



# **RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS**

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

**DECEMBER 1, 2009  
4:00 PM**

**Admininstration Conference Room**

## **CALL TO ORDER**

### **Approval Of Minutes**

1. November 3, 2009 and November 17, 2009

### **Adoption Of Agenda**

- 2.

### **Interviews**

3. Board of Assessments and Appeals-1 [Veronica Green-Strong, Chalon Shepard Headley, II]
4. Lexington/Richland Alcohol and Drug Abuse Council-2 [Paul R. Bouknight\*, Roosevelt Carrick, Jr.\*, Veronica Green-Strong]
5. Midlands Regional Convention Center Authority-1 [Veronica Green-Strong, Rick Patel]
6. Richland Memorial Hospital Board-3 [Bill Bradshaw\*, Wallace Brown, Sr., Calvin H. Elam, Charles E. Offutt, Jerome (Jerry) Odom\*]
7. Riverbanks Parks Commission-1 [M. F. Phil Bartlett, Veronica Green-Strong]

### **Items For Action**

8. Any Executive Session item involving and outside attorney or consultant hired outside the normal scope of a regular contract by Richland County... [Amended language]

### **Discussion**

9. Planning Commission Members and Occupations

### **Other Items**

### **Adjournment**



# Richland County Council Request of Action

**Subject**

November 3, 2009 and November 17, 2009

**Purpose**

# Minutes of



## RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE NOVEMBER 3, 2009 4:00 PM

### MEMBERS PRESENT:

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

**Absent** Member Kelvin Washington was attending the Economic Development Committee Work Session

**ALSO PRESENT-** Monique Walters

### CALL TO ORDER

The meeting was called to order at approximately 4:15 p.m.

### APPROVAL OF MINUTES

**Rules and Appointments Committee October 20, 2009**-the minutes were approved unanimously.

### ADOPTION OF AGENDA

The Planning Commission Interviews were deleted from the agenda and cancelled. The agenda was adopted as amended.

### INTERVIEWS

**Community Relations Council-1**—there were two applicants for this position; Kimberly Kennedy-Gooden and Carol A. Lewis. The Committee recommended Kimberly Kennedy-Gooden for appointment.

**Employee Grievance Committee-2**-there was one applicant for this position; the incumbent, Staci Pritchard interviewed; the Committee recommended Ms. Pritchard be re-appointed.

**Midlands Workforce Board-1**-there was one position to be filled by a Richland County Government staff person. Randy Cherry, Research Manager, was recommended for appointment to the position.

**Planning Commission-2**-this item was deleted from the Committee agenda to be taken up at the next Committee meeting.

### ITEMS FOR ACTION

**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**-the Committee recommends the language presented at the committee meeting. This item was forwarded to Council with a recommendation for approval.

**Draft for uniform countywide letterhead for all county departments**-the Committee accepted the Legal Department's recommendation for uniform letterhead to be limited to internal County departments; therefore stated that due to difficulty with implementation internally and with elected and appointed officials uniform letterhead would not be drafted at this time.

### ADJOURNMENT

The meeting adjourned at approximately 4:53 pm.

Minutes transcribed by Monique Walters

# Minutes of



## RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE NOVEMBER 17, 2009 4:00 PM

### MEMBERS PRESENT:

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

**ALSO PRESENT-** Monique Walters

### CALL TO ORDER

The meeting was called to order at approximately 4:08 p.m.

### ADOPTION OF AGENDA

The agenda was adopted as submitted.

### INTERVIEWS

**Planning Commission-2** –there were eighteen applicants for this position; Christopher Anderson (incumbent), William Cantwell, Preston C. Carter, Jr., William Dubard, Lewis Frederick, Charles Gwinn, Shelvy L. Ham, Franklin D. Hertz, Joel Marshall Hofer, Pamela E. Jones, Paul Kays, Donna J. Mahoney, Kathleen M. McDaniel, Frank E. Mitchell, Olin Westbrook, Vivian Wilkes, Christopher Yonke. Michael P. Herrmann and David E. Letts withdrew their applications. The Committee recommended Kathleen M. McDaniel and Olin Westbrook for appointment to the commission.

### ITEMS FOR ACTION

Item# 1

Attachment number 2  
Page 1 of 2

**Proposed Committees and Zoning Public Hearing Schedules for December**- the Committee recommendation is to have the meetings as scheduled for the fourth Tuesday of the month (December 22<sup>nd</sup>).

## **ADJOURNMENT**

The meeting adjourned at approximately 5:54 pm.

