

**RICHLAND COUNTY**

**RULES & APPOINTMENTS**

**COMMITTEE AGENDA**



**Tuesday, SEPTEMBER 14, 2021**

**3:00 PM**

**COUNCIL CHAMBERS**

**The Honorable Bill Malinowski, Chair**

**County Council District 1**

**The Honorable Gretchen Barron**

**County Council District 7**

**The Honorable Jesica Mackey**

**County Council District 9**

# RICHLAND COUNTY COUNCIL 2021



Bill Malinowski  
District 1  
2018-2022



Derrek Pugh  
District 2  
2020-2024



Yvonne McBride  
District 3  
2020-2024



Paul Livingston  
District 4  
2018-2022



Allison Terracio  
District 5  
2018-2022



Joe Walker III  
District 6  
2018-2022



Gretchen Barron  
District 7  
2020-2024



Overture Walker  
District 8  
2020-2024



Jessica Mackey  
District 9  
2020-2024



Cheryl English  
District 10  
2020-2024



Chakisse Newton  
District 11  
2018-2022





Richland County Rules & Appointments Committee

September 14, 2021 - 3:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski
  
2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
  - a. July 20, 2021 [PAGES 9-15]
  
3. **ADOPTION OF AGENDA** The Honorable Bill Malinowski
  
4. **INTERVIEWS** The Honorable Bill Malinowski
  - a. Business Service Center – Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA)
    1. Toneka Green [PAGES 16-25]
  
  - b. Lexington Richland Alcohol and Drug Abuse Council [LRADAC] – One (1) Vacancy
    1. Marvin Robinson [PAGES 26-27]
    2. Mary Ann Wright [PAGES 28-30]
  
  - c. Music Festival – Two (2) Vacancies
    1. Phillip Gilchrist [PAGES 31-34]
    2. Al Martin [PAGES 35-36]
  
  - d. River Alliance – One (1) Vacancy
    1. Scott Hicks [PAGES 37-38]

## **5. APPOINTMENTS**

- a.** Business Service Center Appeals Board - Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA)
  - 1. Coulter R. Templeton [**PAGES 39-40**]
  - 2. Toneka Green
- b.** Music Festival - Two (2) Vacancies
  - 1. Phillip Gilchrist
  - 2. Al Martin
- c.** Richland Memorial Hospital Board of Trustees – Two (2) Vacancies
  - 1. William Alvin McElveen [**PAGES 41-48**]
  - 2. Stacey V. Brennan [**PAGES 49-54**]
  - 3. Virginia L. Crocker [**PAGES 55-57**]
  - 4. Raquel Michelle Richardson Thomas [**PAGES 58-64**]
  - 5. Millisa "Millie" M. Bates [**PAGES 65-67**]
- d.** River Alliance - One (1) Vacancy
  - a. Javar A. Juarez [**PAGES 68-69**]
  - b. Lisa Ellis [**PAGES 70-71**]
  - c. Scott Hicks

## **6. ITEMS FOR ACTION**

- a.** I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON - March 19, 2019] [**PAGES 72-104**]
  - 1. Once Council approves an action no Council member is to individually go to a staff member in an effort to accomplish/change something that was not in the approved information/action by Council [MALINOWSKI – August 31, 2020]

2. I move that all County Employees presenting to County Council during an official Council meeting (Regular, Special Called, Zoning Public Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input [MANNING –October 6, 2020]

3. Move to amend Council Rules related to virtual and phone call meeting attendance and have this motion included on the July 20, 2021 Rules and Appointments Committee meeting agenda [MACKEY – July 13, 2021]

- b.** I move to amend the Public Nuisance Ordinance to define "Public Places/Establishments" to include restaurants, taverns, lodges, parking lots, and public places where children or students attend and/or normally congregate [DICKERSON - October 6, 2020] **[PAGES 105-106]**
- c.** I move that if matters such as Clerk to Council Search or Compensation for Interim Clerk of Council are to be a part of the Employee Evaluation Oversight Ad Hoc Committee that the name of the Ad Hoc Committee be changed to better reflect what would fall under the purview of its function, responsibility, and/or purpose [MANNING - October 20, 2020]
- d.** All County Council contracts and agreements adopted by a majority vote of full Council will require a majority vote of full Council to amend and/or change [NOTE: This motion should be taken up as soon as possible, and not be addressed with the overall Council Rules update.][LIVINGSTON - 7/13/21] **[PAGES 107]**

## **7. ITEMS FOR DISCUSSION**

- a.** Boards, Committees and Commissions Recruitment **[PAGES 108-111]**

1. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them [MALINOWSKI – October 6, 2020] **[PAGE 112]**

- b.** Boards, Committees and Commissions Descriptions and Duties **[PAGES 113-132]**

## **8. ADJOURNMENT**





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  
Rules and Appointments Committee  
July 20, 2021 – 3:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Bill Malinowski, Chair, Gretchen Barron, and Jessica Mackey

OTHERS PRESENT: Allison Terracio, Chakisse Newton, Angela Weathersby, Kyle Holsclaw, Tamar Black, Michelle Onley

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 3:03 PM.
2. **APPROVAL OF MINUTES**
  - a. July 13, 2021 – Ms. Barron moved, seconded by Ms. Mackey, to approve the minutes as distributed.

In Favor: Malinowski, Barron and Mackey

The motion in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Mackey requested to move Item 8(g) to Item (a).

Mr. Malinowski noted he believes the committee needs to provide direction/background information for Items 8(a) – 8(h), so the committee can discuss the intent of said items.

Ms. Barron moved, seconded by Mr. Malinowski, to approve the amended agenda.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

4. **NOTIFICATION OF VACANCIES**

- a. Accommodations Tax – Five (5) Vacancies (TWO applicants must have a background in the lodging industry, THREE applicants must have a background in the hospitality industry, and ONE applicant will fill an At-large seat)
- b. Airport Commission – Two (2) Vacancies (ONE applicant must reside within the Rosewood, Shandon, or Hollywood Rose – Hill Wales Garden neighborhoods)
- c. Building Codes Board of Appeals – Six (6) Vacancies (ONE applicant must be from the Architecture

**Rules and Appointments Committee  
July 20, 2021**

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Industry, ONE from the Gas Industry, ONE from the Building Industry, ONE from the Contracting Industry & Two Fire Industry alternates)

- d. Business Service Center – Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA)
- e. Central Midlands Council of Governments – One (1) Vacancy
- f. Community Relations Council – One (1) Vacancy
- g. Employee Grievance Committee – Six (6) Vacancies (MUST be a Richland County employee; 2 seats are alternates)
- h. Hospitality Tax – Three (3) Vacancies (ONE applicant must be from the Restaurant Industry)
- i. Internal Audit Committee – Two (2) Vacancies (applicant with a CPA preferred)
- j. LRADAC – One (1) Vacancy
- k. Musical Festival – Two (2) Vacancies
- l. Planning Commission – Two (2) Vacancies
- m. Procurement Review Panel – Two (2) Vacancies – (ONE applicant must be from the public procurement arena & ONE applicant must be from the consumer industry)
- n. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies
- o. River Alliance – One (1) Vacancy
- p. Township Auditorium – Two (2) Vacancies
- q. Transportation Penny Advisory Committee (TPAC) – Six (6) Vacancies

Ms. Onley noted she would adjust the number of vacancies, if the committee appoints to any of the boards, commissions, or committees listed.

Mr. Malinowski inquired if all of Building Codes Board of Appeals members' terms have expired.

Ms. Onley responded in the affirmative.

Ms. Mackey inquired as to when the vacancies will be posted, and the deadline for applications.

Ms. Onley responded the ad will be provided to Buonasera on July 28<sup>th</sup> and the deadline for application submission will be August 27<sup>th</sup>. The online application process should be functional by August 2<sup>nd</sup>.

Ms. Mackey inquired if the recommendations made during the online tutorial had been addressed by IT.

Ms. Onley responded she would follow-up with IT.

**Rules and Appointments Committee  
July 20, 2021**

Ms. Barron suggested have an additional tutorial prior to the online process going live.

Mr. Malinowski inquired if full Council would need to approve the online process, or just the Rules Committee.

Ms. Barron responded because we are not changing any content, the committee should move forward with implementing the online process. She inquired if we can have the online process to go live at the same time the advertisement is submitted.

Ms. Onley stated she will speak with IT to inquire if the online process could go live at the same time the advertisement is submitted to Buonasera.

Ms. Barron moved, seconded by Ms. Mackey, to advertise the vacancies.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

## 5. INTERVIEWS

- a. Business Service Center Appeals Board – Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA) – Ms. Coulter R. Templeton was interviewed.

Mr. Malinowski inquired if the board should have two business person, or only one.

Ms. Onley stated she would research the matter and provide additional information on the needs of the board.

- b. Employee Grievance – Six (6) Vacancies (MUST be a Richland County employee; 2 seats are alternates) – Mr. Mark Cheslak, Ms. Elizabeth “Katie” Marr and Mr. Kyle Hughes were interviewed. Ms. Meghan Easler was not able to interview due to illness.
- c. Lexington Richland Alcohol and Drug Abuse Council – One (1) Vacancy – Ms. Bonnie Kelly withdrew her application.
- d. Music Festival Commission – Two (2) Vacancies – Mr. Phillip Gilchrist was unable to be interviewed due to a scheduling conflict.
- Mr. Malinowski requested staff to ensure the applicant for the Music Festival Commission resides in unincorporated Richland County.
- e. River Alliance – One (1) Vacancy – Mr. Javar A. Juarez was interviewed.

## 6. NOTIFICATION OF APPOINTMENTS

- a. Airport Commission – Two (2) Vacancies (One applicant must reside within the Rosewood, Shandon, or Hollywood-Rose Hill-Wales Garden neighborhoods) – Ms. Barron moved, seconded by Ms. Mackey, to appoint Ms. Lynn Hutto and re-appoint Ms. Lindsey Forrest Ott.

Mr. Malinowski made a substitute motion, seconded by Ms. Mackey, to vote on the applicants

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individually.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

Hutto: Malinowski, Barron and Mackey

Ott: Barron and Mackey

Homeyer: Malinowski

Hunter: Ø

The committee forwarded a recommendation to appoint Ms. Lynn Hutto and re-appoint Ms. Lindsey Forrest Ott to the Airport Commission.

- b. Business Service Center Appeals Board – Four (4) Vacancies (TWO applicants must be from the Business Industry and TWO applicants must be a CPA – Ms. Barron moved, seconded by Mr. Malinowski, to hold this item in committee and request additional information from the Business Service Center, which clearly defines what constitutes the business industry, as well as any updates to their appointment list.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- c. Employee Grievance – Six (6) Vacancies (MUST be a Richland County employee) – Ms. Barron moved, seconded by Ms. Mackey, to forward to Council with a recommendation to appoint Mr. Mark Cheslak (Alternate), Ms. Katie Marr and Mr. Kyle Hughes to the Employee Grievance Committee.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- d. Music Festival – Two (2) Vacancies – Ms. Barron noted the committee has provided several mechanisms by which applicants can interview, and we are looking for committed individuals to sit on the committees.

Ms. Barron moved, seconded by Ms. Mackey, to hold this item in committee to allow the applicant that was unable to appear due to a medical procedure an opportunity to interview, and to re-advertise the remaining vacancy.

Ms. Mackey inquired when Mr. Gilchrist was contacted regarding the interview.

Ms. Black stated she called Mr. Gilchrist on Wednesday, Thursday and Friday. Mr. Gilchrist returned her call on Saturday, and she was able to speak to him on Monday. At that time, Mr. Gilchrist indicated he was out of town, and he was interested in still interviewing for the Music Festival.

Ms. Barron inquired if Mr. Gilchrist was offered an invitation to call into the committee meeting.

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July 20, 2021**

Ms. Black responded he was not.

Mr. Malinowski stated, in the future, if someone indicates they cannot appear for an interview, staff should inform them they may call in to conduct their interview.

Ms. Barron withdrew her motion.

Ms. Barron moved, seconded by Mr. Malinowski, to hold this item in committee to allow Mr. Gilchrist and Mr. Martin to be interviewed.

Ms. Mackey inquired if these two (2) vacancies would be removed from the advertisement.

Ms. Onley responded in the affirmative.

Ms. Mackey stated she is concerned with removing the vacancies, since we will not be able to timely advertise the vacancies if the current applicants are not appointed.

Mr. Malinowski inquired when the next vacancies be advertised.

Ms. Onley responded she has been advertising the vacancies quarterly.

Mr. Malinowski inquired when the next vacancy is on the Music Festival Board.

Ms. Onley stated the terms for the current members expired in 2020. The terms are for four (4) years, so the next vacancy would be in 2025.

Ms. Barron inquired if the terms would be retroactive, or start once the individuals are appointed.

Mr. Malinowski responded they would start once they are appointed.

Ms. Mackey noted the committee previously talked about developing a recruitment plan so the residents know when to expect vacancies to be posted and when applications will be due to the Clerk's Office.

Ms. Onley responded her intention was to publish the vacancies on a quarterly basis.

Ms. Barron requested that Ms. Onley develop a written plan, so there is continuity with the process.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- e. Planning Commission – Two (2) Vacancies – The remaining vacancies will be re-advertised.
- f. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies – Mr. Malinowski stated he will request the liaison provide information on the board's needs.
- g. River Alliance – One (1) Vacancy – Ms. Barron stated the Council liaisons' input on the River Alliance is critically important.

**Rules and Appointments Committee  
July 20, 2021**

Ms. Barron moved, seconded by Ms. Mackey, to request the Council liaisons to review the applications received, and hold this item in committee until after their review.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

7. **ITEMS FOR ACTION**

- a. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON] – No action was taken.

8. **ITEMS FOR DISCUSSION**

- a. Boards, Committees and Commission Recruitment – Mr. Malinowski stated the Clerk’s Office will be providing an update at the September 14<sup>th</sup> committee meeting.
- b. Once Council approves an action no Council member is to individually go to a staff member in an effort to accomplish/change something that was not in the approved information/action by Council [MALINOWSKI – August 31, 2020] – Mr. Malinowski noted this item needs to be addressed in the overall Council Rules discussion. Include as a subsection at the next committee meeting.
- c. I move to amend the Public Nuisance Ordinance to define “Public Places/Establishments” to include restaurants, taverns, lodges, parking lots and public places where children or students attend and/or normally congregate [DICKERSON – October 6, 2020] – Mr. Malinowski requested legal input on whether the County can do this, and what Council needs to do.

Ms. Barron noted we should not single out children, and suggested the motion be “...where people normally congregate.”

- d. I move that all County Employees presenting to County Council during an official Council meeting(Regular, Special Called, Zoning Public Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input [MANNING – October 6, 2020] – Mr. Malinowski suggested this item be listed as a subsection under the Council Rules discussion on the next committee agenda.

Ms. Barron noted Councilmembers also need to have their cameras on when speaking.

- e. I move that if matters such as Clerk to Council Search or Compensation for Interim Clerk of Council are to be a part of the Employee Evaluation Oversight Ad Hoc Committee that the name of the Ad Hoc Committee be changed to better reflect what would fall under the purview of its function, responsibility, and/or purpose [MANNING – October 20, 2020] – Mr. Malinowski requested this item be moved to an action item on the next committee agenda.
- f. Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them [MALINOWSKI – October 6, 2020] –

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Mr. Malinowski requested the Clerk's Office to review the committee to determine which municipalities also have appointment authority. In addition, to request Legal to provide language that needs to be added to the boards, commissions, and committees descriptions.

- g. Move to amend Council Rules related to virtual and phone call meeting attendance and have this motion included on the July 20, 2021 Rules and Appointments Committee meeting agenda [MACKEY – July 13, 2021] – Mr. Malinowski requested Ms. Mackey provide clarification on the intent of her motion, and move it to an action item on the next committee agenda.
  - h. All County Council contracts and agreements adopted by a majority vote of full Council will require a majority vote of full Council to amend and/or change [NOTE: This motion should be taken up as soon as possible, and not be addressed with the overall Council Rules update.] [LIVINGSTON – July 13, 2021] – Mr. Malinowski requested the Clerk's Office to reach out to the maker of the motion to clarify his intent. In addition, contact Legal to determine if there is anything we need to do with the objective of the motion.
9. **ADJOURNMENT** – The meeting adjourned at approximately 4:55 PM.

**Rules and Appointments Committee  
July 20, 2021**

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## Applicant Information

**First Name\***

TONEKA

**Last Name\***

GREEN

**Home Address\***

633 South Brick  
Road

**Apt**

**City\***

Columbia

**State\***

SC

**Zip\***

29229

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address\***

633 South Brick  
Road

**Suite**

**City\***

Columbia

**State\***

SC

**Zip\***

29229

**Number\***

(803)293-  
5036

**Type\***

Mobil  
e

**Secondary Phone Type**

**Email Address\***

tonekagreen@aol.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Doctoral

**Professional Background**

Educator/Educational Consultant

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or  
Commission in which interested: \***

Business Service Center Appeals  
Board

**Reason for interest: \***

I am interested in joining the Business Service Center Appeals Board because I want to give back some of my time and expertise to the community. I am entrepreneur and have own a few businesses through my life and I know these experiences and my growth mindset will be beneficial to the Business Service Center Appeals Board and Richland County Government overall.

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

**Committee, Board or Commission: \***

Growth Mindset  
Servant Leader  
Team Building Qualities  
Effective Communicator  
Mentor to Others  
Creative Writer  
Business Owner Experience  
Educator/Ed. Consultant

**Any additional information you wish to share:**

Member of the University of South Carolina Aiken Alumni  
Executive Board  
2019 SC Education Policy Fellow  
2020 SC Black Pages Top 20 Under 40  
2021 SC Women in Business

**Recommended by a Council  
Member? \***

Yes  No

**Council Member name(s):**

Overtun Walker



Hours willing to commit each

month:

15 hours

## 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 Interest

*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:\***

I own an educational consulting firm in Richland County.

## Resume (1)

Resume

CCC - Resume - 8/23/2021 - Business Service Center Appeals Board -

## Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \*** **Last Name \***

Toneka

Green

Submit

## **Toneka M. Green, Ed.D.**

**633 South Brick Road**

**Columbia, SC. 29229**

**(803) 293-5036**

**tonekagreen@aol.com**

### **Education/Certification**

Principal Certification - Education Leadership, Lamar University, Beaumont, TX 2015

Ed.D. - Teaching and Learning, Argosy University, Phoenix, AR 2012

M.Ed. - Curriculum and Instruction, Lesley University, Cambridge, MA 2007

BA - Elementary Education, University of South Carolina, Aiken, SC 2005

Educational Leadership Tier II/Superintendent and Elementary Education (P-5)

Certifications – Georgia Professional Standards Commission

Elementary Principal and Elementary Education Certifications – South Carolina Department of Education

### **Administrative and Leadership Positions**

*Educational Consultant, 4Green Educational Consulting, Columbia, South Carolina, November 2016 – Present*

- Plan and facilitate professional development to teachers and school/district leaders.
- Design and develop school/district specific curriculum and curriculum documents.
- Provide leadership coaching to school leaders.
- Provide accountability support.
- Conduct a variety of quality reviews.
- Conduct equity audits.
- Facilitate equity trainings.

*Chief Academic Officer, East Point Academy, Columbia, South Carolina*

*Public Charter School District, July 2018 – September 2020*

- Supervised the Special Education/Gifted and Talented, 504, Literacy and Early Learning, Math, Language Immersion and Culture, Instructional Technology, Federal Programs, Accountability, and Response to Intervention departments, budgets, and personnel.
- Participated on hiring and recruiting teams and assisted in hiring decisions.
- Created job descriptions for administration and instructional staff.
- Oversaw and evaluate the performance of building level administrators.
- Planned and carries out a school-wide and virtual program of curriculum review and development.
- Provided leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.
- Guided individual professional development experiences including the evaluation process.
- Supervised the instructional and professional development programs of the staff in the assigned buildings.
- Integrated instructional programs.

- Ensured diversity, equity, and inclusion in all curriculum, instruction, and accountability initiatives.
- Assisted the Head of School and building-level administrators in the planning and implementing effective programs of supervision and evaluation.
- Designed, recommended, and carried out educational initiatives; disseminates and interprets the results to administrators, teachers, and parents as appropriate.
- Supervised and coordinated the work of curriculum resource consultants.
- Provided guidance in the selection and use of textbooks and other instructional materials.
- Worked with the curriculum team and teachers in the preparation of curriculum materials.
- Acted as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas.
- Kept current with educational developments and the literature in the field of education and participated in the affairs of state and national professional societies devoted to the advancement of education.
- Collaborated with the Head of School and Assistant Principals in the development and implementation of school Comprehensive Improvement Plans.
- Assisted with all assessment and accountability programs, data analysis and interpretation.
- Performed other duties consistent with the position assigned as may be requested by the Head of School.

*Curriculum Coordinator, East Point Academy, Columbia, South Carolina  
Public Charter School District, July 2017 – June 2018*

- Coordinated the review, development, and revision of all programs and related curriculum documents and materials, including curriculum guides, course outlines, and teaching plans.
- Developed and conducted or arranged for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and new instructional practices in all core subject areas.
- Disseminated information regarding current research and significant developments on the state and national levels in curriculum.
- Observed classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation.
- Worked cooperatively with campus administrators, other coordinators, and instructional coaches in developing and supervising the instructional programs in all core subjects.
- Planned, improved, and oversaw curriculum and curriculum-based assessments in all core subject areas.
- Provided school-wide assessments. Compiled regular reports reflecting current student performance or other data, as needed.
- Assisted in providing resources and materials to support staff in accomplishing program goals.
- Obtained and used student achievement data to examine curriculum and instruction program effectiveness for curriculum.

- Obtained and have on file appropriate publications and supplementary materials relevant to curriculum.
- Assisted in the preparation of the budget and administration of the budget for supplies, equipment, and facilities in curriculum.
- Managed the collection of ongoing assessment data and other pertinent local assessments as well as provides data in user-friendly formats.
- Directed local school benchmark assessments.
- Supervised staff and departments as assigned.

*Math Instructional Coach/Math Interventionist, East Point Academy, Columbia, South Carolina Public Charter School District, January 2017- June 2017*

- Planned and provided modeling, coaching, planning, and observing with each teacher using effective math strategies.
- Assisted teachers and administrators with the implementation of new instructional strategies, technology, math assessments, and math interventions.
- Assisted with planning and implementation of family nights and other math initiatives.
- Assisted school with analyzing school data and plan for improvement using strengths and weaknesses identified.
- Monitored use of math interventions and math assessments.
- Collaborated and worked with the teachers, administration, and the Special Education Department to ensure proper mentoring and instruction is offered to students in need.
- Provided instructional intervention to individual students and small groups of students requiring additional instruction in math.
- Worked along-side regular classroom teachers to ensure needs of all students are being met.

