-12

Location: Camp Spann, Afghanistan

Duration: 7/15/2011 – 1/9/2012

Supervisor: Lt Col Scott Coburn – DSN (318) 481-6377; Contact: Yes

Duties: Served as an Administrative Contracting Officer, with an unlimited warrant. Developed and implemented systematic plans to assure accomplishment of customer service program objectives through coordinated efforts of acquisition team members. Provided guidance, training, and support to the Program & IPT Business Teams for program planning, schedule development, schedule reviews, schedule change commitment, analysis of data, and other performance metrics. Developed and administered budgets, schedules, and performance standards. Lead development of objectives and long-term goals for the IP&S team. Directed and served as senior-level Contract Officer for post award functions involving specialized procurements of significant Government-wide importance. Directed, trained, advised, and coached journeyman level contract specialists, and support personnel. Advised program officials of the acquisition strategies and procurement objectives to be used, and assists in the preparation of statements of work. Directed and performed a full range of contract administration actions required for the acquisition program, including the issuance of contract modifications, negotiation of changes, exercise of options, justification for other than full and open competition, investigation and resolution of contractor delays issuance of cure notices or show cause letters, settlement of liquidated damages, contractor performance appraisal, subcontractor surveillance, disposition of claims, use of alternate dispute resolution when appropriate, and similar matters.

Employer: United States Army Corps of Engineer - Sacramento

Title: Contract Specialist, GS-1102-12

Location: Sacramento, CA

Duration: 8/12/2010 - 1/29/2011

Supervisor: Colette Nalley - 916-557-5110; Contact: Yes

Duties: Served as a senior-level contract specialist responsible for the execution of the day-to-day duties for acquisition and procurement of services (to include architect-engineer and environmental remediation), construction, and supplies/equipment at a level up to the most complex, high-dollar and unique procurements for the Sacramento District. Performed all duties associated with "cradle-to-grave", or life-cycle, contracting to include acquisition planning, market research, oversight, and participation in formal and informal source selection processes, cost/price analysis, negotiations, preparation of all required pre- and post-award contract documents, and full contract administration and closeout. Primary interface to internal and external customers for Program Planning, Integrated Scheduling, and Schedule Change Commitment. Responsible for

top-to-bottom program schedule baseline commitment.

Employer: United States Army

Title: Contract Administrator, GS-1102-11

Location: Mission & Installation Contracting Cmd, Enterprise & Installation Operations, MICC USAR DOC-South Fort Jackson, SC

Duration: 6/20/2009 - 8/11/2010

Supervisor: Deborah P. Taylor - 803-751-9069; Contact: Yes

Duties: Served as a contract administrator responsible for a full range of post award functions (to the point of signature) for a variety of service, supply and/or construction contracts. Responsible for performing a full range of assigned contract administration functions to include negotiation of contract modifications and delivery orders. Contracts ranged from firm fixed-price to the more complex fixed-price specialized contracts, with special provisions such as economic price adjustments, cost incentives, price determinations, time and materials estimates, indefinite delivery dates, and quantities. Responsible for monitoring contractor performance and maintaining funds status by various management accounts to ensure that over-obligation does not occur on contracts. Accountable for maintaining program Integrated Performance Management Plan (IPMP) requirements for compliance, including adherence to Schedule Health Metrics (SHMs). Tasked with coordinating requests for waivers or deviations from contract terms.

Employer: Homeland Security - United States Coast Guard

Title: Contract Specialist GS-1102-11

Location: Washington, District of Columbia United States

Duration: 02/02/2009 - 06/19/2009

Supervisor: Patricia Williams (202) 475-3270; Contact: Yes

Job Duties: Served as a Contract Specialist responsible for conducting significant and complex USCG acquisitions involving diverse supplies and services, e.g., telecommunications and other electronic systems and subsystems, professional services, information technology, etc.; developing procurement objectives in terms of competition and price range, and constructing the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies, and similar considerations; leading development and integration of detailed (Tier V & below) schedules; collecting data on contractors past performance and documenting contractors' performance on current contracts; performing contract administration activities for significant, highly specialized procurements; conducting in-depth analyses of contractors' financial and management systems and facilities for ability to perform and for compliance with federal regulatory requirements; and conducting extensive and sophisticated cost and financial analyses, utilizing cost estimating techniques, such as learning curve, regression analysis, complex contractual arrangements, extensive fact finding, etc.

