



Richland County Council  
Administration and Finance Committee Meeting  
**MINUTES**  
November 17, 2022 – 6:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Bill Malinowski, Chair; Yvonne McBride (via Zoom), Paul Livingston, Joe Walker (via zoom)

OTHERS PRESENT: Overture Walker, Allison Terracio, Anette Kyrlo, Leonardo Brown, Tamar Black, Michelle Onley, Angela Weathersby, Jennifer Wladischkin, Kyle Holsclaw, Justin Landy, Michael Maloney, Chelsea Bennett, Patrick Wright, Dale Welch, Michael Byrd, Stacey Hamm, Bill Davis, Ashiya Myers, and Lori Thomas

1. **CALL TO ORDER** – Chairman Bill Malinowski called the meeting to order at approximately 6:00 PM and stated Councilwoman Mackey will not be in attendance due to family matters.

2. **APPROVAL OF MINUTES**

- a. October 25, 2022 – Mr. Livingston moved to approve the minutes as distributed, seconded by Mr. J. Walker.

In Favor: Malinowski, McBride, Livingston, and J. Walker

Not Present: Mackey

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. Brown stated with the recent information related to the opioid grant opportunities, which would normally run through this committee, we are requesting Council's consideration due to the time constraints of the application process. He noted he wanted to notify the committee out of respect for the process and this committee.

Mr. J. Walker moved to adopt the agenda as published, seconded by Mr. Livingston.

In Favor: Malinowski, McBride, Livingston, and J. Walker

Not Present: Mackey

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

- a. Information Technology – Cybersecurity Modernization – Mr. Brown stated staff requested approval to move forward with the process of acquiring the necessary services. The

funding was approved as part of the COVID-19 funding. In order to engage in the agreements associated with the expenditures of those funds, staff is requesting approval in the amount of \$4,190,000.

Mr. Livingston moved to forward this item to Council with a recommendation to approve spending \$4,190,000 of American Rescue Plan (ARPA) funds and to proceed with the below listed recommended items to increase cybersecurity protection at all Richland County facilities, seconded by Ms. McBride.

In Favor: Malinowski, McBride, Livingston, and J. Walker

Opposed: Mackey

<b>Recommendation</b>	<b>ARP Funding</b>	<b>Recurring Cost</b>	<b>Goal</b>
RCSD server hardware, software and switching equipment.	\$410,000 Purchase And Maintenance (5 years) Utilizing South Carolina State Contracts 4400027254 & 4400026926 with the company AHEAD	\$32,500 /year Added to budget in FY 2026	By implementing new email server hardware and software and new switching equipment RCSD will be addressing existing security vulnerabilities in their systems.
Replacement of older unsupported desktop phones	\$550,000 Utilizing South Carolina State Contract 4400030155 with the company NWN Carousel For 1420 new VOIP phones	N/A	Existing desktop phones are unsupported and present a security risk on the County network.
County wide replacement of unsupported and unsecure data switches and routers	\$1.1 Million Utilizing South Carolina State Contracts 4400030155 & 4400027869 with the companies CDWG and NWN Carousel	\$206,000/year Added to budget in FY 2026	A large number of data switches and routers County wide are obsolete and present a cyber- security vulnerability and must be replaced. These switches and routers provide the connections between all County computers and telephones in all County buildings.

Mobile wireless microphone and speaker system for the capability to host remote hybrid meetings during times of restricted travel or quarantine.	\$15,000 Working with PIO staff to determine ideal make and model of various equipment for this solution using South Carolina State Contract 4400026098 with the company Solutionz	N/A	This mobile wireless microphone and PA system would allow large groups like county council to effectively communicate in a collaborative manner safely and remotely.
Mobile multi camera conference system for the capability to host remote hybrid meetings during times of restricted travel or quarantine.	\$15,000 Working with PIO staff to determine ideal make and model of various equipment for this solution using South Carolina State Contract 4400026098 With the company Solutionz	N/A	This mobile multiple camera conference system would leverage the mobile wireless microphone system to add video collaboration for larger groups to effectively collaborate and communicate safely and remotely.
Secondary web application firewall, WAF, appliance to alleviate external access to County hosted websites	\$90,000 Hardware and software support for 5 years Utilizing South Carolina State Contract 4400027095 With the company Data Network Solutions	\$8000 /year Added to the budget in FY 2028	County websites are protected from denial of service attacks and other advanced malicious attacks by a single web application firewall. Installing a second unit to provide fail over fault tolerance would remedy this single point of failure.