*Enterprise Learning Coach, Manning Elementary School, Clarendon School District 2, SC, July 2014-June 2015*

- Supported teachers during the implementation of project-based learning.
- Facilitated professional development sessions.
- Modeled and team-taught standards-based lessons.
- Observed classroom instruction.
- Provided coaching for effective instruction.
- Implemented One-to-One technology throughout the district (iPads and MacBooks).
- Participated with teachers and student deployment.
- Facilitated Critical Friends Groups/Professional Learning Communities.
- Facilitated MasteryConnect training for teachers and instructional coaches.
- Assisted teachers with technology integration.
- Trained teachers on using the Google Platform.
- Assisted with Digital Citizenship training for teachers and students.
- Trained teachers on NearPod, Kahoot It, and QR Codes.
- Trained teachers on using Apple Devices
- Participated in Parent Information Nights
- Worked on district's Acceptable Use Policy (AUP).
- Deployed one-to-one devices to students and teachers (iPads and MacBooks).

*National Institute for Excellence in Teaching TAP Master Teacher/Assistant Administrator, Blackville-Hilda Jr. High School, Barnwell 19, SC, 2013-2014*

- Supervised the development of curriculum.
- Supported teachers in the implementation of the Teacher Advancement Program (TAP) rubric.
- Facilitated professional development sessions.
- Modeled and team-taught standards-based lessons.
- Observed classroom instruction.
- Evaluated teacher performance.
- Provided coaching for effective instruction.
- Manage the daily operations of the school.
- Supervised staff.
- Enforced school policies related to student discipline, staff corrective actions, and school safety.
- Coordinated staff and student schedules.

**Leadership Experiences**

*ADEPT/PADEPP Coordinator, East Point Academy (Elementary and Middle Schools), SC 2017- September 2020*

- Created, oversaw, and led the implementation of the ADEPT Plan.
- Managed the SCLEAD.org account.
- Coordinated teacher and administrator evaluation.
- Coordinated and supervised the Induction and Mentoring programs.
- Provided professional development focused on SCTS 4.0 Rubric and PADEPP.
- Assisted and provided support to educators at all contract levels (induction, annual, continuing, and recertification).

*District's Articulation Meeting Facilitator, Barnwell 19, SC 2013-2014*

- Planned for agenda, activities, and focal topics for meeting.
- Facilitated the meeting which included district and school administration and curriculum coaches.
- Provided participants with follow-up instructions and plans for the future meetings.

*Testing Developer and Coordinator, Barnwell 19, SC 2013-2014*

- Developed school-wide benchmark assessments.
- Coordinated testing for the entire school.
- Scored, reported, and recorded assessment scores.
- Facilitated professional development focused on analyzing scores and creating data-drive instruction.

*District Common Core State Standards (CCSS) Implementation Team, Williston 29, SC 2011-2013*

- Attended state-level CCSS trainings.
- Trained teachers on CCSS and innovative strategies.
- Planned with team for CCSS implementation.
- Assist teachers with CCSS implementation.
- Coach teachers for effectiveness.

*SAFE-T Evaluator, Kelly Edwards Elementary School, Williston 29, SC 2012-2013*

- Evaluated teacher performance using SAFE-T standards.
- Worked with the principal to create teacher improvement plans.
- Communicated effective teaching expectations with teachers.

### **Teaching Positions**

*Elementary School Teacher (Temporary) – North Aiken Elementary School, Aiken, SC. 2015-2016*

- Planned and delivered standards-based lessons.
- Management classroom routines, procedures, and student behavior.
- Fulfilled non-instructional duties.

*Elementary School Teacher - Kelly Edwards Elementary School, Williston, SC. 2007-2013*

- Planned and delivered standards-based lessons.
- Management classroom routines, procedures, and student behavior.
- Fulfilled non-instructional duties.

*Elementary School Teacher - Allendale Elementary School, Allendale, SC. 2005-2007*

- Planned and delivered standards-based lessons.
- Management classroom routines, procedures, and student behavior.
- Fulfilled non-instructional duties.

### **Additional Training/Professional Development**

The Future of Work: The Big Equity Challenge, Virtual, April 2021

Overcoming Distance and Division (Equity and Justice), Virtual, January 2021

Take a Deep Dive into MAP Growth, Orangeburg, SC. February 2020

Where the Rubber Meets the Road (MTSS), Columbia, SC. November 2019

Schools to Watch Evaluator Training, Greenville, SC. October 2019

SCTS 4.0 Rubric Train-the-Trainer, Anderson, SC. October 2019

Career and Technical Education (CTE), Columbia, SC. September 2019

SCLead.org and Teacher Evaluation, Columbia, SC. July 2019

South Carolina Teaching Standards 4.0 Rubric, Columbia, SC. June 2018

Personalized Learning, Columbia, SC. January 2018

Immersion Best Practices, Columbia, SC. January 2018

Cultural Proficiency and Responsiveness, Columbia, SC. January 2017

Fountas & Pinnell Reading Records, Aiken, SC. August 2015

Balanced Literacy, Aiken, SC. September 2015

Student Learning Objectives, Aiken, SC. October 2015

Scholastic Student Assessment (SRI and SMI), Aiken, SC. October 2015

Critical Friends Group, Manning, SC. August 2014

Mastery Connect, Manning, SC. August 2014

Buck Institute's Project-Based Learning (PBL), Columbia, SC. November 2014

Buck Institute's PBL: Leadership Institute, Columbia, SC. December 2014.

South Carolina Association of School Administrator (SCASA), Myrtle Beach, June 2013

Teacher Advancement Program (TAP), Blackville, SC. July 2013  
TAP Summer Institute, Charleston, SC. July 2013  
Teacher Advancement Program, Blackville, SC. July 2013  
Student Learning Objectives (SLO), Columbia, SC. November 2013  
Literacy Leader's Institute, Estill, SC. September 2013 – January 2014  
SAFE-T Training, Williston, SC. June 2012  
SAFE-T, Williston, SC. June 2012  
Common Core State Standards Training, Columbia, SC July 2012  
Common Core Summer Institute, Columbia, SC. June 2011

### **Presentations**

Green, T. (2021, March). *Great School Leaders*. Training for Black Women Educational Leaders. Inc.

Green, T. & Seb-Di Dio, G. (2021, January). *Diversity, Equity, and Inclusion*. Training at Lesley University.

Green, T. (2020, July). *Rigorous Academics: Utilizing the South Carolina Teaching Standards 4.0 Rubric*. Professional Development at Butler Academy.

Green, T. (2020, March). *Strategies for Effective eLearning*. Professional Development at East Point Academy.

Green, T. (2019, August). *South Carolina Teaching Standards 4.0 Rubric*. Professional Development at East Point Academy.

Green, T. (2019, August). *Curriculum Design and Development*. Professional Development at East Point Academy.

Green, T. (2018, August). *South Carolina Teaching Standards 4.0 Rubric*. Professional Development at East Point Academy.

Green, T. (2018, January). *RTI: Tier 1*. Professional Development for East Point Academy.

Green, T. (2017, October). *Read to Succeed*. Professional Development for East Point Academy.

Green, T. (2016, January). *Integrating Project-Based Learning*. Professional Development for Aiken County Public Schools.

Green, T. (2015, January). *8 essentials of PBL*. Professional Development at Manning Elementary School.

Green, T. (2014, December). *Project-Based Learning, Mastery Connect, and Google Classroom*. Professional Development at Manning Elementary.

Green, T. (2014, November). *Using QR codes in the classroom*. Professional Development at Manning Elementary.

Green, T. (2014, October). *Mastery Connect*. Professional Development at Manning Elementary.

Green, T. (2014, September). *Enterprising Learning*. Professional Development at Manning Elementary School, Manning, SC.

Green, T. (2013, September). *Common Core: Literacy Activities*. Presentation at Blackville-Hilda Jr. High.

### **Professional Affiliations**

Independent Educational Consultants Association (IECA)



South Carolina Alliance of Black School Educators (SCABSE)  
South Carolina Leaders of Literacy (SCLL)  
South Carolina Leaders of Mathematics Education (SCLME)  
South Carolina Teaching Standard 4.0 Rubric Evaluator and Trainer  
South Carolina Schools to Watch Evaluator  
South Carolina Education Policy Fellowship Program  
University of South Carolina Alumni Association  
University of South Carolina Aiken Black Council  
Lesley University Alumni Ambassadors  
South Carolina Association of Supervision and Curriculum Development (SCASCD)  
Learning Forward South Carolina (LFSC)  
National School Reform Faculty (NSRF)  
Buck Institute for Education (BIE)  
Black Women Education Leaders, Inc.

**Community Service Affiliations**

Social Emotional Partnerships of the Midlands  
Family Shelter  
Journey Methodist Church  
Save Our Children (SOC)  
Dream, Imaginations, and Gifts (D.I.G.)

**References Available Upon Request**



APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: ~~Marvin~~ MARVIN E. ROBINSON JR.  
Home Address: 4103 Parkman Drive Columbia SC 29206  
Telephone: (home) 864/230-3819 (work) same  
Office Address: 1333 Main St Suite 200, Columbia SC 29201  
Email Address: MARVIN.ROBINSON@AMERISHANK.COM  
Educational Background: BS in Business Admin, The Citadel, 1998  
Professional Background: 20+ years in commercial banking  
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: BRADAC  
Reason for interest: 6 years serving their foundation and short term on their commission for Lexington County  
Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:  
Same as above. Previously served for Lexington County and recently moved to Columbia  
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: as much as necessary

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 X

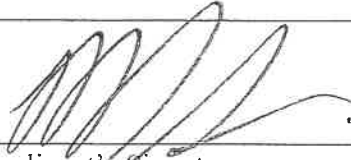
#### STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

8/5/20  
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



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

**Applicant must reside in Richland County.**

Name: Maryann Wright  
Home Address: 202 Harbor Drive Columbia, SC 29229  
Telephone: (home) (803) 708-9999 (work) N/A  
Office Address: retired  
Email Address: aKachip53@gmail.com  
Educational Background: Master's Degree in Education  
Professional Background: retired educator  
Male  Female Age: 18-25  26-50  Over 50  
Name of Committee in which interested: LRADAC  
Reason for interest: \_\_\_\_\_

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

Presently serve on any County Committee, Board or Commission? \_\_\_\_\_

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

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

Hours willing to commit each month: \_\_\_\_\_

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

Maryann Wright  
Applicant's Signature

1/18/2021  
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: <u>1/19/21</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	

Reason for interest: I'm interested in serving on the Board of LRADAC because of the importance of providing resources and support to those in need. It helps to improve the lives of everyone in the community. I've been personally touched by substance abuse with a close family member who is now thirteen years clean and sober because he had access to services and support to kick the habit.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: I am a retired educator who is organized, focused and goal oriented. I work well with others and I'm a team player. I belong to several community based organizations that allow me to use those skills. I think they would be very valuable as a LRADAC Board member.

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

Any other information you wish to give? Throughout my adult life I have been active in endeavors that make a positive difference in people's lives- from serving in my church and extracurricular activities with my students to volunteering and managing volunteers for various organizations. I have a Bachelor of Science in Biology from the University of South Carolina and a Master's Degree in Education from The Citadel.

Recommended by Council Member(s):

County Councilwoman Jesica Mackey, Ninth District (I am a constituent)

County Councilwoman Allison Terracio

Hours willing to commit each month: As many as are needed. I am retired and my schedule is flexible.



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

**Applicant MUST reside in Richland County.**

Name: Phillip Gilchrist

Home Address: 121 North Ridge Road

Telephone: (home) - 803-597-8381 (work) 803-597-8381

Office Address: 121 North Ridge Road

Email Address: phil@truescalerecords.com

Educational Background:

- Spring Valley High School Graduate
- Studied Music at Brevard College
- Studied Music at Claflin University

Professional Background:

- President and CEO of MP Productions
- Executor of TrueScale Records

Male Female

Age: 18- 25 26- 50 Over 50

Name of Committee in which interested: Music Festival Committee

Reason for interest: As a musician and leader in the arts community, I believe it's important that our county remains engaged in the arts while at the same time grooming and inviting the talented capacity we have to share in Richland county to be a part of our arts community. In addition to these things, I collaborate with some of the major music organizations in the world to include Sony Music and Universal. I'm also engaged in the following organization:

- Broadcast Music Inc. (BMI)
- American Society of Composers, Authors and Publishers (ASCAP)
- American Federation of Musicians (AFM)
- Young Entrepreneurs Music Guild
- Musicians For Vets

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: I have been a musician for 13 years, I studied music in both

highschool and college, I have my own production company and global record label that's based in Richland county and finally I am a lover of music and the arts.

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

Any other information you wish to give? Just want to thank the members of county council for considering me for this post. If chosen, I look forward to serving.

Recommended by Council Member(s): Councilwoman Mackey

Hours willing to commit each month: I am willing to serve the hours necessary for the opportunity.

### CONFLICT OF INTEREST POLICY

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1

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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 Date *Phillip Giddens* 3/2/21

**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: 3/3/21 *John*

Date Sent to Council:

2

Status of Application:  Approved  Denied  On file

**Phillip Michael Gilchrist** - Phillip's foray into music was when he, at the age of seven, began playing and singing for two churches in his local community. Phillip's study and natural ability in music evolved overtime to embrace performances, producing and composing music that made him an authority in the areas of music producing, composing and arranging.

He is a recording Pop Artist from South Carolina and has produced for and collaborated with musicians across the musical spectrum to include the following genres: Pop, Country, R&B, Hip-Hop, Jazz , Classical and Gospel, in addition to being a multi talented vocalist, instrumentalist and music theory expert.

Phillip is the Founder of MP Productions and the Executor of TrueScale Records. He started MP Productions in 2016 as a full scale music production company, working with up and coming musicians to teach piano, drums, guitar, brass, music production, music composition, music theory, and vocal training. Phillip's belief is that "It is important for a musician to understand how to put it all together, break it down, and put it all back together again with SKILL". "MP Productions strives to perfect the music in "YOU" recognizing that music is an ART... and it is the ARTIST that MP Productions seeks to develop."



In 2019, Phillip took his skills and the principles of masterful recording and producing music to a whole new level by launching a major Record Label in the United States. TrueScale Records is an International Record Label identifying real talent in the music entrepreneurial space with the goal of signing talented musical entrepreneurs.

Phillip's philanthropy and community service are key cornerstones to his companies and his personal involvement and success. Among his philanthropic and involvement activities, he is a musician for the South Carolina United Methodist Conference, the co-founder of Musicians for Vets, a nonprofit organization dedicated to providing music support and training to disabled veterans. In addition, he is a member of the Young Entrepreneurs Music Guild, the American Music Federation, the American Society of Composers, Authors, and Publishers (ASCAP), Broadcast Music, Inc. (BMI) just to name a few.

Phillip believes the next renaissance of the music industry is to complement the streaming world by preserving the integrity of the Independent and Entrepreneurial artist and return the art of music back to its roots...which are the artist, the fans and the listeners!



APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: AI MARTIN

Home Address: 108 HEARTHWOOD Circle

Telephone: (home) 803 312 2788 (work) \_\_\_\_\_

Office Address: 4910 Trenchholm Rd Columbia SC 29206

Email Address: AIMARTIN.COLUMBIA.IGMAIL.COM

Educational Background: B.P. UNIV. CHARLESTON

Professional Background: Exec Operational background

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

Name of Committee in which interested: MUSIC FESTIVAL Commission

Reason for interest: Expose opportunities for Richland County

to provide cultural & Entertainment Experiences for Residents.

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

Commission:

Experiences - Chairperson with City of Ft Lauderdale  
and Broward County for multiple music & art festivals

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

Any other information you wish to give? Extensive Event Exp for City & County Events

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

Hours willing to commit each month: unlimited

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

3/5/2021  
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>3/5/21</u>	Received by: <u>JHUO</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

## Applicant Information

**First Name \***

SCOTT

**Last Name \***

HICKS

**Home Address \* Apt**

305 CABIN  
DRIVE

**City \***

IRMO

**State \***

SC

**Zip \***

29063

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \***

4401 ST. ANDREWS  
ROAD

**Suite**

**City \***

COLUMBIA

**State \***

SC

**Zip \***

29210

**Number \***

(517)449-  
0722

**Type \***

Home

**Secondary Phone Type**

8037504517

Wor  
k

**Email Address \***

hickssco1@gmail.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Bachelor's

**Professional Background**

Environmental, Health and Safety Mgr. - Shaw Industries

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

River Alliance Board (3)

**Reason for interest: \***

Passion for outdoor recreation and keeping the area  
clean/family friendly

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

**Committee, Board or Commission: \***

Background in Env. Science, industry,  
current company borders on Saluda  
River

**Any additional information you wish to share:**

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s): \***

Bill Malinowski

**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

### Statement of Financial or Personal Interest

*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:**

### Resume

Resume

### Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \*** **Last Name \***  
Scott                  Hicks

Submit



APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION

Applicant **MUST** reside in Richland County.

Name: Coulter R. Templeton  
Home Address: 6721 Windwan Drive, Columbia, SC 29209  
Telephone: (home) 803 261-3537 (cell) (work) 803 227-4341  
Office Address: 1901 Main St., 17th Floor, Columbia, SC 29201  
Email Address: coultertempleton@yahoo.com  
Educational Background: BS in Applied Professional Sciences  
Professional Background: Financial Advisor, Certified Divorce Financial Analyst & Paralegal  
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: Business Service Center Appeals Board

Reason for interest: Currently I work as a paralegal for Turner Padgett in their Estate Planning, Probate, Tax and Business department. In the past I have owned 2 businesses. One was a Corporation-Subchapter S as a financial advisor and the other was an LLC as a Certified Divorce Financial Analyst. I have knowledge as a business owner and as an advisor to business owners.  
Your characteristics/qualifications, which would be an asset to Committee, Board or

Commission:

In addition to my business knowledge, I also have been trained in ADR (Alternative Dispute Resolution) and have conducted mediations. I am also an experienced Toastmaster. Listening and communication are my top skills.

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

Any other information you wish to give? I have several certifications in ADR and a Toastmaster.  
Recommended by Council Member(s): Not recommended, but as a financial advisor I often shared clients with Dowd Knight. He can give his recommendation if he is willing.  
Hours willing to commit each month: Uncertain of the hours required, but am willing to give what is needed.

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

Coultter R. Semple Jr

Applicant's Signature

2/25/21

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.**

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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: William Alvin McElveen

Home Address: 5 Carol Ct, Ridgeway, S.C.29130 (located in Richland County)

Telephone: (home) 803-543-3972 (work) 803-434-8050

Office Address: Suite 420, 8 Medical Park, Columbia, SC 29203

Email Address:  alvin.mcelveen@uscmed.sc.edu

Educational Background: M.D., Medical College of Georgia: 1974

Professional Background: Neurology. Founder/ President: Bradenton Neurology 1979-2015

Assistant Professor of Clinical Neurology, USC School of Medicine: 2016-present

Male Age: Over 50

Name of Committee in which interested: Richland Memorial Hospital Board of Trustees

Reason for interest: Improvement in patient care for Richland County

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: My Medical knowledge and experience working in hospitals gives me an understanding of the requirements for medical care for the community.

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: AS my position at USC is part-time, I am not limited  
in hours I can contribute.

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

V. Allen - McLean MD  
Applicant's Signature

February 3, 2021  
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>2/8/21</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	

**MIKE FANNING**  
SENATOR, CHESTER, FAIRFIELD, & YORK COUNTIES  
SENATORIAL DISTRICT 17

COMMITTEES:  
AGRICULTURE AND NATURAL RESOURCES  
CORRECTIONS AND PENOLOGY  
FISH, GAME AND FORESTRY  
GENERAL  
JUDICIARY



COLUMBIA ADDRESS:  
606 GRESSETTE SENATE BLDG  
POST OFFICE BOX 142  
COLUMBIA, SC 29202  
TEL: (803) 212-6024  
FAX: (803) 212-6299  
EMAIL: MIKEFANNING@SCSENATE.GOV

HOME ADDRESS:  
7825 CAMP WELFARE RD  
GREAT FALLS, SC 29055

February 5, 2021

Richland County Council  
PO Box 192  
Columbia, SC 29202

Dear Members:

I am writing to recommend that you consider Dr. Alvin McElveen for one of the open positions on the Richland Hospital Board of Trustees this year. I have been a friend of Dr. McElveen's family for many years and feel that he could be a tremendous asset to the medical community by serving on the Board.

Dr. McElveen was the founding partner of a very successful neurology practice in Florida for over 35 years. He also owned and directed a clinical research business and participated in over 150 clinical trials over 25 years. Dr. McElveen was very active in his community through serving on committees in the hospitals in the community and volunteer work with the Epilepsy Foundation of SW Florida for over 25 years. Since retiring from private practice, he served as the Director of the USC Neurology Department Memory Clinic at Richland Memorial Hospital for five years. He and his family moved back to South Carolina in 2015 to be near Mrs. McElveen's family who are from Fairfield County.

Dr. McElveen lives in the Blythewood community in Richland County, and I believe that representation from a physician in this part of the county (and near adjoining Fairfield County) would be very helpful to both counties - due to the continued growth in this northeastern portion part of Richland County.

I am pleased to be able to offer this recommendation to you and sincerely hope that you will strongly consider Dr. McElveen for this position. Please don't hesitate to contact me if you have any questions or if I can provide further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael W. Fanning".

**Senator Michael W. Fanning, Ph.D.**  
*District 17: Chester, Fairfield, & York Counties*  
502 Gressette Bldg., P.O. Box 142  
Columbia, South Carolina 29202  
803-212-6108 (office) \* 803-212-6299 (fax)

## **WILLIAM ALVIN McELVEEN, M.D.**

UNIVERSITY OF SOUTH CAROLINA  
Department of Neurology  
8 Medical Park  
Suite 420  
Columbia, SC 29203  
Telephone: 803-434 -8050  
Personal Cell: 803-543-3972

### **EDUCATION**

Emory University: Atlanta, GA  
Dates attended: 1967-70  
Major: PHYSICS  
Honor Societies:       Sigma Pi Sigma (National Physics Honor Society)  
                              Alpha Epsilon Upsilon

Medical College of Georgia: Augusta, GA  
Dates Attended: 1970-74  
Degree Obtained: M.D.