Employer: United States Army - MICC Ft. Lee  
Title: Contract Specialist GS-1102-11  
Location: Ft. Lee, VA  
Duration: 05/2007 - 1/30/2009  
Supervisor: Lynn B. Lazos - 804-734-4609; Contact: Yes

Job Duties: Served as a Contract Specialist responsible for performing a variety of complex acquisitions for pre-award/post-award up to 500K and actions for any dollar amounts for the installation and tenant activities at Fort Lee. Responsible for Contract Administration on both Cost Reimbursement type contracts under the (OMB) Circular A-76, Performance of Commercial Activities. Developed highly complex integrated master schedules in compliance with federal agency regulations for projects immense in scope and that support multi-million dollar technology infrastructure and network planning endeavors. Integrated concurrent plans cross-functionally utilizing sophisticated technology tools, Gantt, PERT, milestone charts and other best practices project management techniques in an Earned Value Management System Environment. Required to have in-depth knowledge to analyze difficult contracting issues and identify alternative courses of action. Responsible for advertising, soliciting, evaluating, conducting price and/or cost analysis, negotiations and when necessary, award, administer, and terminate purchase orders/contracts. Provided assistance, guidance, and briefings to customers, Contracting Officers and the Director of Contracting.

Employer: Blue Cross Blue Shield of South Carolina  
Title: Provider Contract Service Supervisor  
Location: Columbia, SC  
Duration: 06/2002 - 5/2007

Job Duties: Responsible for the identification, negotiation, and completion of contracts with, physicians and ancillary providers in geographically diverse areas for both existing and developing provider networks. Ensured proper administration of the contracts through assessment or provider needs, coordination of contract documentation, and interfacing with MCA, Claims, IMCS, Care Management and other departments as necessary. Master scheduler for three-process improvement initiatives part of a large-scope physicians and ancillary providers program for Tricare. Project included 15 major subcontractors nationwide, requiring intense collaboration with customers in a team environment surrounded by best and brightest expertise. Supervised contract coordinators and other staff in the absence of Regional Negotiators. Prepared supporting documentation negotiated and implemented contracts for physicians and ancillary providers. Coordinated the completion of provider pre-contractual activities including the submission of relevant provider contract documentation, completion of RFP and application information, financial analysis, regional accountability team discussions, credentialing and prepares completed contracts for system loading and routing. Assisted in analysis of contracting needs including the assessment of claims and utilization data to identify areas for new and re-negotiated contracts.

Employer: Benefitfocus.Com

Title: Coordinator, Financial Services  
Location: Mt. Pleasant, SC  
Duration: 12/2000 - 03/2002

Job Duties: Administrative Assistant, Administrative Services, while simultaneously performed the functions of Database Analyst and Accounting Clerk was responsible for supplying administrative support services to an executive and a professional group. Assembled and analyzed complex information and data. Described results in written reports. Used independent judgment in completing activities and operated under general supervision. Completed basic bookkeeping and accounting tasks. Performed posting of expenses, or other transactions to journals or ledgers and verified accuracy. Reviewed invoices, bills, vouchers, or other documents for corrections before entering into records. Sorted and filed documents, and performed calculations. Designed, implemented, and maintained moderately complex databases. Maintained database dictionaries and ensured systems integration. Delivered quality, pro-active service to both external and internal clients. The primary function of this position was to ensure that continuous efforts were made to improve workflow and team efficiency while supporting team members in the delivery of quality client service by promoting open communication, sharing of educational and motivational tools and the subsequent results.

