



# **RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS**

Valerie Hutchinson	Bill Malinowski, Chair	Kelvin Washington
District 9	District 1	District 10

**OCTOBER 20, 2009  
4:00 PM**

## **ADMINISTRATION CONFERENCE ROOM**

### **CALL TO ORDER**

#### **Approval Of Minutes**

1. October 6, 2009 [Page 3-5]
2. September 15, 2009 [Page 6-8]

#### **Interviews**

3. Business Service Center Appeals Board-1 [Vincent Karl Bartley, Pierre E. Brunache]  
[Page 9-19]

## **Items For Action**

4. Draft for uniform countywide letterhead for all county departments (supplement is separate) [Page 20]
5. Motion for presentations to be held on the 3rd Tuesday of the month [Page 21-23]

## **Discussion**

6. Any Executive Session item involving an attorney hired outside the normal scope of a regular contract by Richland County will be taken up first so that attorney is not waiting for other matters and receiving unnecessary compensation. [Page 24]

## **Other Items**

7. Term limits for the Animal Care Advisory Committee and the Central Midlands RTA [Page 25]

## **Adjournment**



# Richland County Council Request of Action

**Subject**

October 6, 2009 [Page 3-5]

**Purpose**

# Minutes of



## RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE OCTOBER 6, 2009 4:00 PM

### MEMBERS PRESENT:

**Member** Chair, Bill Malinowski  
**Member** Valerie Hutchinson  
**Member** Kelvin Washington

**ALSO PRESENT-** Milton Pope, Monique Walters

### CALL TO ORDER

The meeting was called to order at approximately 4:09 p.m.

### APPROVAL OF MINUTES

**Rules and Appointments Committee September 15, 2009**-the minutes were not approved because the September 16, 2008 minutes were in the agenda. Mr. Malinowski asked that the September 15, 2009 be placed on the October 20, 2009 agenda for approval.

### ADOPTION OF AGENDA

The agenda was adopted as submitted.

### INTERVIEWS

**Building Codes Board of Adjustments and Appeals-3**-the interview for three positions began at approximately 4:37pm; the persons interviewing were two of the three incumbents, Michael Lowman and Greg Mackie. Isabel Berry the third incumbent did not attend.

**Central Midlands RTA-2**-two of the three applicants interviewed. William J. Leidinger interviewed at approximately 4:08pm, Ed Judice interviewed at approximately 4:28pm. Robert Liming was out of the state an unable to attend.

**Community Relations Council-1**-the interview for one position began at approximately 4:53pm; Kimberly A. Kennedy-Gooden interviewed; Carol A. Lewis was unable to attend due to her husband's death. The committee recommended this item be held in committee so Mrs. Lewis would have the opportunity to interview.

**Employee Grievance Committee-2**-the interview for two positions began at approximately 5:02pm; Sonia Fells was interviewed.

### ITEMS FOR ACTION

**Draft for uniform countywide letterhead for all county departments**-This item was held in committee due to lack of time.

**Motion for Presentations to be held on the 3<sup>rd</sup> Tuesdays of the Month**- this item was kept in committee due to lack of time.

### ITEM FOR DISCUSSION

Item from the September 15, 2009 Motion Period: Any Executive Session item involving an attorney hired outside the normal scope of a regular contract by Richland County will be taken up first so that attorney is not waiting for matters receiving unnecessary compensation {Bill Malinowski}. This item was kept in committee for discussion due to lack of time.

### ADJOURNMENT

The meeting adjourned at approximately 5:24 pm.

Minutes transcribed by Monique Walters

# Richland County Council Request of Action

**Subject**

September 15, 2009 [Page 6-8]

**Purpose**

# Minutes of



**RICHLAND COUNTY COUNCIL  
RULES AND APPOINTMENTS COMMITTEE  
September 15, 2009  
4:30 PM**

## **MEMBERS PRESENT:**

**Member** Chair, Bill Malinowski  
**Member** Valerie Hutchinson

**ABSENT** Member, Kelvin Washington, was out-of-town

**ALSO PRESENT-** Paul Livingston, Milton Pope, Larry Smith Monique Walters

## **CALL TO ORDER**

The meeting was called to order at approximately 4:37 p.m.

