

RICHLAND COUNTY
RULES & APPOINTMENTS
COMMITTEE AGENDA



Tuesday, FEBRUARY 16, 2021

4:00 PM

ZOOM MEETING

The Honorable Bill Malinowski, Chair

County Council District 1

The Honorable Gretchen Barron

County Council District 7

The Honorable Jesica Mackey

County Council District 9

RICHLAND COUNTY COUNCIL 2021



Bill Malinowski
District 1
2018-2022



Derrek Pugh
District 2
2020-2024



Yvonne McBride
District 3
2020-2024



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



Joe Walker III
District 6
2018-2022



Gretchen Barron
District 7
2020-2024



Overture Walker
District 8
2020-2024



Jessica Mackey
District 9
2020-2024



Cheryl English
District 10
2020-2024



Chakisse Newton
District 11
2018-2022





Richland County Rules & Appointments Committee

February 16, 2021 - 4:00 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski

2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
 - a. February 9, 2021 [PAGES 8-11]

3. **ADOPTION OF AGENDA** The Honorable Bill Malinowski

4. **NOTIFICATION OF VACANCY**
 - a. Airport Commission (Hamilton-Owens) – One (3) Vacancy (Applicant must reside within the Rosewood, Shandon, or Hollywood-Rose Hill-Wales Garden neighborhoods)
 - b. Planning Commission - 3

5. **INTERVIEWS**
 - a. Lexington Richland Alcohol and Drug Abuse Council - 2
 1. Michelle Drayton [PAGES 12-13]
 - b. Midlands Workforce Development Board - 2 (Private Sector)
 1. Maranta White [PAGES 14-15]
 2. Sheena Thompson [PAGES 16-17]

6. **APPOINTMENTS**
 - a. Lexington Richland Alcohol and Drug Abuse Council - 2

1. Harold (Harry) C. Ward [PAGES 18-19]
2. Marvin E. Robinson, Jr. [PAGES 20-21]
3. Andrew (Andy) R. Tolleson [PAGES 22-23]
4. Michelle Drayton

b. Midlands Workforce Development Board - 2 (Private Sector)

1. Maranta White
2. Sheena Thompson

7. ITEMS FOR ACTION

- a.** Consider moving the Horizon meeting to Tuesday and have delivery of finished agendas to Council members by Thursday close of business [PAGES 24-27]
- b.** Unless there are truly extenuating circumstances agenda items should not be listed as “Title Only”. (Somebody was late getting it to us” is not extenuating.) This only gives the public two opportunities to see an item prior to final approval by Council when in fact there should be three. [MALINOWSKI]

8. ITEMS FOR DISCUSSION

- a.** Once Council approves an action no Council member is to individually go to a staff member in an effort to accomplish/change something that was not in the approved information/action by Council [MALINOWSKI]
- b.** I move to amend the Public Nuisance Ordinance to define "Public Places/Establishments" to include restaurants, taverns, lodges, parking lots, and public places where children or students attend and/or normally congregat
- c.** I move that all County Employees presenting to County Council during an official Council meeting (Regular, Special Called, Public Zoning Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input.
- d.** Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should

have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them

- e. I move that if matters such as Clerk to Council Search or Compensation for Interim Clerk of Council are to be a part of the Employee Evaluation Oversight Ad Hoc Committee that the name of the Ad Hoc Committee be changed to better reflect what would fall under the purview of its function, responsibility, and/or purpose
- f. Boards, Committees and Commissions Recruitment [**PAGES 28-32**]
- g. Boards, Committees and Commissions Descriptions and Duties

9. ADJOURNMENT

The Honorable Bill Malinowski



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
February 9, 2021 – 4:00 PM
Zoom Meeting

COMMITTEE MEMBERS PRESENT: Bill Malinowski, Chair, Gretchen Barron, Jessica Mackey

OTHERS PRESENT: Paul Livingston, Michelle Onley, Leonardo Brown, Angela Weathersby, Kyle Holsclaw, Tamar Black, Derrek Pugh, Lori Thomas, Elizabeth McLean, Cheryl English

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 4:00 PM.
2. **APPROVAL OF MINUTES** – Ms. Barron moved, seconded by Ms. Mackey, to approve the minutes as distributed.

