



## Richland County Council

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### Rules and Appointments September 13, 2016 - 4:00 PM 4th Floor Conference Room

Julie-Ann Dixon	Bill Malinowski (Chair)	Jim Manning
District 9	District 1	District 8

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#### Call to Order

#### Approval of Minutes

- 1 July 12, 2016 [PAGES 4-5]

#### Adoption of Agenda

- 2

#### Interviews

- 3 Business Service Center Appeals Board – 3 (Two applicants must have a background in business; other applicant must be a CPA) [PAGES 6-7]
  - a. Robert Leichtle
- 4 Planning Commission - 1
  - a. Rox W. Pollard, Jr. [PAGES 8-10]
  - b. Prentiss McLaurin [PAGES 11-12]
  - c. Margaret M. Sumpter [PAGES 13-17]
- 5 Community Relations Council - 4 [PAGES 18-23]



## **Richland County Council**

a. Kaela Harmon

**Adjournment**



## Richland County Council



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

# RICHLAND COUNTY COUNCIL

## SOUTH CAROLINA



### RULES AND APPOINTMENTS COMMITTEE

July 12, 2016  
4:00 PM  
4<sup>th</sup> Floor Conference Room

*In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building*

#### CALL TO ORDER

Mr. Malinowski called the meeting to order at approximately 4:02

#### APPROVAL OF MINUTES

**June 21, 2016** – Ms. Dixon moved, seconded by Mr. Manning, to approve the minutes as distributed. The vote in favor was unanimous.

#### ADOPTION OF THE AGENDA

Ms. Dixon moved, seconded by Mr. Manning, to adopt the agenda as published. The vote in favor was unanimous.

#### ITEMS FOR ACTION

- a. **Based on Richland County guideline and grievance procedure I move that after all grievance committee hearings are held within the required timeline that the Administrator update and notify Council at the next available Council meeting. This also includes any notices of lawsuits or legal matters. Note: Recently Council was notified of a ruling more than one year later. If there is a timeline for the employee, the chair of the grievance committee and the committee then there must be a timeline to notify Council [JACKSON and MALINOWSKI]** – Mr. Manning moved, seconded by Ms. Dixon, to direct Legal to include language that will add notifying the Clerk of Council's Office of the Grievance Committee's decision, which will start the 30-day clock. The Clerk of Council's Office will place the item on the draft agenda for the Horizon meeting. At the Horizon meeting it is determined the item is not ready to be taken up by Council; the item will be placed on the next Council agenda for action.

#### NOTIFICATION OF VACANCIES

- a. **Accommodations Tax Committee – 3 (One applicant must have a background in the Cultural Industry; other two applicants must have a background in the Lodging Industry)**

#### Committee Members Present

Bill Malinowski, Chair  
Julie-Ann Dixon  
Jim Manning

#### Others Present:

Michelle Onley  
Kimberly Williams-Roberts

- b. Community Relations Council – 3**
- c. Hospitality Tax Committee – 3**
- d. Internal Audit – 1 (Applicant must be a CPA)**
- e. Business Service Center Appeals Board – 3 (Two applicants must have a background in business; other applicant must be a CPA)**
- f. Board of Assessment Appeals – 1**
- g. Planning Commission – 1**
- h. CMRTA – 1**

### **NOTIFICATION OF APPOINTMENTS**

**a. Employee Grievance – 1**

Ms. Manning moved, seconded by Ms. Dixon, to appoint Ms. Tynika N. Legette to the Employee Grievance Committee. The vote in favor was unanimous.

**b. Community Relations Council – 2**

Mr. Colie L. Lorick, Jr. was interviewed for the Community Relations Council.

Ms. Dixon moved, seconded by Mr. Malinowski, to re-advertising the vacancies. The vote in favor was unanimous.

**c. Hospitality Tax Committee – 4**

Mr. Charles Aiken was interviewed for the Hospitality Tax Committee.

Ms. Dixon moved, seconded by Mr. Malinowski, to re-appoint Mr. Charles Aiken to the Hospitality Tax Committee.

### **ADJOURNMENT**

The meeting adjourned at approximately 4:30 PM.

The Minutes were transcribed by Michelle M. Onley, Deputy Clerk of Council



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

730 4123 cell

Name: Robert Leichtle

Home Address: 8 Oak Bluff Ct

Telephone: (home) 803-788-4362 (work) Retired

Office Address:

Email Address: RALIKELY@GMAIL.COM

Educational Background: BS in Accounting USC 1968

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: Currently on Board, like to assist.