### **POSTGRADUATE TRAINING**

Tucson Hospitals Medical Education Program: Tucson, AZ  
Internship in Internal Medicine: July, 1974-June, 1975  
Resident in Internal Medicine: July, 1975-June, 1976

University of Arizona Department of Neurology  
Neurology Resident: July, 1976-June, 1978  
Chief Resident, Neurology: July, 1978-June, 1979

Multiple Sclerosis Comprehensive Treatment Training Program  
University of Texas Southwestern Medical School June, 2002

### **PRACTICE POSITION**

Bradenton Neurology, Inc. Bradenton, FL 1979-2015 Founder and President

Bradenton Research Center, Bradenton, FL. Principal Investigator 2004-present

UNIVERSITY OF SOUTH CAROLINA  
Department of Neurology  
Assistant Professor of Clinical Neurology  
December, 2016-present

## **BOARD CERTIFICATION**

Diplomate of the American Board of Psychiatry and Neurology, a Member of American Board of Medical Specialties  
Specialty of Neurology, April, 1981  
Subspecialty of Vascular Neurology, May, 2005. Recertification May, 2015

Certified, American Board of Independent Medical Examiners, 1996, 2001, 2006, 2011

## **ACADEMIC POSITION**

Assistant Clinical Professor of Neurology  
University of South Florida, Tampa, FL, Aug, 1981- July, 1985

Neurology Faculty: Manatee Memorial Hospital Residency Training Program, May, 2011-Nov, 2015

Assistant Professor of Clinical Neurology  
Director, Memory Disorders Clinic  
University of South Carolina School of Medicine  
Department of Neurology, Dec 1, 2016-present

## **HOSPITAL STAFF APPOINTMENTS**

Manatee Memorial Hospital, Bradenton, FL: Active Staff 1979-2015

Lakewood Ranch Medical Center, Bradenton, FL: Active Staff 2005-2015  
Medical Director, Stroke Unit, 2009-2015

Blake Medical Center, Bradenton, FL: Active Staff 1979- 2009  
Medical Director, Stroke Program, Blake Medical Center, 2004-2009

Palmetto Richland Hospital, Active Staff, Columbia, SC: 2017-present

## **COMMITTEE ACTIVITIES**

Manatee Memorial Hospital: Medical Executive Committee 1981-83

Manatee Memorial Hospital: Emergency Management Committee 1981-89

Blake Medical Center, Bradenton, FL: Chairman, Neurosciences Committee 2004-2009

## **PROFESSIONAL ORGANIZATIONS**

PROFESS Investigators Advisory Panel 2005

Epilepsy Foundation of Southwest Florida: Professional Advisory Board  
Director, Manatee County Epilepsy Foundation Clinic: 1979-2015

American Academy of Neurology: Active 1981-1998. Fellow 1998-present  
American Academy of Neurology: Critical Care and Emergency Neurology Section  
American Academy of Neurology: Stroke and Vascular Neurology Section  
American Academy of Neurology: Multiple Sclerosis Section

January 11, 2021

American Stroke Association: 2004-present  
Florida Medical Association: 1979-present  
Manatee County Medical Society: 1979-2015  
American Medical Association: 1979-present  
American Society of NeuroImaging: 2000-2010  
American Academy of Physicians and Investigators: 2006-2015

## LICENSURE

Florida: ME 0033896  
South Carolina: MD 13324

## CLINICAL TRIALS

Pincipal Investigator for over 100 clinical trials for pharmaceutical firms including Pfizer, Biogen, Lilly, AZT, Novartis, Bayer, Martek, Takeda, Merck, Roche, Eisai, Glaxo Smith Kline, Ortho McNeil, Allergan, Osmotica, Elan, Genzyme, Grifols, Otsuka, UCB, BioMS, Abbott-Solvay, NINDS/NIH, TEVA

## AWARDS

AMA Physician Recognition Award: 1982, 1985, 1988, 1991, 1994, 1997, 2000, 2004  
AMA Physician Recognition Award with Commendation: 2007, 2010

Epilepsy Foundation of Southwest Florida Outstanding Patient Service Award, 1994

Fellow, American Academy of Neurology, 1998

Strathmore's Who's Who, 1999

Guide To Top Doctors, 1999, 2006: Center for the Study of Services

Marquis "Who's Who in Medicine and Healthcare", 2000-2001

Gold Quill Award for Medical Writing, Manatee Memorial Hospital, November 21, 2000

Voted "Top Doctors Gulf Coast" Best Physicians Neurology, 2009

Top Doctor, US News and World Report 2011

## PUBLICATIONS

McElveen WA. "Post-Herpetic Neuralgia": eMedicine Journal: Neurology [serial online]. April, 2001, volume 2, number 4. Available at <http://www.emedicine.com>

McElveen, WA. "Cerebral Venous Thrombosis": eMedicine Journal: Neurology [serial online]. January 2001, volume 2, number 1. Available at <http://www.emedicine.com>

Dworkin RH et al. "Pregabalin for the Treatment of Postherpetic Neuralgia" Neurology: 2003; 60:1274-1283 (Investigator)

January 11, 2021

McElveen, WA and Alway, D. "Ischemic Stroke and Transient Ischemic Attack: Evaluation and Management" Stroke Essentials for Primary Care Humana Press. 2009

McElveen, WA "Cerebral Venous Thrombosis and Stroke" Stroke Essentials for Primary Care Humana Press. 2009

McElveen, WA and Macko, R. "Ischemic Stroke and Transient Ischemic Attack: Acute Management" Stroke Recovery and Rehabilitation. 2009.

McElveen, WA "Management of Sinovenous Thrombosis" Stroke: A Practical Approach Lippincott Williams & Wilkins. 2009

W McElveen, D Vossler, B Williams, A. Laurenza, A Patten, F Bibbiani. Clinical Laboratory Evaluation and TAEs Related to Cardiac, Hepatic, and Renal Disorders: Perampanel PGTCs Phase III Study 332. Poster Session #: 1.195 American Epilepsy Society. Philadelphia, PA December 5, 2015

### **CONTINUING EDUCATION PRESENTATIONS**

MRI Fellowship Program, CME certification by American Society of Neuroimaging. June 29, 2002, Orlando, FL

MRI Fellowship Program, CME certification by American Society of Neuroimaging, "MRI in Multiple Sclerosis" February 8-9, 2003, Sarasota, FL

Stroke Certification Program, CME certification by Blake Medical Center, "Tools of the Trade...Neurological Assessment" March 9, 2005, Bradenton, FL

Optimizing Stroke Service Line Management, WRG Research, Inc "The Physician as Champion for Stroke Unit" June 21, 2007, Arlington, VA

MRI Fellowship Program, CME certification by American Society of Neuroimaging, MRI Case Presentations. August 2, 2008, Orlando, FL

Anatomy and Physiology 101 for Attorneys National Business Institute, July 26, 2013, Orlando, FL

Alzheimer's University of South Carolina Grand Rounds, Columbia, SC, February 2018

Alzheimer's: The Symptoms and Management. Alzheimer's Association Research Conference: The Power of You. Columbia, SC. November 9, 2019

Dementias: Where we are in 2019 University of South Carolina Grand Rounds, Columbia, SC. February 20, 2019

Aging and the Brain. Palmetto Health Geriatric Symposium, Columbia, SC May 3, 20119

### **OTHER PROFESSIONAL ACTIVITIES**

Reviewer: Elsevier Publications

INC Research: Scientific Protocol Optimization Site Advocacy Group committee member

## REFERENCES

Souvik Sen, M.D.  
Professor and Chairman Neurology Department  
USC School of Medicine  
8 Medical Park, Suite 420  
Columbia, SC 29203

Hamilton Peters, M.D.  
USC School of Medicine  
8 Medical Park, Suite 420  
Columbia, SC 29203

Mike Williams (former CEO, Fairfield Memorial Hospital)  
2174 Smallstown Road  
Winnsboro, SC 29180

January 11, 2021





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

**Applicant MUST reside in Richland County.**

Name: Stacey V. Brennan, MD

Home Address: 207 King Street, Columbia, SC 29205

Telephone: (home) cell: 803-331-3763 (work) 615-782-4662

Office Address: Work from Home

Email Address: max\_field@msn.com (personal) or stacey.brennan@cgsadmin.com (work)

Educational Background: BA, Penn State; MD, University of Pittsburgh; Residency, Richland Memorial Hospital – USC School of Medicine

Professional Background: Family Physician and Medicare Contractor Medical Director; Chief

Medical Officer, Jurisdiction B DME Contract, CGS Administrators, LLC

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

Name of Committee in which interested: Richland Memorial Hospital Board of Trustees

Reason for interest: Please see attachment

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

As a family physician trained at RMH and Richland County resident since 1978, I possess understanding and experience that would benefit the membership of the Board of Trustees. I chose to live in Richland County out of anywhere in the US at the threshold of

my medical career, and have remained loyal to and supportive of all that Richland Memorial has brought to my community. I am quite familiar with the outreach and mission of this hospital. As well, since leaving private practice, my years working with commercial insurers, SC Medicaid and Medicare have given me special perspectives which I may offer in my interactions with the other members of the Board.

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

Any other information you wish to give? Please see my attached resume.

Recommended by Council Member(s): Allison Terracio

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 Committee, Board or Commission for which any citizen applies for membership.  
49 of 132

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 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

03/01/2021  
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>3/4/21</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

Reason for my interest in serving on the Richland Memorial Hospital Board of Trustees

Stacey V. Brennan MD

As a medical student in the mid 70's, I was directly involved in remarkable changes in the delivery of health care in the US. During this time, there were major life-saving improvements, including the initiation of the CT scan, the coronary artery bypass graft operation and the invention of H2 antagonists (i.e., cimetidine). As well, health care became a right, and was no longer considered a privilege. Next, the importance of the primary care physician came to the forefront of the nation with the organization of the American Academy of Family Practice and the initiation of Family Medicine Residencies. Richland Memorial Hospital (RMH) offered one of the country's finest and first family medicine residencies, and was a part of a state-wide network which received significant funding by the legislature. I matched with the residency here, and with my husband who sought a career in architecture, drove in the heat of June to Columbia, at the time an "all-American city". At the time, RMH had combined with the USC School of Medicine to educate students and residents of many specialties. Some of the best teachers in medicine and surgery were and still are here, and I met many dedicated employees - nurses, administrators, therapists and support people – then, and such dedicated essential workers are here still. RMH has changed its name as a result of associations necessary to survive, but has not changed in its mission to provide the best health care to all of the residents, young and old, of Richland County. For 17 years after I graduated from my residency, I admitted my patients to Richland Memorial, received newborns to my practice from there, met my patients in the ER at night, referred patients to specialists on staff, and supported the hospital with my time serving in the department of family medicine. I have missed it since I have been working in administrative medicine. Now it is time for me to "pay back" those who gave me their time and expertise which led to my successful and satisfying career.

## **Stacey Van Pelt Brennan, MD, FAAFP**

207 King Street, Columbia, SC 29205

Cell 803-331-3763

Work 615-782-4662

[max\\_field@msn.com](mailto:max_field@msn.com) or [stacey.brennan@cgsadmin.com](mailto:stacey.brennan@cgsadmin.com)

### **Industry Experience**

I have been a physician for over 40 years, with 22 years of experience as a medical director. Most recently, I have been the DME MAC Jurisdiction B Medical Director (DMD) for CGS Administrators, LLC (CGS), a subsidiary of Blue Cross Blue Shield of South Carolina, since July 2016.

My current responsibilities as a DMD include authoring new or modifying existing durable medical equipment and prosthetics, orthotics and supplies (DMEPOS) Local Coverage Determinations (LCDs) for Fee for Service Medicare beneficiaries under The Centers for Medicare and Medicaid Services (CMS). I also provide policy interpretation and coverage determinations as determined based upon LCDs, National Coverage Determinations (NCDs) and Manuals/Laws for suppliers, providers and internal associates. I participate in correct coding of devices as well as pricing determinations. The Jurisdiction B DME contract pays claims for over 6.5 million beneficiaries residing in seven Midwestern states. Although I work remotely from my home in Columbia, SC, my corporate office is in Nashville, Tennessee.

### **Past Experience in Government Programs**

Prior to joining CGS Administrators, I served in the same role for National Government Services, a subsidiary of Anthem from 2010 until 2016. From November 2009 to December 2010, I served as the medical director in the State Sponsored Business Division for WellPoint (Anthem) in Managed Care Medicaid where I was the West Virginia (Unicare) and South Carolina (BlueChoice Medicaid) Medical Director, working in medical management for their Medicaid enrollees.

My work with Medicare contracts started in 2004 when I served as the Medicare Region C DMERC DMD. At the same time, I assumed the role (part-time) as the Medical Director of InStil Health Insurance Company, which oversaw Medicare Advantage (Part C) and Part D Plan products and a Tricare Management Activity contract acting under Humana, all while employed at PalmettoGBA in Columbia. After this contract in DMEPOS ended, I served as Contractor Medical Director of the QIC West Part B/DME for fourteen months (an appeals contractor for CMS). In 2006, I moved to the Medicare Part A and RHHI contract for the Fiscal Intermediary, PalmettoGBA, overseeing Part A (mostly hospital) medical policies for NC and SC, home health and hospice.

### **Past Experience in Managed Care**

I left private practice in 1998 to serve full time as the Medical Director of HMO Blue, and later as the State of South Carolina Employees Health Plan and Federal Employees Plan Medical Director for South Carolina, until 2004.

## **Stacey Van Pelt Brennan, MD, FAAFP**

207 King Street, Columbia, SC 29205

Cell 803-331-3763

Work 615-782-4662

[max\\_field@msn.com](mailto:max_field@msn.com) or [stacey.brennan@cgsadmin.com](mailto:stacey.brennan@cgsadmin.com)

### **Education and Training**

#### **Bachelor of General Arts and Science, cum Laude**

The Pennsylvania State University, 1974

#### **Medical Doctorate**

University of Pittsburgh School of Medicine, 1978

#### **Family Practice Residency, Richland Memorial Hospital**

Affiliated with the University of South Carolina School of Medicine, 1978-1981

Chief Medical Resident, 1981

#### **Board Certification, American Board of Family Medicine**

Initial 1981; Recertified 1987, 1993, 1999, 2005, 2012

Fellow, American Academy of Family Medicine

**Licensure:** Active standing as Medical Doctor with the Board of Medical Examiners, the State of South Carolina, since 1979. License number is SC9300. NPI is 1609996727.

### **Other career experiences:**

#### **Baptist Home Care of South Carolina**

**Medical Director, Home Health Agency**

1992-1996

#### **South Carolina Episcopal Home at Still Hopes, and Brian Center**

**Medical Director of Skilled Nursing Facilities**

1989-1991

#### **College Physician and Clinic Director, Columbia College**

1981-2002

#### **Private Practice locations, South Carolina 1981-1998**

Baptist Physician Partners, 1333 Taylor St, Columbia, SC 29201

Harbison Medical Associates, Columbia, SC 29212

Family Practice Associates of Columbia, Two Notch Rd., Columbia, SC 29223

Dept. of Family Medicine, Richland Memorial Hospital Family Practice Center, Columbia, SC 29203

Springwood Lake Family Practice Center, Columbia, SC 29223

## **Stacey Van Pelt Brennan, MD, FAAFP**

207 King Street, Columbia, SC 29205

Cell 803-331-3763

Work 615-782-4662

[max\\_field@msn.com](mailto:max_field@msn.com) or [stacey.brennan@cgsadmin.com](mailto:stacey.brennan@cgsadmin.com)

### **Professional Memberships**

- SC Academy of Family Physicians
- American Academy of Family Physicians
- Columbia Medical Society

### **Professional and Community Activities**

- SC Academy of Family Physicians; Committee on Legislation and Government, 1998-2007, 2010, 2020-; Membership Committee, 1990-1995; Chair, Committee on Minority Health, 1986-1988
- Columbia Medical Society; Executive Committee Member, 1995-1998, 2008-2015; Secretary, 2009-2011, Vice President, 1996
- SC Medical Association CME Committee, 1998-2004, 2007- 2009.
- Baptist Medical Center of Columbia; Departmental Vice Chief or Chief, 1992-1998
- Richland Memorial Hospital, Columbia; Family Practice Clinical Department, Chair, 1986-1987
- SC Medical Care Foundation; Family Practice Peer Review Committee, 1984-1990
- Volunteer Physician, Columbia Free Medical Clinic, and organizing founder.
- Richland County School District I, Health Education Advisory Committee, 1988 – 1996, 1999– 2002; Medical Advisory Committee, 1996 – 1998.
- Member, Board of Directors, Children’s Chance (advocacy group for children with cancer), November 2000 - 2002
- Member, Board of Directors, Adoption Center of South Carolina, Inc., 1993 – 1996
- Board Member, AIDS Benefit Foundation, 2000-2004
- Chair, School Improvement Council, Dreher High School, 2000 – 2002
- Member, Educational Foundations, A.C. Moore Elementary School and Hand Middle School (President, 1994 – 1997)
- Member of the Board of Trustees (2013-2020) and Chair (2016-2019) of the Presbyterian Communities of South Carolina (PCSC), a CCRC with six locations in South Carolina
- Member of Board, PCSC Foundation, 2021+

### **Personal Activities and Interests**

With my husband Jim, I have had the pleasure of supporting several community-wide organizations and charities through the years, including The SC Philharmonic, The Animal Mission, Family Promise, Harvest Hope, The American Heart Association, Historic Columbia, SC ETV, The Columbia Art Museum and The University of SC School of Music. As a woman physician, mother and grandmother interested in the health of our community, and career opportunities for women, I have participated in activities of support for Richland County First Steps, Planned Parenthood of the South Atlantic, The Girl Scouts of SC Mountains to Midlands, WREN and Women in Leadership. I am very involved in my church, Shandon Presbyterian, serving as an elder, a trustee, a Sunday School teacher, and member of the Chancel Choir. I enjoy gardening, traveling and spending time with my wonderful grandchildren.





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

**Applicant MUST reside in Richland County.**

Name: Virginia L. Crocker

Home Address: 23 Millponf Columbia, South Carolina 292904

Telephone: (home) 803.960.0267 (work) 803.896.5100

Office Address: Public Service Commission 101 Executive Center, Suite 100 Columbia 20210

Email Address: vcrocker@sc.rr.com

Educational Background: BA Columbia College Speech and Drama

Professional Background: Former Legislator, Workers Compensation Commissioner

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

Name of Committee in which interested: Richland Memorial Hospital, Riverbanks Park

Reason for interest: Prior service on the hospital Board, Hospitality Development interest  
I'm happy to serve in any capacity

Your characteristics/qualifications, which would be an asset to Committee, Board or  
Commission:  
Prior public service throughout my career both in elected positions and appointed positions

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: Whatever is required

**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.

Because of my employment as a Senior Paralegal at the Public Service Commission of South C. I am under the Judicial Code of Conduct which does not allow me to request donations from anyone.

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 <sup>x</sup> \_\_\_\_\_


**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 <sup>x</sup> \_\_\_\_\_

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

\_\_\_\_\_

  
Virginia L. Crocker

Applicant's Signature

February 23, 2021

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.**

*Virginia L. Crocker*

**Applications are current for one year.**

<b>Staff Use Only</b>	
Date Received: <u>3/5/21</u>	Received by: <u>JHUW</u>
Date Sent to Council: _____	
Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file



**VIRGINIA LEAMAN CROCKER**  
**803.738.9322 Home**

**VCROCKER@SC.RR.COM**  
**803.960.0267 Cell**

Virginia Crocker is a native of Clinton, South Carolina and a graduate of Columbia College with a degree in Speech and Drama and a minor in Political Science. Upon graduation from Columbia College, she joined the staff of Governor John C. West. She then served as a member of the South Carolina House of Representatives representing Laurens County from 1978 through 1984. While serving in the House, she was Assistant Director of Admissions and Director of Special Projects at Presbyterian College in Clinton. In the House, she served on the Labor, Commerce, and Industry Committee, the State House Committee; and as House Majority Whip. She was awarded the Legislator of the Year Award from both the South Carolina Education Association and the South Carolina School Boards Association for her contribution to the Education Improvement act of 1984. She is an honorary alumna of Presbyterian College.

Governor Richard W. Riley appointed her to the Workers' Compensation Commission in 1984 where she served until 1992. While on the Commission, she served as Vice-Chair and was instrumental in reforming the policies and procedures of the Commission and writing the current rules and regulations.

In 1996 she was named Executive Director of the House Democratic Caucus where she worked with then Caucus Leader, Representative Jim Hodges. In 1998, she joined Representative Hodges' campaign staff. In January 1999, Governor Hodges appointed her to his staff in the position of Director of Intergovernmental and Community Relations; where she served throughout his term.

She is a former member of the Board of Visitors of Presbyterian College and Columbia College. Additionally, she served as the Governor's representative on the Board of the North Carolina Healthcare Information and Communication Alliance, Inc. In 1999 she received the South Carolina Rural Health Association's Presidential Award of Merit for her work in improving healthcare in rural South Carolina. In 2002, Governor Jim Hodges appointed her to the State Commission on National and Community Service and the State Museum Board of Trustees. Additionally, Richland County Council appointed her to serve as a Trustee of Palmetto Richland Memorial Hospital Board. She is also a former member of the South Carolina Independent College and University Board of Trustees.

In 2004, she worked with the Democratic Party of South Carolina coordinating South Carolina's first Democratic Presidential Preference Primary and then served on the campaign staff of Inez Tenenbaum for the United States Senate. In 2006 she coordinated disaster relief for the Gulf Coast Evacuees of Hurricanes Katrina and Rita in the State of South Carolina through the South Carolina Emergency Management Division.

In 2007, she returned to the South Carolina Workers' Compensation Commission as Judicial Director where she served until 2014 when she left the Commission to serve as a mediator. She was awarded the Friend of the Little Man by the Injured Workers' Advocates of South Carolina in 2014. She currently serves as a member of the Voorhees College Board of Trustees and the Palmetto Health Foundation Board of Directors.

As a result of the statewide devastation of the October, 2015 record rainfall, she was asked by the Mayor of Columbia and the Director of the State Emergency Management Division to assist in coordinating the recovery efforts in collaboration with South Carolina Emergency Management, the City of Columbia, State Government; and all volunteer organizations involved in the recovery effort. She currently serves as the United Way of the Midlands representative on the LongTerm Recovery Group (LTRG). She currently serves as Senior Paralegal at the Public Service Commission of South Carolina.



**APPLICATION FOR SERVICE  
COMMITTEE, BOARD OR**

**ON RICHLAND COUNTY  
COMMISSION**

**Applicant MUST reside in Richland County.**

Name: Raquel Michelle Richardson Thomas

Home Address: 617 Lady Street Columbia SC 29201

Telephone: (home) 443-695-0301 (work) 803-470-6273

Office Address: n/a

Email Address: raquelmrichardson@gmail.com

Educational Background: Bachelor of Business Marketing and Master of Business Administration

Professional Background: Local Business Owner, Business and Leadership Coach, Professor,  
Author

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

Name of Committee in which interested: Richland Memorial Hospital Board of Trustees

Reason for interest: As a community builder and advocate I want to focus on population health, community health initiatives and become an active voice for underserved communities as it pertains to living healthy lives.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:  
Community builder and advocate, business background, strategic, organized, team oriented, philanthropist, effective communicator,

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

Any other information you wish to give?     