<p>Internet load balancing appliance to provide seamless failover for County websites and remote VPN connection for remote workers</p>	<p>\$30,000 hardware and support for 3 years Utilizing South Carolina State Contract 4400026444 with the company SHI International</p>	<p>\$5000/year Added to the budget in FY 2026</p>	<p>The County uses two Internet Service Providers. One for citizens to access external County websites and for remote County users to gain secure access into the County network for work. The second Internet connection is for County employees to gain access to external Internet resources. There is currently no way to share or fail resources over between these two connections. A load balancer would provide failover between these two connections.</p>
<p>Increase computing power and storage of the County's hyper converged server infrastructure to accommodate new applications and improve the effectiveness of County staff and citizens</p>	<p>\$330,000 hardware and support for 5 years Utilizing South Carolina State Contracts 4400027254 &amp; 4400026926 with the company AHEAD</p>	<p>\$60,000 /year Added to the budget in FY 2028</p>	<p>The County currently uses two hyper converged server clusters to host application servers, database servers and file servers. Increasing the processing power and availability of these clusters would directly impact the speed, efficiency and fault tolerance of all of the County's computer applications.</p>
<p>New database server software for the County financial system to address security and encryption issues due to aging equipment</p>	<p>\$100,000 software and support for 5 years Utilizing South Carolina State Contract 4400017751 with the company SHI International</p>	<p>N/A</p>	<p>The current County financial system is using application and database software that is scheduled for end of support in October 2023. The current database software does not support encryption of critical and sensitive financial and personal data. This new database software would allow real time encryption of all</p>

			data stored in the County financial system.
New fault tolerant virtual private network, VPN appliances to allow secure connectivity for remote County employees.	\$120,000 hardware and software support for 3 years Utilizing South Carolina State Contract 4400027869 with the company CDWG	\$36,000 /year Added to budget in FY 2026	The County current uses a single Cisco VPN appliance to allow remote County staff to securely connect to all County resources and complete their jobs over a standard Internet connection from afar. By implementing a fault tolerate pair of VPN devices the County would ensure continuous remote access connectivity for these staff members in the event of a software or hardware failure on the primary unit.
Upgrade virtualization hardware and software in the detention center and public works locations to enhance security and performance	\$130,000 hardware and software support 5 years Utilizing South Carolina State Contract 4400011358 With the company Dell Marketing	N/A	The virtualize hardware and software used in detention center and public works locations to host database servers, email servers, application and file services has been in place over 5 years. New hardware would provide enhanced security and resiliency at this locations.

<p>Replace storage area network, SAN, equipment that was installed in 2014 and has reached the end of software and hardware support. Security updates are no longer being released for this obsolete equipment</p>	<p>\$800,000 hardware and software support 7 years Utilizing South Carolina State Contracts 4400027254 &amp; 4400026926 with the company AHEAD</p>	<p>N/A</p>	<p>The County database servers, application servers, and file servers that provide County departments and staff storage access to critical files and information rely on SAN equipment that is vulnerable to security exploits and attacks. This equipment also presents a performance bottle neck when newer equipment accesses this network storage. The new equipment would provide faster, more secure storage of all County information stored there. This new equipment would also provide offsite replication of data and real-time failover in a disaster recover situation.</p>
<p>County website redesign and enhancement to allow citizens to securely access more County services remotely.</p>	<p>\$350,000 design, implementation and licensing</p>	<p>\$15,000/ year Added to FY 2026 for continued licensing and support</p>	<p>The website redesign and enhancement would allow for increased citizen interaction and collaboration with County staff. Efficiency of staff communication with citizens would also be improved as well as security. This project was originally budgeted and funded as a CIP project for FY 2021- 2022 before funding was withdrawn.</p>

The vote in favor was unanimous.