In Favor: Malinowski, Barron, and Mackey

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. Malinowski moved, seconded by Ms. Barron, to adopt the agenda as published.

In Favor: Malinowski, Barron, and Mackey

The vote in favor was unanimous.

4. **ELECTION OF THE CHAIR** - Ms. Barron nominated Mr. Malinowski as Chair.

In Favor: Malinowski, Barron, and Mackey

The vote in favor was unanimous.

5. **NOTIFICATION OF VACANCIES** – Ms. Mackey inquired if the vacancies were current, and if so, to what date.

Ms. Onley responded the vacancies to be advertised are up to March. Another advertisement will be sent out in April/May timeframe.

Mr. Malinowski stated, for clarification, while the advertisement is through March there are some individuals who term is effective during that timeframe.

Rules and Appointments Committee
February 9, 2021

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Ms. Onley replied in the affirmative.

Mr. Malinowski noted those individuals would be rolling off or reapplying, and there are some vacancies that have not been filled yet.

Ms. Onley responded in the affirmative.

Ms. Mackey inquired if these vacancies were current as of this meeting.

Ms. Onley answered in the affirmative.

Mr. Livingston inquired if it would be possible for Ms. Onley to create a list of the boards/committees/commission that have individuals with terms expiring.

Ms. Onley responded in the affirmative, and she would have the list provided to the committee by the end of the week.

Mr. Livingston responded when a Councilmember gets a question about vacancies, they would at least know the term expiring and whether or not that person is an incumbent.

Ms. Barron stated it concerns her that there are nearly 60 vacancies and the process we are currently utilizing. She would like the committee to review the frequency which we advertise and what we can do to expedite things.

Mr. Malinowski inquired if Ms. Onley could indicate how long there has been a vacancy on the various committees. Then we can concentrate on getting the older ones filled first, and have Councilmembers make efforts to recruit for those positions.

Ms. Onley responded in the affirmative and noted that she would include that on the list she plans to send out by the end of the week.

Mr. Malinowski requested an item for discussion of recruiting for boards committees and commissions be placed on the next agenda so we can discuss ways to filling these vacancies.

- a. Accommodations Tax – Five (5) Vacancies (ONE applicant must have a background in the lodging industry, THREE applicants must have a background in the hospitality industry, and ONE applicant will fill an At-large seat)
- b. Airport Commission (Hamilton-Owens) – Two (2) Vacancies
- c. Board of Assessment Appeals – One (1) Vacancy
- d. Board of Zoning Appeals – One (1) Vacancy
- e. Building Codes Board of Appeals – Six (6) Vacancies (ONE applicant must be from the Architecture Industry, ONE from the GAS Industry, ONE from the Building Industry, ONE from the Contracting Industry & TWO from Fire Industry as alternates)
- f. Business Service Center – Four (4) Vacancies (TWO applicants must be from the Business

**Rules and Appointments Committee
February 9, 2021**

Industry and TWO applicants must be a CPA)

g. Central Midlands Council of Governments – Five (5) Vacancies

h. Community Relations Council – Eight (8) Vacancies

i. East Richland Public Service Commission – Two (2) Vacancies

j. Employee Grievance Committee – Six (6) Vacancies (MUST be a Richland County employee; 2 seats are alternates)

k. Hospitality Tax – Five (5) Vacancies (TWO applicants must be from the Restaurant Industry)

l. Internal Audit Committee – Two (2) Vacancies (applicant with CPA preferred)

m. Lexington Richland Alcohol Drug Abuse Council – One (1) Vacancy

n. Music Festival – Two (2) Vacancies

o. Procurement Review Panel – Two (2) Vacancies – (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)

p. Richland Library Board of Trustees – One (1) Vacancy

q. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies

r. River Alliance – One (1) Vacancy

s. Riverbanks Park Commission – One (1) Vacancy

t. Transportation Penny Advisory Committee (TPAC) – Five (5) Vacancies

Mr. Malinowski moved, seconded by Ms. Barron, to advertise Items 5(a) – 5(t).

In Favor: Malinowski, Barron, and Mackey,

The vote in favor was unanimous.