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: (A resume is also requested.) Accounting background.

Presently serve on any County Board/Commission/Committee? Yes

Any other information you wish to give?

Recommended by Council Member(s), if any:

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

Robert Smith July 11, 2016  
Applicant's Signature Date

For more information about the Business Service Center Appeals Board, please e-mail [bsc@rcgov.us](mailto:bsc@rcgov.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: <u>7-12-16</u>	Received by: <u>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



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

**Applicant must reside in Richland County.**

Name: Rox W. Pollard, Jr.

Home Address: 2 Heathwood Circle, Columbia, SC 29205

Telephone: (home) 803-530-2484 (cell) \_\_\_\_\_ (work) 803-401-4242

Office Address: 1301 Gervais Street, St. 600, Columbia, SC 29201

Email Address: Rox.Pollard@colliers.com

Educational Background: BS in Business Administration, University of South Carolina, 1983

Professional Background: I have been employed as a commercial real estate broker and developer since 1987. I am currently a principal and Vice President of Colliers International commercial real estate here in Columbia.

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

Name of Committee in which interested: Planning Commission

Reason for interest: I'm very interested in how the County grows and develops. I believe Richland County has fantastic growth potential but it will be important that growth and development are thoughtfully managed. I know the Planning Commission plays a very important role in the Counties future growth and I feel I can add much value to this group.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: As a practitioner in the real estate industry here in the Midlands for almost 30 years, I've been involved in much of the commercial real estate growth that has occurred since 1987. My area of specialty is retail real estate such as shopping centers and retail properties. Retail real estate, perhaps more than other commercial real estate, shapes our landscape and view of our community. I can bring that expertise to the Commission and share that expertise with other Commission members that are experts in other facets of commercial and residential growth. Hopefully this will lead to a very balanced Commission with a good variety of view points, the combination of which can lead to very good planning recommendations.

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

Any other information you wish to give? I have served previously on the Richland Library Board 2004-2014 chairing the Board from 2009-2012. This experience taught me a great deal about Richland County Government and has given me a good understanding of how to work effectively with the County's leadership and County Council.

Recommended by Council Member(s): Greg Pearce

Hours willing to commit each month: 4-10 hours

### **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.

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 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ray W. Pellard  
Applicant's Signature

8-31-16  
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: <u>9-2-16</u>	Received by: <u>[Signature]</u>
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: PRENTISS MCLAURIN

Home Address: 100 TRADITION CIRCLE COLUMBIA S.C. 29229

Telephone: (home) 803-736-5633 (work) \_\_\_\_\_

Office Address: N/A

Email Address: PMCLAURIN001@SC.RR.COM

Educational Background: BS IN LIBERAL STUDIES

Professional Background: 26 MILITARY RETIRED 2006 / VETERAN SUPERVISOR Department of Workforce

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

Name of Committee in which interested: PLANNING COMMISSION

Reason for interest: I HAVE THE VASE EXPERIENCE IN CIVILIAN LIFE

+ MILITARY LIFE IN PLANNING EVENT, INTERACTION WITH PEOPLE

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

Commission:

UNDERSTANDING ECONOMIC GROWTH IN THE COMMUNITIES, DEVELOPING  
INDUSTRY IN THE COMMUNITIES, ALSO INTERACTING WITH ORGANIZATIONS

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

Any other information you wish to give? HAVE SERVED ON THE COMMUNITY RELATION

Recommended by Council Member(s): TORRY RUSH COUNCIL

Hours willing to commit each month: 4-6 HRS A MONTH FOR  
FR. JACKSON

**CONFLICT OF INTEREST POLICY**

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

**Applicant must reside in Richland County.**

Name: Margaret M. Sumpter

Home Address: 709 Harmon Road, Hopkins, SC 29061

Telephone: (home) 803-708-3249

(work) 803-260-1731 (cell #)

Office Address: \_\_\_\_\_

Email Address: mwestsumpter@yahoo.com

Educational Background: Midland Technical College & Columbia College

Professional Background: \_\_\_\_\_

Male

Female

Age: 18-25

26-50

Over 50

Name of Committee in which interested: Planning Committee

Reason for interest: I am interest in serving on the Planning Committee, because of my desires of wanting what is best for the citizens of Richland County.

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

Commission:

My characteristics of being efficient, hardworking, dedicated, experience, patience and concerns for the citizens of Richland County. My qualifications, with over 30 years of experience in SC Government, in the areas of Ethics, Lobbying, etc., along with my characteristics would be an outstanding asset to the Planning Committee of Richland County.