- b. Utilities Department – Shady Grove Pump Station Project Bid Award – Mr. Brown stated staff recommends approval of awarding Republic Contracting for the Shady Grove Pump Station Project. He noted there was only one bid in the process. The South Carolina Rural Infrastructure Authority has approved it in this situation. This furthers our initiative to provide water in an area where it is needed. The total bid came in at \$800,000. The department will make up the difference between the \$500,000 grant.

Mr. Livingston moved to forward this item to Council with a recommendation to award the Shady Grove Pump Station Project to Republic Contracting, seconded by Ms. McBride.

Mr. Malinowski inquired if the completion of the contract is up to the contractor's expense after bidding on the project and if so why do we have a contingency of \$80,000?

Bill Davis, Utilities Director, responded a 10% contingency is standard language but is currently 25% with the volatile market. The 10% was what was allowed to be put in with the RIA grant. They estimate \$900,000 for the job and do have excess funds. In response to the contractor's responsibility, all contractors once they sign the contract would have to pay additional funds if they failed to do the job. The County would not pay them and would pay someone else to do the job.

In Favor: Malinowski, McBride, Livingston, and J. Walker

Not Present: Mackey

The vote in favor was unanimous.

- c. Finance Department – Travel Policy Updates – Mr. Brown stated staff has reviewed the policy and recommends the changes to the new travel policy.

Mr. Livingston moved to forward to Council with a recommendation to update the Travel and Expense Reimbursement guidelines to a financial policy and update applicable procedures and financial amounts, seconded by Mr. J. Walker.

Mr. Malinowski inquired why the document references employees and department heads since department heads are also employees. Should it not just state employees?

Mr. Brown responded, for example, the Solicitor would not be addressed in the same way you would address an employee of the County Administrator. He would address him as an agency department head within Richland County.

Mr. Malinowski inquired about an employee being punished and not allowed to receive reimbursement of funds if a department head failed to submit the paperwork.

Mr. Brown responded the wording is "may" and not more definitive like "shall", so it allows for that opportunity.

Mr. Malinowski noted in one section states meals and lodging would be reimbursed and another section states it could be paid in advance. He inquired why they are not consistent.

Mr. Brown responded sometimes employees are unable to front the costs which would preclude them from attending. There are individuals who may have the means and do not mind booking their trips and paying their registration to expedite the process.

Mr. Malinowski requested adding resort areas to the chart for the meal allowance.

Mr. Brown responded resort areas would be paid at the out-of-state rate, but staff could certainly add it to the chart.

Mr. Malinowski inquired about getting Council's approval while on recess, noting that Council no longer recesses as it would be against state statute. He noted he did not know why they would have to come to Council for approval as the Administrator knows the budget and should be able to make that determination.

Mr. Brown responded they could change the language about recess. He noted, if an organization in the County is trying to utilize travel, but does not have funding, they would come to Council and request an expenditure increase.

Mr. Malinowski inquired about the 30-day window to turn in expenditures, which is in conflict with the 15 days previously discussed.

Ms. Lori Thomas, Assistant County Administrator, responded it was in reference to mileage accumulated during the month. Instead of submitting mileage on a daily basis, they accept mileage reimbursement forms once a month. The forms have to be turned in 5 days before the end of the month. After returning from business travel, the employee/department head has 30 days to submit their expenses.

Ms. McBride inquired if employees being reimbursed in a timely manner is addressed.

Ms. Thomas responded there is an Accounts Payable policy that addresses this. If the expense report is turned in by Friday morning, they are reimbursed the following Wednesday. The exceptions would be some holidays.

Mr. Malinowski inquired if the days are referring to the calendar or working days.

Ms. Thomas responded that 30 days are calendar days, but we can update the policy to specify calendar and/or working.

Ms. McBride inquired if we are following the Federal guidelines.

Ms. Thomas responded the County's policy is patterned after the GSA Schedule.

In Favor: Malinowski, McBride, Livingston and J. Walker

Not Present: Mackey

The vote in favor was unanimous.