Recommended by Council Member(s): Paul Livingston

Hours willing to commit each month: 20 (Flexible)

**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

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.*

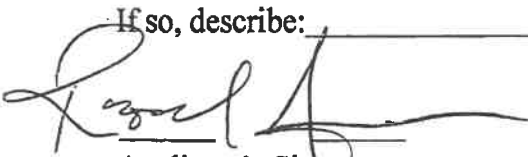
Yes \_\_\_\_\_ No   x   \_\_\_\_\_

**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   x   \_\_\_\_\_ No   x   \_\_\_\_\_

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



Applicant's Signature

Date   12/11/2020  

**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.**

Date Received: 12/11/20  
\_\_\_\_\_

Received by:  
MMO

Date Sent to Council:

Status of Application:  Approved  Denied  On file

2

## **Raquel M. R. Thomas**

617 Lady Street ▶ Columbia, SC 29201 ▶ Cell: 443.695.0301 ▶ Raquel@raquelmrthomas.com ▶ www.raquelmrthomas.com

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### **ESTABLISHED BUSINESS & LEADERSHIP CONSULTANT, COACH, INSTRUCTOR, and AUTHOR**

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**Career history includes automotive industry corporate management, business and leadership coach, experience with business investments, business ownership of Dream Catchers Corporation, R6 Enterprises and former owner of Children of Tomorrow Corp, College Professor, Certified Coach, Speaker and Trainer, Political Candidate School Board Commissioner**

*Business and Leadership Consultant ▶ Professor ▶ Instructor ▶ Childcare Education ▶ Business and Leadership Coach ▶ Business Organization and Structure Consultation ▶ Management ▶ Corporate Communications ▶ Customer Service ▶ Retail Marketing ▶ Business Development ▶ Author*

**Results:** Driven professional offering progressive experience in business, leadership and entrepreneurship. Business professor/instructor, primary and secondary education curriculum creator, retail sales and wholesale experience, automotive sales and retail marketing. Provide real life experience for business college students. Maximize company sales and revenue growth. Develops marketing initiatives to maximize company's revenue growth. Motivates, unites, and drives high performance teams to achieve company goals within time and budget constraints.

### **SELECT ACCOMPLISHMENTS**

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- Creator of Young Bosses Entrepreneurs summer camp for youth participants providing business, leadership and entrepreneurship training.
- Produced and launched The Business Bootcamp Conference for youth and adult entrepreneurs.
- Creator of Wizzievile Adventures Kid entrepreneur book series with state standards for career and college readiness.
- Developed professional trainings for corporations, communities, and youth.
- Created entrepreneurship and leadership curriculum for youth and adult students with interactive business workbook.
- Created and launched early childcare program with learning curriculum approved by the state of Maryland.
- Improved childcare revenue in 2016 87% year over year.
- Created Dream Catchers Academy master entrepreneurship online course for students nationally and internationally.
- Self-published seven books of literature and provide manuscript publishing consultation to clients.
- Improved the Baltimore Metro dealerships 2013 overall sales 5.2% vs. 2012; respectively compared to 3.7% increase in regional overall sales. Accomplished in 2013 a 16.9% market share increase vs. 14% in 2012.
- Increased Baltimore Metro dealerships sales efficiency in 2013 to 114% vs. 107% in 2012 increasing the Baltimore Metro total sales volume compared to competitors.
- Achieved 105.1% of wholesale target in 2013 generating over \$5.7 million in revenue for Baltimore Metro dealerships.

### **PROFESSIONAL SUMMARY**

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**Allen University & Benedict College, Professor**

**2019-Current**

Professor for the Division of Business and Entrepreneurship with the primary function of preparing business students for the world of free enterprise. Provide advisement for students preparing for graduation as their academic advisor. Assist with preparing and presenting course materials provided by the college with a real-world component as an active entrepreneur. Develop syllabi, facilitate lectures, assign course work and supervise test/skill assessments. Founder of Women in Business Association for all women on campus.

**Dream Catchers Corporation, Owner/Coach/Author/Instructor/Consultant** **2013-Current**  
Certified business and leadership coach training corporate offices, professionals, entrepreneurs and small businesses. Business and entrepreneurship curricula focused. Business leadership coaching and training with a concentration in diversity and inclusion, professional development training and business leadership for corporations. Concentration of building and selling businesses. Producer of business conferences and master classes. Producer of learning academies and online learning courses. Consultant for self-publishing authors of fiction and non-fiction literature.

**Children of Tomorrow Learning Center & Child Care, Corp, Owner** **2014-2018**  
Created and launched curriculum within childcare facility. Managed staff and all human resource functions. Responsible for yearly budget for all programs throughout the school year and summer program. Improved profitability by 87% in 2016. Tripled childcare enrollment from 2015 to 2016. Accomplished level II of Maryland Excels Certification and maintain 100% staff credentialing with the state of Maryland.

**TOYOTA, Central Atlantic Regional Headquarters, Regional Sales Manager Toyota** **2009-2014**  
Improved the Baltimore Metro dealership profitability over \$5.7 million in 2013. Created dealership sales plans based on inventory availability. Budgeted finances for sales training and created learning curriculums to enhance product knowledge. Provided feedback regarding dealership advertising and marketing plans to maximize inventory and regional incentives. Analyzed and reviewed sales reports to assist dealerships with identifying opportunities to increase market share. Worked with dealerships to ensure product knowledge, training/certification and customer satisfaction.

**TOYOTA, Central Atlantic Regional Headquarters, Regional Sales Manager Scion** **2009-2009**  
Developed dealership marketing initiatives to successfully sale inventory. Promoted and coordinated marketing events to maximize sales and to create brand awareness with attendance averaging 250 guests. Created contracts with numerous marketing vendors to enhanced marketing events not exceeding a \$20,000 budget per event. Supported community services to build relationships within the community and developed brand representation.

**TOYOTA, Central Atlantic Regional Headquarters, Regional Service & Parts Manager** **2007-2009**  
Ensured dealer participation in marketing programs to achieve district product and sales objectives. Supported the achievement of regional customer satisfaction and retention goals by reviewing and providing best practices to dealers. Monitored dealer warranty expense and goodwill claims within the district.

**TOYOTA, Toyota Motor Sales, USA, Inc., Management Trainee** **2006-2007**  
Handled dispute resolution with Lexus customers to ensure customer loyalty. Supported marketing promotions for service and parts operations. Traveled and managed dealership conferences with Toyota senior representatives. Conducted dealership audits and consultations for Toyota Rent a Car throughout the USA. Forecasted sales objectives by vehicle line to ensure dealer orders met market demands.

**TOYOTA, Priority Toyota, New and Used Inventory Sales Consultant** **2004-2006**  
Maximized company retail sales and revenue growth. Supported monthly marketing concentrated vehicles. Accomplished individual sales objectives per month. Responsible for achieving sales certification and assisted with organizing staff training. Worked effectively with sales management staff to attain sales objectives.

## **GALLUP STRENGTHS**

Relator, Focus, Achiever, Futuristic and Strategic

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## **AWARDS & Organizations**

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John C. Maxwell Certified Coach, Speaker, and Trainer, Benedict College Business Advisory Board of the Tyrone Adam Burroughs School of Business & Entrepreneurship, Core Team Committee United Way of the Midlands, Member of Junior League of Columbia, Founder of Women in Business Association at Allen University, Founder of Business Boot Camp Conference, Executive Director and founder of Dream Catchers Foundation, Director of Emerge SC, Board Member of W. J. Keenan Leadership Career Magnet Program, Board Member of South Carolina Black Pages, Director and Member of Youth Services South Carolina Black Pride, Board Member of The Gathering, 20 Under 40 Award Black Pages South Carolina, Maryland Excels Level II Childcare Center, Maryland State Department of Education Credential, National Association of Professional Women -VIP Woman of the Year Circle, National Association of Professional Women – Award of Excellence and Dedication, The Obsidian Award, Collegiate Basketball Player

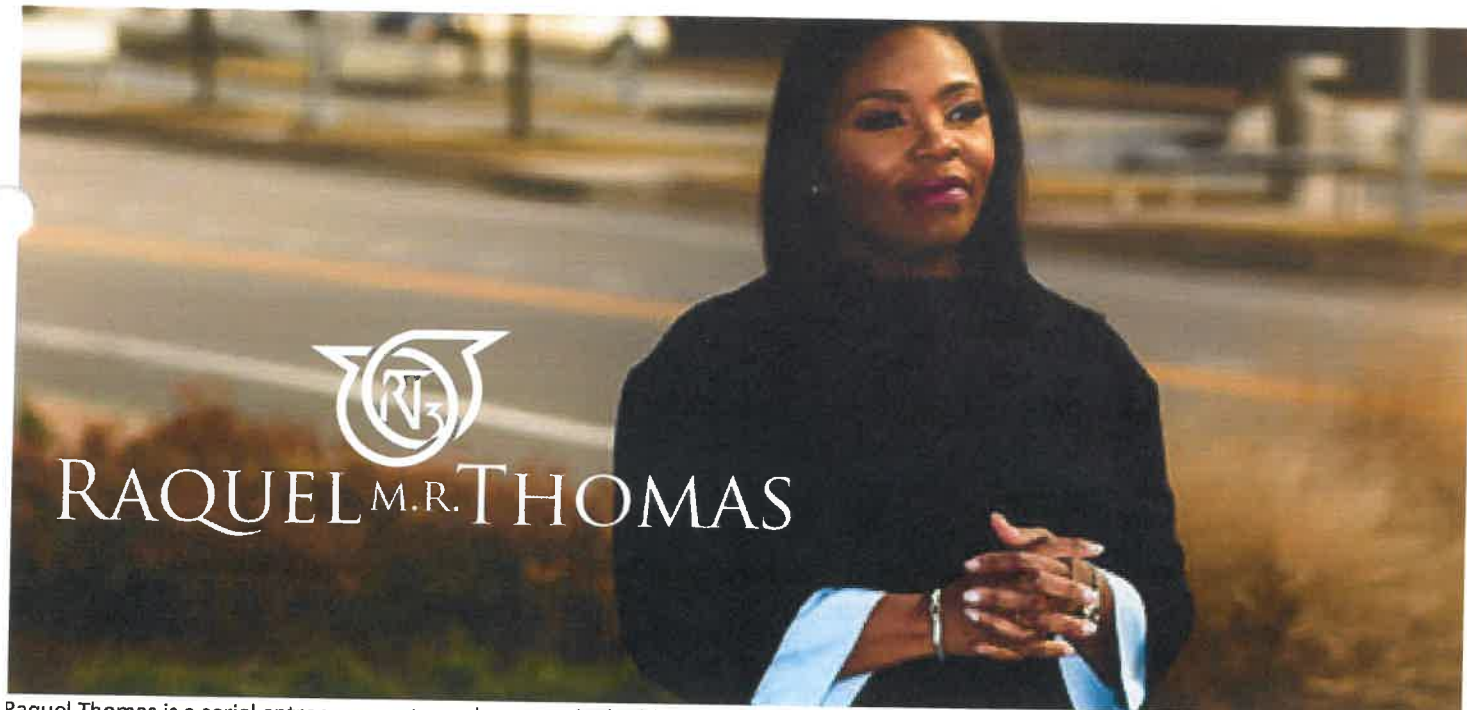
## **CREDENTIALS**

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**Master of Business Administration**, University of Maryland University College; 2010

**Bachelor of Science Business Marketing**, Virginia State University; 2005

**Certification of Business Leadership**, John C. Maxwell; 2018



## RAQUEL M.R. THOMAS

Raquel Thomas is a serial entrepreneur turned community builder and servant. A native of Columbia, South Carolina, Raquel took a broken childhood and used it to fuel her passion and purpose. A former high school athlete turned collegiate athletic scholar; Raquel's first love was basketball. She lettered in 4 sports at Dreher High School in Columbia to include: basketball, volleyball, soccer and track & field. Raquel graduated from Virginia State University with a degree in Business Marketing and went on to earn a Master's in Business Administration from the University of Maryland University College.

After graduating, Raquel went to work for the automotive giant Toyota Motor Sales, Inc. as a Regional Sales Manager. At Toyota, Raquel worked with the Baltimore Metro dealerships to increase profitability and to identify opportunities to increase market share. After 8 years at Toyota, Raquel decided to venture into entrepreneurship and opened her first daycare, Children of Tomorrow Learning Center & Child Care. A year later, she opened DMR Fashion, a retail store for children, women and men whose clothing provides messages to empower individuals to become their best. Simultaneously, Raquel opened The Museum Shop, an upscale urban clothing retail store in Washington, DC. Raquel is also a published author of seven Best Selling Books.

Raquel's passion for children and her community continued to tug at her heartstrings so she created Dream Catchers Foundation where she teaches the youth entrepreneurship. Dream Catchers Foundation is a non-profit organization for children who dare to dream. The Foundation's mission is to teach and demonstrate to children that dreamers can catch their dreams by living healthy, productive, goal driven lives. Raquel hosts free seminars and events for children throughout the year to include her annual summer camp and Young Bosses Entrepreneur Camp.

After over a decade of working and living in the DMV area, in 2017, Raquel decided to move back to Columbia, SC to enrich the very community she was raised in. Now a resident of Columbia, SC, Raquel continues to run several successful businesses and recently opened a Southern Soul Food Restaurant Called the Gold Den. A mother of two, Raquel is focused on building her community.



Raquel has dedicated her life to enriching, empowering and equipping women and children. She is the author of seven books, to include *What Becomes of a Broken Soul*, *Shifting into Purpose: The Journey to Entrepreneurship* a workbook for novice entrepreneurs and the children's series of 5 books *Wizzieville Adventures*. Raquel teaches entrepreneurship and business at several colleges and universities. As a community builder, Raquel has been recognized by the National Association of Professional Women as the VIP Woman of the Year and earned an Award of Achievement and has been recognized by SC Black Pages as a Top 20 Under 40 Professional. Raquel also serves as a Board Member of Benedict College Business Program, a member of Junior League, Keenan High School Magnet Program Advisory Board and is a mentor at the Department of Juvenile Justice and more.





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

**Applicant MUST reside in Richland County.**

Name: Millisa M. Bates (Millie)

Home Address: 1534 Idalia Drive, Columbia 29206

Telephone: (home) 803.917.1175 (work) 803.777.2424

Office Address: USC Biological Sciences, 700 Sumter St. #401, 29208

Email Address: millie.m.bates@gmail.com

Educational Background: MS. Biology, MBA Moore School

Professional Background: Biosciences (research, sales, teaching). Resume attached

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

Name of Committee in which interested: Richland Memorial Hospital

Reason for interest: I am now able to volunteer my time and assets. Also I was my husband's caregiver and navigated local hospitals as well as Wake Forest and MD Anderson

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

Commission: I have a biosciences background, worked in medical research and medical sales. Currently in my 13<sup>th</sup> year in Biological Sciences teaching

Presently serve on any County Committee, Board or Commission? N/A

Any other information you wish to give? Resume attached

Recommended by Council Member(s): N/A

Hours willing to commit each month: whatever 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 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Melissa M. Bates 3/4/21  
Applicant's Signature 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>3/5/21</u>	Received by: <u>John D</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved 66 <input checked="" type="checkbox"/> Denied <input type="checkbox"/> On file	

**Millisa Marcengill Bates**  
1534 Idalia Drive Columbia, SC 29206  
+1 (803) 917-1175 millie.m.bates@gmail.com

## PROFESSIONAL SUMMARY

MBA with International Business certificate and graduate degree in Biology

## EXPERIENCE

UNIVERSITY OF SOUTH CAROLINA

Columbia, SC USA

**Adjunct Professor, Department of Biology**

January 2009 – present

Serve as lecturer and lab coordinator for introductory Biology course and Anatomy and Physiology.

- Lecture, Instruct and coordinate lab sections, order all supplies, supervise teaching assistants
- Introduced technology curriculum changes that have led to overall higher averages and student success
- Effectively communicate science concepts to non-science audience; Overall instructor evaluation 2020: 4.7 on a 5.0 scale.

SONOCO

Hartsville, SC USA

**Global Expansion Strategy Consulting Project, MBA**

January 2014-May 2014

Created a go-to-market strategy for entering a South East Asian market with a competitive intelligence team

- Worked with Director of Marketing to research market segmentation and business acquisition opportunities
- Explored new partnerships in target market to increase market share by millions of dollars

AMERICAN RED CROSS

Washington, DC USA

**Territory Manager, Tissue Services**

August 1996 – January 2005

Managed competitive, multi-state territory marketing various surgical products to decision makers within hospitals and physician offices.

- Recognized as “Top Sales Performer” and consistently achieved sales goals in excess of \$500,000
- Supervisory experience as a Senior sales representative, training and working along with the sales team
- Determined territory breakdown and identified growth by segmenting hospitals’ specialties and bed size

CAROLINAS MEDICAL CENTER

Charlotte, NC USA

**Research Technician II**

August 1994 – August 1996

Provided research support for the Emergency Medicine Department focused primarily on heart studies. Basic science research in the laboratory created synergy with clinical studies in the hospital.

- Led various projects involving small animal studies, biochemical assays and tissue analyses.
- Cultured cells for fluorescence microscopy studies.
- Presented research at *International Society for Heart Research* London, Ontario.

## EDUCATION

MOORE SCHOOL OF BUSINESS, University of South Carolina

Columbia, SC USA

**Master of Business Administration, International Business certificate**

August 2014

Jim Hodges Scholar to China, Honor Society

UNIVERSITY OF NORTH CAROLINA

Charlotte, NC USA

**Master of Science, Biology**

August 1994

Published thesis research in *Journal of Molecular & Cellular Cardiology*

ERSKINE COLLEGE

Due West, SC USA

**Bachelor of Science, Biology**

May 1992

Class President, Omicron Delta Kappa Honor Society, Distinguished Student Service Award

## IT SKILLS

MS Office

**COMMUNITY INVOLVEMENT** Athletic Booster Club, Basketball Coach, Rosewood Elementary Foundation Board Member, Montessori Children’s House Board Member, Presbyterian Women’s Council



+

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

**Applicant MUST reside in Richland County.**

Name: Javar A. Juarez

Home Address: 1924 Spotswood Drive Columbia, SC 29210

Telephone: (home) 803-331-8397 (work) \_\_\_\_\_

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

Email Address: BroadRiverBA@gmail.com

Educational Background: Liberal Arts Major Benedict College Columbia, SC

Professional Background: Licensed insurance agent, business owner, non-profit director

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

Name of Committee in which interested: River Alliance Board

Reason for interest: As Director of the Broad River Business Alliance and resident of Broad River Road River Road; I am actively pursuing development of the Greenway expansion and gaining public support

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

I provide strong public interaction, social media, web organization and can sponsor/host meetings with local businesses in my network  
I am working with private industry investors, realtors and developers to maximize the potential of future projects around the greenbelt.

Presently serve on any County Committee, Board or Commission? Director BRBA

Any other information you wish to give? my objective is to help the River Alliance Achieve its goals in a timely fashion

Recommended by Council Member(s): n/a

Hours willing to commit each month: 60

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

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

11/03/2020  
\_\_\_\_\_  
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>11/4/20</u>	Received by: <u>hmo</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: Lisa Ellis

Home Address: 7025 John Edward Street, Columbia, SC 29209

Telephone: (home) (803) 231-8528 (work) (803) 691-4090

Office Address: 10901 Wilson Boulevard, Blythewood, SC 29016

Email Address: leellis75@yahoo.com

Educational Background: BA- English, MS- Forest Resources, MA- Organizational Leadership

Professional Background: High school teacher ; Director of Student Activities

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

Name of Committee in which interested: River Alliance Board

Reason for interest: Our rivers are precious, and I want to make sure they are taken care of.

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

I have an advanced degree in running an organization. Strong characteristics include attention to detail, event planning, and strong oral & written skills.

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

Any other information you wish to give? I am ready to serve Richland County.

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

Hours willing to commit each month: 5-10 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 ✓ \_\_\_\_\_

### 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lisa Ellis  
Applicant's Signature

2/25/2021  
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



# COUNCIL RULES OF RICHLAND COUNTY COUNCIL RULES

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<u>4.9</u>	<u>Motions Forwarded to a Committee</u>	<u>4.9</u>	<u>Budget Work Sessions</u>
<u>4.9</u>	<u>Committee</u>	<u>4.10</u>	<u>Motions Forwarded to a</u>

## RULES V LEGISLATIVE ACTION

5.1	Emergency Ordinances		
5.2	Other Ordinances-Required Readings		
5.3	Levying Tax-Incurring Debt-Amending Budget		
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<u>5.11</u>	<u>Closing Debate</u>		
	<u>5.11—5.11</u>		
	<u>5.12</u>	<u>Withdrawing Motions</u>	
<del>5.13</del>	<del>5.12</del>	Privileged Motions	
<del>5.14</del>	<del>5.13</del>	Nondebatable Motions	
<del>5.15</del>	<del>5.14</del>	Suspending Motions	
<del>5.16</del>	<del>5.15</del>	Motion to Recess	
<del>5.17</del>	<del>5.16</del>	Motion to Strike	
<u>5.17</u>	<u>Rejected Motions</u>		
	<u>5.16</u>	<u>Delays</u>	
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	<u>5.19</u>	<u>Delays</u>	
	<u>5.20</u>	<u>Defeated Actions</u>	
<u>5.18</u>	<u>Voting</u>		
<u>5.19</u>	<u>Voting for Board and Committee Appointments</u>		
<del>5.21</del>	<del>5.20</del>	<u>Dividing Question</u>	
<u>5.22</u>	<u>Dividing Question</u>		
<del>5.23</del>	<del>5.21</del>	Reconsideration	
<del>5.24</del>	<del>5.22</del>	Public Inspection	
<del>5.25</del>	<del>5.23</del>	Resolutions	
<del>5.26</del>	<del>5.24</del>	Proclamations	

## RULE VI-RULE CHANGES

6.1 Suspension/Amendments

RULE VII-OFFICIALS TO SERVE THE COUNCIL

7.1 Administrator and Clerk of Council

**RULES OF RICHLAND COUNTY COUNCIL**

**RULE I: MEETINGS**

**1.0 Authority**

~~Pursuant to S.C. Code of Laws, 1976, Section 4-9-110 "... The council shall determine its own rules and order of business..." These rules comply with the provisions of the Home Rule Act.~~

These Rules are adopted pursuant to S.C. Code Ann. Section 4-9-110, which provides that, "[t]he council shall determine its own rules and order of business."

~~**RULE I: MEETINGS**~~

~~**1.1 Applicable Law Purpose and Scope**~~

~~All meetings are to be conducted in accordance with the general law affecting meetings of public bodies and such special laws pertaining to Richland County as remain applicable under South Carolina Law.~~

These Rules shall apply to all meetings of county council, including committee meetings to assist county council in conducting orderly meetings following parliamentary procedure.

**1.2 Procedure**

In all particular cases not determined covered by these rules or by law, the Chair or other presiding officer shall be guided by "~~Robert's Rules of Order~~", such rules as are set forth in the most recent edition of *Robert's Rules of Order*.

Commented [MO1]: Malinowski inquired if there was a problem with adding a date for Robert's Rules.

### 1.3 Open Meetings

All meetings of Council, which include committee, subcommittee, and advisory committee meetings, shall be open to the public except as provided for in Section 30-4-10 et.seq. of the South Carolina Code of Laws, 1976, as amended. All regular and special called meetings of Council will be broadcast on the County's website, **unless circumstances make it impractical or impossible to broadcast such meeting. This could include technical issues, no access at a given meeting location (e.g., if a meeting is held someplace other than Council's normal meeting place, excessive costs) or other difficulty.** All regular and special called meetings of Council will be video-recorded unless circumstances make it impractical or impossible to video-record such meeting.