Minutes transcribed by Monique Walters

# Richland County Council Request of Action

**Subject**

**Purpose**



# Richland County Council Request of Action

**Subject**

Board of Assessments and Appeals-1 [Veronica Green-Strong, Chalon Shepard Headley, II]

**Purpose**



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Veronica Green-Strang
Home Address: 1401 Longcreek Dr. Apt. 207D
Telephone: (home) 803-798-2057 (work)
Office Address: 1401 Longcreek Dr.
Email Address: vrgreen7@gmail.com
Educational Background: Bachelor of Science
Professional Background: Business owner and Public officer
Male [ ] Female [x] Age: 18-25 [ ] 26-50 [x] Over 50 [ ]
Name of Committee in which interested: Board of Assessment App
Reason for interest: public services

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Business Leader
Healthcare Worker

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? Commissioned as Notary public

Recommended by Council Member(s): no

Hours willing to commit each month: Required by Council

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 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 NO

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

V Strong  
Applicant's Signature

11/10/09  
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: _____	Received by: _____	
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

Item# 3

FAX to 576-2136



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Chalton Shepard Headley, II

Home Address: 14 Kirkman Court - Columbia, S. C. 29209

Telephone: (home) 803-776-9641 (work) 803-730-1034 (cell)

Office Address: 14 Kirkman Ct. Columbia, SC 29209

Email Address: shepheadley@sc.rr.com

Educational Background: BS - Business Management - U.S.C.

Professional Background:

Male [X] Female [ ] Age: 18-25 [ ] 26-50 [X] Over 50 [ ]

Name of Committee in which interested: Board of Assessment Appeals

Reason for interest: As a residential appraiser and former member and chair of the Board of Assessment Control,

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: I feel I would be an asset to this committee.

Commission: Certified Real Estate Appraiser, Realtor, 7 year member of Board of Assessment Control

Presently serve on any County Committee, Board or Commission? Yes, Board of Assessment Control

Any other information you wish to give? Longtime community volunteer, 2002-2009

Recommended by Council Member(s): Jackson

Hours willing to commit each month: Flexible

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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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Step Headley  
Applicant's Signature

11/5/2009  
Date

**Return to:**  
**Clerk of Council, Post Office Box 192, Columbia, SC 29202.**  
**For information, call 576-2060.**  
**Fax Number: 576-2136**

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

## Chalon Shepard Headley, II

Certified Residential Appraiser CR-3008

Real Estate Sales License 71498

14 Kirkman Court

Columbia, South Carolina 29209

(803) 776-9641

(803) 776-2438 (Fax)

(803) 730-1034 (Cell)

shepheadley@sc.rr.com

### EDUCATION

- Dreher High School, Columbia, South Carolina  
Graduated with Honors
- University of South Carolina  
Degree: Bachelor of Science                      Major: Personnel Management

### REAL ESTATE EMPLOYMENT

- 12/99 – Present                      Headley Residential Appraisal  
Positions Held:                      Owner, State Certified Residential Real Estate Appraiser, CR-3008
- Residential real estate appraisal services including SFR, Condo, 2-4  
Multi-family, REO, land appraisals, reviews and FHA.
- 8/97 - 2/00                              JKS Appraisal Services, Inc.  
Positions Held:                      Real Estate Appraiser
- 2/08 – Present                          Nancy Bradley and Associates  
Real Estate Salesman/ Realtor

### REAL ESTATE INFORMATION

- University of  
South Carolina:                      Fundamentals of Real Estate, Real Estate Finance, Accounting,  
Finance, Marketing, Personal Finance
- Appraisal Courses:                      L1, L2, L3 (Standards), Appraisal Forms, CR, Standards Updates,  
Appraisal Updates 2001, Computers 2001, Updates 2002, Nuts &  
Bolts, USAP Update 2003, Tools or Toys 2003, USPAP Update  
2004, FHA Guidelines, Property Inspection, New Appraisal Forms,  
Six Critical Problems, USPAP Update 2006, The New URAR,  
Fraud: How to Detect and Prevent It, C-1 Income Property  
Valuation, USPAP Update 2008, FHA Tools of the Trade
- Real Estate Courses:                      Real Estate Pre-Licensing, Final Sales, Real Estate Ethics

**CIVIC INFORMATION**

2008-Present Brennen Elementary School Improvement Council

2002-2009 Richland County Assessment Control Board (Appointed by County Council twice for 3-year terms), Chairman (October 2006-April 2009), Secretary (2005-2006)

