Tuesday, FEBRUARY 16, 2021

4:00 PM

ZOOM MEETING
1. CALL TO ORDER

2. APPROVAL OF MINUTES

   a. February 9, 2021 [PAGES 8-11]

3. ADOPTION OF AGENDA

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]


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.
CALL TO ORDER – Mr. Malinowski called the meeting to order at approximately 4:00 PM.

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.

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.

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

In Favor: Malinowski, Barron, and Mackey

The vote in favor was unanimous.

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.
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 in an incumbent.

Ms. Barron stated it concerns her that there are nearly 60 vacancies and the process we are currently utilizing. She would 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
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
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 Lane Rd, Columbia, SC 29209
Telephone: (home) 803-238-503 (work) 901-878-1848
Office Address: 9023 Garners Ferry Road
Email Address: drayton.michelle@gmail.com
Educational Background: Working on Doctorate
Professional Background: Licensed Professional Counselor

Male ☐ Female ☐ Age: 18-25 ☐ 26-50 ☐ Over 50 ☐ Addiction Counselor
Name of Committee in which interested: LEADAC
Reason for interest: I am an addiction 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 there.

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: __________________________

________________________________________________________________

________________________________________________________________

______________________________  ________________
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: 4-8-2020

Received by: __________________________

Date Sent to Council: __________________________

Status of Application:  □ Approved  □ Denied  □ 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 Apt 1934 Blythewood, SC 290
Telephone: (home) 980-215-5560 (work) 980-258-4412
Office Address: 41 Killian Commons Drw Columbia, SC 29203
Email Address: maranta.white@trane.com
Educational Background: Masters in business currently pursuing PhD in business
Professional Background: HR Generalist @ Trane Technologies

Male ☐ Female ☒ Age: 18-25 ☐ 26-50 ☒ 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, Post 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

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** [Signature] **No** [Signature]

**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** [Signature] **No** [Signature]

If so, describe: ____________________________

______________________________

Applicant’s Signature Date

Return to:

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

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

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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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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: 11/9/20  Received by: 

Date Sent to Council: 

Status of Application:  □ Approved  □ Denied  □ On file

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APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Harold (Harry) C. Ward
Home Address: 720 Kilbourne Rd., Columbia, SC 29705
Telephone: (home) 803-256-1241 (work) 803-240-5019
Office Address: 720 Kilbourne Rd., Columbia, SC 29705
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: ☐
Reason for interest: 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 of sobriety which afforded the opportunity to volunteer and be active in other recovery programs in effort to give back.
Presently serve on any County Committee, Board or Commission? ☐ Yes ☑ No
Any other information you wish to give? Former Palmetto Area Board, 2005-12
Recommended by Council Member(s):
Hours willing to commit each month:

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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 ✓ (Ex: 18-2-19) No

**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?

Yes ___________ No ✓

If so, describe:

____________________________________________________________

____________________________________________________________

____________________________________________________________

Applicant’s Signature

Date: March 18, 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.

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APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Marvin E. Robinson Jr.

Home Address: 4103 Parkman Drive Columbia SC 29206

Telephone: (home) 864/230-3819 (work) 864/381-5861

Office Address: 1333 Main St Suite 200 Columbia SC 29201

Email Address: Marvin.Robinson@amanisbank.com

Educational Background: Bachelor’s in Business Admin, The Citadel, 1998

Professional Background: 20+ years in Commercial Banking

Male ☑ Female ☐ Age: 26-50 ☑

Name of Committee in which interested: QRADAC

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

8/5/06

Date

Return to:

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

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Applications are current for one year.

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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 ____________

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

---

**Applicant's Signature**

[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.**

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**Staff Use Only**

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<td>Status of Application: Approved Denied On file</td>
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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 Horizon meeting and the delivery of finished agendas to County Council members by the close of business on the Thursday immediately preceding 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

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Bill Malinowski, District 1; Yvonne McBride, District 3; Allison Terracio, District 5; Dalhi Myers, District 10; Chakisse Newton; District 11</th>
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<tr>
<td>Meeting</td>
<td>Special Called</td>
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<tr>
<td>Date</td>
<td>December 17, 2019</td>
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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 Managements, 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 preceeding 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 preceding the meeting during which the item is to be assigned to a committee.

Attachments:
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<tr>
<th>Board/Committee/Commission</th>
<th>Name</th>
<th>Term Expiration</th>
<th>Eligible for Reappointment</th>
<th>Reapplied</th>
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<td>Andrena L. Johnson</td>
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<td>East Richland Public Service District</td>
<td>Robert Freeman Curtis</td>
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<td>East Richland Public Service District</td>
<td>Catherine Cook</td>
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