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

Any other information you wish to give; No

Recommended by Council Member(s):

Hours willing to commit each month: 20 or more; what deem necessary to accomplish the committee duties.

**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.

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.*

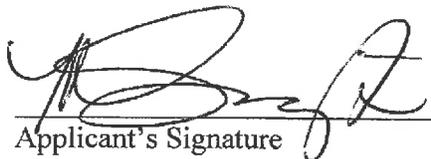
Yes \_\_\_\_\_ No X

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

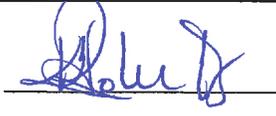
  
Applicant's Signature

10/23/15  
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: <u>10-27-15</u>	Received by:	<u></u>
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

**Margaret M. Sumpter**  
**709 Harmon Road**  
**Hopkins, SC 29061**  
**803-260-1731(c) / 803-708-3249(h)**

## **EDUCATION**

Lower Richland High School  
Midland Technical College  
Columbia College

## **EMPLOYMENT HISTORY**

### **Richland School District One**

Secretary  
1977 – 1989

Responsible for Discipline, Attendance, Pupil Personnel Services and Associate Superintendent; Lower Richland High School, Hopkins Middle School and RCSD One District Office.

### **South Carolina State Ethics Commission**

Business Manager  
January 1990 – December 2000

Responsible for Human Resource, Policies and Procedures Hand Book, Supervision of Administrative Staff, Managed Budget of \$500,000+, Payable of Accounts, Payroll, Procurement, Computerization of Office, Staff Training, Legislative Liaison, Volunteer Coordinator, Scheduled of Commission Meetings and Hearings, and other duties as needed.

### **South Carolina State Employees Association**

Field Representative  
Director of Membership and Services  
December 2000 – April 2012

Lobbied SC General Assembly, Planned SCSEA Annual Meeting, Statewide Board Meetings, County Chapters Meetings, SCSEA Members Annual State House Day, Membership Drives, Recruit Members, Monitor Membership, Volunteer Coordinator, Discount Program, Market SCSEA at Statewide Conferences, Benefit Fairs, SC State Fair, Agencies Meetings, Assist with the Planning of National SAGE and WAGE Conferences in SC and other duties.

Retired from SC State Government, April 2012 with over 32 years of experience.

## **RETURNED TO WORKFORCE AFTER RETIREMENT**

### **Richland County School District One**

Hopkins Middle School  
August 2013 – May 2016

#### **Receptionist/Clerical Assistant**

Performs routine clerical duties to help maintain effective and efficient office operations. Reports to the Principal or Assistant Principal. ESSENTIAL JOB FUNCTIONS Performs general clerical functions, which may include, but are not limited to, entering data into the computer; establishing files; typing, copying and filing correspondence and other documents; faxing; processing various bills, forms and applications; collating materials; processing mail; etc. May perform receptionist duties by answering the telephone, screening callers, greeting, transferring and relaying messages through school faculty/staff to parents or students, announcing or routing visitors and Volunteer Coordinator. Assist Principal and other staff with special projects as assigned. Receives, reviews, prepares and/or submits various records and reports including various forms, logs, records, special and routine reports, requisitions, memos, correspondence, etc.

**Database Specialist**

Responsible for entering all students and staff personal and confidential information in PowerSchool. Meet with parents regarding student attendance and other confidential matters. Prepared Court Documents for Hearings and Attendance Truancy.

**Richland County School District One**

Human Resource Department  
May 2016 – Present

**HR Personnel Assistant**

Performs secretarial and clerical duties of variety and complexity to maintain effective and efficient office operations. Reports to the Director of Classified Employment Services. Welcome guests and clients by greeting them in person or on the telephone; answering or directing inquiries; receives and relay telephone messages. Represents Classified Director by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters to appropriate authority. Maintains confidential matters by keeping employee's information confidential. Determine matters of top priority and handle accordingly. Coordinate and give tests for all classified positions. Performs administrative activities which may be highly confidential and sensitive. Compose and/or type memos, letters and reports for the signature of the Director. Background check of all new employees and Volunteer Coaches with SC DSS, SLED and the United States Department of Justice National Sex Offenders. Updates and maintains database for required background check. Prepare and process certified administrators and teachers contracts. Processes new hire documents in various computer systems and ensures all required documentation is completed. Schedule interviews and appointments for the Director. Researches, gathers and organize pertinent data as needed for the Office of Human Resources. Receive and respond to inquiries and concerns from District employees and other duties.