1997 – 2008  
Positions Held: Yorkshire Neighborhood Association  
Membership/Fellowship Committee Chairman (2007-2008),  
Legal/Political Committee Chairman (2003-2005), Past President (2003), President (2002), Vice-President (2000-2001),  
Membership/Fellowship Committee (1997-2008), Legal/ Political Committee (1998, 2003-2005)

2003-2004 Columbia Council of Neighborhoods Board, Parliamentarian

2003 Columbia Council of Neighborhoods 2003 Volunteer of the Year

2000 Precinct Manager - South Carolina Primary

2000-2009 YMCA Soccer Coach (Spring and Fall) 16 seasons as head coach, 15 seasons as assistant coach (31 Teams)

2006 Plex Summer Indoor Soccer Head Coach

2004-9 Trenhom Park basketball, assistant coach, 4 seasons

2005-6 YMCA Minor League Baseball, head coach '06, assistant coach '05

**PERSONAL INFORMATION**

Place of Birth: Columbia, South Carolina

Married: Anne Williams Headley

Children: Chalon, Ashley, Emily, Caroline and Will

Hobbies: Family, University of South Carolina Sports, Golf

# Richland County Council Request of Action

**Subject**

Lexington/Richland Alcohol and Drug Abuse Council-2 [Paul R. Bouknight\*, Roosevelt Carrick, Jr.\*, Veronica Green-Strong]

**Purpose**





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

**Applicant must reside in Richland County.**

Name: Paul Ray Bouknight

Home Address: 1324 Confederate Ave., Columbia, SC 29201

Telephone: (home) 803-255-8015 (work) 803-434-4444

Office Address: 5 Richland Medical Park, Columbia, SC 29203

Email Address: paul.bouknight@palmettohealth.org

Educational Background: BS in Architecture, Clemson University

Professional Background: Director of Facilities Planning, Palmetto Health

Male  Female  Age: 18-25  26-50  Over 50

Name of Committee in which interested: LRADAC

Reason for interest: I have enjoyed my time as a board member with LRADAC and would like to continue in this position.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

My experience in Facility planning and design has been an asset during the design and construction process.

Do you presently serve on any County Committee, Board or Commission? LRADAC

Any other information you wish to give? \_\_\_\_\_

Recommended by Council Member(s): \_\_\_\_\_

Hours willing to commit each month: 8

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paul R. Bouknight

Applicant's Signature

November 20, 2009\_\_

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: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	Item# 4



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

**Applicant must reside in Richland County.**

Name: Roosevelt Garrick, Jr.

Home Address: 3113 Berkeley Forest Drive, Columbia, S.C. 29209

Telephone: (home) (803) 776-6338 (work) (803) 738-3219

Office Address: Richland School District Two, 6831 Brookfield Road, Columbia, S.C. 29206

Email Address:  
\_rgarrick@richland2.org

Educational Background: Masters Degree

Professional Background: School District Administrator

Male  Female  Age: 18-25  26-50  Over 50

Name of Committee in which interested: Adolescent Advisory Committee

Reason for interest: I am extremely interested in the well being of the students of Richland County whom I work with and serve on a daily basis.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I work and have worked in the education arena for over 30 years along side law enforcement personnel, attorneys, judges, and other interested members of the community in the best interest of the youth of Richland County.

Presently serve on any County Committee, Board or Commission? LRADAC Board.

Any other information you wish to give? None

Recommended by Council Member(s): \_\_\_\_\_

Hours willing to commit each month: 10 to 15

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Roosevelt Garrick, Jr. \_\_\_\_\_  
Applicant's Signature

11-11-2009 \_\_\_\_\_  
Date

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**Applications are current for one year.**

<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	



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Veronica Green-Strong
Home Address: 1401 Longcreek Dr. Apt. 207D
Telephone: (home) 803-798-2057 (work)
Office Address: 1401 Longcreek Dr.
Email Address: Vrgreen7@gmail.com
Educational Background: Bachelor of Science
Professional Background: Business owner and Public officer
Male r Female r Age: 18-25 r 26-50 r Over 50 r
Name of Committee in which interested: Lexington/Richland Alcohol and Drug Abuse
Reason for interest: public service
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: Business Leader, Healthcare Worker
Presently serve on any County Committee, Board or Commission? no
Any other information you wish to give? Commissioner as notary public
Recommended by Council Member(s): no
Hours willing to commit each month: required by council

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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 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 NO

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

V. Strong  
Applicant's Signature

11/10/09  
Date

Return to:  
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For information, call 576-2060.

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Applications are current for one year.