## **APPROVAL OF MINUTES**

**Rules and Appointments Committee September 1, 2009**-the minutes were approved as submitted.

## **ADOPTION OF AGENDA**

The agenda was adopted as submitted.

## **ITEM FOR DISCUSSION**

**Motion for Presentations to be held on the 3<sup>rd</sup> Tuesdays of the Month**- the Committee recommends forwarding this item to the next committee meeting as an action item, and have the Legal Department to draft the language to establish a new rule for presentations.

**Draft for uniform countywide letterhead for all county departments**-Mr. Pope suggested the Committee get the letterhead from the departments in the county to look at the pertinent information listed on the letterhead before making a decision. This item is therefore kept in Committee so that Mrs. Kennedy, the maker of the motion, could offer guidance.

## **ADJOURNMENT**

The meeting adjourned at approximately 4:51 pm.

Minutes transcribed by Monique Walters



# Richland County Council Request of Action

**Subject**

Business Service Center Appeals Board-1 [Vincent Karl Bartley, Pierre E. Brunache]  
[Page 9-19]

**Purpose**



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: VINCENT KARL BARTLEY
Home Address: 8216 HUNT CLUB ROAD, COLUMBIA SC 29223
Telephone: (home) 803-807-7004 (work) 803-776-1422
Office Address: 7356 GARNERS FERRY Rd, Suite #228, COLUMBIA SC 29209
Email Address: VBARTLEY@BARTLEYTAX.COM

Educational Background: BS degree in ACCOUNTING
Professional Background (Must be one): CPA [X] Attorney [X] Business person [X]
Male [X] Female [ ] Age: 18-25 [ ] 26-50 [ ] Over 50 [X]

Name of Committee in which interested: Business Service Center Appeals Board

Reason for interest: MY EDUCATION, SKILLS, EXPERIENCE AND TAX KNOWLEDGE WILL BE USEFUL TO THE BUSINESS SERVICE CENTER APPEALS BOARD.

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: (A resume is also requested.) SEE ATTACHED RESUME!

Presently serve on any County Board/Commission/Committee? NO

Any other information you wish to give?

Recommended by Council Member(s), if any:

Hours willing to commit each month: 8:00 AM - 6:00 PM, Monday - Friday

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 board 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 boards shall be required to abstain from voting or influencing through discussion or debate or any other way, decisions of the board affecting those personal and financial interests.

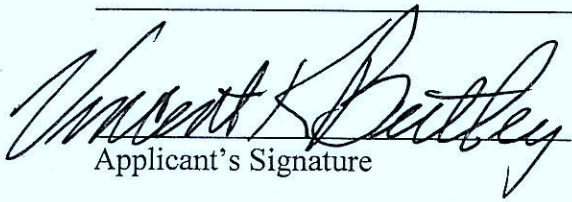
All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge it is true and complete.

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 Board or Commission, as the County Council, by majority vote of the council, shall elect.

**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 board? Yes  No

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Applicant's Signature

10-7-2009  
Date

For more information about the Business Service Center Appeals Board, please e-mail [bsc@regov.us](mailto:bsc@regov.us) or call 576-2287.

Applications are current for one year.

**Please return applications to:**  
**Richland County**  
**Clerk of Council's Office**  
**Post Office Box 192**  
**Columbia, SC 29202**

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



**VINCENT KARL BARTLEY, CPM**

Post Office Box 1115

Columbia, SC 29202-1115

Home: (803) 807-7004      Work: (803)776-1422

E-mail Address – vbartley@bartleytax.com

**OBJECTIVE:**

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To continue my career in Accounting with emphasis on tax administration, auditing and/or budgeting.

