

# **RULES & APPOINTMENTS COMMITTEE AGENDA**



**Tuesday, APRIL 19, 2022  
4:00 PM**



# 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



Jesica Mackey  
District 9  
2020-2024



Cheryl English  
District 10  
2020-2024



Chakisse Newton  
District 11  
2018-2022



Richland County Rules & Appointments Committee

**AGENDA**

April 19, 2022 - 4:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

The Honorable Bill Malinowski	The Honorable Gretchen Barron, Chair	The Honorable Jesica Mackey
County Council District 1	County Council District 7	County Council District 9

1. **CALL TO ORDER** The Honorable Gretchen Barron
  
2. **APPROVAL OF MINUTES** The Honorable Gretchen Barron
  - a. April 5, 2022 [PAGES 7-10]
  
3. **ADOPTION OF AGENDA** The Honorable Gretchen Barron
  
4. **INTERVIEWS** The Honorable Gretchen Barron
  - a. Employee Grievance Committee - Two (2) Vacancies (MUST be a Richland County employee; 1 seat is an alternate)
    1. Kimberly Toney [PAGES 11-12]
  - b. Planning Commission - Three (3) Vacancies
    1. Sally Saunders Huguley [PAGES 13-15]
    2. Tamika Daniels [PAGES 16-20]
    3. Frederick Johnson, II [PAGES 21-27]
  
5. **APPOINTMENTS**

- a. Employee Grievance Committee - Two (2) Vacancies (MUST be a Richland County employee; 1 seat is an alternate)

- 1. John Robert Dunn (Solicitor's Office) [PAGES 28-29]
- 2. Alexander Burton (Transportation Dept.) [PAGES 30-33]
- 3. Kimberly Toney (Transportation Dept.) [PAGES 11-12]

**6. ITEMS FOR ACTION/DISCUSSION**

The Honorable Gretchen Barron

- 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 34-40]
- b. Board, Commission and Committee Descriptions [PAGES 41-65]
- c. Review of Boards, Commissions and Committees Not Currently Active [PAGE 66-77]
- d. Boards, Commissions, and Committees Attendance Records

**7. ITEMS FOR INFORMATION**

The Honorable Gretchen Barron

- a. Boards, Commissions and Committees Advertisement Schedule [PAGE 78]
- b. Applications Currently on File [PAGES 79-81]

**8. ADJOURNMENT**

The Honorable Gretchen Barron



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



**Richland County Council**  
**Rules and Appointment Committee**  
**MINUTES**  
April 5, 2022 –4:00 PM  
2020 Hampton, Columbia, SC 29204

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

OTHERS PRESENT: Michelle Onley, Anette Kirylo, Tamar Black, Angela Weathersby, Kyle Holsclaw, Justin Landy, Dale Welch, Aric Jensen, Patrick Wright, Ashiya Myers, Leonardo Brown, Lori Thomas, Dwight Hanna, Stacey Hamm and Steven Gaither

1. **CALL TO ORDER** – Chairwoman Gretchen Barron called the meeting to order at approximately 4:00 PM.

2. **APPROVAL OF MINUTES**

- a. March 15, 2022 – Ms. Mackey moved, seconded by Mr. Malinowski, to approve the minutes as distributed.

In Favor: Malinowski, Barron and Mackey

The motion in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Barron noted that Ms. Robin Smith withdrew her application for the Planning Commission.

Mr. Malinowski moved, seconded by Ms. Mackey, to adopt the agenda as amended.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

4. **INTERVIEWS** – Ms. Barron stated they would be conducting interviews, and that is normally done in Executive Session.

Ms. Mackey moved, seconded by Mr. Malinowski, to go into Executive Session.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

*The committee went into Executive Session at approximately 4:06 pm*

**Rules and Appointment Committee**  
**April 5, 2022**

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*and came out at approximately 4:41 pm.*

- a. Employee Grievance Committee – Two (2) Vacancies (MUST be a Richland County employee; One (1) seat is an alternate) – Mr. Alexander Burton and Mr. John Robert Dunn were interviewed for the Employee Grievance Committee.
- b. Planning Commission – Three (3) Vacancies – Mr. Christian Brent Chitwood was interviewed for the Planning Commission.