6. **INTERVIEWS**

- a. Lexington Richland Alcohol and Drug Abuse Council (LRADAC) – 2 – Mr. Harold (Harry) C. Ward, Mr. Marvin E. Robinson, Jr., and Mr. Andrew (Andy) R. Tolleson were interviewed.

7. **ITEMS FOR ACTION**

- a. Unless there are truly extenuating circumstances agenda items should not be listed as “Title

**Rules and Appointments Committee
February 9, 2021**

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Only". (Somebody was late getting it to us" is not extenuating.) This only gives the public two opportunities to see an item prior to final approval by Council when in fact there should be three. [MALINOWSKI] - No action was taken.

- b. Consider moving the Horizon meeting to Tuesday and have delivery of finished agendas to Council members by Thursday close of business - No action was taken.

8. **ITEM FOR DISCUSSION**

- a. Once Council approves an action no Council member is to individually go to a staff member in an effort to accomplish/change something that was not in the approved information/action by Council [MALINOWSKI] - No action was taken.
- b. I move to amend the Public Nuisance Ordinance to define "Public Places/Establishments" to include restaurants, taverns, lodges, parking lots, and public places where children or students attend and/or normally congregate - No action was taken.
- c. I move that all County Employees presenting to County Council during an official Council meeting (Regular, Special Called, Public Zoning Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input. - No action was taken.
- d. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them. - No action taken.
- e. I move that if matters such as Clerk to Council Search or Compensation for Interim Clerk of Council are to be a part of the Employee Evaluation Oversight Ad Hoc Committee that the name of the Ad Hoc Committee be changed to better reflect what would fall under the purview of its function, responsibility, and/or purpose. - No action was taken.
- f. Boards, Committees and Commissions Descriptions and Duties. - No action was taken.

9. **ADJOURNMENT** - The meeting adjourned at approximately 4:58 PM.



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Michelle Drayton

Home Address: 504 Fountain Lake Rd Cole 29209

Telephone: (home) 803 238-5063 (work) 978-1848

Office Address: 9023 Garners Ferry Road

Email Address: drayton.michelle@yahoo.com

Educational Background: Masters Degree working on doctorate

Professional Background: Licensed Professional Counselor, Licensed

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

Name of Committee in which interested: LEADAC

Reason for interest: I am an addictions counselor and they are in my field

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

I have been working with addictions ten plus years. I did my practicum and internship here.

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

Any other information you wish to give? n/a

Recommended by Council Member(s): n/a

Hours willing to commit each month: whatever is necessary

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: _____

Richelle Dreyer 4-8-20
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.

Staff Use Only	
Date Received: <u>4-8-2020</u>	Received by: <u><i>[Signature]</i></u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Maranta A. White
Home Address: 2052 Blythewood Crossing Ln Apt 1936 Blythewood, SC 290
Telephone: (home) 980.215.5580 (work) 980.258.4412
Office Address: 141 Killian Commons Dr Columbia, SC 29203
Email Address: maranta.white@trane-technologies.com
Educational Background: Masters in business - currently pursuing PhD in Business IT
Professional Background: HR Generalist @ trane technologies
Male [] Female [x] Age: 18-25 [] 26-50 [x] Over 50 []
Name of Committee in which interested: Midlands workforce development - center mgmt
Reason for interest: Trane representation can have a lasting impact that aligns with our goals + values and that of the board.
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
Trane representation, HR background, business background, diversity, education, influence in the community + trane environment.
Presently serve on any County Committee, Board or Commission? yes, Fast Forward
Any other information you wish to give?
Recommended by Council Member(s):
Hours willing to commit each month: 12 hours or more if needed up to 20 hrs

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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 MAW

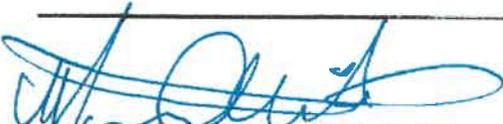
STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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 MAW

If so, describe: _____


Applicant's Signature

10/29/2020
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: <u>11/9/20</u>	Received by: <u>huno</u>
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: Sheena Thompson

Home Address: 1133 Rabon Pond Drive, Columbia, SC 29223

Telephone: (home) 803-917-9184 (work) 803-722-1448

Office Address: 2971 Shop Road, Columbia, SC 29209

Email Address: sheena.thompson@chinajushiusa.com

Educational Background: Masters - Business Administration

Professional Background: Human Resources

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

Name of Committee in which interested: Policies and Procedures - Midlands Workforce Dev. Board.

