



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS

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

**FEBRUARY 2, 2010
3:30 PM**

Administration Conference Room

CALL TO ORDER

Adoption Of Agenda

1.

Interviews

2. Accommodations Tax Committee-2 [No applications were received]
3. Board of Zoning Appeals-2 [Susanne H. Cecere*, T. Ralph Meetze]
4. Community Relations Council-2 [Dr. Allen Jay Coles]

5. Employee Grievance Committee-1 [No applications were received]

6. Internal Audit Committee-2 [Pierre E. Brunache]

Items For Action

7. Council Rules-Presentations

8. Planning Commission Ordinance and Motion to Restructure

9.

Adjournment



Richland County Council Request of Action

Subject

Purpose

Richland County Council Request of Action

Subject

Accommodations Tax Committee-2 [No applications were received]

Purpose

Richland County Council Request of Action

Subject

Board of Zoning Appeals-2 [Susanne H. Cecere*, T. Ralph Meetze]

Purpose



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

Name: Susanne H Cecere
Home Address: 8412 Wilson Blvd Columbia SC 29203
Telephone: (home) 803 786-6012 (work) N/A
Office Address: _____
Educational Background: 14
Professional Background: Field Agent - SEESC
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: _____
Reason for interest: Enforcement of Richland
County Ordinances - urban sprawl
Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission:
environment protection, community
involvement
Presently serve on any County Board/Commission/Committee? BoZA
Any other information you wish to give? _____
Recommended by Council Member(s): Formally recommended by Joe McEachron
Hours willing to commit each month: as needed

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: _____

Suzanne H. Ceem
Applicant's Signature

1/12/2010
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

Name: T. Ralph Meetze
Home Address: 613 Hatrick Road, Columbia, S. C. 29209
Telephone: (home) (803) 776-6501 (work) (803) 776-6501
Office Address: Same As Above (Cell) (803) 269-9000

Educational Background: 12 Years Grammar and High School-Lexington Class of '53 **

Professional Background: 40+ years in all areas of real estate finance, appraisals,

Male [X] Female [] mortgage services, consulting, 26-30 [] Over 50 [X]

** Real Estate License course - Midlands Tech
Name of Committee in which interested: Board of Zoning Appeals

Reason for interest: Opportunity to give something back to the community in which I've been a part of since 1975 (Previously resided in Richland some five plus years before moving back to Lexington County)

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: Experience, Maturity and Common Sense

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

Any other information you wish to give? Available upon request

Recommended by Council Member(s): 0

Hours willing to commit each month: Any reasonable amount in order to discharge requested assignments.

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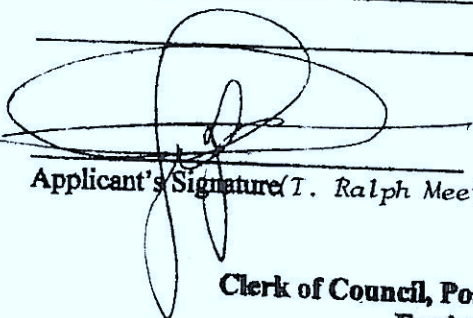
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STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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 X _____

If so, describe: _____



Applicant's Signature (T. Ralph Meetze) Date December 1, 2009

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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

Richland County Council Request of Action

Subject

Community Relations Council-2 [Dr. Allen Jay Coles]

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Allen Jay Coles

Home Address: 1401 Berkeley Rd

Telephone: (home) (803) 254-4766 (work) (803) 705-4945

Office Address: Benedict College 1600 Harden St. Columbia, SC

Email Address: acoles3@hotmail.com

Educational Background: Terminal degree: PhD

Professional Background: Educator and administrator in K-12 and higher education

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

Name of Committee in which interested: The Community Relations Council

Reason for interest: To make a contribution towards improved relations among government, business, and all residents of Richland County.

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

I bring to the Council the capacity to listen actively, act fairly, and relate to the needs of others with sensitivity.

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: As needed

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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

Date

1/26/10

**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

Employee Grievance Committee-1 [No applications were received]

Purpose

Richland County Council Request of Action

Subject

Internal Audit Committee-2 [Pierre E. Brunache]

Purpose



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

Applicant must reside in Richland County.

Name: Pierre E. Brunache

Home Address: 330 Bombs Range R.D.

Telephone: (home) 803-609-2090 (work) 803-

Office Address: _____

Email Address: djpierre@sc.rr.com

Educational Background: Refer to Resume

Professional Background: Refer to Resume

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

Name of Committee in which interested: Internal Audit Committee

Reason for interest: Servins on a committee allows me to make a difference in my community, and meet other County professionals

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

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

Any other information you wish to give? Refer to Resume

Recommended by Council Member(s): _____

Hours willing to commit each month: As needed

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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: _____

P. P. L.
Applicant's Signature

12/20/2009
Date

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Applications are current for one year.

