

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA



## RULES AND APPOINTMENTS COMMITTEE

May 17, 2016  
3:00 PM  
4<sup>th</sup> Floor Conference Room

*In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building*

### CALL TO ORDER

Mr. Malinowski called the meeting to order at approximately 3:00

### APPROVAL OF MINUTES

**May 3, 2016** – Ms. Dixon moved, seconded by Mr. Malinowski, to approve the minutes as distributed. The vote in favor was unanimous.

### ADOPTION OF THE AGENDA

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

### ITEMS FOR ACTION

- a. **All motions must be posted a minimum of 24 hours before a scheduled Council meeting. Note: When Council made this change it was to eliminate any surprise or intent of secrecy. It eliminated Chairs of committees adding motions to an agenda before the meeting without notice. The change was for all motions not some. [JACKSON]** – Ms. Dixon moved, seconded by Mr. Malinowski, to request Legal input regarding Council adding motions from committee meeting to the Council agenda. The vote in favor was unanimous.
- b. **Based on Richland County guideline and grievance procedure I move that after all grievance committee hearings are held within the required timeline that the Administrator update and notify Council at the next available Council meeting. This also includes any notices of lawsuits or legal matters. Note: Recently Council was notified of a ruling more than one year later. If there is a timeline for the employee, the chair of the grievance committee and the committee then there must be a timeline to notify Council [JACKSON and MALINOWSKI]** – Mr. Malinowski gave an overview of the timelines currently in place regarding the grievance procedure. They are as follows:

#### Committee Members Present

Bill Malinowski, Chair  
Julie-Ann Dixon

#### Others Present:

Kimberly Roberts  
Michelle Onley

## **Rules & Appointments Committee**

**Tuesday, May 17, 2016**

**Page Two**

- At each level each Supervisor will have two (2) work days to render a decision. (p. 41 – Employee Handbook)
- An employee...may appeal to the employee grievance committee the denial of his/her grievance... within fourteen (14) calendar days of date and the facts on which the grievance are based become known to the employee. (p. 42 – Employee Handbook)
- Within ten (10) days of receipt of the employee's request, the Chair of the Grievance Committee should schedule the requested hearing... (p. 42 – Employee Handbook)
- ...within twenty (20) days after hearing an appeal, the Committee will make its findings and recommendations and report such findings and recommendation in writing to the County Administrator. After considering the Committee's findings and recommendations, the County Administrator will forward to the County Council...(p. 45 – Employee Handbook)

Mr. Manning stated his recommendation is to inquire when the committee has completed their report where does the report go and then what steps have to take place (i.e. HR review, legal review, meeting with supervisor, etc.) prior to Administration bringing the report to Council.

### **INTERVIEWS**

- a. Township Auditorium Board – 1** – Mr. Jack Mills, Ms. Ray Borders Gray and Mr. Antjuan Orlando Seawright were interviewed.

Mr. Malinowski requested the specifics regarding the Township Foundation Board.

Mr. Manning moved, seconded by Mr. Malinowski, to appoint Mr. Antjuan Orlando Seawright. The vote in favor was unanimous.

### **Discussion of Vacancies:**

Mr. Malinowski requested the Clerk's Office to reach out to the applicants that were not appointed, but applications are still active, to determine if they are still interested.

### **CMRTA Appointees:**

Ms. Roberts stated the two (2) appointees have been serving since 2011. In July 2015, CMRTA made a request in regard to staggering the terms. The staggering of terms, contingent upon approval by the City of Columbia, was approved in September 2015.

### **ADJOURNMENT**

The meeting adjourned at approximately 4:00 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council