Reason for interest: Impact change and development for the workforce of the Midlands

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

Commission:

Vision and Leadership, Diligence, Collegiality, Discretion, Passion

Stewardship

Presently serve on any County Committee, Board or Commission? N/A

Any other information you wish to give? Experience in Project Management and Budgeting

Recommended by Council Member(s): N/A

Hours willing to commit each month: Flexible

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 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: N/A

Sheena Thompson 10/27/2020
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.

Staff Use Only	
Date Received: <u>11/9/20</u>	Received by: <u>chuw</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Harold (Harry) C. Ward
Home Address: 720 Kilbourne Rd., Columbia, SC 29205
Telephone: (home) 803-256-1241 (work) 803-240-5019
Office Address: 720 Kilbourne Rd., Columbia, SC 29205
Email Address: haroldcward@gmail.com
Educational Background: B.S. Business Administration
Professional Background: Business Management and Financial Services
Male [] Female [] Age: 18-25 [] 26-50 [] Over 50 []

Name of Committee in which interested: LRADAC
Reason for interest: Prior Board Member of LRADAC, 1996-2004. Proud to see wonderful program growth for those in recovery.
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Blessed with 34 years Alcohol Sobriety which afforded me an active and productive life. Active in other recovery and drug programs in effort to give back.

Presently serve on any County Committee, Board or Commission? Township Board.
Any other information you wish to give? Former Palmetto Bay Board, 2005-12
Recommended by Council Member(s):
Hours willing to commit each month: As needed by Board and Agency.

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.

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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 (Pardon 8-2-17) 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: _____

David Conrad
Applicant's Signature

March 18, 2020
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: <u>3-20-2020</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	

2



APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: ~~Marvin~~ MARVIN E. ROBINSON JR.
Home Address: 4103 Parkman Drive Columbia SC 29206
Telephone: (home) 864/230-3819 (work) same
Office Address: 1333 Main St Suite 200, Columbia SC 29201
Email Address: MARVIN.ROBINSON@AMERISHANK.COM
Educational Background: BS in Business Admin, The Citadel, 1998
Professional Background: 20+ years in commercial banking
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: JRADAC
Reason for interest: 6 years serving their foundation and short term on their commission for Lexington County
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:
Same as above. Previously served for Lexington County and recently moved to Columbia
Presently serve on any County Committee, Board or Commission? No
Any other information you wish to give? No
Recommended by Council Member(s):
Hours willing to commit each month: as much 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.

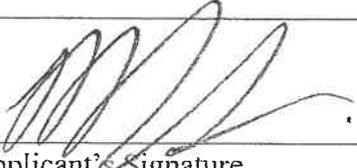
Yes _____ No X

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

8/5/20
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: <u>8/10/2020</u>	Received by: <u>T. Black</u>
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: Andrew R. (Andy) Tolleson, PE, DGE

Home Address: 2309 Rembert Street Columbia SC 29201

Telephone: (home) 803-269-2651 (work) 803-783-9001

Office Address: 305A Stoneridge Drive Columbia SC 20210

Email Address: atolleson@tollesonltd.com

Educational Background: BS and MS in Civil Engineering Design

Professional Background: Program Manager. Zero Claims Record. Strategic Planner. Designer

Male Female

Age: 18-25 26-50

Over 50

Name of Committee in which interested: Hospital Trustee, LRADAC, Airport or Zoning, CMCOG

Reason for interest: Lifetime Richland County and Columbia resident. Business owner and citizen interested in offering my leadership experiences.

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

Commission: Successful business owner and Engineer of record on major projects. Planner and expert witness.

Professional: Local Business owner with extensive experiences in USA and International.

Presently serve on any County Committee, Board or Commission? **None.**

Any other information you wish to give? Established relationships with Council & County staff.