Employer: Southern Division Naval Facilities Engineering Command  
Title: Office Automation Clerk  
Location: North Charleston, SC  
Duration: 08/1998 - 07/2000

Job Duties: Performed a variety of administrative, clerical, and office automation tasks to assist the supervisor, and associates in carrying out environmental program missions. Duties included preparing in final form all types of documentation and forms incident to division personnel administration and office management. Received telephone calls and greeted visitors. Maintained calendar of appointments and meetings and reminded supervisors of it. Arranged for travel orders, airline/rental cars and lodging of division associates when in official travel status. Served as a member of an administrative team and as such works in a team atmosphere using TQL tools to effectively solve administrative matters. Assisted other members assigned to the branch. Ensured that clerical and administrative functions of the branch conformed to the appropriate policies and procedures. Assisted with updates of environmental engineering efforts and contract requirements for database. Maintained general correspondence files, instructions, manuals, handbooks, federal and state environmental regulations and laws, and other related materials for the division/branch. Performed timekeeping functions and other miscellaneous duties as assigned.

Employer: United States Air Force  
Title: Assistant NCOIC, Support Command Staff  
Location: Charleston, SC  
Duration: 01/1993 - 02/1998

**Job Duties:** Performed information management task supporting the Air Force mission. Implemented policy directives and instructions to manage information regardless of media throughout its life cycle. Provided information management support through manual and automated technology to include maintaining, planning, and controlling programs, policies, methods, and procedures concerning publications, forms, office systems, records, administrative communications, and unit mail. Tracked plans and schedules, performed risk analysis, identified, and resolved critical path and network logic concerns for complex, multi-year, multi-million dollar projects aimed at integrating systems. Provided referral, coordination, and office management services. Performed work group administration duties. Maintained successful working relationships and coordination with other functional area. Ensured professional development by keeping abreast of rapidly changing technology.

**Education:**

DAWIA Level III Contracting Certification Defense Acquisition University (DAU) - Apr 2011

DAWIA Level I Program Management Certification Defense Acquisition University (DAU) – Aug 2010

DBA - 2013, Business Administration, GPA 3.7, Argosy University, Total Credit hours earned semester: 60

Masters of Art- 2007, Procurement & Acquisitions, GPA 3.2, Webster University, Total Credit hours earned semester: 69

Master's Degree MBA, 2004, Business Administration, GPA 3.5, Webster University, Total Credit hours earned semester: 42,

BA, 2002, Business Administration, GPA 3.0, Charleston Southern University, Total Credit hours earned semester: 142,

1990, Lower Richland High School.

**Additional References:**

Available Upon Request.



APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION

**Applicant MUST reside in Richland County.**

Name: R. Lee Snelgrove  
Home Address: 2225 Mills Drive, Columbia, SC 29204  
Telephone: (home) 803-422-8882 (work) 803-254-5008  
Office Address: 1219 Taylor Street, Columbia SC 29201  
Email Address: lee.snelgrove@onecolumbiase.com  
Educational Background: Bachelor of Arts in Philosophy from USC Honors College  
Professional Background: Executive Director of One Columbia for Arts and Culture  
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: Accommodations Tax Committee  
Reason for interest: Background in cultural programming and passion for ~~for~~ a vibrant and liveable city and county.  
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:  
I have nearly six years of experience as an arts administrator working with over 100 cultural organizations in the Midlands.  
Presently serve on any County Committee, Board or Commission? None  
Any other information you wish to give? \_\_\_\_\_  
Recommended by Council Member(s): Yvonne McBride  
Hours willing to commit each month: 10-15