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

Item# 4

# Richland County Council Request of Action

**Subject**

Midlands Regional Convention Center Authority-1 [Veronica Green-Strong, Rick Patel]

**Purpose**





APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Veronica Green-Strong
Home Address: 1401 Longcreek Dr. Apt. 207D
Telephone: (home) 803-798-2057 (work)
Office Address: 1401 Longcreek Dr.
Email Address: Yrgreen7@gmail.com
Educational Background: Bachelor of Science
Professional Background: Business owner and Public officer
Male r Female r Age: 18-25 r 26-50 r Over 50 r
Name of Committee in which interested: Midlands Regional convention
Reason for interest: public service

Your characteristics/qualifications, which would be an asset to Committee, Board or

Commission:

Business Leader
Healthcare Worker

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? Commissioner as notary public

Recommended by Council Member(s): no

Hours willing to commit each month: required by council

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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 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 no

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

V. Strong  
Applicant's Signature

11/10/09  
Date

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

Item# 5

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.

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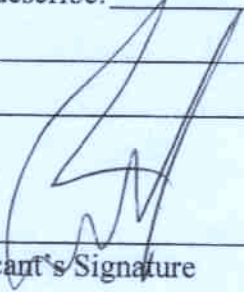
Yes \_\_\_\_\_ No  \_\_\_\_\_

**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

11/3/09  
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.**

# Richland County Council Request of Action

**Subject**

Richland Memorial Hospital Board-3 [Bill Bradshaw\*, Wallace Brown, Sr., Calvin H. Elam, Charles E. Offutt, Jerome (Jerry) Odom\*]

**Purpose**



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: BILL BRADSHAW

Home Address: 1675 TANGLEWOOD RD COLUMBIA, S.C. 29204

Telephone: (home) (803) 254-1662 (work) (803) 429-8009

Office Address: SAME AS HOME

Email Address: webuildchampions@sc.rr.com

Educational Background: BA Broadcast Journalism - University of S.C.

Professional Background: Retail, Insurance and Investments, Real Estate

Male  Female  Age: 18-25  26-50  Over 50

Name of Committee in which interested: Palmetto Health Richland Board member

Reason for interest: HAVE served 4 years and have passed the learning curve so I feel like I can be effective and add value to the board

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Owned and operated Retail businesses, Held securities, 63, 65 Insurance/Investment. Currently have a real estate license and own a sales organization.

Presently serve on any County Committee, Board or Commission? PH Richland Board, Finance Committee, Children Hospital

Any other information you wish to give? Have served on Education Committee, Patient Care

Recommended by Council Member(s): Grey PEARCE

Hours willing to commit each month: currently spend about 10 hours each month

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bill Bradshaw  
Applicant's Signature

11-10-09  
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: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

2

Item# 6



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

**Applicant must reside in Richland County.**

Name: WALLACE BROWN SR.

Home Address: 316 MEADOWLAKE DR. Columbia, SC 29203

Telephone: (home) (803) 754-1282 (work) (803) 608-2332

Office Address: 100 EXECUTIVE CENTER DRIVE Columbia, SC 29210 Suite A-13

Email Address: \_\_\_\_\_

Educational Background: BA BENEDICT COLLEGE

Professional Background: HEALTH CONSULTANT

Male  Female  Age: 18-25  26-50  Over 50

Name of Committee in which interested: PALMETTO RICHLAND MEMORIAL HOSPITAL BOARD

Reason for interest: I AM CONCERNED ABOUT HEALTHCARE FOR THE POOR AND GRADUATE  
MEDICAL EDUCATION i.e. THE AVAILABILITY OF PRIMARY CARE PROVIDERS WHO CARE FOR THE POOR.

Your characteristics/qualifications, which would be an asset to Committee, Board or  
Commission:  
I'VE SERVED IN VARIOUS HEALTHCARE RELATED POSITIONS AND CAPABILITIES FOR 30 YEARS

Presently serve on any County Committee, Board or Commission? NO

Any other information you wish to give? see resume attached

Recommended by Council Member(s): GWENDOLYN KENNEDY

Hours willing to commit each month: AS REQUIRED TO FULFILL THE RESPONSIBILITIES OF THE BOARD

**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: INDIRECTLY IN THAT I DO CONSULTANT WORK FOR UNISON HEALTH PLAN A  
MEDICAID HMO