**EXPERIENCE:**

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**July 2009 – Present**                      **V. K. Bartley Bookkeeping and Tax Services**                      **Columbia, SC**  
**Self-employed Business Owner-**

Self-employed business owner who provides bookkeeping and tax services to individual and business owners in the areas of corporate, withholding, income, sales and use taxes. Attention is given to providing services for new business formations, account receivable and payables control; tax relief assistance to distressed business owners, tax planning, charitable and non-profit organizations.

**July 1999 –June 2009**                      **South Carolina Department of Revenue**                      **Columbia, SC**  
**Revenue Manager B -**

- Provides direction and leadership to establish a culture that allows for the improvement of systems, processes and the use of personal initiatives to resolve problems.
- Monitors Division/Agency processes and initiates changes to improve the efficiency and effectiveness of the agency's operations.
- Reviews technical issues and conducts conferences to resolve controversial issues relating tax laws, regulations, and processing procedures.
- Makes recommendations concerning the Division to the Division Administrator on matters of selection, placement, and transferring of division personnel.
- Assists in budgetary matters and provide input on system technology improvements and upgrades.
- Manages three Supervisors and three Research Tax Analysts in the areas of Tax Research and Review, Corporate Tax, Records, Problem Resolution, Tax Compliance, Internal Revenue Service reports and Return Deposit Recovery.
- Manages a staff of 25 people - Research and Review (4), Corporate (6), Problem Resolution Office (6) and Records Section (13), Supervisors (3).
- Develops budget, procedures, policies, performance measurements, and strategic plans for the following areas: Records Management and Retention; Disclosure; Corporate Tax Error Correction, Tax Research and Legislation Impact.

**May 1997 – Jan 2001**                      **South Carolina Student Loan Corporation**                      **Columbia, SC**  
**Collector (Part-time temporary employee) -**

- Provide repayment services to customers with federal student loans.
- Provide payment arrangements for borrowers in pre-default status.
- Make determination of borrower's qualifications for forbearance and deferments

**Nov 1990 – July 1999**                      **South Carolina Department of Revenue**                      **Columbia, SC**  
***Problem Resolution Officer -***

- Supervised a staff of five employees.
- Provided expedite service to taxpayers whose problems had not been resolved through normal agency channels.
- Identified and assisted in resolution of procedural and systemic problems.
- Reviewed and monitored Problem Resolution cases and legislative correspondence to identify problem trends.
- Briefed the Agency Director on the most sensitive problem cases and the status of major studies.
- Assisted the Taxpayer Advocate with administering the Taxpayer's Bill of Rights.
- Conducted meeting with taxpayers and their representative to explain the Agency's policies and procedures.

**Nov 1985 – Oct 1990**                      **South Carolina Department of Revenue**                      **Columbia, SC**  
***Tax Supervisor II –***

- Supervised a staff of five Tax Auditors in the Special Projects Section
- Submitted proposed legislation
- Prepared annual budget for the section
- Submitted written recommendations for Division's Audit programs
- Wrote descriptive narratives for computer tape match programs
- Maintained statistical data for management
- Planned, administered and directed revenue enhancing programs in all taxes administered by the agency.

**April 1983 – Oct 1985**                      **South Carolina Department of Revenue**                      **Columbia, SC**  
***Tax Auditor II (Conferee)***

- Assisted Tax Auditor I with tax problems and technical questions
- Authorized the issuance of additional refunds and abatement of penalties.
- Adjusted notice of assessments and warrant for distraints.
- Responded to taxpayer's questions and telephone calls.
- Prepared written correspondences to taxpayer's technical questions.
- Assisted Supervisor with special assignments.

**Jan 1980 – March 1983**                      **South Carolina Department of Revenue**                      **Columbia, SC**  
***Tax Auditor II –***

- Contacted employees about their delinquent withholding reports and payments.
- Submitted written reports.
- Examined individual, partnership and corporate payroll records.
- Determined compliance with South Carolina Withholding Tax Laws.
- Audited individual income tax returns.
- Assisted the public with preparing returns and answering tax questions.