**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.*

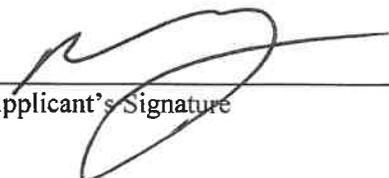
Yes \_\_\_\_\_ No  X

**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

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

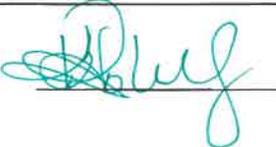
  
Applicant's Signature

10/18/19   
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.**

|   |  |
|---|--|
| <b>Staff Use Only</b>   |  |
| Date Received: <u> 10-18-19 </u>  | Received by:  |
| Date Sent to Council: _____   |  |
| Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file |  |

2



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Kaela Bailey

Home Address: 113 Jasmine Place Drive Columbia, SC 29203

Telephone: (home) 803-466-6567 (work) 803-760-1408

Office Address: 1411 Gervias St. Suite 450 Columbia, SC 29201

Email Address: Harmonknc@gmail.com

Educational Background: Ridge View High School, BA Washington & Lee University

Professional Background: Marketing and Public Relations

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

Name of Committee in which interested: Airport Commission

Reason for interest: I have long had an interest and passion for airports. I worked as the PR/Gov't Affairs Manager for the Columbia Metropolitan Airport for nearly five years, I was an airport marketing consultant for airports across the nation for a year and have even worked for the Austin-Bergstrom International Airport in Austin, TX. In 2017 I was recognized by Airport Business Magazine as one of their 20 Under 40 and even today I remain a certified member of the American Association of Airport Executives and I understand the unique value that general aviation airports like CUB offer to a community. So, I'm excited to have this chance to serve the Richland County Airport.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: My background and knowledge in airports plus my work in marketing/PR would make me an asset to the commission as I can bring perspective and insight to the airport's needs.

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

Any other information you wish to give? None at this time

Recommended by Council Member(s): Chakisse Newton

Hours willing to commit each month: As many as required

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.



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Thomas J. Callan
Home Address: 620 Yumatage Ln., Chapin, SC 29036
Telephone: (home) 803-732-8773 (cell/work) 803-556-1182
Office Address: N/A
Email Address: tj3callan@gmail.com
Educational Background: BA - Villanova University; MBA - Brenau University
Professional Background: SEE RESUME

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

Name of Committee in which interested: Airport
Reason for interest: Security background

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
Management / Leadership; contracting; budget formulation

Presently serve on any County Committee, Board or Commission? NO
Any other information you wish to give? SEE RESUME
Recommended by Council Member(s): Bill Malinowski
Hours willing to commit each month: whatever it takes

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

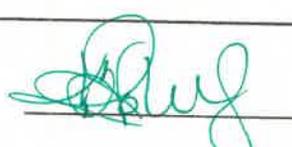
  
Applicant's Signature

10/17/19  
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.**

|   |  |
|---|--|
| <b>Staff Use Only</b>   |  |
| Date Received: <u>10-17-19</u>  | Received by:  |
| Date Sent to Council: _____   |  |
| Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file |  |

**Thomas J. Callan**  
**620 Kumatage Lane, Chapin, SC 29036**  
**(803) 732-8773 (Home), (803) 556-1182 (Mobile)**  
**E-mail: tj3callan@gmail.com**

---

### **EXPERIENCE**

More than 33 years of proven organizational and managerial effectiveness in positions of increasing responsibility as a Marine Officer; Department of Energy Manager; Corporate Officer/Program Manager for a Fortune 500 Company, and a Director within the largest Research, Development, Test, Evaluation and Acquisition component within the Department of Defense. A visionary with a keen business mind set, capable of transforming organizations and programs to address challenges and opportunities of the future.