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Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file

Item# 6
Attachment number 1
Page 2 of 4

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

ENTREPRENEURIAL EXPERIENCE SUMMARY

Owner & Operator of Pro Music & Sound Company headquartered in Columbia, SC.
www.djpromusicandsound.com

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

- 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# 6

Attachment number 1
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
- Columbia Chapter of the Society of Human Resource Management; <http://columbiashrm.shrm.org>
- Columbia Bridal Associates; 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)

Honors & Awards

- Army Meritorious Service Medal; Army Accommodation Medal; Army Achievement Medal
- Delta Epsilon Sigma National Scholastic Honor Society

Item# 6

Attachment number 1
Page 4 of 4

Richland County Council Request of Action

Subject

Council Rules-Presentations

Purpose

- 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, and shall be heard on the third Tuesday of the month. Presentations of time sensitive matters, as determined by the Chair or Vice-Chair in his absence, of Council may be heard at any regular or special called meeting of Council. All presentation, 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. No more than three presentations will be allowed at each meeting. 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.

Richland County Council Request of Action

Subject

Planning Commission Ordinance and Motion to Restructure

Purpose

DRAFT

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ___-10HR

AN ORDINANCE AMENDING THE RICHLAND COUNTY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION; ARTICLE VII, BOARDS, COMMISSIONS AND COMMITTEES; SECTION 2-326, BOARDS AND COMMISSION CREATED AND RECOGNIZED; SUBSECTION (B), THE RICHLAND COUNTY PLANNING COMMISSION; SO AS TO SPECIFY THE BACKGROUND REQUIREMENTS FOR CERTAIN MEMBERS OF THE COMMISSION.

Pursuant to the authority granted by the Constitution of the State of South Carolina and the General Assembly of the State of South Carolina, BE IT ENACTED BY THE COUNTY COUNCIL FOR RICHLAND COUNTY:

SECTION I. The Richland County Code of Ordinances, Chapter 2, Administration; Article VII, Boards, Commissions and Committees; Section 2-326, Boards and commissions created and recognized; Subsection (b), The Richland County Planning Commission; is hereby reorganized and amended as follows:

(b) *The Richland County Planning Commission.*

- (1) The commission shall consist of ~~not less than five (5) or more than nine (9)~~ eleven (11) members, ~~appointed by the council for a term of four (4) years.~~ Each member of Richland County Council shall appoint one (1) person to represent their respective Council district, and the term of the member of the commission shall be coterminous with the term of the appointing Council member. Provided, however, that if a vacancy shall occur on Council, the member of the commission appointed by the vacating Council member shall complete his/her term. In addition, no more than two (2) members shall be appointed from the building industry and no more than two (2) members shall be appointed from the environmental community. Commission members may live in either the incorporated or unincorporated area of the County. Any person who is appointed to the commission after September 1, 2006 must reside in Richland County. In appointing members to the commission, council shall give due consideration as to whether applicants live in an incorporated or unincorporated area of the County.
- (2) In addition, council may also consider an applicant's professional expertise, knowledge of the community, and his or her concern for the future welfare of the total community and its citizens. No member of the planning commission shall hold an elected public office in the county.
- (~~2~~3) The commission shall perform all duties provided by law.

DRAFT

SECTION II. Severability. If any section, subsection, or clause of this Ordinance shall be held by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such finding shall not affect the validity of the remaining sections, subsections, and clauses of this Ordinance.

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION IV. Effective Date. This Ordinance shall be effective from and after _____, 2010.

RICHLAND COUNTY COUNCIL

BY: _____
Paul Livingston, Chair

ATTEST this the ____ day of
_____, 2009

Michielle R. Cannon-Finch
Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only
No Opinion Rendered As To Content

First Reading: January 19, 2010 (tentative)

Second Reading:

Third Reading:

MICHIELLE CANNON-FINCH

From: Norman Jackson
Sent: Monday, January 04, 2010 12:48 PM
To: MICHIELLE CANNON-FINCH
Subject: Motion

This motion is to restructure the Planning Commission. Appoint an eleven member Planning Commission with an appointee by each Council member giving representation to all districts. There should be no more that two members from the Building industry and two from the environmental community.

Norman Jackson

Bill Malinowski also supports this motion



I believe the language should read that all appointees must live in unincorporated Richland County. The purpose of this commission is to act on matters that come about in unincorporated Richland County so why should persons from within incorporated areas have a say? They can elect to get on those boards in those municipalities if they want to serve.

We also need to further define what constitutes "building industry" and "environmental community". A few words that came to mind and can possibly be used for a starting point are as follows:

"An individual who currently works for or has any interest or ties to the building industry or environmental community may apply but will be restricted from serving based on the current make-up of the Planning Commission as shown above. The building industry and environmental community shall include persons involved in development, real estate, conservation, environmental or financial businesses related to those areas. (We can add more for specificity if we want) Having an interest will be defined as serving on a board for, having an immediate relative employed there or standing to gain economically or in some personal way from decisions made relating to those areas that come before the Planning Commission. Richland County Council will have the final say in determining if an individual falls into one of these categories. "

Bill

Richland County Council Request of Action

Subject

Purpose