**EDUCATION:**

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**B.S., Accounting, Clemson University**

- Certified Public Manager Program
- Governor's EXCEL Program
- Professional Minority Development Program (Columbia Urban League)
- Instructor for Employee Performance Management System (EPMS) training

Manner of Speaking

Drug Free Workshop

Training the Trainers

Affirmative Action/EEO

Quality Customer Service

Employee Privacy Rights

Coping with the Hostile Client

Why do Managers Mismanage

Dealing with Difficult People

Leadership Skills for Tomorrow

Supervisor Development Training

Fraud and Criminal Investigations

Interviewing Skills for Managers/Supervisors

The Organizational Side of Prof. Development

The Cultural Side of Professional Development

The Power and Politics of Career Development

Quality and Productivity Improvement Process

The Professional Side of Professional Development

**SPECIAL SKILLS AND ABILITIES:**

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- Proficient in Microsoft Office, Excel, Access, PowerPoint, WordPerfect and Project Management.
- Proficient in organizing presentations, strategies, meetings and activities to meet the specific goals of the organization.

**AFFILIATIONS:**

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- National Association of Tax Preparers
- South Carolina Public Records Administrators (SCPRA)
- Association of Records Management Administrators (ARMA)
- Certified Public Manager's Association
- Agency Emergency Disaster Recovery Plan Team
- Volunteer Services for South Carolina Department of Juvenile Justice
- Mentor for Project GOAL at Keenan High School



## REFERENCES

**Dr. Eddie M. Robinson, DMV**

124 Stonemark Lane  
Columbia, SC 29210  
803-750-7387

**Lynette Moses**

P O Box 1742  
Camden, SC 29020  
803-896-1163

**Erica Smalls**

320 Legend Oaks Drive  
Columbia, SC 29229  
803-234-6698

**Fredia Cunningham**

3540 Lynhaven Drive  
Columbia, SC 29204  
803-896-1981

**Darold Ratliff**

South Carolina Department of Revenue  
P O Box 125  
Columbia, SC 29214  
803-898-5438



**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Piere E. Brunache  
Home Address: 330 Bombing Range Road, Columbia, SC 29229  
Telephone: (home) 803-609-2090 (work) 803-217-8518  
Office Address: 111 Research Dr. Columbia, SC 29203  
Email Address: djPiere@sc.rv.com  
Educational Background: MA-HR Management, BA-HC Administration  
Professional Background (Must be one): CPA  Attorney  Business person   
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: Business Service Center Appeals Board  
Reason for interest: I own Pro music and sound, as a practicing business person I want to offer my knowledge, skills + abilities.  
Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission:  
(resume is also requested) Organizational, oral, written skills; Employee Training Design + implementation, Trainer, Many more Talents, Good business ethics.  
Presently serve on any County Board/Commission/Committee? NO  
Any other information you wish to give? Believe in hardwork and entrepreneurial spirit  
Recommended by Council Member(s), if any: \_\_\_\_\_  
Hours willing to commit each month: would like to know the standard first

**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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### 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 board? Yes  No

If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Applicant's Signature

10/30/08  
\_\_\_\_\_  
Date

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**Columbia, SC 29202**

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

**Pierre E. Brunache**  
**P.O. Box 291274, Columbia, SC 29229**  
**Phone: 803-609-2090; Email address: djpierre@sc.rr.com**

#### **PROFESSIONAL EXPERIENCE SUMMARY**

- An experienced and established small business owner in Northeast Columbia
- Over 13 years of exempt-level multifaceted Human Resources Management experience in areas of staffing and recruitment, employee and labor relations, compensation and benefits, human resource development, and workforce planning and employment, risk management and total rewards
- Excellent oral, written, organizational and time management skills
- Proficient in Microsoft applications to include Word, Outlook, Excel, Access, PowerPoint; to include PeopleSoft 8, Business Objects XI Release 2