### **WORK HISTORY**

**Director, Office of Security & Law Enforcement, Naval Sea Systems Command (NAVSEA), March 2001 – October 2005:** Responsible for program management, policy development, implementation and oversight of a multidisciplinary security program for the largest Research, Development, Test, Evaluation (RDT&E) and Acquisition organization in the Department of Defense. This security program encompassed the full breadth of security disciplines including program management; operational oversight and the education and training of both the general population as well as the security and law enforcement professionals. Activity oversight included 4 Naval Shipyards; 14 Private Shipyards; 2 Undersea Warfare and 8 Surface Warfare Centers (RDT&E); 4 University Affiliated Research Centers (R&D), and a variety of other special purpose activities, which together provide technical and engineering support to the operating forces of the U.S. Navy, as well as development of the next generation of warships, submarines and naval weapons systems. Specific major accomplishments and/or programmatic efforts include, but are not limited to:

- Redefined the mission, vision and values for the Office of Security & Law Enforcement to meet the changing programmatic requirements and challenges of the 21st century, and provide a more responsive and results oriented management effort that would be better aligned with the changes in naval force structure and the threat spectrum.
- Developed a Risk Assessment methodology that examined threat, criticality, vulnerabilities and mitigating measures, and lead the assessments of all major NAVSEA government and contractor activities.
- Developed various databases to enable collection and analysis of information relative to: investigations/incident complaint reports; technology protection programs, and risk assessment and other activity vulnerabilities. These databases enhanced program management efforts by enabling us to track and trend issues, thereby identifying systemic problems for appropriate corrective actions.

**Assistant Vice President, Division/Program Manager, Science Applications International Corporation (SAIC), March 1993 - March 2001:** Responsible for the overall management, efficiency and effectiveness of an independent cost center enterprise in Aiken, SC/Augusta, GA with contracts ranging from \$40,000 to a 6 years \$34,000,000 contract employing a matrix organization that embodied high ethical standards and technical excellence. For more than 6 years supervised contract performance of 57+ concurrent tasks, covering 7 divergent functional areas. Transferred to McLean, Virginia to assume operational management of a new task order contract with the Department of Justice, Office of Domestic Preparedness, as well as provide individual support to the National Guard Bureau for the creation, training and equipage of the RAID/Civil Support Teams - efforts associated with development of a national strategy to address the threat of weapons of mass destruction. Following success in these assignments, served as the winning Proposal Lead for a contract with the U.S. Courts – Federal Judiciary, for assessment of Federal court security and analysis of court security manpower requirements. Specific major accomplishments and/or programmatic efforts include, but are not limited to:

## **EDUCATION**

- **Villanova University, BA** – Social Sciences, Villanova, PA 1970
- **Brenau University** - 26 Credit hours toward MBA (4.0 GPA)

## **CERTIFICATES, LICENSES AND MEMBERSHIPS**

- Held TOP SECRET, “Q” and White House Presidential Cat. 1 clearance with special access eligibility.
- Member, Marine Corps Association
- Member, National Rifle Association
- Member, American Legion
- Past Member, U. S. Coast Guard Auxiliary
- Past Member, National Management Association
- Past Member, Project Management Institute
- Guest Services Representative, Riverbanks Zoo and Botanical Garden
- Poll Manager/Clerk, Dutch Fork 3 Precinct, RC Election Commission
- Finance Committee, Our Lady of the Lake Catholic Church, Chapin, SC
- Volunteer Crew Member, Palmetto Trail

## **JOB -RELATED TRAINING AND COURSES**

- SAIC, Communicating in the Technical Environment
- SAIC, Understanding Personality Styles
- SAIC, Stand & Deliver Effective Presentations
- Council on Education in Management, Personnel Law Update
- Fred Pryor Seminars, Exceptional Customer Service
- SAIC, Project Management I and II
- SAIC, Executive Project Planning and Management Systems
- SAIC, Enhancing People Management Skills
- SAIC, TQM Implementation
- National Seminars Group, How to Manage Projects, Priorities & Deadlines
- DOE, Management Development Program
- SAIC, Managing Employee & HR Issues
- SAIC, Conflict Resolution
- SAIC, Business Management
- U. S. Marine Corps, Command and Staff College
- ASIS, Disaster Management Program, 1999
- American Management Association, Today’s OSHA: A Compliance Update