Public notice of regularly scheduled meetings, special called meetings, and committee meetings will be given pursuant to **in accordance with S.C.Code Ann. Section 30-4-80 of the South Carolina Code of Laws, 1976, as amended, "Notice of meetings of public bodies."**

### 1.4 Closed Meetings **Executive Sessions.**

~~The Council may go into executive session after a motion to do so is made, seconded, and receives a majority plus one vote of those members present, as provided for under the South Carolina Freedom of Information Act, as amended.~~

~~The Chair shall, in announcing executive sessions pursuant to Section 30-4-70(a) of the Code of Laws of South Carolina, cite the specific code section supporting the executive session. In preparing the agenda, the Chair shall cite the specific code section and shall announce the specific purpose of the executive session.~~

~~For the purposes of this section, "specific purpose" means a description of the matter to be discussed as identified in items (1) through (5) of subsection (a) of Section 30-4-70 of the South Carolina Code of Laws, in such terms that the public could identify the parties to a contract, the person being appointed to a public body, the location of any real property being sold or purchased, the parties and specific subject upon which legal advice is being received, and the subject matter of any administrative briefing. In no event shall the Chair announce the name of a classified employee whose employment is being discussed in executive session or the location of any security devices.~~

~~The County Council may hold executive sessions for the purpose of hearing from local and/or state development boards concerning the location of industry when neither the name of the industry nor the location of the property is to be revealed.~~

**In accordance with the South Carolina Freedom of Information Act, "[a] public body may hold a meeting closed to the public" for any of the purposes set forth in S.C.Code Ann. Section 30-4-70. Pursuant to 30-4-70 (b), before going into executive session Council shall vote in**

**Commented [MO2]:** Terracio suggested adding the reason for the "planned" Executive Session items, and if another one arose, it could be stated on the record.

public on the question and when the vote is favorable, the Chair or presiding officer shall announce the specific purpose of the executive session. **No action may be taken in executive session except to (a) adjourn or (b) return to public session.**

**Commented [M03]:** Malinowski requested clarification on the highlighted language.

## 1.5 Dates/Times

- a) **Regular Meetings-** Regular Meetings of County Council shall be held on the first and third Tuesday of each month at 6:00 p.m., **and on other dates and at any other times determined by Council as part of Council's Annual Meeting Schedule approved prior to each calendar year (i.e., a "Regular Meeting" may be held other than on the first and third Tuesday of each month at 6:00 p.m., so long as such meeting is approved by Council as part of its Annual Meeting Schedule).** Further, **unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council** ~~unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council members present, may schedule a regular meeting at other times.~~ "Good cause" includes, but is not limited to, consideration of County holidays, in which case Council may decide to adjust its meeting schedule accordingly.
- b) **Special Meetings-** Special Meetings may be called by the Chair or a majority of the members of Council provided that twenty-four (24) hours' notice has been given to Council members and the public. The members of Council must be informed of the subject(s) to be discussed at a special meeting. While special called meetings, absent contrary authority, may be held for any purpose Council desires, two frequent reasons necessitating a special meeting include: 1) a special called meeting that is essentially the result of the rescheduling of a meeting that had been regularly scheduled but for whatever reason needs to be moved to a different date or time (i.e., a regular meeting held at a special time not originally scheduled); and 2) a special called meeting to take up a specific matter or matters (i.e.; a "limited purpose" meeting). A special called meeting that is in essence a regular meeting that has been moved to a time not originally scheduled should follow the agenda order set forth in Rule 1.7c) of these rules. A special called meeting that is for a "limited purpose" or "limited purposes" need not follow the agenda order set forth in Rule 1.7c) of these rules, but instead may follow an agenda that is as specific or general as may be necessary for Council to be informed of the purpose(s) of the limited meeting and to carry out the purpose(s) of the limited meeting.

**Electronic Participation-** During any Special Called meeting, not held in conjunction with a regularly scheduled Zoning Public Hearing and Planning Meeting, any Council member may participate in the meeting via electronic participation. ~~as present for the purposes of a quorum. Any Council member participation electronically shall not be allowed to participate in executive session matters. Should an executive session be~~

held, a council member participating electronically may choose to abstain from a vote on the issue discussed in executive session.

**Commented [MO4]:** Committee will discuss this further when they take up the Horizon meeting motion.

No less than five Council members must be physically present to schedule a Special Called Meeting.

For the purposes of this section, “electronic” participation shall mean videoconferencing or teleconferencing which allows all persons participating in the meeting to hear each other at the same time (and, if videoconferencing, to see each other as well). Electronic participation shall only be allowed in a Special Called meeting of Council.

- c) Zoning Public Hearing Meetings- Zoning public hearing meetings shall be held on the fourth Tuesday of each month at 7:00 p.m., unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council members present. “Good cause” includes, but is not limited to, consideration of County holidays, in which case Council may decide to adjust its meeting schedule accordingly.

## 1.6 Quorum

A quorum for the transaction of official business of Council shall consist of six (6) members.

~~A quorum of a Committee or Subcommittee shall consist of a simple majority of the members comprising said Committee or Subcommittee.~~ A quorum of a committee, subcommittee or advisory committee of Council shall consist of a simple majority of the fixed membership of the committee, subcommittee or advisory committee.

## 1.7 Agenda

- a) Compilation-The agenda for regular meeting of Council 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 must be received by the Clerk of Council by the close of business on the Thursday preceding the meeting at which the item is to be considered.
- b) Placing on Agenda (Methods) - Items for Council consideration is placed on the agenda by any of these methods:
  - 1) Committee action, or
  - 2) Any item defeated, tabled, or not acted on by committee within 90 days of 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

(includes electronic mail or messaging) signed by ~~from~~ three members of Council ~~written request includes electronic mail or messaging~~), 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, or
- 6) In the case of a resolution honoring or recognizing a citizen or organization, the same by unanimous consent may be placed on the agenda and voted on during Council's motion period, or

**[PROPOSED NEW RULE]**

- 7) Administrator's Nomination—this method of placing an item on Council's agenda recognizes that as the County's chief executive officer, the Administrator may from time-to-time have a matter that needs to come before Council that requires action, the delay of which might prejudice the County's interest in a discernable way. In such instances, the Administrator may nominate an item for placement on Council's agenda, and Council may decide to include such item at its pleasure during the adoption of its agenda, or the re-adoption of its agenda should re-adoption be necessary. Any item nominated under this rule:
  - a) must include a representation by the Administrator, orally or in writing, that the item is time sensitive, exigent or of such immediate importance that taking it up later would or could prejudice the County;
  - b) in addition to "a," the Administrator shall provide an explanation as to why the item could not be routed to Council through the committee process or any of the other methods of placement on Council's agenda set forth in 1.7b) 1-6, or, as to 1.7b)1), why committee consideration is not necessary;
  - ~~e) must meet the notice requirements of the South Carolina Freedom of Information Act; and~~
  - d) must be consented to by two-thirds of those members of Council present at the meeting.
- c) Order- the agenda for regular meetings of Council (and those special called meetings that are the result of the rescheduling of a meeting that had been regularly scheduled,

as provided for in Rule 1.5b) of these rules) shall consist of the following categories of business, to be taken up by the Chair in the order listed.

1) Roll Call

2) Invocation.

3) Pledge of Allegiance.

4) 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.

5) Adoption of agenda: a two-thirds majority vote, of those present, is required to adopt the agenda.

6) 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 **who is charging the County for services by the hour. In such cases, if it would save the County money to dispose of matters involving outside counsel or consultants at or near the beginning of its meeting, Council may take up such matters during this first Report of Executive Session items. No action shall be taken in executive session. Agenda shall state the reason for Executive Session.** - Council shall move to take action or to receive as information each item that has been discussed in executive session.

7) Citizen input:

(a) Agenda Items--Each person ~~citizen~~ who has signed the Agenda Items Input List to speak before Council may do so for up to 2 minutes; provided, however, the entire Agenda Items citizen input time shall not exceed 30 minutes, **except by leave of Council.** The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address. **Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong Input List, may be allowed to speak at Council's discretion.** Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a **speaker would like** ~~citizen intends~~ to present to Council, including audio and

visual presentations, ~~should be provided to~~ ~~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. ~~The Chair will request that in the event a citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her citizen input of that fact, and name or identify anyone else for whom the citizen is speaking or represents.~~ The Clerk will have available Council members' contact information as listed on the County's website. The Chair may advise ~~speakers~~ ~~citizens~~ to ~~coordinate~~ speak with or contact County staff as may be appropriate to the issue(s) raised by the speaker. **Rule 2.2, Preservation of Order, applies during Citizens Input.** In addition, if it becomes clear that the item addressed or the speaker's input bear no reasonable relationship to any matter over which Richland County has responsibility, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

**(b) Non-Agenda Items Input:** ~~Anyone~~ ~~citizen~~ who wishes to speak on an item not on the agenda or ~~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 Non-Agenda Items citizen input time shall not last longer than 30 minutes, **except by leave of Council.** The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address. ~~Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong Input List, may be allowed to speak at Council's discretion.~~ Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a ~~speaker would like to~~ ~~citizen~~ ~~intends to~~ present to Council, including audio and visual presentations, ~~should be provided to~~ ~~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. 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. ~~The Chair will request that in the event a speaker citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her citizen input of that fact, and name or identify anyone else for whom the speaker citizen is speaking or represents.~~ The Clerk will have available Council members' contact information as listed on the County's website. The Chair may advise speakers to coordinate ~~citizens~~ ~~to speak~~ with or contact County staff as may be appropriate to the issue(s) raised by the speaker. **Rule 2.2, Preservation of Order, applies during Citizens Input.** In addition, if it becomes clear that the item addressed or the speaker's input bear no reasonable relationship to any matter over which Richland



County has responsibility, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

~~8)7)~~ Report of County Administrator: The County Administrator shall make recommendations or announcements concerning county affairs. **Items for action shall be taken under this section only upon compliance with Rule 1.7b)7).**; but no action shall be taken on any item without proper notice, except in case of extreme emergency.

~~9)8)~~ Report of Clerk of Council: The Clerk of Council shall make announcements, if any, concerning county affairs. **In the event the Clerk recommends or requests an item for action during this section of the agenda, the Administrator may nominate the same for action in accordance with Rule 1.7b).**

~~8.5910)~~ Report of the Chair: The Chair of Council shall make announcements if any, concerning county affairs. **In the event the Chair recommends or requests an item for action during this section of the agenda, the Administrator may nominate the same for action in accordance with Rule 1.7b).**

~~9)1011)~~ Presentations: The party requesting to make the presentation shall set forth a **written request that includes** 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 purpose and nature of the presentation. ~~Absent unusual circumstances, †~~**The request should be succinct but have enough information to meaningfully inform Council and the public of the substance of the presentation, and submitted to the Clerk of Council in no more than one page in length and should be timely submitted (i.e., in advance of the agenda deadline for the meeting where the matter is intended to appear as a presentation is intended to be made. The presentation request shall be included in the agenda packet.** “request”) to the Clerk’s Office. Presentations shall be limited to five (5) minutes per presentation, and shall be heard on the third Tuesday of the month, **except by leave of Council.** ~~Presentations of time sensitive matters, as determined by the Chair or Vice Chair in the Chair’s his absence, of Council may be heard at any regular or special called meeting of Council. All presentations, regardless of topic, shall be approved by the Chair before placement on any Council agenda. No presentation shall be heard which is not on the Council agenda prior to the start of the meeting. 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.~~

~~10)12)~~ Public Hearings: Each **person** ~~citizen~~ who has “signed up” signed up may speak to **Council for up to two (2) minutes** 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, **except by leave of Council.**

Any material that a **speaker** ~~citizen~~ intends to present to Council, including audio and visual presentations, must be **submitted to 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. The Chair will request that in the event **someone** ~~a citizen~~ who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her public hearing input of that fact, and name of identify anyone else for whom the citizen is speaking or represents. **The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address.**

**Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong public hearing list, may be allowed to speak at Council's discretion. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a speaker would like to present to Council, including audio and visual presentations, should be provided to the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. Rule 2.2, Preservation of Order, applies during Public Hearings. In addition, if it becomes clear that the speaker's input bears no reasonable relationship to the item subject to the Public Hearing, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.**

~~111~~132) 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; provided, however, that an item forwarded to Council by Committee without recommendation shall not be listed as Consent Agenda item. 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 judgment of the Chair; those items are unlikely to be debated.

~~121~~143) Third reading: final approval of Ordinances.

~~131~~154) Second reading.

~~141~~165) Requests by Council members: items may include those that were defeated (or deferred beyond 90 days) by committee and reintroduced by **written request of three members of Council Members' signatures.**

17) Other Items:

15186) Second County Attorney's Report of Executive Session items: The County Attorney shall report on the remaining Executive Session items. **No action shall be taken in executive session. Agenda shall state the reason for Executive Session.** ~~Council shall move to take action or to receive as information each item that has been discussed in executive session.~~

16197) 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 **use this time to inform Council, Administration and County staff of upcoming matters or items likely to come before Council, to orient Administration and staff thereto and to request information or the commencement of research in the ordinary course of Council-Administrator dealings.** ~~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 request, among other things, that an item be referred to committee for:~~

- a) ~~3.5.1 Refer an item to a committee for a~~ **A**ction;
- b) ~~3.5.2 Refer an item to a committee for d~~ **D**iscussion;
- e) ~~3.5.3 Refer an item to committee for t~~ **T**he purpose of receiving information or an update from staff and/or legal; or
- d) ~~3.5.4 Refer an item to committee for a~~ **A** presentation.
- e) ~~3.5.5 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 **or** f 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.

~~171820)~~ 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. ~~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.~~

~~214849)~~ Adjourn.

- d) ~~Additions - A request to add items to the agenda requires a two-thirds vote of those Council members present.~~ Pursuant to S.C.Code Ann. Section 30-4-80, "Once an agenda for a regular, called, special, or rescheduled meeting is posted pursuant to this subsection, no items may be added to the agenda without an additional twenty-four hours notice to the public, which must be made in the same manner as the original posting. After the meeting begins, an item upon which action can be taken only may be added to the agenda by a two-thirds vote of the members present and voting; however, if the item is one upon which final action can be taken at the meeting or if the item is one in which there has not been and will not be an opportunity for public comment with prior public notice given in accordance with this section, it only may be added to the agenda by a two-thirds vote of the members present and voting and upon a finding by the body that an emergency or an exigent circumstance exists if the item is not added to the agenda. Nothing herein relieves a public body of any notice requirement with regard to any statutorily required public hearing."

## **RULES II: THE CHAIR**

### **2.1 Call to Order**

The Chair shall call Council meetings to order at **their posted times** ~~6:00 p.m.~~ or as soon thereafter as practical on the first and third Tuesday of each month and, if a quorum is present, proceed to the meeting agenda.

### **2.2 Preservation of Order**

The Chair shall preserve order and decorum and, in case of disturbance or disorderly conduct in the Chamber or the lobby, may cause the same to be cleared. The members of Council, ~~and the public who participate in meetings,~~ agree to, and **all of those attending Council's meetings are expected to**, adhere to the following "Code of Conduct":

"I pledge that I may disagree, but will be respectful of all. I will direct all comment to the issues. I will refrain from personal attacks."

### **2.3 Transgressions of Order**

If any member, in speaking or otherwise, transgresses the Rules of the Richland County Council, the Chair shall call ~~him/her~~ **such member** to order, ~~or any member may call such transgressions to the attention of the Chair who shall call the transgressor to order.~~ If repeated cries of order are ineffective, the Chair may call a member by name, and if the Chair deems it necessary, shall state the offense committed. The member may be heard in **response**. ~~self-defense and shall withdraw from the issue, and the Council shall consider any further proceeding to be had.~~

## **[PROPOSED NEW RULE]**

### **2.4 Censure**

**Recognizing the value and contributions of each member of Council, and that each member is elected by the people of a defined district and accountable to the people thereof, subject to removal only by the governor as provided for by State law, while at the same time realizing that the functioning of Council depends on the professionalism and civility of each member, in rare circumstances where a member's conduct so thoroughly transgresses Council's Code of Conduct described in Rule 2.2, Council may censure a member.**

**Prior to censuring one of its members, Council must pass a motion to commence censure proceedings. A motion to commence censure proceedings, having been made and properly seconded, requires a two-thirds vote of the full Council (i.e., at least 8 of Council's 11 members, whether a full Council has been seated or not, must vote to censure a member).**

If a motion to commence censure proceedings passes, Council shall hold a hearing on censure of the member named in the motion. The hearing shall be held at the next regular or special called meeting of Council, provided that a period of at least ten (10) days has elapsed from the date the motion to commence censure proceedings was adopted to the censure proceeding itself. In no event shall the hearing be held at the same meeting, or on the same day, as the adoption of the motion to commence censure proceedings.

At the hearing the Chair shall state the basis for censure, or may call upon any member who voted to commence censure proceedings to state the basis for censure if the basis is unknown to the Chair. Any member may then speak during the censure proceeding for up to five (5) minutes. No member may speak more than ~~twice~~ once during the censure proceeding absent leave of the Chair. The member subject to the censure proceedings shall have up to fifteen (15) minutes to speak in reply, but additional rebuttal time may be granted by the Chair.

At the conclusion of Council input as provided for herein, any member who believes censure is in order may make a motion to censure the member. If that motion does not receive a second, or, if seconded, it does not pass by a two-thirds vote of the full Council (i.e., at least 8 of Council's 11 members, whether a full Council has been seated or not), the matter is concluded and there shall be no reference in the record to the member having been censured. If a motion to censure is made and properly seconded, and receives at least eight (8) votes, the member shall be censured and the records of County Council shall so reflect. Once a member is censured on a matter, no other action is in order with respect to the same matter.

#### **2.42.5 Points of Order. Appeal.**

~~The Chair shall decide all points of order, subject to an appeal by any member. The Chair may require the member raising a point of order to cite the Rule or other authority in support of the question. Upon appeal, no member shall speak more than once and for no longer than ten minutes each, except by permission of the Council.~~

##### **a) Point of Order [Motion to Raise a Question of Order].**

The Point of Order takes precedence over any question from which it arose. It yields to any privileged motion and a motion to lay the underlying question on the table. The Point of Order is not debatable (except that the chair may ask the member raising the point to explain it), is not amendable, and cannot be reconsidered. It does not require a second. The Point of Order is in order when another person has the floor and can interrupt a person speaking if the point **genuinely** requires attention at the time it is raised. The Chair shall decide all points of order, subject to an appeal by any member.

##### **b) Appeal.**

The duties of the Chair include making rulings on questions of parliamentary procedure. An Appeal is the vehicle available to members of council who believe that the Chair's ruling was erroneous. The Appeal is in order when another has the floor, but must be taken immediately after the ruling and is out of order if other business has intervened. It is

debatable unless the underlying question is not debatable or if the Appeal relates to decorum or priority of business; it is not amendable.

The decision of the Chair stands unless reversed by a majority of the members; the Chair may vote to create a tie and thus sustain the ruling. An Appeal takes precedence over any pending question at the time the Chair makes the ruling.

If debatable, each member may speak only once and for no longer than ten minutes each, except by permission of the Council. An Appeal can be reconsidered.

### **2.52.6 Participation**

The Chair shall vote in all cases (except when the Chair may be personally or pecuniarily interested) **in accordance with Rule 5.24 18**. ~~If a member does not cast a negative vote or declare his abstaining vote, he shall be recorded as voting in the affirmative. A member may not vote by proxy. If with the vote of the Chair, the Council were equally divided, the question shall be decided in the negative. The presiding officer may give information or explain any matter before the Council, and may speak on points of order in preference to any other member, as often as she/he may deem necessary.~~ The Chair may enter into the debate of the Council, but should not use the office of the Chair to wield influence over the other members.

### **2.62.7 Election**

The Chair shall be elected at the first regular **or special called** meeting of the Council in January, or as soon thereafter as may be practical, by the membership of the Council. The Chair shall serve continuously until the following January unless removed by a two-thirds majority vote of the full Council.

### **2.72.8 Vice Chair**

The Vice Chair shall be elected either at the first regular **or special called** Council meeting in January or as soon thereafter as may be practical. The Vice Chair shall serve continuously until the following January unless removed by a two-thirds majority vote of the full Council. The Vice Chair shall preside in the absence of the Chair.

### **2.82.9 Signatures**

The Chair shall sign all ordinances, resolutions and other documents **approved or** authorized by the Council. In the absence of the Chair, the Vice Chair is authorized to sign official documents of the County.



The Assistant to the Clerk of Council and the Deputy shall serve as Acting Clerk of Council are authorized to sign or attest to official documents of the County. in the absence of the Clerk for the purpose of signing official documents.

## **RULE III: MEMBERS AND MEMBERSHIP**

### **3.1 Seating**

At the ~~first~~ meeting ~~in in which~~ **January after the election and seating of** the Chair and Vice Chair ~~of~~ Council are elected as provided for in Rules 2.7 and 2.8, respectively, and immediately after such elections and seating of the Chair and Vice Chair, Council members shall select their seats based first on seniority in years of continuous service and then in alphabetical order.

### **3.2 Attendance**

~~Each member shall be within the Council Chambers during its meetings unless excused or necessarily prevented. The Chair, if notified prior to the meeting, may excuse any member from attendance at meetings of the Council and its committees for any stated period upon reason shown, and such excused absence shall be noted in the minutes. Subject to the rule for electronic participation set forth herein, each member is expected to be within the Council Chambers during Council's meetings, or within the meeting room of any alternate location of a Council meeting. The Chair may~~ **must** note for the record any member's absence and the circumstances therefor as appropriate, and such absence and the circumstances therefor, if known, shall be noted in the minutes.

### **3.3 Call to Order**

When the Council is called to order, every ~~each~~ member shall take his/her ~~respective seat~~ **place on the dais** and shall act with decorum.

### **3.4 Speaking**

The Chair, when duly addressed by a member, ~~shall hear from the members desiring to~~ **speak** who, in the opinion of the Chair, shall ~~in the order in which they express interest in speaking,~~ recognizing each member in turn. ~~speak first, by identifying the member.~~ Members ~~Every~~ **member**, when about to speak, shall respectfully address the Chair and shall avoid disrespect to the Council, ~~and all personalities,~~ and shall confine all remarks to the question under consideration. No member shall speak more than twice on the same question without leave of Council, except merely to ~~explain meaning~~ **provide clarification**. Each member shall be allowed to speak no more than five minutes for debate on any one issue before Council. If a member has the floor and is addressing the body, that member ~~she/he~~ shall not lose the floor



by asking a question of any member of the body. **If a member shall be called to order while speaking, such member she/he shall immediately forfeit the floor until the question of order is decided,** unless allowed to proceed, if otherwise, she/he shall not proceed without leave of the Council; and if the case requires it, she/he shall be liable to such other proceedings as the Council may take.