- d. Richland County Sheriff's Department - Accreditation Manager - Mr. Livingston moved to forward to Council with a recommendation to approve the Richland County Sheriff's Department Accreditation grant, seconded by Mr. J. Walker. The grant will provide salary and fringe benefits for an Accreditation Manager. The person will initiate and oversee the law enforcement agency accreditation process for the Richland County Sheriff's Department. Funds will also be provided for the initial and continuing accreditation fees for the South Carolina Law Enforcement Accreditation agency.

Ms. McBride stated, for clarification, we cannot budget for two years out.

Mr. Malinowski stated the Sheriff is trying to let us know the particular position they are trying to fill would be based on a two-year grant. After those two years, the Sheriff will request to continue the position through the normal budget process. He noted this is a State mandate.

Deputy Chief Polis stated recently the State passed a law that stated all South Carolina law enforcement agencies are required to be accredited. Failure to comply risks the Sheriff's Department losing their state certification and they would be unable to enforce the laws.

In Favor: Malinowski, McBride, Livingston, and J. Walker

Not Present: Mackey

The vote in favor was unanimous.

- e. County Partnership with Gateway to the Army Association Centennial Park Project – Mr. Brown noted the Gateway to the Army Association is requesting approval for Richland County to serve as the primary applicant and fiscal agent for a \$650,000 grant request to the South Carolina Department of Veteran Affairs to complete the Centennial Park Project at Fort Jackson. The entity is required to have a fiscal agent in order to receive the funds.

Mr. Livingston moved to forward to Council with a recommendation to approve the Gateway to the Army Association's request to serve as the primary applicant and fiscal agent for its \$650,000 grant request to the SC Department of Veterans Affairs to complete the Centennial Park Project located at Fort Jackson Seconded by Ms. McBride.

Mr. Malinowski inquired if there will be an IGA.

Mr. Brown responded there will have to be some form of agreement, but he would have to come back with the particular form.

Ms. Malinowski inquired if the County has the capacity to do this without having a negative impact on the County.

Mr. Brown responded he did not foresee the County having to put staff on this project other than in a de minimis way, which is relative to the funding we will potentially receive as a pass-through.

Ms. McBride inquired if there is any liability to the County.

Mr. Wright responded there are not any liabilities as it is a pass-through to the County. He not it would be appropriate to have an IGA to outline everyone's responsibilities.

Mr. Malinowski inquired if we could amend the staff's recommendation and request an IGA.

Mr. Brown responded in the affirmative.

In Favor: Malinowski, McBride, Livingston and J. Walker

Not Present: Mackey

The vote in favor was unanimous.

**5. ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. Direct the County Administrator to create a new IGA regarding the Alvin S. Glenn Detention Center Inmate Per Diem rate. Richland County is operating on fees that were implemented effective July 1, 2018 and but did not go into effect until July 1, 2019 due to the 90 day notice requirement pursuant to the agreement. The agreement in effect at that time was to have the fee only increase \$10 per year until it reached 95% of the actual cost to the County. We are currently losing thousands of dollars per year the way this is being handled.

Richland County should not have taxpayers pay for outside entities who placed individuals in the County Detention Center, as that is the responsibility of the placing entity. Every entity who places an individual in the Alvin S. Glenn Detention Center should have an IGA with Richland County that reflects the current rate they will be paying as well as the fact rates are subject to change upward or downward on an annual basis. Those IGA's should also be worded as an annual agreement with up to so many extension years and the 90-day notice needs to be either reduced or more closely followed by staff. [MALINOWSKI - May 3, 2022] – No action was taken.

- b. Any agency receiving funds from Richland County must provide an accounting for those funds prior to a request for funds in the next fiscal year budget. REASON: Accountability is a must for taxpayer dollars [MALINOWSKI - June 7, 2022] – No action was taken.

6. **ADJOURNMENT** – Mr. Livingston moved to adjourn the meeting, seconded by Mr. J. Walker.

In Favor: Malinowski, McBride, Livingston, and J. Walker

Not Present: Mackey

The vote in favor was unanimous.

The meeting adjourned at approximately 6:36 PM.