#### **EDUCATION**

- M.A., Human Resources Management – Webster University, St. Louis, MO., 10/13/2007
- B.A., Human Resources Administration – Saint Leo University, Saint Leo, FL., 09/01/2001
- A.A., Liberal Arts - Saint Leo University, Saint Leo, FL., 01-01-1999
- High School Diploma – Dr. Phillips High School, Orlando, FL., 06/02/1990

#### **RELEVANT SKILLS AND ACCOMPLISHMENTS**

Owner & Operator 2003 – present

Pro Music and Sound; Columbia, SC; [www.djpromusicandsound.com](http://www.djpromusicandsound.com)

- Successfully manage day-to-day operations of a Professional Disc Jockey Services Company
- Responsible for marketing, market research, customer service, advertising, targeting, packaging, pricing, and e-marketing

HR Generalist II Apr 2002 - present

SCANA/South Carolina Electric & Gas Company, Columbia, South Carolina

- Provide day-to-day human resources support and counsel to the SCE&G Fossil Hydro Business Unit covering many and most of the following areas: employee relations, recruiting, compensation, benefits, training, employee communications, safety and employment documentation
- Ensures consistent application of organizational policies and procedures in accordance with local, state, and federal laws
- Serves as liaison with internal departments/divisions and/or outside organizations
- Coordinate and administer employment - including the recruitment/selection/hiring process, classification and compensation, employee relations, disciplinary actions, dispute resolution, and other human resources functions

Senior Trainer Mar 2000-2002

United States Army, Fort Jackson, South Carolina

- Evaluated and conducted all training requirements of a 300 personnel student detachment division of administrative assistants in an institution of higher learning
- Conducted in-depth inquiries of the level of training and reported to top-management all training needs
- Assessed, developed, and facilitated department wide training solutions.
- Prepared reports on strength levels and statuses of all 300-student personnel of top chief executives in the organization
- Conducted frequent cross training sessions amongst staff members allowing knowledge to be equally shared and increasing section productivity
- Developed an employee orientation program resulting in highly motivated employees

**Item# 3**

Attachment number 2  
Page 3 of 4



## Human Resources Manager

Sep 1997-Mar 2000

United States Army, Fort Lee, Virginia

- Restructured Human Resources Department to strategically meet the organizational goals of the unit as it relates to the overall goal of the Army
- Interpreted, advised and counseled top-level management on all human Resources policies concerning employee counseling, performance appraisals, employee advancement, compensation/finance, and employee rewards program, and accurate employee accountability
- Served in the capacity of principal advisor for senior-level management in all aspects of the Army's Equal Opportunity Program
- Recognized and assessed indicators of the Equal Opportunity climate, prepared reports of findings for management, and advised management on suitable actions. Specialized in the management of manpower resources
- Trained diverse groups of employees, managers and top executives concerning all equal opportunity issues to include discriminatory and nondiscriminatory employment practices and sexual harassment; and prepared reports of disparities

## Assistant Human Resources Manager

Feb 1996-Sep 1997

United States Army, Camp Humphries, Korea

- Provided customer service while managing over 1,000 personnel records of entry, mid, and executive level professionals working in four different career fields and conducted job placement according to staffing needs
- Recruited, supervised, counseled, and mentored an eight-member team of highly qualified administrative/human Resources assistants to increase productivity in the human Resources department
- Revised and implemented new operating procedures of the personnel benefit programs to include the Servicemember's Group Life Insurance (SGLI) and the Veteran's Group Life Insurance (VGLI) programs

## Administrative Assistant

Sep 1993-Feb 1996

United States Army, Fort Bragg, North Carolina

- Provided technical guidance on all administrative matters to include controlling, reviewing, routing and ensuring all staff actions were administratively correct. Maintained over 100 confidential employee files
- Provided counsel and advice to employees/supervisors and top-level management on all employee relations' matters
- Prepared, implemented and conducted Equal Opportunity training focusing on areas such as Sexual Harassment, Affirmative Actions and other EO related issues