Recommended by Council Member(s): Hon Paul Livingston

Hours willing to commit each month: Flexible schedule will serve 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 X

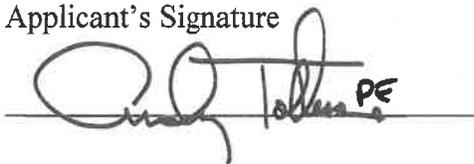
STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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 : I am owner of Richland County SLBE Certified Consulting Engineering and Construction firm and provide services on County related projects.

Applicant's Signature



Date

Oct 01, 2020

**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:	<u>10/1/20</u>	Received by:	<u>CHHO</u>
Date Sent to Council:	_____		
Status of Application:	Approved	Denied	On file

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by: Clerk to Council's Office and County Administrator's Office

Department: Clerk to Council; County Administrator's Office

Date Prepared: May 21, 2020

Meeting Date: June 02, 2020

Approved for consideration:	County Administrator	Leonardo Brown, MBA, CPM
Committee	Rules & Appointments	
Subject:	Thursday Delivery of Finished Agendas	

Recommended Action:

Staff takes a neutral position as to the date of the Hoizon meeting and the delivery of finished agendas to County Council members by the close of business on the Thursday immediately preceeding the meeting at which the item is to be considered.

Motion Requested:

n/a

Request for Council Reconsideration: Yes

Fiscal Impact:

There is no fiscal impact.

Motion of Origin:

Consider moving the Horizon meeting to Tuesday and have delivery of finished agendas to Council members by Thursday close of business

Council Member	Bill Malinowski, District 1; Yvonne McBride, District 3; Allison Terracio, District 5; Dalhi Myers, District 10; Chakisse Newton; District 11
Meeting	Special Called
Date	December 17, 2019

Discussion:

While there is not a Council rule which speaks to the designated weekday of Horizon meetings; presently, County Council Rule 1.7 states,

Back-up documents for the agenda for all items must be received by the Clerk of Council by the close of business on the Thursday preceding the meeting at which the item is to be considered.

Agenda item titles are due to the Clerk of Council's office by the close of business on the Wednesday preceding the meeting at which the item is to be considered. Council member motions must be received by the Clerk of Council by the close of business on the Thursday preceding the meeting at which the item is to be assigned to a standing committee. Assuming items are properly placed the agenda via the those methods outlined in Rule 1.7b, for delivery of agendas to occur on Thursday as proposed, Rule 1.7 should be amended to require that back-up documents be received by the Clerk of Council by the close of business **on the Wednesday** preceding the meeting at which the item is to be considered.

Additionally, item titles would be due to the Clerk of Council's office by the close of business on the Monday preceding the meeting at which the item is to be considered, and Council member motions must be received by the close of business on the Wednesday preceding the meeting at which the item is to be assigned to a standing committee.

For those items deferred from one Council meeting to the following Council meeting, staff has seven weekdays to research, prepare, review, and vet additional requested information and/or modify written materials submitted to the Council for consideration. If the rule is modified, staff will have six weekdays to prepare, review, and vet additional requested information and/or modify written materials. At a minimum, written materials are reviewed by the Finance Department, Office of Budget and Grants Managements, and the County Attorney's Office for any fiscal and/or legal implications relative to the recommendations outlined therein. These timelines do not account for any County recognized holidays which may fall within the six or seven weekdays.

Additionally, if it is the intent of the motion to have all Council agendas, to include those agendas for standing committees as outlined in the Council Rules, further rule modifications are required.

Presently, Council Rule 4.4 states,

Appropriate written backup material for all items of business that are to be included in the Administration and Finance or Development and Services Committee agendas must be delivered electronically to the County Administrator's Office no later than 5:00 p.m. on the date two weeks prior to the committee's scheduled meeting date.

In exceptional circumstances, time-sensitive items received after the deadline may be added to a committee's agenda at the discretion of the committee's Chairperson, provided the addition is made before agendas are printed and distributed. In the event that the Chair of the committee cannot be reached before agendas are printed, then such items may be added with the consent of a majority of the committee's members. If a majority of the committee's members cannot be reached, the Chair of County Council shall have the discretion to add such items. Once the committee agendas have been printed and distributed publicly, changes to the agenda may only be made by the unanimous consent of the committee during the committee meeting.

Agendas with backup information shall be provided to all members of Council on or before the Friday prior to the committee meeting.