Walter Brown  
Applicant's Signature

11/25/09  
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.**

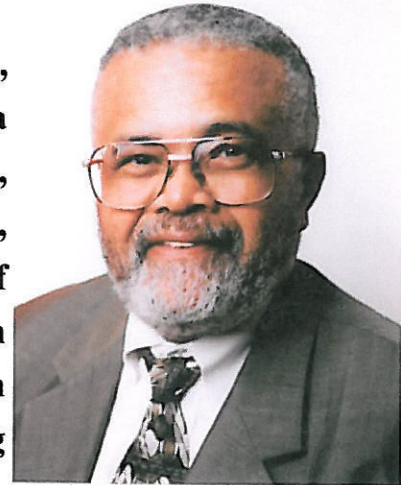
**Applications are current for one year.**

Staff Use Only	
Date Received: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	Item# 6



## **Wallace Brown, Sr.**

**Wallace Brown, Sr. is a native of Los Angeles, California. He was raised in Monrovia, California where he graduated from Monrovia High School, and is a graduate of Citrus Junior College in Azusa, California. Wallace Brown received his Bachelors of Arts degree from Benedict College, Columbia, South Carolina and completed an Executive Program in Health, Policy, Planning and Regulation, receiving his certificate from the Harvard School of Public**



**Health in Boston, Massachusetts. Wallace Brown has served in various positions of Executive and Administrative responsibilities, including health administration, State government, college administration and community service. He served as Deputy Director of Beaufort-Jasper Comprehensive Health Services, Inc. from 4/1972 to 6/1980 in Beaufort, SC; Executive Director/CEO of Richland Community Health Care Association from 11/19/92 to 5/7/07 in Columbia, South Carolina. He is currently a consultant for Unison Health Plan A Medicaid Health Maintenance Organization. He is a member of the Board of Directors of Senior Resources; former Chairman of the FIRST STEPS Board in Richland County and former Chairman of Richland Community Health Partners; served for eight years on the Board of Directors of Richland Memorial Hospital; Chairman of the Board of Directors for the United Black Fund of the Midlands, and Secretary of the Official Board of Deacons and Co-Chair of the Church Budget Committee; Adult Sunday School Teacher and Church Clerk of Saint John Baptist Church in Columbia, South Carolina. He a member of the Capital City Rotary Club. Mr. Brown was inducted into the Order of the Palmetto by Governor Richard W. Riley and was given the Outstanding Community Service Award by the South Carolina Legislative Black Caucus. He is married to the former Selena M. Brunson of Santa Monica, California. They have four children and four grandchildren.**



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Calvin H. Elam
Home Address: 202 Landstone Cir, Irmo SC 29063
Telephone: (home) 781-8307 (work) 799-9503
Office Address: 1523 Richland St, Columbia SC 29201
Email Address: cfg293@aol.com
Educational Background: B.S. - Business Admin (Marketing) U.S.C.
Professional Background: Financial Consultant / Advisor

Male [ ] Female [ ] Age: 18-25 [ ] 26-50 [x] Over 50 [ ]

Name of Committee in which interested: Richland Memorial Hospital Board

Reason for interest: Currently on Palmetto Board - want to help continue progress being made to improve patient safety & access to health care

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

Former chair of Palmetto Health Board of Trustees & Vice chair of Richland Memorial Board of Trustees

Presently serve on any County Committee, Board or Commission? NO

Any other information you wish to give? -

Recommended by Council Member(s): Greg Pearce

Hours willing to commit each month: Time required by Board

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  \_\_\_\_\_

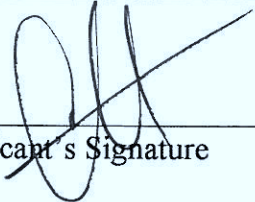
**STATEMENT OF FINANCIAL OR PERSONAL INTERESTS**

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: \_\_\_\_\_

\_\_\_\_\_

  
Applicant's Signature

10/26/09  
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.**

<b>Staff Use Only</b>	
Date Received: _____	Received by: _____
Date Sent to Council: _____	

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Item# 6



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: CHARLES E. OFFUTT

Home Address: 2 Woodlands Ridge Ct

Telephone: (home) 803 315 4695 (work)

Office Address:

Email Address: charo2000@aol.com

Educational Background: Master of Science (see attachment)

Professional Background: Healthcare - Information Systems

Male [ ] Female [ ] Age: 18-25 [ ] 26-50 [ ] Over 50 [x]

Name of Committee in which interested: Richland Memorial Hospital Board

Reason for interest: Want to serve my community.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

See attachment page two.

Presently serve on any County Committee, Board or Commission? NO

Any other information you wish to give?