**Organizations**

Commission South Carolina Notary Public  
Member of Ruritan National Eastover SC Club  
Richland County Democratic Party Executive Committee  
President of Horrell Hill Democratic Precinct  
Public Relations of Southeast Dems  
Member of SC Retirees Association  
Member of **SC Association of Educational Office**  
Member of **National Association of Educational Office**  
Member of **National Association of Professional Women**  
Public Relations of New Light Beulah Baptist Church  
Celeste Event Planner, Inc. Nonprofit Organization (Owner)  
Middleton Family of Hopkins, SC Foundation, Inc. Nonprofit Organization (President)

**References**

**Senator Darrell Jackson**  
South Carolina Senate  
803-212-6048

**Representative Walton J. McLeod (Retired)**  
South Carolina House of Representatives  
803-734-3276 (O)  
803-345-1538 (B)

**Dr. Machelie Thompson, Esquire**  
Director of Classified Employment Services  
Richland County School District One  
803-231-7418



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

**Applicant must reside in Richland County.**

**Name:** Kaela Harmon

**Home Address:** 427 Twin Eagles Dr. Columbia 29203

**Telephone:** (home) 803-466-6567 (work) 803-466-6567

**Office Address:** 427 Twin Eagles Dr. Columbia 29203 (I work from home)

**Email Address:** harmonknc@gmail.com

**Educational Background:** B.A. Journalism & Mass Communications Washington & Lee University

**Professional Background:** Public Relations, Marketing and Governmental Affairs with a background in broadcast media. BA Journalism & Mass Communications.

Male

Female

Age: 18-25

26-50

Over 50

**Name of Committee in which interested:** Community Relations Council

Reason for interest: The Community Relations Council has a long history of advocacy for the citizens of Columbia. The organization's mission to promote harmony, mutual respect, and justice through civil dialogue and understanding aligns with my professional background in public relations and my personal commitment to giving back to my community.

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

**Commission:** Currently, I am an airport marketing consultant and I help airports from across the country develop strategies for engaging their communities, their air service providers and their key stakeholders. Prior, I was the PR Manager for the Columbia Metropolitan Airport. In the course of my career, I have worked with a wide range of organizations, including the SC Confederate Relic Room and Military Museum, where I was the first African-American in the organization and was in a position to ensure that stories of Black South Carolinians contributions to the state's military history were told. My background in public relations and community

engagement combined with my unique work history gives me a perspective that will make me an asset to the organization.

**Presently serve on any County Committee, Board or Commission?** No

**Any other information you wish to give?** I'm a graduate of the Leadership Columbia program, and have been recognized for my personal and professional involvement by multiple organizations.

**Recommended by Council Member(s):** Torrey Rush is my Councilman

**Hours willing to commit each month:** As many as required.

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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: \_\_\_\_\_

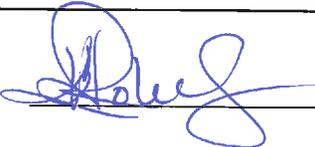
Kaela Harmon  
Applicant's Signature

August 12, 2016  
Date

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

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<b>Staff Use Only</b>	
Date Received: <u>8-12-16</u>	Received by: 
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

# Kaela Harmon

harmonknc@gmail.com  
803.466.6567

Kaela is a relationship marketing specialist with over 10 years of experience in public relations, marketing and event planning who specializes in cultivating relationships between organizations, their stakeholders and the media. Kaela's experience and creative approach to brand management, effective messaging and strategic planning has directly lead to more awareness, greater community support and increased revenue for the various organizations for which she has worked.

## AREAS OF EXPERTISE

- Strategic Planning
- Aviation Marketing
- Direct Mail/ Email Marketing
- Promotional Program Development
- Media Relations
- Copy Writing
- Public Presentations
- Content Layout/Design
- Brand Management
- Social Media Marketing
- Event Planning
- Broadcasting

## EXPERIENCE:

### MARKETING/PUBLIC RELATIONS MANAGER

**Sixel Consulting Group** (Airport Services Consulting Firm)

**May 2016 – Present**  
**Columbia, SC**

- Assist clients with marketing and brand management needs
- Write copy for various marketing campaigns
- Provide project support for web site development projects
- Support clients with strengthening relationships with key stakeholders