Commented [M05]: Malinowski requested clarification

### 3.5 Original Papers

Any member leaving a meeting of Council or its committees who possesses original papers relating to the business of the Council (**signed ordinances, contracts, etc.**), shall leave original papers with the Clerk before departing.

## RULE IV: COMMITTEES

### 4.1 Standing Committees

The Chair of County Council shall appoint members of the following standing committees ~~no later than~~ **by** the first regular meeting in February each year ~~or as soon thereafter as practical:~~

- a) **Administration and Finance Committee**, consisting of five (5) members, functions as a committee of ways and means to which matters dealing with general-administration and with the budget, capital improvements, taxation, and bond issues should be referred. Customarily meet on the 4<sup>th</sup> Tuesday of the month.
- b) **Development and Services Committee**, consisting of five (5) members, functions in the area(s) of general operational matters, ~~economic development,~~ and those matters relating to the functions and activities of the County Department of Public Works and Engineering. Customarily meet on the 4<sup>th</sup> Tuesday of the month.
- e) ~~Rules and Appointments~~, consisting of three (3) members, functions as a review, oversight, and advisory body on the rules of County Council concerning appointments to County boards, commissions and committees. ~~The Committee meets on an as needed basis.~~

~~The vacancy on a County board, commission, or committee shall be announced at least two meetings prior to Council making the appointment. Such vacancy will be advertised in a local newspaper. Any individual who wishes to apply for service on a County board, commission, or committee must submit an application to the Clerk of Council. The Clerk of Council shall supply the application form. The Clerk shall, on the date designated by the Rules and Appointments Committee, submit all applications to the County Council for its consideration. The County Council shall then, by majority vote, elect an individual to fill the vacancy or vacancies, which exist at that time. After an appointment(s) has been made, applications shall be retained by the Clerk of Council for one (1) year and may be considered upon the request of the applicant whenever a vacancy occurs within that one (1) year period of time.~~

d)c) **Rules and Appointments**, consisting of three (3) members, functions as a review, oversight, and advisory body on the rules of County Council and serves as an interviewing and screening **recommending** body for applicants to ~~concerning~~ appointments to County boards, commissions and committees created by or whose membership consists in whole or in part in County Council appointments. The Committee meets on an as needed basis.

The vacancy on a County board, commission, or committee shall be announced at least two meetings prior to Council making the appointment. Such vacancy will be advertised in a local newspaper, **County website, PIO's weekly Review and other appropriate media**. Any individual who wishes to apply for service on a County board, commission, or committee must submit an application to the Clerk of Council. The Clerk of Council shall supply the application form. The Clerk shall, on the date designated by the Rules and Appointments Committee, submit all applications to the County Council for its consideration. The County Council shall then, ~~by majority vote,~~ elect an individual to fill the vacancy or vacancies, which exist at that time **in accordance with the voting procedures set forth in Rule 5.19**. After an appointment(s) has been made, applications shall be retained by the Clerk of Council for one (1) year and may be considered upon the request of the applicant whenever a vacancy occurs within that one (1) year period of time.

d) **Economic Development Committee**, ~~consisting of four (4) members through December 31, 2001, and thereafter~~ consisting of three (3) members, serves to consider economic development matters brought before them and make recommendations to the full Council. The Committee meets on an as needed basis.

*Absent exigent circumstances, no meeting of a standing committee of council shall be scheduled at the same time as another meeting of a standing committee of council.*

## 4.2 Organization

Each of the above-referenced committees **committee of Council** shall select a Chair and function primarily as an legislative/advisory committees **to the full Council**. Once appointed for the year, no member of a committee may be removed by the Chair of Council without the approval of Council. During the remainder of the year, any vacancy occurring on these committees shall be filled ~~in a similar manner~~ **by the Chair** as soon as it may reasonably be accomplished. Any member of Council may attend any meeting of the committee, provided, however, only members of the particular committee may vote on matters before that committee.

The Chair of County Council shall be an ex-officio member of the Rules and Appointments Committee and Economic Development Committee.

### 4.3 Jurisdiction

Unless otherwise ordered, committees shall have jurisdiction only over matters pertaining to the subjects indicated by the names of the respective committees. Personnel matters shall be discussed by the full Council and not by standing or special committees, **except in the case of ad hoc search or other committees specifically appointed to assist in matters related to any County official the Council hires directly.**

### 4.4 Agendas

Appropriate written backup material for all items of business that are to be included in the Administration and Finance or Development and Services Committee agendas must be delivered electronically to the County Administrator's Office no later than 5:00 p.m. on the date two weeks prior to the committee's scheduled meeting date.

In exceptional circumstances, time-sensitive items received after the deadline may be added to a committee's agenda at the discretion of the committee's Chairperson, provided the addition is made before agendas are printed and distributed. In the event that the Chair of the committee cannot be reached before agendas are printed, then such items may be added with the consent of a majority of the committee's members. If a majority of the committee's members cannot be reached, the Chair of County Council shall have the discretion to add such items. Once the committee agendas have been printed and distributed publicly, changes to the agenda may only be made by the unanimous consent of the committee during the committee meeting.

Agendas with backup information shall be provided to all members of Council on or before the Friday prior to the committee meeting.

### 4.5 Meetings

Committees shall meet regularly in a ~~room~~ **location** designated by the Committee Chair. No committee shall meet while the Council is meeting without special leave. No committee shall sit unless a quorum is present. No Council member shall be allowed under any circumstances to vote by proxy. Members of Council, whenever possible, shall make inquiries and requests for information at the Committee meetings. Members of the public may address a Committee with the permission of the Committee Chair and with the consent of the Committee; however, any material that a citizen intends to present, including audio and visual presentations, **must be provided to** ~~must be approved by~~ the Clerk of Council prior to the Committee meeting, **except by leave of the Committee.**

### 4.6 Legislative Action

Items referred to a committee for consideration shall be listed under one of the following categories: "Items for Action" or "Items for Information, Discussion, ~~and/or~~ Preliminary Action." Additional agenda categories (including, but not limited to, "Presentations,"

“Notifications,” and “Items Pending Analysis”) may be added to the agenda as needed for items not requiring immediate committee action.

- a) ITEMS FOR ACTION-For all items requiring action, the committee shall take one of the following actions by majority vote:
  - 1) Recommend that Council approve the item, which may or may not include amendments or modifications to the original request;
  - 2) Recommend that Council deny the item;
  - 3) Forward the item to Council without a recommendation;
  - 4) Defer consideration of the item to a future committee meeting;
  - 5) Refer the item to another committee or commission; or
  - 6) Table the item.
  
- b) ITEMS FOR INFORMATION, DISCUSSION AND/OR PRELIMINARY ACTION-For items on the agenda for information, discussion and/or preliminary action, the committee shall take one of the following actions by majority vote:
  - 1) Direct the administrator to bring the item back for action at a specified committee meeting;
  - 2) Defer consideration of the item until a specified committee meeting; or
  - 3) Receive the item for information or discussion purposes only, and dispose the item from the committee agenda;
  - 4) Items so removed will be reported as such by the committee to Council.
  - 5) Notwithstanding items 1 through 4 in this subsection, any item on the Administration and Finance (A&F) or the Development and Services (D&S) Committee agendas listed as an “Item Pending Analysis” must be resolved, tabled or otherwise disposed of within 100 days of that matter’s referral to the A&F or D&S Committee.

#### 4.7 Reports

All committee recommendations requiring formal action by Council shall be included in the agenda and distributed to all members of Council prior to consideration and adoption by Council, provided that if any matter is considered by the majority of any committee to be **time sensitive or** an emergency, copies of such reports may be furnished to each member of Council at the time of said Council meeting.

All items presented to Council by a committee must carry the committee’s disposition of the item, whether that disposition is a recommendation for approval, a recommendation for denial, no recommendation or to make any other disposition with respect to the item.

Any item not reported out to the full council by a committee within 90 days of that item having first appeared on the committee’s agenda may be placed on the Council agenda when the Clerk’s Office has received a written request signed by (includes electronic mail or

messaging) from three members of Council, not less than 24 hours prior to the scheduled meeting.

~~A minority report may be made if requested.~~ Presentation of the committee's motion at the regular Council meeting does not require a second.

#### **4.8 Recommitting**

Any item ~~coming~~ **coming**, ~~which may come before the Council~~ may be referred to a committee ~~committed~~ or recommitted **to a committee of Council** before a final decision **by the full Council** thereon. ~~Provided, however once a motion or matter is forwarded to full Council from committee, that motion or matter may not be returned to committee other than as directed by Council.~~

#### **4.8.9 Budget Work Sessions**

The Council shall meet as a Committee of the Whole for budget work sessions prior to first reading of the budget.

#### **4.9.10 Motions Forwarded to a Committee**

Any motion forwarded to a committee by the Chair, or in the Chair's absence, the Vice Chair, or in the Vice Chair's absence, the acting chair, will appear on that committee's agenda. Any item forwarded to a committee that is not completed will be listed at the end of the committee's subsequent agenda(s) under, "Items Pending Analysis." **and the reason the item remains pending.**

### **RULE V: LEGISLATIVE ACTION**

#### **5.1 Emergency Ordinances**

To meet public emergencies affecting life, health, safety or the property of the people, emergency ordinances may be adopted upon a two-thirds affirmative vote of the Council members present. Such an ordinance is effective immediately upon its enactment without regard to any public hearing, reading, publication, or notice requirements. It automatically expires after 60 days. Every emergency ordinance shall be designated as such and shall contain a declaration that an emergency exists and describe the emergency.

Emergency ordinances shall not levy taxes, grant, renew, or extend a franchise, or impose or change a service rate.

## **5.2 Other Ordinances-Required Readings**

With the exception of emergency ordinances, all ordinances, including those making supplemental appropriations, shall receive approval at three public meetings of Council on three separate days with an interval of not less than seven days between the second and third readings. An ordinance shall be deemed passed upon third reading approval and thereafter can be rescinded only by a motion to reconsider or rescind that is made prior to approval of the minutes.

~~If an ordinance does not receive the three (3) readings required within a twelve-month period, it is dead. If the ordinance is reintroduced after the twelve-month period, it must be submitted to the three-reading process.~~ Any ordinance that does not receive three reading approval by Council may not be reintroduced for twelve (12) months from the date the minutes reflecting its denial (i.e., the final time the ordinance was read and did not pass) were approved, absent consent of two-thirds of the full Council.

## **5.3 Levying Tax/Incurring Debt/Amending Budget**

Ordinances levying a tax or incurring indebtedness shall not be passed unless voted for on each reading by at least six (6) members in Council assembled and with appropriate back up material provided for each reading. An amendment to the budget shall require **at least** a majority plus one vote **[i.e., at least seven (7) members of Council]**.

## 5.4 Public Hearings

~~Public hearings, after not less than 15 days' notice of the time and place of such hearings published in at least one newspaper of general circulation in the County, shall be held before final Council action is taken to:~~

- ~~a) adopt annual operational and capital budgets,~~
- ~~b) make appropriations, including supplemental appropriations,~~
- ~~c) adopt building, housing, electrical, plumbing, gas and all other regulatory codes involving penalties,~~
- ~~d) adopt zoning and subdivision regulations,~~
- ~~e) levy taxes, and~~
- ~~f) sell, lease, or contract to sell or lease real property owned by the County.~~

Public hearings shall be held before final action is taken to:

- a. Adopt annual operational and capital budgets;
- b. Make appropriations, including supplemental appropriations;
- c. Adopt building, housing, electrical, plumbing, gas and all other regulatory codes;
- d. Adopt zoning and subdivision regulations;
- e. Levy taxes;
- f. Sell, lease or contract to sell or lease real property owned by the county;
- g. Impose ad valorem property taxes upon a fire service area; or
- h. Provide for the distribution of assets following the abolishment of a special purpose district.

Final action for any of the first six matters must be in the form of an ordinance. A minimum of 15 days' notice of the time and place of the hearing must be published in at least one newspaper of general circulation in the county, prior to conducting a public hearing for any of the above categories of ordinances.

Notice for item g. must be provided once a week for three successive weeks in a paper of general circulation in the county, and the hearing must not occur fewer than 16 days following the first notice. Item h. requires at least two public hearings with ten days prior notice published in a newspaper of general circulation prior to each meeting.

Following the abolishment of a special purpose district located within the county, two public hearings are required prior to distributing assets and/or refunding taxes.

## 5.5 Second Reading

Upon the second reading of an ordinance, the ordinance ~~after all amendments and privileged motions have been disposed of, the question shall be placed on Council's agenda~~the passage of the ordinance. Upon a decision in the affirmative, the ordinance shall take its place on the agenda ~~for third reading~~ at its next meeting or at other time as scheduled by Council.

Each ordinance affecting the expenditure of money by the County shall receive the affirmative vote of Council on each reading, **noting that and prior to receiving second reading;** the County Administrator's comment shall inform Council regarding its effect on the finances of the County, **unless this requirement is waived by Council or the financial effect is evident on the face of the ordinance.**

~~Provided, however, this rule may not be invoked where the amount is shown in the ordinance.~~

## **5.6 Third Reading**

Full debate and amendments shall be allowed on third reading.

## **5.7 Debate**

Debate among members of Council is in order only after a motion has been stated by the Chair and has been seconded. Any motion shall, if desired by the Chair or any other member, be reduced to writing and delivered to the Chair and read before it shall be debated.

## **5.8 Motions During Debate**

When a motion has been stated and seconded and debate has begun, **the following motions** ~~no motion except the following~~ shall be in order:

- 1) ~~to adjourn or recess~~ recede,
- 2) ~~to continue,~~
- 3) ~~to table,~~
- 4) ~~for the previous question,~~
- 5) ~~to postpone indefinitely,~~
- 6) ~~to postpone to a certain day,~~
- 7) ~~to recur to the agenda,~~
- 8) ~~to substitute a motion germane to the matter at hand, and~~
- 9) ~~to amend.~~

- a) **To approve** (the matter under consideration);
- b) **To deny;**
- c) **To amend;**
- d) **To substitute** one motion (related to the matter) for another;
- e) **To adjourn;**



- f) To **recess**;
- g) To **continue or postpone the matter to a date certain**;
- h) To **continue or postpone the matter indefinitely**;
- i) To **return to the agenda** if the item under consideration has been taken out of turn;
- j) To **table** the matter;
- k) To **call for the question** (“close debate,” or move “for the previous question”);
- l) To raise a question of **privilege**;
- m) To convene an **executive session**;
- n) To **refer the matter to a committee** (or “to commit”);
- o) To **recommit** a matter (send back to a committee);
- p) To **divide the question**;
- q) To **strike** some or all of the matter (similar to substitute motion or amendment); and
- r) To **seek information of “clarification”** on an aspect of the matter under debate.

### **5.9 Substitute Motions**

No more than two (2) motions may be received in substitute for the motion on the floor. Any substitute motion defeated by vote of Council shall be counted as one of two (2) permissible substitute motions, but any substitute motion, which fails for lack of a second, shall not be so counted.

### **5.10 Amendments**

A proposed amendment shall be in order regardless of the number of changes proposed therein to the matter under debate, provided such amendment is otherwise in order, and shall be considered in the order in which it is received.

### **5.11 Closing Debate**

~~Upon the proper motion, a second, and an affirmative vote on a motion for the previous question, which requires a two-thirds vote, the amendment then upon the desk shall be~~

considered, but no further amendment shall be allowed. The sponsor of an amendment shall be allowed an opportunity to make a short explanation of the amendment.

### **5.125.11 Withdrawing Motions**

The member who introduced a motion may withdraw it before decision on it or on any amendment to it, so long as the member seconding the motion shall not object, provided, however, that no motion may be withdrawn after the previous question has been called.

### **5.12 Privileged Motions**

Motions to adjourn, or to recess, or to raise a question of privilege, or to convene an executive session, or to return to the agenda if an item is taken out of turn, to recede, and to recede subject to the call of the Chair, shall always be in order except while the Council is actually engaged in deciding a question. A motion to adjourn or to take a recess, having been defeated, no new motion to adjourn or take a recess shall be in order until fifteen (15) minutes shall elapse from the decision of the former motion even though such motion to recess recede might be to recess recede to a different time.

### **5.13 Nondebatable Motions**

Certain parliamentary motions must be decided without formal debate. These are ~~These motions are not debatable:~~

- 1) ~~to adjourn or recess recede,~~
- 2) ~~to continue,~~
- 3) ~~to lay on the table,~~
- 4) ~~to postpone indefinitely or to a day certain,~~
- 5) ~~to suspend or depart from the agenda, or to return to it, and~~
- 6) ~~for the previous question.~~

- a) ~~To adjourn;~~
- b) ~~To recess;~~
- e) ~~To continue or postpone the matter to a date certain;~~
- d) ~~To continue or postpone the matter indefinitely;~~
- e) ~~To return to the agenda if the item under consideration has been taken out of turn;~~
- f) ~~To table the matter;~~

- ~~g) To call for the question (“close debate,” or move “for the previous question”);~~
- ~~h) To refer the matter to a committee (or “to commit”); and~~
- ~~i) To recommit a matter (send back to a committee).~~

~~Immediately after receiving a nondebatable motion, and at other times when no motion is on the floor, the Chair may allow such conversation as she/he deems appropriate, but all such informal discussion remains subject to his/her discretion; she/he may call for the vote on the matter at hand or terminate discussion at any time, and in such instances, his/her decision may not be appealed.~~

#### **5.14 Suspending Motions**

The following instances may suspend any matter before Council, temporarily:

- 1) Point of order;
  - 2) Point of personal privilege;
  - 3) Point of information;
  - 4) Question of recess; and
  - 5) Other incidental questions, such as of reading papers, dividing a question, withdrawing a motion, or excusing a member from voting.
- ~~5)~~

### **5.15 Motion to Recess**

A motion to recess may state the time for reconvening. In the absence of such stated time, reconvening shall be at the call of the Chair.

### **5.16 Motion to Strike**

~~A motion to strike out the enacting words of an ordinance or resolving words of a resolution shall have precedence of a motion to amend, and, carried, shall be considered as equivalent to rejection.~~

### **5.17 Rejected Motions**

~~Once one of the following motions has been made and rejected during a meeting of the County Council, no motion of the same effect shall again be allowed with regard to the same question:~~

- ~~a) Motion to continue,~~
- ~~b) Motion to postpone,~~
- ~~c) Motion to defer, and~~
- ~~d) Motion to table.~~

### **5.195.16 Delays**

The Chair shall entertain no motion ~~to~~ **that would** have the effect of ~~which will be~~ unnecessarily to **delaying** the business of Council.

### **5.205.17 Defeated Actions**

Once an action of any kind has been proposed and defeated twice during two separate regular or called meetings of Council, within a period of sixty (60) days, no motion of the same effect may be allowed with regard to the same question for a period of one year from the date of initial motion, without the consent of a majority plus one of the entire Council. The names of the consenting Council members shall be presented to the Chair prior to the listing of the item on the agenda.

### **5.215.18 Voting**

Each member shall vote on each question put, except that no member shall be permitted to vote on any question in which that member has a direct personal or pecuniary interest, or in which that member perceives that he or she has a direct personal or pecuniary interest, or in

which his or her participation might create an appearance of impropriety in that member's estimation.

If a member does not cast a vote on the question put, such member will not be considered to have voted with either the prevailing or the non-prevailing side, ~~but instead shall not have his or her vote recorded at all, other than as an abstention if the member declares an abstention as provided for herein.~~

~~A Council member must be at his/her seat in order to vote for those at the dais.~~

~~If a member does not declare a vote or an abstention, his/her vote shall be recorded with the prevailing side.~~

In the case of a tie vote, the prevailing side is the side that voted against approval of the matter voted upon (e.g., if the matter before Council is a vote to continue an item until the next meeting, and the vote on that question is 5-5, the motion did not pass, the item is not continued and the side prevailing as to the motion is the side that voted not to have continued the item).

If voting an abstention, a reason for the abstention must be stated at the time of the abstention, or delivered to the Clerk following the meeting, and recorded in the minutes. No member shall, under any circumstances be permitted to vote after a decision has been announced by the Chair. ~~Following the vote, After the decision of the question, After the decision of the question,~~ an absent member may be permitted to declare ~~record~~ the vote she/he would have given if present, but such vote shall not affect the previous question.

Voting shall be by electronic means (i.e., via the electronic voting system) unless conditions at the time of a given vote do not permit use of the electronic voting system (e.g., it is inoperable, not working properly, there is a power failure, Council is holding its meeting in a location that does not have or accommodate electronic voting, or other condition prohibiting electronic voting). In such a case, voting by a show of hands shall be in order. ~~Also, nothing in this rule prohibits a voice vote or vote by show of hands for matters where there reasonably appears to be no opposition, such as a vote to adjourn, or a vote for unanimous consent to issue a resolution in honor of a citizen, group, achievement or the like; provided, however, that any member may call for an electronic vote on any matter for which a vote is required or called for, if any member shall feel that a voice vote or vote by show of hands is not sufficient; further provided that the electronic voting system is operable at the time of the call for an electronic vote.~~

Votes shall be recorded in the minutes.

## **[PROPOSED NEW RULE]**

### **5.19 Voting for Board and Committee Appointments**

This method of voting is based upon Chapter XIII, Section 45, Robert's Rules of Order, 11<sup>th</sup> Edition, and is to be used solely in circumstances where Council is called upon to vote on

the appointment of members of boards, commissions or similar entities where there are more nominees under consideration than there are vacancies to fill. -Any Council member may make a motion to request a candidate be voted on individually.

This rule combines a recognition of the fact that plurality voting may be unavoidable in the initial stages of voting when considering a greater number of nominees than there are vacancies to fill, and majority voting once the number of nominees is drawn down to equal the number of vacancies by virtue of the voting process set forth herein.

Due to the complexity of this unusual but not unforeseeable situation, an example may be instructive.

Ex. If there are two (2) vacancies on a County board, and there are five (5) nominees, each Council member would be permitted to cast a vote for two (2) of the five (5) nominees to fill the two (2) vacancies.

In this event, the voting procedure shall be as follows.

- a) Each Council member shall be allowed to cast the same number of votes as there are vacancies to be filled. By way of further example, if three (3) vacancies exist, then each Council member would be permitted to vote for up to three (3) nominees, regardless of the total number of nominees.
- b) The Clerk to Council shall tabulate the votes.
- c) The nominee with the fewest votes will be removed from the slate of nominees, and the remaining nominees will be voted upon in what would be the next round of voting, with rounds to continue until enough nominees have been eliminated from consideration so that the number of nominees remaining equals the number of vacancies to be filled.
- d) If there is a tie among those with the fewest votes, then all nominees who are so tied will be removed from the slate of nominees, and the remaining nominees will be voted upon in what would be the next round of voting. Provided, however, if so many of the nominees are tied for the least votes, and dropping all of them from the remaining slate of nominees would result in not having enough nominees to fill all of the vacancies, then there shall be a runoff among all of the nominees so tied for fewest votes. The candidate with the fewest votes in the runoff will be dropped from the slate of nominees that had been tied for fewest votes. Once at least one of the originally tied nominees for fewest votes is eliminated by runoff among the fewest vote-getters, those remaining among the originally tied voters will be placed back among the nominees who did not receive the fewest votes, and voting shall continue in this fashion by round until there are the same number of nominees as there are vacancies. [E.g., three (3) nominees remaining for three (3) vacancies].
- e) Once Council arrives at a “slate” of nominees corresponding to the number of vacancies to be filled, it is in order for any member of Council to “nominate the

slate” of nominees, which shall then be voted upon by Council in the form of a motion to approve the slate by “yea” or “nay,” recorded electronically unless the electronic voting system is then inoperable or it is impractical to so vote. In this case, voting by show of hands shall be in order. The slate of nominees shall be approved by majority vote of Council members present and voting.