Recommended by Council Member(s):

Hours willing to commit each month: 35

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

11 NOV 2009  
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: _____	Received by: _____
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	Item# 6

2

**EDUCATION**

**M.S.**, Management of Computer Information Systems, Strayer University, Washington, DC  
**B.S.**, Management of Computer Information Systems, Park College, Parkville, MO  
**A.S.**, Computer Science, Park College, Parkville, MO  
**A.S.**, Management Technology, Austin Peay University, Clarkville, TN  
**A.S.**, Computer Science, Midlands Technical College, Columbia, SC  
**A.S.**, Telecommunication Systems Management, Midlands Technical College, Columbia, SC

**Certificate**

Information Systems Network,  
Midlands Technical College, Columbia, SC

Application Programming,  
Midlands Technical College, Columbia, SC

Enterprise Systems,  
Midlands Technical College, Columbia, SC

Fundamentals of Life and Health Insurance,  
Life Office Management Association Inc., Atlanta, GA

**Designation**

Fellow, Life Management Institute (FLMI),  
Life Office Management Association Inc., Atlanta, GA

Professional, Academy for Healthcare Management (PAHM),  
Academy Healthcare Management, Washington, DC

Associate, Customer Service (ACS),  
Life Office Management Association Inc., Atlanta, GA

**Professional Education**

Have completed Certification Exam in:

Healthcare Management  
Academy Healthcare Management, Washington, DC

Medical Management in Managed Cared Organizations  
Academy Healthcare Management, Washington, DC

Healthcare Network Management  
Academy Healthcare Management, Washington, DC

Healthcare Plan Finance and Risk Management  
Academy Healthcare Management, Washington, DC

Healthcare Governance and Regulation  
Academy Healthcare Management, Washington, DC

Charles E. Offutt

Question: **Your characteristics/qualifications, which would be asset to Committee/Board/Commission**

I am team player.

I have a working knowledge of how external and internal legal and regulatory requirement and accreditation standard influences medical management, purchaser, provider and plan member decision about healthcare.



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

**Applicant must reside in Richland County.**

Name: Jerome (Jerry) D. Odom

Home Address: 510 Eagle Pointe Drive Columbia, SC 29229

Telephone: (home) 803-736-2051 (work) 803-777-9795

Office Address: 107 Osborne, University of South Carolina Columbia, SC 29208

Email Address: odom@sc.edu

Educational Background: B.S. UNC-Chapel Hill; Ph.D. Indiana University, Bloomington

Professional Background: Faculty member, Chair, Dean, VP-Academic Affairs, Foundations

Director—all at University of South Carolina

Male  Female  Age: 18-25  26-50  Over 50

Name of Committee in which interested: Palmetto Health Richland Board of Trustees

Reason for interest: Currently ending 1<sup>st</sup> term. Feel that I have made a positive contribution to the Board and wish to continue.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:

I am currently a member of the PH Richland Board. I have served as Treasurer, Chair of both the Education and Finance Committees and have served as a Class R member of the Palmetto Health Board.

Presently serve on any County Committee, Board or Commission? Only the Board discussed above

Any other information you wish to give? I have received great satisfaction serving Richland County on the above board.

Recommended by Council Member(s): Greg Pearce



Hours willing to commit each month: I have and will continue to commit the time necessary to serve in a satisfactory manner. \_\_\_\_\_

**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.*

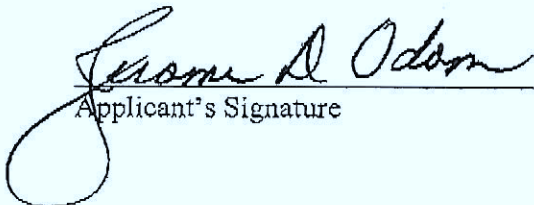
*Yes* \_\_\_\_\_ *No*   X   \_\_\_\_\_

**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

  11/23/09    
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: _____	Received by: _____	
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

# Richland County Council Request of Action

**Subject**

Riverbanks Parks Commission-1 [M. F. Phil Bartlett, Veronica Green-Strong]