## Professional Memberships

- Society for Human Resources Management; [www.shrm.org](http://www.shrm.org)
- Columbia Chapter of the Society of Human Resource Management; <http://columbiashrm.shrm.org>
- Columbia Bridal Associates; [www.columbiabride.com/](http://www.columbiabride.com/)

## Community Services

- Habitat for Humanity; The Columbia Junior Chamber of Commerce (Jaycees); Sistercare
- American Red Cross; Harvest Hope Food Bank; March of Dimes
- Juvenile Diabetes Research Foundation (JDRF)

## Awards

- Meritorious Service Medal; Army Accommodation Medal; Army Achievement Medal 05/19/1995;
- Delta Epsilon Sigma National Scholastic Honor Society

Item# 3

Attachment number 2  
Page 4 of 4

# Richland County Council Request of Action

**Subject**

Draft for uniform countywide letterhead for all county departments (supplement is separate) [Page 20]

**Purpose**

# Richland County Council Request of Action

**Subject**

Motion for presentations to be held on the 3rd Tuesday of the month [Page 21-23]

**Purpose**

**From:** ELIZABETH MCLEAN  
**Sent:** Friday, October 02, 2009 10:51 AM  
**To:** MONIQUE WALTERS  
**Cc:** LARRY SMITH  
**Subject:** RE: Draft for Presentations-council rule  
Monique,

This is what I came up with. What do you think?

Suggested Language:

Presentations – All presentations before Council shall be a maximum of five (5) minutes, including questions and answers, and shall be heard on the third Tuesday of the month; provided, however, presentations of economic issues may be heard at any regular or special called meeting of Council. All presentations, regardless of topic, shall be approved by the Chair before placement on any Council agenda. No presentation shall be heard which is not on the Council agenda prior to the start of the meeting.

**Elizabeth McLean**

Assistant County Attorney  
Richland County Attorney's Office  
2020 Hampton Street, Room 4018  
PO Box 192  
Columbia, South Carolina 29202  
(803) 576-2078 (fax) 803-576-2139  
[mcleane@rcgov.us](mailto:mcleane@rcgov.us)

ATTORNEY-CLIENT OR OTHER PRIVILEGED INFORMATION NOT FOR  
DISSEMINATION BEYOND ORIGINAL ADDRESSEE(S) AND COPIED  
RECIPIENT(S)

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**From:** MONIQUE WALTERS  
**Sent:** Friday, October 02, 2009 9:47 AM  
**To:** ELIZABETH MCLEAN  
**Subject:** Draft for Presentations-council rule

Hey Beth,

Here is what I have according to my notes. What the committee is trying to do is draft a rule for presentations to be placed on the second council meeting of the month, which is the third Tuesday of the month; but they also want it worded so that items of economic nature that are time sensitive could be placed on the agenda if necessary.

Thank you.

Presentations – All presentations before Council shall be a maximum of five (5) minutes, including questions and answers, and shall be heard on the third Tuesday of the month; provided, however, presentations of ~~economic issues~~ time sensitive matters, as determined by unanimous consent of Council may be heard at any regular or special called meeting of Council. All presentations, regardless of topic, shall be approved by the Chair before placement on any Council agenda. No presentation shall be heard which is not on the Council agenda prior to the start of the meeting.

# Richland County Council Request of Action

**Subject**

Any Executive Session item involving an attorney hired outside the normal scope of a regular contract by Richland County will be taken up first so that attorney is not waiting for other matters and receiving unnecessary compensation. [Page 24]

**Purpose**



# Richland County Council Request of Action

**Subject**

Term limits for the Animal Care Advisory Committee and the Central Midlands RTA  
[Page 25]

**Purpose**