



Richland County
Employee Evaluation Oversight Ad Hoc Committee
December 7, 2021 – 2:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Chakisse Newton, Bill Malinowski, Jesica Mackey, and Cheryl English

OTHERS PRESENT: Anette Kirylo, Michelle Onley, Tamar Black, Leonardo Brown, Patrick Wright, Aric Jensen, Ashiya Myers, Randy Pruitt, Dwight Hanna, Jennifer Wladischkin, Justin Landy, Angela Weathersby, Kyle Holsclaw and Geo Price

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 2:00PM.
2. **ADOPTION OF AGENDA** Ms. Mackey moved, seconded by Ms. English, to adopt the agenda as published.

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous.
3. **APPROVAL OF MINUTES**
 - a. **July 27, 2021** – Ms. Mackey moved, seconded by Ms. English, to approve the minutes as distributed.

In Favor: Malinowski, Mackey, English, and Newton

Not Present: McBride

The vote in favor was unanimous.
 - b. **September 28, 2021** – Ms. Mackey moved, seconded by Mr. Malinowski, to approve the minutes as distributed.

In Favor: Malinowski, Mackey, English, and Newton

Not Present: McBride

The vote in favor was unanimous.

- c. October 14, 2021 - Ms. Mackey moved, seconded by Ms. English, to approve the minutes as distributed.

In Favor: Mackey, English, and Newton

Abstained: Malinowski

Not Present: McBride

The vote in favor was unanimous.

- d. October 22, 2021 – Ms. Newton stated the motion following Executive Session had different candidate numbers than the meeting held on October 17, 2021.

Ms. Mackey moved, seconded by Ms. English, to approve the minutes amended.

In Favor: Mackey, English, and Newton

Abstained: Malinowski

Not Present: McBride

The vote in favor was unanimous.

- e. October 25, 2021 - Ms. Mackey moved, seconded by Ms. English, to approve the minutes as distributed.

In Favor: Mackey, English, and Newton

Abstained: Malinowski

Not Present: McBride

The vote in favor was unanimous.

- f. November 4, 2021 - Ms. Mackey moved, seconded by Ms. English, to approve the minutes as distributed.

In Favor: Mackey, English, and Newton

Abstained: Malinowski

Not Present: McBride

The vote in favor was unanimous.

4. **ITEMS FOR DISCUSSION**

- a. **2022 County Administrator Evaluation Process** - Ms. Newton stated they previously looked at an outside consultant for the Administrator’s evaluation, but ultimately used Find Great People. She noted they were going to look into bringing in a new evaluation firm for 2022, but there was not a

formal solicitation process. Council currently has a new County Attorney who will also require an evaluation process, so they could solicit a firm that could help with both evaluations.

Mr. Malinowski inquired if there was a reason why they could not continue with the same firm we are currently using and why they did not submit a proposal.

Ms. Wladischkin responded Find Great People was not invited to participate, as they no longer hold a State contract and would have to be involved under open competition. She noted at the time they were awarded the previous work they were under State contract, which did not require a public solicitation.

Mr. Malinowski inquired if the three firms they had before them were under State contract.

Ms. Wladischkin responded they were not.

Mr. Malinowski noted there was a disparity in the figures.

Ms. Newton noted, for this type of service, there was not a State contract that existed and Find Great People did not have the capacity to submit a response to this work as it involved a 360° review. She noted if they were to request additional quotes they would respond, but based on the timing of the turnaround, they were not able to.

Ms. Mackey inquired about the Executive Session.

Ms. Newton responded they had the opportunity, in advance, to decide how they would like to handle Mr. Brown's evaluation process for next year. She noted Mr. Brown's agreement specifies they must use a third-party to help with the evaluation process. The discussion would be if they would like to go with any of the firms they had before them, and to discuss that they would have to go into Executive Session. They could also submit a new solicitation and possibly include the new personnel.

Ms. Mackey stated she was pleased with the responses they had, but she had a question regarding timing and how that could affect prices.