**Purpose**



APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: M.F. "Phil" BARTLETT  
Home Address: 111 SOUTHLAKE ROAD, 29223  
Telephone: (home) 803-447 6533 (work) 803-255-3458  
Office Address: 4 MEDICAL PARK DR, SUITE 301, 29203  
Email Address: BARTLETT@USCMED.SC.EDU  
Educational Background: BS, MA, MBA  
Professional Background: PROFESSOR - MOORE SCHOOL OF BUSINESS,  
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: RIVERBANKS PARK COMMISSION  
Reason for interest: I VOLUNTEER AT RIVERBANKS WORKING  
WITH VARIOUS ANIMALS, AND EXHIBITS  
Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission:  
AN UNDERSTANDING OF THE ZOO; LEADERSHIP ABILITIES  
AND STRATEGIC PLANNING BACKGROUND  
Presently serve on any County Board/Commission/Committee? NO  
Any other information you wish to give? \_\_\_\_\_  
Recommended by Council Member(s): DAMON JETER  
Hours willing to commit each month: AS NEEDED

CONFLICT OF INTEREST POLICY

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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

6 OCT 2009  
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 on which you wish to serve.**

**Applications are current for one year.**

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



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Veronica Green-Strang
Home Address: 1401 Longcreek Dr. Apt. 207D
Telephone: (home) 803-798-2057 (work)
Office Address: 1401 Longcreek Dr.
Email Address: Vrgreen7@gmail.com
Educational Background: Bachelor of Science
Professional Background: Business owner and Public officer
Male r Female [checked]
Age: 18-25 r 26-50 [checked] Over 50 r
Name of Committee in which interested: Riverbank Park commission
Reason for interest: public service

Your characteristics/qualifications, which would be an asset to Committee, Board or

Commission:

Business Leader
Healthcare Worker

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? Commissioned as Notary public

Recommended by Council Member(s): no

Hours willing to commit each month: required by council

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 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 NO

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

V. Strong  
Applicant's Signature

11/10/09  
Date

Return to:  
Clerk of Council, Post Office Box 192, Columbia, SC 29202.  
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Applications are current for one year.

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

# Richland County Council Request of Action

**Subject**

Any Executive Session item involving and outside attorney or consultant hired outside the normal scope of a regular contract by Richland County... [Amended language]

**Purpose**



## 1.7 Agenda

- a) Compilation-The agenda for Council meetings shall be compiled by the Clerk of Council on the Wednesday proceeding the first and third Tuesday of each month. Back-up documents for the agenda for all items should be received by the Clerk of Council by noon on the Wednesday preceding the meeting at which the item is to be considered.
- b) Placing on Agenda (Methods)- Items for Council consideration are placed on the agenda by one of five methods:
  - 1) Committee action, or
  - 2) Any item defeated, tabled, or not acted on by committee within 90 days of that item that item having been placed on the committee's agenda may be placed on the Council agenda when the Clerk's Office has received a written request signed by three members of Council, or
  - 3) Proclamation introduced by one member of Council presented to the Clerk prior to the agenda deadline, or
  - 4) Items authorized by ordinance (e.g. appointment and commissioning of Code Enforcement Officers), or
  - 5) The item consists of a notice given to the governing body concerning the location of a proposed home for 9 or fewer mentally or physically handicapped persons.
- c) Order- the agenda shall consist of the following categories of business, to be taken up by the Chair in the order listed.
  - 1) Invocation.
  - 2) Pledge of Allegiance
  - 3) First County Attorney's Report of Executive Session items: The County Attorney shall report only on those Executive Session items in which the County is represented by outside counsel or in which the County has retained the services of a consultant. Council shall move to take action or to receive as information each item to be discussed in executive session.
  - 4) Adoption of agenda: a two-thirds majority vote, of those present, is required to adopt the agenda.
  - 5) Citizen input: Each citizen who has "signed up" to speak before Council may do so for up to 2 minutes; provided, however, the entire citizen input time shall not exceed 30 minutes. Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Any material that a citizen intends to present to Council, including audio and visual presentations, must be approved by the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present.
  - 6) Approval of minutes of previous meetings: a simple majority vote of Council is required to approve minutes. If there are corrections or amendments to the minutes, they may be approved as corrected or amended. Motions to reconsider, rescind, or expunge from the record any previous action must be made prior to adoption of the relevant minutes

and any such motion will be placed on the Agenda's Motion Period for debate. Only when an item is expunged can it be reconsidered during the Motion Period. The adopted minutes shall note the motion to reconsider, rescind, or expunge.