The two weeks mentioned within the rule typically allows staff seven weekdays for review, revision, and vetting of completed briefing documents and associated backup materials. At a minimum, briefing documents are reviewed by the Finance Department, Office of Budget and Grants Management, and the County Attorney's Office for any fiscal and/or legal implications relative to the recommendations outlined therein prior to approval for committee consideration by the appropriate Assistant County Administrator or by the County Administrator. On the seventh weekday, the item is due by 5pm to the Clerk of Council for inclusion on the appropriate committee agenda.

Based upon the present rule and its prescribed timeline, motions typically made during the first Regular Session and/or Special Called meeting of the month are routed to a standing committee and included on its agenda. There are several months during which the deadline precedes the first meeting of the month (February, July, September, November). During those months, applicable motions are forwarded to the following month's assigned standing committee.

To accomplish Thursday delivery of committee agendas, the seven workday timeline for staff research, review, and vetting of all materials is reduced to six workdays as documents must be received by the Clerk of Council by the close of business on the Wednesday preceding the meeting at which the item is to be considered. This only applies to those months during which the committee meeting falls on a Tuesday. To accomplish Thursday delivery of committee agendas for those months during which the committee meeting falls on a Thursday (May, November, December), the timeline for staff review and vetting of all written materials is further reduced to five working days. Reduction of time for staff review and vetting may delay an item for committee's consideration to allow staff time to adequately review and vet written materials.

To maintain the seven workday timeline for staff review and vetting of all written materials, Rule 4.4 should also be modified to state appropriate written backup materials "must be delivered electronically to the County Administrator's Office no later than 5:00 p.m. **seven working days** prior to the committee's scheduled meeting date."

The Clerk of Council's Office staff requires, on average, six hours of transcription per one hour of meeting. Minutes are required for each full Council meeting and the meetings of its various committees. There are typically seven week days between the first and second full Council meetings of the month for which the Deputy Clerk has to prepare the minutes for consideration. Thursday delivery of the agenda reduces the amount of time for the Deputy Clerk to prepare minutes for the Council agenda to six week days. Often, there are multiple committee meetings for which minutes are required in addition to those minutes required for the full Council meeting.

The compilation of documents and supporting documentation into the agenda packet requires a total of 10 hours of staff time to include printing and other document preparation. For those Council members who require delivery of hard-copy agendas, printed materials are due by 2pm on the Friday preceding the meeting to Central Services for delivery by 5pm.

Without consideration of staff efforts, the impact of the rule change to members of Council is the delayed consideration of motions forwarded to standing committees by an additional month for the

months of February, May, July, September, November, and December. This does not take into consideration those months during which standing committees do not meet (January and August). Additionally, Council members would have to provide motions to the Clerk of Council by no later than the close of business on the Wednesday preceeding the meeting during which the item is to be assigned to a committee.

Attachments:

Board/Committee/Commission	Name	Term Expiration	Eligible for Reappointment	Reapplied
Accommodations Tax	Andy Briggs (Lodging)	4/18/2019	Y	
Accommodations Tax	Bill McCracken (Hospitality)	7/10/2020	N	
Accommodations Tax	James T. Burns (At Large)	7/10/2020	Y	
Accommodations Tax	Taylor H. Mills (Hospitality)	10/16/2020	Y	
Accommodations Tax	Christian Norton (Hospitality)	12/4/2020	N	
Airport Commission	Lindsey Ott	4/4/2021	Y	
Airport Commission	Timothy Mousseau (Neighborhood)	4/4/2021	Y	
Board of Assessment and Appeals	John F. Kososki	5/3/2019	N	
Board of Zoning Appeals	Cody Pressley	4/3/2021	Y	
Building Codes Board of Appeals	Ashley Scott (Architect)	11/5/2016	Y	
Building Codes Board of Appeals	Jeff Allen (Fire)	12/9/2017	Y	
Building Codes Board of Appeals	William Kauric (Fire)	5/21/2018	N	
Building Codes Board of Appeals	Greg Mackie	11/3/2018	N	
Building Codes Board of Appeals	Michael Lowman (Building)	11/3/2018	N	
Building Codes Board of Appeals	Wade Carlisle (Contractor)	11/4/2020	Y	
Business Service Center	Robert Leichtle (CPA)	9/20/2020	N	
Business Service Center	A. Dowl Knight (Business)	12/13/2020	Y	
Business Service Center	Kiwanda Cyrus (Business)	2/7/2021	Y	
Business Service Center	John Hamilton (CPA)	4/7/2021	N	
Central Midlands Council of Governments	Susan Brill	4/4/2020	Y	
Central Midlands Council of Governments	Douglas Fabel	5/21/2020	Y	
Central Midlands Council of Governments	Charles Appleby, III	4/3/2021	Y	
Central Midlands Council of Governments	John Baxter	4/3/2021	Y	
Central Midlands Council of Governments	Shealy Reibold	4/3/2021	Y	