### PUBLIC RELATIONS/GOVERNMENTAL AFFAIRS MANAGER

**Columbia Metropolitan Airport** (*Commercial Service Airport*)

**February 2012 – May 2016**  
**Columbia, SC**

- Maintain working relationships with traditional and new media outlets by writing and distributing press releases, making media pitches for airport related stories, providing media tours and escorts and serving as airport spokesperson for airport related news and incidents.
- Actively engage in industry trade organizations through memberships and meeting participation.
- Regularly serve as a speaker and/or panelist for national aviation meetings and conferences.
- Maintain the airport's brand standards and brand strategy by ensuring consistency in the airport's message and visual presence.
- Track data and analytics to ensure effectiveness of strategies to reach key audiences and demographics including route planners, stake holders and internal leadership.
- Create marketing collateral and presentations to include airport promotions, strategic planning, economic development, etc.
- Assist in preparing and presenting marketing proposals to airlines and potential other aviation service providers.
- Oversee department budgeting, staffing, and short and long-term strategy.

### ADVANCEMENT COORDINATOR

**SC Confederate Relic Room & Military Museum** (*Military History Museum*)

**January 2010 – February 2012**  
**Columbia, SC**

- Planed and hosted exhibit opening events and receptions.
- Oversaw all of the museum's public relations and community outreach initiatives.
- Created a museum membership program from the ground-up resulting in additional revenue and an expanded support base.
- Developed copy and content for ad campaigns, collateral and exhibit items.

**MARKETING COORDINATOR****Cornelius & Associates** (*Consulting firm specializing in organizational development, professional training and project management*)**July 2007 – January 2010**  
**Columbia, SC**

- Expanded the organization's use of technology through the introduction of online resources for e-newsletters, webinars and online conferences.
- Project managed company rebranding efforts including website redevelopment project, updated logo and collateral material
- Wrote RFP responses and proposals
- Planned off-site seminars, trade shows, annual meetings and other company events.
- Worked with graphic designer to strategize and developed annual promotional campaigns to align with sales goals.
- Created resources to track and gather data to inform client research projects.

**ASSISTANT DIRECTOR OF COLLEGE COMMUNICATIONS****Piedmont Technical College** (*State Technical College*)**February 2007 – July 2007**  
**Greenwood, SC**

- Managed a team of three to strategically develop an updated marketing campaign including a redesigned logo, newly rolled out print publication and an updated best practices outline.
- Involved with the implementation of an enrollment campaign for Piedmont Technical College resulting in increased early registration.
- Sat on marketing committee for Piedmont Technical College and spearheaded efforts to streamline college's marketing material.
- Wrote press releases and news articles regarding campus news and events.
- Updated and polished the local access television station programming.

**COMMUNICATIONS COORDINATOR****Historic Columbia Foundation** (*Preservation Society & Museum*)**October 2005 – February 2007**  
**Columbia, SC**

- Wrote and distributed all organization press material.
- Established a "speakers bureau" to promote the organization to a regional audience.
- Developed new and innovated outreach material and updated content on Historic Columbia Web site.
- Cultivated relationships with local organizations to create partnerships and cross promotional campaigns.
- Streamlined the editorial and lay out process for Historic Columbia Foundation's external newsletter, resulting in the reduction of missed deadlines.
- Created an internal newsletter for Historic Columbia Foundation, resulting in improved information sharing between employees.
- Planned Historic Columbia Foundations large community events such as the Jubilee Festival of Heritage and Christmas Tours.

**RADIO PROGRAM HOST****WGCV/WFMV Radio** (*Locally owned radio station*)**January 2007 – January 2010**  
**Columbia, SC**

- Produced and hosted weekly radio talk program
- Interviewed local and national newsmakers including Senators Hillary Clinton, Barack Obama and Ron Paul
- Covered local and national breaking news items

**DIGITAL MEDIA SPECIALIST****WIS TV News** (*NBC Affiliate*)**July 2005 – October 2005**  
**Columbia, SC**

- Updated website news content and assisted reporters with copywriting

## **AWARDS & RECOGNITION:**

- Certified Member of the American Association of Airport Executives
- Member of the ACI-NA Nation Marketing and Communications Steering Committee
- The State Newspaper's 20 Under 40 c/o 2014
- Columbia Regional Business Report 2012 Woman of Influence Award
- Southeastern Business Magazine 2014 & 2015 Woman of Influence Award
- South Carolina Black Pages 40 Under 40 c/o 2013
- Leadership Columbia Graduate c/o 2013
- American Association of State Local History 2011 Douglass Evelyn Award Recipient
- South Carolina Center for Fathers and Families Board Member
- South Carolina Jefferson Awards Foundation Board Member

## **EDUCATION:**

Washington and Lee University, June 2005  
BA Journalism & Mass Communications