### **5.225.20 Dividing Question**

~~Any member may call for the division of a question. Council may then divide it if the question can be so comprehended that, one part being taken away, the rest can stand entire for decision. A motion to divide the question shall require a second and shall be effective upon the vote of a majority of members present and voting. Provided, however, that a motion to “strike out and insert” may not be divided, but that rejection of a motion to “strike out” shall not preclude a motion to “strikeout and insert.”~~

Any member may call for the division of a question. Council may then divide the question if it can be so comprehended that, one part being taken away, the rest can stand for decision. A motion to divide the question shall require a second and shall be effective upon the vote of a majority of members present and voting.

### **5.235.21 Reconsideration**

After a question has been decided, any member who voted with the prevailing side may move for a reconsideration, and any member may second such a motion. However, if Council either shall refuse to reconsider or shall affirm its first decision, then no further reconsideration shall be in order except by unanimous consent. The motion to reconsider shall have precedence over all other main motions, but it may be introduced only on the day of the decision in question or during the next succeeding session of Council prior to the approval of the minutes. Any subsequent proposal to alter the decision of Council must take the form of a main motion to rescind.

### **5.245.22 Public Inspection**

After adoption, the full ordinance shall be made available for public inspection at ~~through~~ the Office of the Clerk of Council.

### **5.255.23 Resolutions**

Council may adopt Resolutions to formally express its opinions or desires. Upon adoption, the Chairperson shall execute the document on behalf of the entire Council.

## **5.265.24 Proclamations**

An individual council member may issue a Proclamation as an expression of his or her personal opinion or desire. The Proclamation shall be signed by the initiating council member and by the Chairperson, and shall not require action by the Council.

## **RULE VI: RULE CHANGES**

### **6.1 Suspension/Amendments**

~~None of the foregoing rules shall be rescinded, suspended, or altered without unanimous consent, if without twenty-four (24) hours' notice, or without the concurrence of two-thirds of the members of the whole (e.g. eight out of eleven members) after previous notice of motion to rescind, suspend, or alter has been given at a prior meeting, and such alteration, suspension, or rescission shall be made only by written resolution.~~

~~These rules may be amended from time to time, as needed, at the discretion of the County Council upon approval by two-thirds of the members of the whole (e.g. eight out of eleven members) at a regularly scheduled Council meeting.~~

~~These rules may be suspended by unanimous consent.~~

~~Absent unanimous consent, these rules may be suspended 1) with the concurrence of two-thirds of the members of the whole (e.g. eight out of eleven members) **and** 2) after twenty-four (24) hours' notice of suspension of the rule or rules in question has been given in accordance with the South Carolina Freedom of Information Act.~~

~~These rules may be amended at the discretion of the County Council upon approval by two-thirds of the members of the whole (e.g. eight out of eleven members) after twenty-four (24) hours' notice of the proposed amendment of the rule or rules in question has been given in accordance with the South Carolina Freedom of Information Act.~~

## **~~RULES VII: OFFICIALS TO SERVE THE COUNCIL~~**

### **~~7.1 Administrator and Clerk of Council~~**

~~The Council shall appoint or elect a County Administrator and a Clerk of Council.~~



# Richland County Council Request for Action

## **Subject:**

I move to amend the Public Nuisance Ordinance to define “Public Places/Establishments” to include restaurants, taverns, lodges, parking lots and public places where children or students attend and/or normally congregate [DICKERSON – October 6, 2020]

**Notes: I believe the language is sufficient to cover the intent of the motion, but Legal will be glad to amend the language as needed.**

## **Section 18-7. Public Nuisances.**

### **(a) Definitions.**

- (1) *Business* means any commercial establishment, use, property or structure used in or part of a business or commercial use or establishment. *Business* does not include residential property.
- (2) *Continuous breach of the peace* means a pattern of repeated acts or conduct which either (a) directly disturbs the public peace or (b) disturbs the public peace by inciting or tending to incite violence.
- (3) *Public nuisance* means conduct, conditions, events, circumstances, or the unreasonable interference or the causing of unreasonable interference with rights of the public, wherever occurring, including, but not limited to, a business or commercial establishment, a public place, or where the public congregates or is invited or permitted to congregate.

*Public nuisance* includes those conditions or circumstances constituting a nuisance as set forth in S.C.Code Ann. Section 15-43-10; specifically, the construction, establishment, continuance, maintenance, use, ownership, occupation, the leasing or releasing of any property, building or other place used for the purposes of lewdness, assignation, prostitution, human trafficking, repeated acts of unlawful possession or sale of controlled substances, or continuous breach of the peace.

*Public nuisance* also includes and is founded upon the sound principle set forth in South Carolina case law that "if one maintains a place where the laws are publicly, repeatedly, persistently, and intentionally violated, then such place

would become a common or public nuisance." *State v. Turner*, 198 S.C.  
499,505, 18 S.E.2d 376,  
378 (1942).

## Richland County Council Request for Action

**Subject:**

All County Council contracts and agreements adopted by a majority vote of full Council will require a majority vote of full Council to amend and/or change [NOTE: This motion should be taken up as soon as possible, and not be addressed with the overall Council Rules update.]  
[LIVINGSTON – July 13, 2021]

**Notes:** On any matter to be addressed by council, a motion, whether explicit or implicit, to temporarily suspend any rule requiring a majority vote shall require unanimous consent of those members present.

**MUNICIPALITY APPOINTMENT AUTHORITY**

<b>BOARDS, COMMISSIONS &amp; COMMITTEES</b>	<b>ARCADIA LAKES</b>	<b>BLYTHEWOOD</b>	<b>CITY OF COLUMBIA</b>	<b>EASTOVER</b>	<b>FOREST ACRES</b>	<b>IRMO</b>	<b>NOTES</b>
Accommodations Tax Advisory Committee	N	Y	Y	N	N	Y	
Airport Commission (Hamilton-Owens)	N	N	N	N	N	N	
Animal Care Advisory Committee (County/City)	N	N	Y	N	N	N	
Board of Assessment Appeals	N	N	Y	N	N	N	
Board of Zoning Appeals	N	Y	Y	N	Y	Y	
Building Codes Board of Appeals	N	N	Y	N	N	N	
Business Service Center Appeals Board	N	N	N	N	N	N	Reviews Business Licensing appeals.
Central Midlands Council of Governments	N	N	N	N	N	N	Arcadia Lakes contracts w/ the COG on technical matters.
Central Midlands Regional Transit Authority Board	N	N	Y	Y	Y	Y	
Community Relations	N	N	Y	N	N	N	
Conservation Commission	N	N	N	N	N	N	Councilmembers appoint a representative from their respective district.
East Richland Public Service Commission	N	N	N	N	N	N	Appointee must live within the public service district.
Employee Grievance Committee	N	N	N	N	N	N	Must be Richland County Employee.
Historic Columbia	N	N	Y	N	N	N	
Hospitality Tax Committee	N	N	Y	N	N	N	
Internal Audit Committee (Unincorporated)	N	N	N	N	N	N	Committee audits Richland County Departments.
Lexington/Richland Alcohol & Drug Abuse Council	N	N	N	N	N	N	
Library Board of Trustees	N	N	N	N	N	N	
Midlands Regional Convention Center Authority	N	N	Y	N	N	N	Board is currently suspended.
Midlands Workforce Development Board	N	N	N	N	N	N	
Music Festival Commission	N	N	Y	N	N	N	
Nulla Bona Committee (Vice-Chair)	N	N	N	N	N	N	Council does not appoint to this committee.
Planning Commission	Y	Y	Y	N	Y	Y	
Procurement Review Panel	N	N	N	N	N	N	Reviews Richland County procurement matters.
Richland Memorial Hospital Board of Trustees	N	N	N	N	N	N	
River Alliance Board	N	N	Y	N	N	N	
Riverbanks Park Commission	N	N	Y	N	N	N	
Township Auditorium	N	N	N	N	N	N	
Transportation Penny Advisory Committee (TPAC)	Y	Y	Y	Y	Y	Y	

**BOARDS, COMMISSIONS AND COMMITTEE  
VACANCY AND APPLICATION DEADLINE SCHEDULE**

SUBMIT VACANCY LISTING TO RULES COMMITTEE	PUBLICATION OF AD (Estimate)	APPLICATION SUBMITTAL DEADLINE
October 19, 2021	October 24, 2021	November 19, 2021
February 15, 2022	February 20, 2022	March 18, 2022
May 17, 2022	May 22, 2022	June 3, 2022
July 19, 2022	July 24, 2022	August 19, 2022
October 18, 2022	October 23, 2022	November 18, 2022

**DRAFT**

### Applications received from August 2021 Advertisement

1. Accommodations Tax – Five (5) Vacancies (**TWO** applicants must have a background in the lodging industry, **THREE** applicants must have a background in the hospitality industry, and **ONE** applicant will fill an At-large seat)
  - **No applications were received.**
2. Building Codes Board of Appeals – Six (6) Vacancies (**ONE** applicant must be from the Architecture Industry, **ONE** from the GAS Industry, **ONE** from the Building Industry, **ONE** from the Contracting Industry & **TWO** from Fire Industry as alternates)
  - **No applications were received.**
3. Business Service Center – Four (4) Vacancies (**TWO** applicants must be from the Business Industry and **TWO** applicants must be a CPA)
  - **Received ONE (1) application.**
4. Central Midlands Council of Governments – One (1) Vacancy
  - **Received TWO (2) applications;**
  - ONE (1) application on file from previous advertisement(s)
5. Community Relations Council – One (1) Vacancy
  - **Received THREE (3) applications;**
  - **TWO (2) applications were received after the deadline;**
  - FIVE (5) applications on file from previous advertisement(s)
6. Employee Grievance Committee – Three (3) Vacancies (**MUST** be a Richland County employee; 1 seat is an alternate)
  - TWO (2) applications on file from previous advertisement(s)
7. Hospitality Tax – Three (3) Vacancies (**ONE** applicant must be from the Restaurant Industry)
  - **ONE (1) application was received after the deadline;**
  - ONE (1) application on file from previous advertisement(s)
8. Internal Audit Committee – Two (2) Vacancies (applicant with CPA preferred)
  - **No applications received**
9. LRADAC – One (1) Vacancy
  - **No applications received**
  - TWO (2) applications on file from previous advertisement(s)

10. Music Festival – Two (2) Vacancies
  - Received ONE (1) application; applicant was ineligible due to residency
11. Planning Commission – Two (2) Vacancies
  - Received THREE (3) applications;
  - ONE (1) applicant is ineligible due to residency;
  - TWO (2) applications on file from previous advertisement(s)
12. Procurement Review Panel – Two (2) Vacancies – (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)
  - Received ONE (1) application
13. Richland Memorial Hospital Board of Trustees – Two (2) Vacancies
  - No applications received;
  - ONE (1) application on file
14. River Alliance – One (1) Vacancy
  - Received ONE (1) application
15. Township Auditorium – Two (2) Vacancies
  - Received ONE (1) application;
  - ONE (1) application received after deadline
16. Transportation Penny Advisory Committee (TPAC) – Six (6) Vacancies
  - ONE (1) application received after deadline;
  - ONE (1) application on file from previous advertisement(s)

## Richland County Council Request for Action

**Subject:**

Direct the Rules Committee to determine which Richland County Boards, Committees and Commissions should have as a qualification that the person applying must reside in the unincorporated area of Richland County only. There are some of these positions where other municipalities appoint individuals and if a person applying for one of those positions resides in that municipality then they should make application through them [MALINOWSKI – October 6, 2020]

**Notes:** It is the policy of Richland County that where the County and any municipality each have appointing authority for any board, commission, or committee, Richland County will only appoint citizens residing in unincorporated Richland County. A citizen applying for such board, commission, or committee will be asked to apply with the municipality in which they reside.



## CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

Purpose(s)/Service(s): The duties and powers include guiding area wide development, providing research, planning and technical assistance to the 34 individual local governments in the region, assisting with land use planning, mapping public administration statistics, transportation, housing environment, community development, and planning of services for the elderly; keeping tabs on growth and development of the region by compiling, analyzing, and publishing a variety of information which serves as the basis for decision makers in both the public and private sectors.

Richland County has **TWELVE** (12) representatives: **SIX** (6) elected officials and **SIX** (6) citizens appointed by Council. Richland County Council appoints the representatives who serve terms of **THREE** (3) years.

Meetings are held on the 4<sup>th</sup> Thursday of the month, with the exception of December when the meeting is held on the 2<sup>nd</sup> Thursday of the month. There are no meetings in the months of July and November. The meetings are held at 12:00pm in the board room located at 236 Stoneridge Drive, Columbia and last for approximately an hour.

For additional information, please contact:

Jessica Foster  
(803) 744-5139

Elected Officials:

Paul Livingston  
Yvonne McBride  
Chakisse Newton  
Derrek Pugh  
Jesica Mackey  
Cheryl English

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## COMMUNITY RELATIONS COUNCIL

Purpose(s)/Service(s): The Committee's goal is to make the Midlands a better place to live and work for all residents. To achieve its objective, efforts are made to improve and promote communications among business, government and citizens. The staff studies and evaluates information received concerning racial and social problems within the Columbia metropolitan area and takes proper action based on consultation with the Board of Directors. The staff also works to assist its clientele with employment, housing, education, crime, delinquency awareness and health care.

Richland County appoints one-third (10) of the **THIRTY** (30) members. The members serve terms of **THREE** (3) years. The City of Columbia and the Columbia Chamber of Commerce appoint the remaining two-thirds of the members. Applicants will be responsible for assisting with fundraising efforts.

Meetings are held the 3<sup>rd</sup> Thursday every other month (January, March, May, July, September and November). The meetings are held at 5:30 p.m. at 930 Richland Street, Columbia, 2<sup>nd</sup> Floor – Palmetto Room and last approximately an hour.

For additional information, please contact:  
Larry Salley, Executive Director  
(803) 733-1134

Council Liaison: Gretchen Barron

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### **LEXINGTON/RICHLAND ALCOHOL AND DRUG ABUSE COUNCIL**

Purpose(s)/Service(s): The Council was established pursuant to Ordinance Nos. 439-77 and 669-80HR. LRADAC provides alcohol and drug abuse services to Lexington and Richland Counties. The services include a sixteen (16) bed detoxification center, outpatient services, including therapy to individuals, family members, and people interested in helping someone with a problem. It also offers education and prevention services to community groups, individuals and schools.

Richland County Council appoints SIX (6) members, and Lexington County Council appoints SIX (6) members for THREE (3), THREE (3) YEAR TERMS. A person who has served THREE (3) consecutive terms on the board is ineligible for re-appointment for an additional term unless a period of at least TWO (2) years has elapsed since the expiration of the person's last term. Each board member shall serve until his/her successor is elected and qualified. All terms end on December 31<sup>st</sup>.

Meetings are held the 2<sup>nd</sup> Tuesday of each month; however, there are no meetings in January and July. Meetings take place at 2711 Colonial Drive, Columbia at 12 Noon and last for approximately an hour.

The board membership should consist of a diverse mix of individuals including age, gender, race, background expertise, a balance of those who are and are not in substance misuse recovery, and have a passion for LRADAC's service and mission.

Preferred Experience/Qualifications:

- Motivation to serve LRADAC and sincere interest in the services provided by the organization.
- Commitment to the mission of the organization, which is to create and support pathways for prevention and recovery from substance misuse for individuals, families and communities.
- Eagerness to participate in Board meetings and committees, while being supportive and willing to express their own opinion.
- A vision, but is flexible to the possibilities of change.

- Sensitive to the communities in which the organization serves.
- Highly regarded and respected by others. Influential member of the organization and/or community.
- Able to strengthen the organization because of the expertise they bring from their business and/or professional background.
- An expert specific to the organization's field, donor committed to the cause, or community leader able to attract support.
- Informed, available and engaged; willing to attend meetings and represent the organization or its interests at community events and donor circles; willing to help bring in necessary resources.
- Conscientious steward who is as interested in the business of developing the organization and monitoring its health as they are in promoting its programs.

For additional information, please contact:

Kelly McHugh, Executive Assistant

[kmchugh@lradac.org](mailto:kmchugh@lradac.org)

(803) 726-9405

Council Liaisons: Allison Terracio and Yvonne McBride

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### **BOARD OF ASSESSMENT APPEALS**

Purpose(s)/Service(s): The Board was established pursuant to Section 4-9-170 of the Code of Laws of South Carolina, 1976 and Section 3 of Act 283 of 1975, and Sections 23-48/23-52 of the County Code. The Board's duties and powers include equalizing the value of the real and personal property, hearing all grievances and appeals from the valuation and assessments fixed by the Assessor, performing any and all other duties and powers of the Richland County Board of Equalization, as of April 24, 1958.

The Board consists of SEVEN (7) members who serve THREE (3) year terms. THREE\* (3) appointments are made by County Council, and ONE (1) each by Columbia City Council, Richland School District One Board of Trustees, Richland School District Two Board of Trustees, and Lexington/Richland School District Five Board of Trustees. **\*\*ONE (1) of the members appointed by County Council shall be a person actively engaged in the real estate business.**

If there are appeals to be heard, the Board will meet on the 2<sup>nd</sup> Tuesday of the month at 1:00 p.m. Meetings will last approximately 3 – 4 hours.

Preferred Experience/Qualifications:

- Board members should have a background in one of the following fields: Appraisal, Real Estate Development, Condemnation, Real Estate Litigation matters.
- Board members are charged with making a fair and impartial decision that takes into account the facts presented by the Assessor and the Taxpayer, in accordance with applicable South Carolina laws.

For additional information, please contact:

Katie Marr, Interim Assessor

[Marr.katie@richlandcountysc.gov](mailto:Marr.katie@richlandcountysc.gov)

(803) 576-2667

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### **BOARD OF ZONING AND APPEALS**

Purpose(s)/Service(s): The Board guides development in accordance with existing and future needs, the Comprehensive Plan, with reasonable consideration of the characters of each, and its peculiar suitability for particular uses.

Council appoints SEVEN (7) members for THREE (3) year terms.

Meetings are held on the 1<sup>st</sup> Monday of each month at 3:00 p.m. in the Richland County Council Chambers located at 2020 Hampton Street, and last approximately 2 ½ hours.

Preferred Experiences/Qualifications:

- Ability to listen and communicate;
- Be fair and open-minded;
- Analytical;
- Prepared; and
- Consistent with policies of the Land Development Code

For additional information, please contact:

Geo Price, Division Manager

Community Planning and Development Department

[Price.geo@richlandcountysc.gov](mailto:Price.geo@richlandcountysc.gov)

(803) 576-2174

### **BUILDING CODES BOARD OF APPEAL**

Purpose(s)/Service(s): Richland County Ordinance, Section 6-75 establishes a Board of Appeals that meets the requirements of the most prescriptive adopted building codes mandated by the South Carolina Building Code Council. Appeals to decisions made by the building official are referred to the Board by the Building Official. The Board shall hear and decide appeals of orders, decisions, or determinations made by the Building or Fire Official relative to the application and interpretation of the various codes adopted. After a hearing, the interpretation may be modified and/or reversed. The Board shall have no authority to waive the requirements of any currently adopted code dealing with existing or proposed structures within Richland County.

The Board consists of SEVEN (7) members appointed by Council for THREE (3) year terms. ONE (1) member must come from each of the following industries: Architecture, Engineering, Contracting, Building, Electrical, Plumbing and Gas. In addition, TWO (2) alternate members

must come from the Fire Industry. The Board shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction, and are not employees of the jurisdiction.

The Board shall meet within TEN (10) days after notice of an appeal is received from the Building or Fire Official. Meetings are usually scheduled on the 2<sup>nd</sup> Thursday of the month at 1:30 p.m.

Required Experience/Qualifications for Applicants:

- Registered design professional who is a registered architect; or a builder or superintendent of building construction with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.
- Registered design professional with structural engineering or architectural experience.
- Registered design professional with mechanical and plumbing engineering experience; or a mechanical and plumbing contractor without less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.
- Registered design professional with electrical engineering experience; or an electrical contractor with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.
- Registered design professional with fire protection engineering experience; or a fire protection contractor with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.

For additional information, please contact:

Andrea Hannah-Dennis

[Hannah-dennis.andrea@richlandcountysc.gov](mailto:Hannah-dennis.andrea@richlandcountysc.gov)

(803) 576-2197

### **BUSINESS SERVICE CENTER APPEALS BOARD**

Purpose(s)/Service(s):

The Board consists of **FIVE** (5) members for **FOUR** (4) year terms. The Board is traditionally comprised of **ONE** (1) business person, **ONE** attorney, and **THREE** certified accountants. Meetings are scheduled on an as needed basis.

A business person is defined as a local business owner, or someone who is part of the executive leadership team of a larger corporation like a CEO (Chief Executive Officer), CFO (Chief Financial Officer), or COO (Chief Operating Officer) that is physically located inside unincorporated Richland County. An ideal candidate, would be someone who is familiar with business licensing and what that process entails.

**NOTE: No more than 3, or less than 2 CPAs; No more than 2, or less than 1 Attorney(s); and No more than 2, or less than 1 Business person.**

For additional information, please contact:  
Zachary Cavanaugh  
[Cavanaugh.zachary@richlandcountysc.gov](mailto:Cavanaugh.zachary@richlandcountysc.gov)  
(803) 576-2295

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### **LIBRARY BOARD OF TRUSTEES**

Purpose(s)/Service(s): The Board was established pursuant to Act 546 of 1978 and Sections 15-1/15-5 of the County Code. The duties and powers include exercising powers as to the policies of the libraries and extension services.

The Board consists of TEN (10) members appointed by Council for FOUR (4) year terms. Meetings are held the 2<sup>nd</sup> Monday of each month, with no meetings scheduled in July and August. Meetings begin at 5:30 p.m., in the 3<sup>rd</sup> Floor Board Room located at 1431 Assembly Street, and last approximately 1 ½ hours.

Preferred Experience/Qualifications:

- Be knowledgeable about the library
- Build County Council's awareness of the library
- Build public awareness
- Actively support the strategic vision of the library
- Build interest among prospective board members and library supporters
- Although not a requirement, it is beneficial if members represent various districts in the County
- Also, experience in the following areas is helpful: finance, governance, education, foundations, physical plant, CEO perspective, marketing, IT, advocacy and diversity.