Board/Committee/Commission	Name	Term Expiration	Eligible for Reappointment	Reapplied
Community Relations Council	Dr. Gwendolyn Conner	6/30/2020	Y	
Community Relations Council	Jonnieka Farr	6/30/2020	Y	
Community Relations Council	William Riley	6/30/2020	Y	Y
Community Relations Council	Jeff Stallings	6/30/2020	Y	
Community Relations Council	Gretchen Barron	6/30/2020	N	
Community Relations Council	Lashondfa McFadden	6/30/2020	Y	
Community Relations Council	???	???		
Community Relations Council	???	???		
East Richland Public Service Commission	Yves Naar	7/29/2020	N	
East Richland Public Service Commission	Catherine Cook	11/3/2020	Y	Y
Employee Grievance Committee	Joe Hallbick (Chair)	5/5/2018	Y	
Employee Grievance Committee	Betty Etheredge	9/15/2018	N	
Employee Grievance Committee	Tynika Legette	7/12/2019	Y	
Employee Grievance Committee	Barbara C. White	12/10/2019	N	
Employee Grievance Committee	Deborah P. Moore	2/27/2020	N	
Employee Grievance Committee	Florence Chretien	2/20/2021	N	
Hospitality Tax	Micah Taylor Lybrand (United Way)	12/16/2018	N	
Hospitality Tax	Keith Tolan	7/11/2019	Y	
Hospitality Tax	George Whitehead	7/10/2020	Y	
Hospitality Tax	Debora Lloyd	3/5/2021	Y	
Hospitality Tax	???	???		
Internal Audit	Dr. Sandra Manning	3/6/2014	Y	
Internal Audit	Sarah Corbett (CPA)	2/20/2019	Y	
LRADAC	DuJuan Council (Resigned 3/20)	12/31/2020	N	
LRADAC	Theresa Chandler (Resigned 12/20)	12/31/2021	N	
Music Festival	Delores Mosesel	2/16/2020	Y	

Board/Committee/Commission	Name	Term Expiration	Eligible for Reappointment	Reapplied
Music Festival	Derek Riley	5/5/2020	Y	
Planning Commission	Bryan Grady	3/7/2002	Y	
Planning Commission	Heather Cairns	4/18/2021	N	
Planning Commission	Stephen L. Gilchrist	4/18/2021	N	
Procurement Review Panel	Lindsey Dale Boozer (Construction)	No Term Limit	Appt. 9/6/94	
Procurement Review Panel	VACANT (Consumer Industy)			
Richland Library	Cheryl English		N	
Richland Memorial Hospital Board	Sandra Sims	12/31/2020	N	
Richland Memorial Hospital Board	VACANT (Resignation 12/20)		N	
River Alliance	Jonathan Harvey	6/6/2020	Y	
Riverbanks Park Commission	Maynard F. Phiul Bartlett	2/10/2021	N	
Transportation Penny Advisory Committee	Jennifer Paolucci (Attendance)	10/3/2020	N	
Transportation Penny Advisory Committee	Richard Brown	10/3/2020	Y	
Transportation Penny Advisory Committee	Brian Colclough (Attendance)	10/17/2021	N	
Transportation Penny Advisory Committee	Karim Johnson (Resigned)	10/17/2021	N	
Transportation Penny Advisory Committee	Tiajuanna Evans (Attendance)	10/17/2021	N	