Ms. Mackey moved, seconded by Ms. Newton, to go into Executive Session.

In Favor: Mackey, English and Newton

Opposed: Malinowski

Not Present: McBride

The vote was in favor.

***The committee entered Executive Session at 2:12
And exited at 2:30pm***

Ms. Newton noted they went into Executive Session to discuss a contractual matter, and no action was taken.

**Employee Evaluation Oversight Ad Hoc Committee
December 7, 2021**

Mr. Malinowski moved, seconded by Ms. English, to direct the Procurement Director to proceed to obtain answers to the questions that came about in Executive Session and report back to the committee at their December 14th meeting.

In Favor: Malinowski, Mackey, English, and Newton

Not Present: McBride

The vote in favor was unanimous

- b. **County Attorney and Clerk to Council Performance Evaluation** – Ms. Newton stated the previous County Attorney and Administrators did not receive a performance evaluation. As a new employee there is typically a 90-day check-in, and she wanted to have a conversation on what the committee would like to recommend to Council. She noted they wanted to look at the evaluation process from the beginning to prevent being rushed.

Mr. Malinowski noted the Administrator was one of the people they are discussing going through the process, and inquired about his thoughts on the process.

Ms. English stated she would like to speak with the County Attorney and the Clerk's Office in regards to the evaluation process.

Ms. Newton inquired, if the conversation should take place in the meeting or with those persons.

Ms. English responded she would like to have the conversation with the persons, but at another time.

Ms. Newton stated she would like to agree, as a body, to criteria they want to evaluate the employees on an annual basis, as well as having a 90-120-day check-in. She stated they have a job description, but it would be helpful, and fair to know the criteria. With Mr. Brown's evaluation, they had a job description, but they had to cobble together a criteria. Having a formal criteria they agreed to and being able to adjust it as circumstances change would be preferable. She would like to regularly have conversations versus waiting until the end of the year. There has to be process to receive feedback from Councilmembers throughout the year.

Mr. Malinowski stated Mr. Brown, the Attorney's Office and the Clerk's Office can give their input later. He would like to make sure the areas they asked questions about are actually areas Council can give an appropriate answer to.

Ms. Mackey believes the 360° review could be useful with the Attorney and the Clerk's evaluations, and would like to hear additional feedback, even if the 360° review was not used.

Ms. English stated feedback from staff would work better if there was a timeline. She inquired about the process of receiving the feedback.

Ms. Mackey stated she would like for each office to communicate, in writing, to the committee chair their suggestions.

Mr. Brown stated there was value in capturing the feedback in writing, but it would be more helpful if there was a dialog to reduce misunderstandings.

Ms. Newton inquired if Mr. Brown intended the conversations to be with individuals or as a group.

Mr. Brown responded, based on his experience, each Councilmember wanted to make sure their voices were heard, so to have a discussion in a group setting to ensure Council understands what each other is saying, or to have individual discussions, it would work the same. He noted having a subset could segment the discussion.

Mr. Livingston suggested getting the feedback, and then getting clarification as a group so everybody will be on the same page.

Mr. Malinowski stated they should ask for a timeframe and have the feedback by February.

Ms. English agreed with Mr. Malinowski.

Ms. Newton stated she would like to provide some form of interim feedback before the annual evaluation.

Ms. English noted getting feedback and criteria were two different things.

Ms. Mackey stated they need a standard operating procedure regarding the process so that each department will know when and what to expect in order to have evaluations done by July 1st.

Mr. Malinowski moved, seconded by Mr. Mackey, to have the Administrator, Clerk to Council and the Attorney's Office provide criteria and information they would like Council to review, and consider, for their evaluation process, by February 1st, to place the item on the committee's February 8th agenda, and forward to Council by February 14th.

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous

- c. **Other topics** – Mr. Malinowski moved, seconded by Ms. Mackey, to meet Tuesday, December 14th.

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous

5. **ADJOURNMENT** – The meeting adjourned at approximately 2:54PM.