For Additional Information, please contact:  
Wanda Taylor, Executive Assistant  
[wtaylor@RichlandLibrary.com](mailto:wtaylor@RichlandLibrary.com)  
(803) 929-3422

Council Liaisons: Chakisse Newton and Allison Terracio

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### **RICHLAND MEMORIAL HOSPITAL BOARD OF TRUSTEES**

Purpose(s)/Service(s): The Board was established pursuant to Act 1830 of 1971, Act 1485 of 1974, Act 430 of 1975, and Sections 2-326/2-328 of the County Code.

The Board consists of FOURTEEN (14) members appointed by County Council for FOUR (4) year terms, renewable for a 2<sup>nd</sup> term of FOUR (4) years, and after an interval of at least ONE (1) year, for a 3<sup>rd</sup> and last term of FOUR (4) years, provided; however, an initial appointment for the unexpired portion of any term shall not count as an appointment for a full term. Additionally, the

Chief and Vice Chief of PRISMA Health Medical and Dental Staff serve ex-officio as full voting members of the Board during their term of office.

The Board meets quarterly (March, June, September and December) at 9 Medical Park – Suite 600A at 3:00 p.m. Board meetings typically last 3 hours, and Board education sessions last approximately 2 hours.

For additional information, please contact:

Melissa Siar

[Melissa.siar@palmettohealth.org](mailto:Melissa.siar@palmettohealth.org)

(803) 434-7026

Council Liaisons: Paul Livingston, Yvonne McBride, Overture Walker and Cheryl English

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### **RIVER ALLIANCE BOARD**

Purpose(s)/Service(s): The Alliance is a non-profit corporation, governed by a Board of Directors, which is charged with creating community benefit from 90 miles of the region's rivers.

Richland County has THREE (3) members; TWO (2) members are County Council members, and ONE (1) is a citizen appointed to a THREE (3) year term.

Board Requirements:

- Must reside in the County
- An undergraduate degree is necessary; postgraduate desirable
- Candidate must be prepared to assist in promoting facilities, services or policies that create citizen benefit from our rivers
- Service on committee assignments: Public Safety and Security Committee and Fundraising Committee

The Board meets once or twice per year, as needed. Occasionally, casual tours of current projects are schedule; however, attendance is not required. Committee meetings are held no more than 2 – times per year, on an as needed basis. All meetings are an hour in length and meeting time and place will be given at the time of meeting notification.

For additional information, please contact:

Mike Dawson

[mikedawson@riveralliance.org](mailto:mikedawson@riveralliance.org)

(803) 765-2200

Council Liaisons: Paul Livingston and Allison Terracio

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### **THE TOWNSHIP AUDITORIUM**

Purpose(s)/Service(s): The mission of the Township Auditorium is to provide facilities for and services related to the performing arts as a service to the community.

The Board of Directors shall not be less than SEVEN (7) members, and not more than FIFTEEN (15), as determined by the Board of Directors. Members are appointed by County Council, or appointed by invitation from the Board of Directors. All members serve THREE (3) year terms.

For additional information, please contact:

Aundrai Holloman, Executive Director

[hollomana@richlandcountysc.gov](mailto:hollomana@richlandcountysc.gov)

(803) 576-2353

Council Liaisons: Paul Livingston, Yvonne McBride, Derrek Pugh, Overture Walker and Cheryl English

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## **HISTORIC COLUMBIA FOUNDATION**

Purpose(s)/Service(s): By agreement, dated December 6, 1994, County Council contracted with the Foundation for operation and management of the historic properties known as The Museum of Reconstruction Era at the Woodrow Wilson Family Home and the Hampton-Preston Mansion.

During the existence of the agreement, County Council will designate TWO (2) representatives, with FOUR (4) year terms, to serve on the Foundation Board of Trustees, in compliance with Foundation by-laws.

Meetings are held the 4<sup>th</sup> Monday of each month from 1:00 – 2:00 p.m. Members are required to attend board orientation (1.5 hours), a board retreat (5 -6 hours), and the annual meeting (2 hours).

Board members are requested to:

- Commit to participate in the ongoing cultivation of community support and to actively participate in fundraising;
- Make a financial contribution and maintain an individual membership while serving on the Board;
- Attend 3 – 5 Historic Columbia events each year;
- Attend at least one County Council meeting each year; and
- Participate in at least one volunteer activity per year.

For additional information, please contact:

Robin Waites, Executive Director

[rwaites@historiccolumbia.org](mailto:rwaites@historiccolumbia.org)

(803) 252-7742 x 14

Council Liaisons: Gretchen Barron and Overture Walker

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## **MIDLAND WORKFORCE DEVELOPMENT BOARD**

Purpose(s)/Service(s): The Midlands Workforce Development Board (MWDB) is the administrative entity for the US Department of Labor program known as the Workforce Innovation and Opportunity Act (WIOA). The program is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth, and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

The MWDB, by federal mandate, must be composed of more than 50% private sector business leaders. Board members are appointed by specific seats by County Councils: Richland (12); Lexington (8), and Fairfield (3). Richland County seats are comprised of SEVEN (7) private sector business, with ONE (1) representing Apprenticeship programs; THREE (3) education (One Midlands Technical College, One Adult Education, and One Literacy); ONE (1) Economic Development; and ONE (1) SC Dept. of Employment & Workforce.

The Board meets quarterly are held on Thursdays at 10:30 a.m. at 100 Executive Center Drive, Columbia – Suite 218 and last approximately an hour. Each meeting date is selected at the conclusion of each meeting.

For additional information, please contact:

Chris White

[cwhite@midlandsworkforce.org](mailto:cwhite@midlandsworkforce.org)

(803) 744-1670

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**AIRPORT COMMISSION  
(HAMILTON-OWENS)**

Purpose(s)/Service(s): The Commission was established September 20, 1988, by County Council to assist the Council in providing public aviation facilities and services and to promote aviation as a means of broadening the economic base of the County.

The Commission consists of NINE (9) members appointed for FOUR (4) year terms. TWO (2) of the appointees must reside within one mile of the airport [Rosewood, Shandon, or Hollywood-Rose Wales Garden neighborhoods).

The Commission meets bi-monthly on the 2<sup>nd</sup> Monday of the month at 12:00 Noon in the large conference room at the Airport Terminal Building and last approximately 1 ½ hours.

Preferred Experience/Qualifications:

- Effective Communication
- Diplomacy
- Management Skills
- Business Acumen
- Transportation/aviation knowledge
- Economic Development Awareness
- Intergovernmental Relations

For additional information, please contact:

Chris Eversmann

[Eversmann.chris@richlandcountysc.gov](mailto:Eversmann.chris@richlandcountysc.gov)

(803) 767-1789

Council Liaisons: Allison Terracio and Cheryl English

**CONSERVATION COMMISSION**

Purpose(s)/Service(s): The Richland County Conservation Commission was created to promote the conservation of natural resources; to identify and promote the development and preservation of historical resources; to promote passive outdoor nature-based recreation; to encourage and promote tourism emphasizing natural, cultural and historical resources in Richland County.

The Commission shall consist of ELEVEN (11) members, one member appointed by each Council member to present his/her respective Council District. The term of the member of the Commission shall be conterminous with the term of the appointing Council member. However, if a vacancy shall occur on Council, the member of the Commission appointed by the vacating Council member shall complete his/her term.

For additional information, please contact:

Quinton Epps

[Epps.quinton@richlandcountysc.gov](mailto:Epps.quinton@richlandcountysc.gov)

Council Liaison: Overture Walker

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### **EAST RICHLAND PUBLIC SERVICE COMMISSION**

Purpose(s)/Service(s): The Commission was established by Act 1114 of 1960 and Sections 2-326/2-238 of the County Code. The purpose of the Commission is to exercise and perform the corporate powers of the District prudently in its functions of constructing, operating, maintaining, and financing a sanitary sewage collection and treatment system throughout the District.

The Commission consists of FIVE members appointed by the Governor upon recommendation of County Council. The terms are for FIVE years and members must live in the service territory and the Commission must have at least one Commissioner residing in the Towns of Forest Acres and Arcadia Lakes.

The Commission meetings are held on the 4<sup>th</sup> Friday of each month at 10:30 AM and last approximately 1 ½ hours.

Preferred Experience/Qualifications:

- A baccalaureate or higher degree
- Background/expertise in education, insurance, pension benefits, water and wastewater issues, accounting, engineering, law manufacturing, small business and real estate.

For additional information, please contact:

Larry Brazell

[lbrazell@ercpsd.net](mailto:lbrazell@ercpsd.net)

(803) 788-1570 x 4

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**MIDLANDS REGIONAL CONVENTION CENTER AUTHORITY**  
**(CURRENTLY SUSPENDED)**

Purpose(s)/Service(s): The purpose of the Authority shall be to:

- Engage in all aspects and/or activities related directly or indirectly to design, development, management, operation, or any other functions pertaining to a regional/convention facility;
- Participate in similar activities with respect to parking and other facilities that directly or indirectly support the operation of the Center; provided no Tourism Development Fees or other funds of the Authority shall be expended with respect to any lodging facilities unless fully reimbursable to the Authority;
- Participate in the management, operation and marketing of the Township Auditorium to the extent deemed appropriate by the Authority and Richland County;
- The Authority is exclusively charitable. No part of the net earnings of the Authority shall inure to benefit of, or be distributed to its trustees, directors, officers, or other private persons;
- The Authority shall not attempt to influence legislation;
- The Authority shall not participate in, or intervene in, political campaigns on behalf of any candidate for political office.

The Authority consists of NINE directors. Each member shall appoint TWO directors, with the City entitled to appoint an additional THREE directors because of the City's additional financial exposure with respect to the bonds. The terms are for THREE years.

The Board meets the 4<sup>th</sup> Tuesday of every month at the Convention Center at 9:00 AM and last approximately 1 ½ hours.

Preferred Experience/Qualifications: At least ONE director by each Governmental entity shall be employed in the Lodging Industry. Specifically, one of the Richland County seats is required to be Hotelier. The other seat can be from other areas of work but should have understanding of tourism and hospitality.

## MUSIC FESTIVAL COMMISSION

Purpose(s)/Service(s): The Commission was established by Act 366 of 1965 and is mandated “to educate, discover, develop, train, assist, present, produce and promote the performing arts through its own programs, as well as through its affiliate organizations, and to serve as an arts resource and arts council”.

The Commission consists of SIX members who serve FOUR year terms. Richland County Council, Columbia Music Festival Association and the City of Columbia each appoint TWO members.

Meetings are scheduled on the 2<sup>nd</sup> Monday of each month at 914 Pulaski Street or a local restaurant at 6:00 PM and last approximately 1 ½ hours.

Preferred Experience/Qualifications:

- Actively participate in all the activities of the Association and place special emphasis on building and maintaining relationships with the respective Council by whom they are appointed;
- Assist in advocacy to secure and maintain adequate governmental financial support to enable the Association to function as a leading arts and community resource.

For additional information, please contact:

[Cmfasc5678@gmail.com](mailto:Cmfasc5678@gmail.com)

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## PLANNING COMMISSION

Purpose(s)/Service(s): The Commission was established pursuant to 14-355, 1971 Code of Laws and Section 2-326 of the County Code. The Planning Commission plans programs for the physical, social, and economic growth, development, and redevelopment of the unincorporated area of the County.

The Commission consists of not less than FIVE nor more than NINE members with FOUR year terms.

Meetings are held the 1<sup>st</sup> Monday of the month in Council Chambers located at 2020 Hampton Street at 3:00 PM and last approximately 2 – 2 ½ hours.

Preferred Experience/Qualifications:

- Ability to listen;
- Knowledge/understanding of issues facing the community;
- Open-minded;
- Ability to communicate;

- Analytical;
- Understanding of Planning, Land Use and Land Development;
- Ability to be consistent with policies/plans adopted by Council

For additional information, please contact:

Geo Price

[Price.geo@richlandcountysc.gov](mailto:Price.geo@richlandcountysc.gov)

(803) 576-2174

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### **RIVERBANKS PARK COMMISSION**

Purpose(s)/Service(s): The Commission was established pursuant to Section 51-61 of the 1971 Cumulative Supplement to Code of Laws of South Carolina and Sections 2-326/2-328 of the County Code. The Commission is the governing authority of the Riverbanks Park Special Purpose District and is responsible to the citizens of the Midlands for the financial stability of the zoo.

The Commission consists of SEVEN members appointed for Six year terms. TWO members are appointed by Richland County Council, TWO by Lexington County Council, TWO by the City of Columbia, and ONE jointly by the three entities.

Meetings are held the 3<sup>rd</sup> Thursday every month at Noon. Meetings agendas and locations will be posted on the Riverbanks' website 24 hours in advance.

Preferred Experience/Qualifications: Ability to read/interpret financial statements, business acumen, political connections, fundraising or philanthropy experience.

For additional information, please contact:

Tommy Stringfellow

[tstringfellow@riverbanks.org](mailto:tstringfellow@riverbanks.org)

(803) 779-8717

Kathy McCoy Eaton

(803) 602-0854

Council Liaisons: Allison Terracio, Jesica Mackey and Derrek Pugh

## **ACCOMMODATIONS TAX ADVISORY COMMITTEE**

Purpose(s)/Service(s): The Committee was created by Richland County Council on January 22, 1985, according to State law, to make recommendations and provide advisory assistance to County Council on the expenditure of revenue generated from the Accommodations Tax as required by Article 6, Title 12, Chapter 35 of the South Carolina Code of Laws.

The Committee consists of SEVEN members appointed for TWO year terms. The majority of the members are from the Hospitality Industry. At least TWO members must be from the Lodging Industry and ONE member must represent cultural organizations. The terms

The Committee meets twice during normal working hours in March/April at 2020 Hampton Street. The date(s) to be determined, based on membership availability. The first meeting may last up to 6 hours. The second may up to 2 hours. The members are expected to review applications over a four week period, which can take approximately 15 hours. The total time commitment may be up to 23 hours.

For additional information, please contact:

Steven Gaither

[Gaither.steven@richlandcountysc.gov](mailto:Gaither.steven@richlandcountysc.gov)

(803) 576-1514

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## **RICHLAND COUNTY/CITY OF COLUMBIA ANIMAL CARE ADVISORY COMMITTEE (NO TERM LIMITS HAVE BEEN ESTABLISHED)**

Purpose(s)/Service(s): The Animal Care Advisory Committee was established in 2007 by the City of Columbia and Richland County to serve as an oversight committee to make recommendations regarding improving animal care services provided to the citizens of the community.

The Committee is comprised of the County Administrator or designee, City Manager or designee, and TWO members of City Council and TWO members of County Council or TWO citizen appointees by City Council and TWO citizen appointees by County Council to represent the respective Councils.

The Committee will meet once a year in March. The date, time and location are scheduled 30 days in advance.

For additional information, please contact:

Sandra Haynes

[Haynes.sandra@richlandcountysc.gov](mailto:Haynes.sandra@richlandcountysc.gov)

(803) 576-2462

## **EMPLOYEE GRIEVANCE COMMITTEE**

Purpose(s)/Service(s): The Committee was established pursuant to Sections 2-475/2-483 of the County Code. The committee is tasked with holding hearings and/or conducting inquiries and rendering a written report within 10 working days. The report shall include a procedural review, findings, conclusions and recommendations.

The Committee consists of SEVEN members appointed for THREE year terms. The members must be Richland County employees, with at least FOUR of the members working for Department Heads who report directly to the County Administrator.

Meetings are held, as needed, on Wednesdays in the County's IT Training Room and last approximately 3 hours. There are an average of 4 – 8 hearings per year.

For additional information, please contact:

Joe Hallbick, Chair

[Hallbick.joe@richlandcountysc.gov](mailto:Hallbick.joe@richlandcountysc.gov)

(803) 576-1503

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### **HOSPITALITY TAX COMMITTEE**

Purpose(s)/Service(s): The Committee shall review applications of those entities who are seeking funding from the County Promotions portion of the Hospitality Tax funds. The Committee will then make recommendations to County Council for the allocation and distribution of such funds.

The Committee shall consist of FIVE members appointed for TWO year terms, or until a successor is appointed. All members must be citizens residing in the County. At least TWO members must represent the Restaurant Industry.

The Committee meets twice during normal working hours in March/April at 2020 Hampton Street. The date(s) to be determined, based on membership availability. The first meeting may last up to 6 hours. The second may up to 2 hours. The members are expected to review applications over a four week period, which can take approximately 25 hours. The total time commitment may be up to 33 hours.

For additional information, please contact:

Tyler Kirk

[Kirk.tyler@richlandcountysc.gov](mailto:Kirk.tyler@richlandcountysc.gov)

(803) 576-5459



## **INTERNAL AUDIT COMMITTEE**

Purpose(s)/Service(s): The Internal Audit Committee provides independent oversight and support of other departments to ensure public resources are being handled responsibly.

### Appointment 1:

- Must be a citizen of Richland County
- Must have, at a minimum, Bachelor of Science (BS) degree in an accounting, a financial and/or a managerial discipline.
- Preference will be given to individuals with Certified Public Accountant (CPA) credentials (currently licensed in South Carolina).
- Preference will be given to individuals with at least ten or more years of experience in the accounting, finance and/or management professions, which must be in an upper management role.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

### Appointment 2:

- Must be a citizen of Richland County
- While no other qualifications are required for Appointment #2, preference may be given to individuals with some or all of the qualifications required for Appointment #1.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

In addition to the citizen appointees, the Council Chair, the Administration & Finance Committee Chair, the Development & Services Committee Chair, the Economic Development Committee Chair and the Rules and Appointments Committee Chair serve on the Internal Audit Committee.

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## **NULLA BONA COMMITTEE**

Purpose(s)/Service(s): The Committee is to listen to reports and decide which taxes are uncollectible and therefore may be deleted from the tax rolls.

The Committee consists of FIVE members, ONE of which is the Chair of County Council or his/her designee. The other FOUR members are appointed for a ONE year term and represent the County Attorney's Office, Treasurer's Office, Auditor's Office and Assessor's Office.

## **PROCUREMENT REVIEW PANEL**

Purpose(s)/Service(s): The Panel is responsible for providing an administrative review of formal protests arising from the solicitation and award of contracts, the debarment or suspension of a person from the consideration for award of a contract, a decision concerning the resolution of a contract or breach of contract controversy, or any other decision, policy or procedure arising from or concerning the expenditure of County funds for the procurement of any supplies, services, or construction procured in accordance with the provisions of the code and regulations.

The panel shall be composed of FIVE members with no term limits.

Preferred Experience/Qualifications:

- ONE member who serves in a Public Procurement arena;
- ONE member who represents the Service Industry;
- ONE member who is from the Construction Industry;
- ONE member who is from the Professional Services Industry; and
- ONE member who is from the Consumer Industry

The Panel meets on an as needed basis.

For additional information, please contact:

James Stewart

[Stewart.james@richlandcountysc.gov](mailto:Stewart.james@richlandcountysc.gov)

(803) 576-2072

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### **TRANSPORTATION PENNY ADVISORY COMMITTEE (TPAC)**

Purpose(s)/Service(s): The function of the Transportation Penny Advisory Committee (TPAC) is to review, comment on, and provide recommendations to County Council regarding Council's use of the penny sales tax voters approved in the November 2012 referendum.

The committee is composed of FIFTEEN Richland County citizens representing Arcadia Lakes, Blythewood, Columbia, Eastover, Forest Acres, Irmo and unincorporated areas of Richland County. Richland County appoints **SEVEN** members from unincorporated Richland County with staggered term dates – THREE 3-year terms, THREE 4-year terms and ONE 5-year term.

The committee meets on the 4<sup>th</sup> Mon day of each month at 5:30 PM at the Richland County Administrative Office, 2020 Hampton Street, 4<sup>th</sup> Floor Conference Room. The meetings last approximately an hour.

Richland County Council has prescribed the following powers and duties to the TPAC:

- Provide a recommendation on any modification to the penny funded transportation project list not consistent with the generic description of the project(s), (such as the addition of new projects not currently on the projects list, etc.). Any modification to the project list consistent with the generic description of the project(s) shall not require a

recommendation of the TPAC; for example, minor revisions to a project on the projects list not impacting the overall scope of the project.

- Recommend any reordering of the project list priorities, if applicable.
- Provide quarterly reports to their respective jurisdiction
- Make recommendations for a financial review of the Transportation, as needed. (There will be an annual financial audit.)
- Make recommendations to the Board of Directors of Central Midlands Transit (“The COMET”), and any other governing body with regards to the Transportation Penny.
- Perform all other additional duties as assigned by Richland County Council. The TPAC regards its role as representing the interests of Richland County citizens who use and/or finance various modes of transportation the County provides. These citizens reasonably expect that transportation improvements financed by the one cent sales tax and related bonds will be effective, efficient, and equitable. The TPAC, therefore, acts as an agent of and voice for these public expectations and brings diverse perspectives to the TPAC’s interactions with County Council, the Transportation Director, and “The COMET”. Within its limitations as a volunteer advisory committee, the TPAC carries out its role by selectively reviewing information regarding transportation improvements, reviewing and commenting on plans, seeking clarifications, raising questions, and making suggestions. It serves as a link between the public interest and County officials responsible for conceiving, organizing, managing, implementing, auditing, and evaluating penny-financed transportation improvements.

For additional information, please contact:  
Michael Maloney  
[Maloney.michael@richlandcountysc.gov](mailto:Maloney.michael@richlandcountysc.gov)  
(803) 576-2401

Ex-Officio Council Representatives: Paul Livingston and Overture Walker

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### **CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY (RTA) BOARD**

Purpose(s)/Service(s): As a result of an agreement, the Central Midlands Regional Transit Authority (CMRTA) was created of the geographical areas of Lexington and Richland County and their municipalities.

Richland County has THREE representative to the Board: TWO elected officials and ONE citizen. Each representative will serve a THREE year term.

Board meetings are held the 4<sup>th</sup> Wednesday of each month at 3613 Lucius Road at 2:00 PM and last approximately 2 hours.

Preferred Experience/Qualifications:

- Experience in transportation, finance management, public finance and land use planning
- Be able to devote, on average, 5 – 10 hours per month to attend Board meetings, standing committee meetings, and review agenda materials;
- Represent the interest of their appointing body while endeavoring to achieve regional consensus;
- Fiduciary responsibility to vote for the best interests of the region and not those of their appointing body;
- Able to work cooperatively in a multi-jurisdictional setting;
- Able to attend Board and standing committee meetings consistently;
- Responsible for informing their respective jurisdictions of key issues, facilitating communication between those entities and the COMET, and helping build consensus;
- Participate in the COMET Leadership Academy; and
- Provide value and expertise on improving transportation and mobility within the region.

For additional information, please contact:

LeRoy DesChamps

[LDeschamps@thecometsc.gov](mailto:LDeschamps@thecometsc.gov)

Council Representatives: Allison Terracio and Overture Walker