- 7) Report of County Administrator: The County Administrator shall make recommendations or announcements concerning county affairs; but no action shall be taken on any item without proper notice, except in case of extreme emergency.
- 8) Report of Clerk of Council: The Clerk of Council shall make announcements, if any, concerning county affairs.
- 9) Presentations: Except by leave of Council for time exigency or other good cause shown, anyone desiring to make a presentation to Council shall make a request on a form provided by the Clerk's Office for inclusion in Council's agenda at least one meeting prior to the meeting wherein the presentation is sought to be made. The party requesting to make the presentation shall set forth 1) the name of the person, group, association or entity making the presentation, 2) the name and contact information for the presenter(s) or spokesperson(s) thereof, and 3) the substance of the presentation. Absent unusual circumstances, the request should be no more than one page in length and should be timely submitted (i.e., in advance of the agenda deadline for the meeting wherein the matter is intended to appear as a presentation "request") to the Clerk's Office. No more than two presentations shall be on the agenda, unless by unanimous consent Council allows for more than two. Presentations shall be limited to five (5) minutes per presentation. Questions and answers must be included within the five (5) minute time frame. The purpose of this rule is so that Council may plan its meetings accordingly, given the variety of presentations and lengths thereof, and to assess the merits of a given presentation. Presentations shall not be used to request funding or resources support from the County.
- 10) Public Hearings: Each citizen who has "signed up" may speak to Council concerning an item for which there is a public hearing for up to 2 minutes; provided, however, the entire public hearing time for any one item shall not exceed 30 minutes. Any material that a citizen intends to present to Council, including audio and visual presentations, must be approved by the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present.
- 11) Consent items: Items shall consist of those matters that do not require further discussion by Council that have been forwarded to Council by the unanimous vote of the Committee. Any member of Council can remove an item from the Consent Agenda prior to adoption of the agenda. The Chair has the discretion to place items on the Consent Agenda, if in the judgement of the Chair, those items are unlikely to be debated.
- 12) Third reading: final approval of Ordinances.
- 13) Second reading.

- 14) Requests by Council members: items may include those that were defeated (or deferred beyond 90 days) by committee and reintroduced by three Council Members' signatures.
- 15) Second Citizen Input: Any citizen who wishes to introduce an item for consideration not currently under Council's consideration or bring a concern to Council's attention may speak for no more than two minutes; provided, however, the entire second citizen input time shall not last longer than 30 minutes. Items for which a public hearing is required or has been scheduled cannot be addressed at this time. Exceptions may be made with the consent of a simple majority of those Council members present.
- 16) Second County Attorney's Report of Executive Session items: The County Attorney shall report on the remaining Executive Session items. Council shall move to take action or to receive as information each item to be discussed in executive session.
- ~~16~~17) Motion period/Announcements: Any Council member may make an announcement or introduce an item (excluding resolutions) for referral to a Committee. However, any Council member wishing to make a motion during the "motion period" must have transmitted a written request to the Clerk's Office by the deadline for posting the agenda of a regularly scheduled meeting of Council in accordance with the South Carolina Freedom of Information Act (i.e., twenty-four hours prior to such meeting) so that the nature of the motion appears on the agenda. Motions for resolutions and ordinances may be referred to a Committee for further deliberation or, by unanimous consent, the resolution shall be deemed adopted or the ordinance may be sent forward for second reading. Further, any Council member may make a motion directing the county administrator to take action on a county-related matter; and upon approval of a majority of members present and voting, the county administrator shall act upon the directive given.

When referring an item to committee, a Council Member must specify the intent of his or her motion. The Council Member may:

- a) Refer an item to a committee for action.
- b) Refer an item to a committee for discussion.
- c) Refer an item to committee for the purpose of receiving information or an update from staff and/or legal.
- d) Refer an item to committee for a presentation.
- e) Any Council member may make a motion directing the county administrator to take action on a county-related matter; and upon approval of a majority of members present and voting, the county administrator shall act upon the directive given.

If a Council Member does not specify the intent of his or her motion, the Chair shall ask the maker of the motion for clarification. Immediately following each motion, the Chair shall determine the committee to which

the item will be referred, according to the guidelines established in Rule 4.1.

Motions for resolutions and ordinances shall generally be referred to a Committee for further deliberation; however, by unanimous consent of council, a resolution shall be deemed adopted of an ordinance placed on the agenda 24 hours prior to the meeting may be given first reading and sent forward to Council for second reading.

- ~~1718~~) Pending Items: Issues that have been raised by a Council member wherein a response is expected from staff shall be listed on the agenda along with a time frame in which a response from staff will be provided. These items shall be for information only and no discussion shall take place relative to matters listed under Pending Items other than for staff to seek guidance on responding to a Council member's stated issue and for setting a reasonable time frame in which to respond.
  - ~~1819~~) Adjourn.
- d) Additions - A request to add items to the agenda requires a two-thirds vote of those Council members present.

# Richland County Council Request of Action

**Subject**

Planning Commission Members and Occupations

**Purpose**