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed
Airport Commission	Patrick O'Keefe	Unincorporated	6	12/3/2019	11/17/2020
Airport Commission	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Airport Commission	Sloan Griffin	Blythewood	2	10/2/2020	
Board of Assessment Appeals	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
Board of Assessment Appeals	Delores G. Barber	Unincorporated	8	11/3/2020	
Board of Zoning Appeals	Alden Jacob Livingston	Columbia	6	6/4/2020	
Board of Zoning Appeals	James F. Knox	Columbia	5	7/14/2020	
Board of Zoning Appeals	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Central Midlands Council of Governments	Kate Hruby	Forest Acres	8	5/21/2020	
Central Midlands Council of Governments	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Central Midlands Council of Governments	Vivian McCray	Unincorporated	2	10/23/2020	
CMRTA	Gary W. Hopper	Unincorporated	2	6/4/2020	10/20/2020
CMRTA	Shawn V. Keith	Unincorporated	9	6/4/2020	10/20/2020
CMRTA	Lynn A. Jackson	Unincorporated	9	6/16/2020	10/20/2020
CMRTA	Tanya Rodriguez-Hodges	Unincorporated	9	8/27/2020	11/10/2020
CMRTA	Tawanya Herbert	Unincorporated	2	8/28/2020	11/10/2020
CMRTA	Tyler D. Bailey	Columbia	4	9/3/2020	
CMRTA	Cincilla "CeCe" Grant	Columbia	9	9/9/2020	
CMRTA	Ronald W. Palmer	Blythewood	2	10/2/2020	
CMRTA	Roger Leaks, Jr.	Unincorporated	10	10/2/2020	10/20/2020
CMRTA	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
Community Relations Council	William Zachery Riley	Unincorporated	1	6/11/2020	
Community Relations Council	Michelle Drayton	Columbia	11	6/12/2020	
Community Relations Council	Lynn A. Jackson	Unincorporated	9	6/16/2020	
Community Relations Council	Shandelle D. Simmons	Unincorporated	7	8/1/2020	
Community Relations Council	Lady June Cole	??	??	9/21/2020	
Community Relations Council	Derrick Fickling	Unincorporated	9	10/1/2020	

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed
Community Relations Council	Andrena L. Johnson	Columbia	4	10/1/2020	
Community Relations Council	Keshia McNeal	Unincorporated	7	10/2/2020	
Community Relations Council	Reena R. Harrison	Unincorporated	11	10/4/2020	
Community Relations Council	Valerie Barrineau Sumner	Columbia	4	10/5/2020	
East Richland Public Service District	Robert Freeman Curtis	Forest Acres	6	8/14/2020	
East Richland Public Service District	Catherine Cook	Arcadia Lakes	8	8/31/2020	
East Richland Public Service District	John Kososki	Forest Acres	6	10/15/2020	
Hospitality Tax Committee	Terry Davis	Columbia	4	10/1/2020	
Internal Audit Committee	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
LRADAC	Maryann Wright	Unincorporated	9	1/19/2021	
Music Festival Committee	John Whitehead	Columbia	4	9/25/2020	
Music Festival Committee	Joshua Douglas Shelton	Columbia	5	9/30/2020	
Music Festival Committee	Nicholas White	Columbia	4	10/2/2020	
Richland Library	Dr. Kimico Myers	Unincorporated	9	5/4/2020	12/8/2020
Richland Library	Dr. Nicole Cooke	Unincorporated	7	9/25/2020	
Richland Library	Melissa Watson Ward	Unincorporated	7	10/2/2020	12/15/2020
Richland Library	Constantina Green	Unincorporated	10	10/2/2020	
Richland Memorial Hospital Board	Andrew R. Tolleson	Columbia	4	10/1/2020	11/17/2020
Richland Memorial Hospital Board	Sloan Griffin	Blythewood	2	10/2/2020	
Richland Memorial Hospital Board	Pamela J. Petro-Ott	Columbia	6	10/2/2020	
Richland Memorial Hospital Board	Raquel Michelle Richardson Thomas	Columbia	5	12/11/2020	
Richland Memorial Hospital Board	William Alvin McElveen	Unincorporated	2	2/8/2021	
River Alliance	Javar A. Juarez	Unincorporated	2	11/4/2020	
Transportation Penny Advisory Committee	Pamela J. Petro-Ott	Columbia	6	10/2/2020	