Ms. Mackey moved, seconded by Mr. Malinowski, to come out of Executive Session.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

## 5. ITEMS FOR DISCUSSION/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] – Ms. Barron has requested that Mr. Malinowski lead the discussion regarding this item.

Mr. Malinowski suggested to curtail the number of interviews so the committee can address other County business.

Ms. Barron stated she is not opposed to holding a two-hour meeting in order to conduct interviews and still allow enough time to address other matters.

The consensus of the committee was to move forward with a two-hour meeting.

Mr. Malinowski moved, seconded by Ms. Mackey, to defer this item to the April 19<sup>th</sup> committee meeting.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- b. To rename the Sewer Ad Hoc Committee the Utilities Committee so that all forms of utilities the county is involved in is covered. This was suggested by Utilities Director Davis as we currently serve a small customer base with water and that may be expanded in the future [MALINOWSKI, TERRACIO and ENGLISH – February 8, 2022] – Mr. Malinowski moved, seconded by Ms. Barron, to rename the Sewer Ad Hoc Committee the Utilities Committee.

Mr. Patrick Wright, County Attorney, noted this committee will no longer be an ad hoc committee, but a permanent County committee.

Ms. Mackey offered a friendly amendment to have an updated committee description provided to Council.

In Favor: Malinowski, Barron and Mackey

**Rules and Appointment Committee  
April 5, 2022**

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The vote in favor to rename the Sewer Ad Hoc Committee the Utilities Committee and provide an updated committee description to Council.

- c. Board, Commission and Committee Descriptions – Ms. Mackey inquired if the Clerk’s Office was able to confirm the information requested at previous committee meetings.

Ms. Anette Kirylo, Clerk to Council, responded the Clerk’s Office has not been able to confirm the Convention Center’s information. The Hospitality Tax and Employee Grievance do not have current contacts. The information will be updated, as it becomes available.

Ms. Barron requested the following language: “Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service” be reviewed to determine if it is part of the committee ordinance. She noted the committee recommended striking the language from the committee descriptions.

Mr. Wright stated it is his understanding the language is a part of the ordinance, which would require three readings and a public hearing to remove the language.

Mr. Malinowski stated his recollection was the language came about to address retention of certain members on the Planning Commission. He did not realize it affected all boards, commissions and committees. A suggestion was made to have the individual sit off for a year after their 2<sup>nd</sup> term before they are eligible to apply again. It was requested a copy of the ordinance be provided to all committee members.

- d. Review of Boards, Commission and Committees Not Currently Active – No action was taken.
- e. Boards, Commissions, and Committees Attendance Records – Ms. Barron requested the Clerk’s Office develop a template for consistency. She found it ironic the in-house committees are the ones that have not provided their attendance information.

Mr. Malinowski suggested including language that states if an individual missing “XX” number of meetings in a quarter they will be removed from the committee. He also suggested tightening the standards for an absence being excused.

Ms. Barron requested the County Attorney draft language to address removal of an individual due to excessive absences.

1. Airport Commission
2. Business Service Center
3. CMRTA Board
4. Hospitality/Accommodations Tax Committees
5. Midlands Workforce
6. Procurement Review Panel
7. Richland Library
8. Richland Memorial Hospital Board

## 7. ITEMS FOR INFORMATION

- a. Boards, Commission and Committees Advertisement Schedule – No action was taken.

**Rules and Appointment Committee  
April 5, 2022**

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b. Applications Currently on File – No action was taken.

8. **ADJOURNMENT** – Ms. Mackey moved, seconded by Mr. Malinowski, to adjourn the meeting.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous

The meeting adjourned at approximately 5:00 PM.

**Rules and Appointment Committee  
April 5, 2022**

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## Applicant Information

**First Name \***

KIMBERLY

**Last Name \***

TONY

**Home Address \***

1445 Lyon Drive  
#2

**Apt**

**City \***

Aiken

**State \***

SC

**Zip \***

29801

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

**Work Address \***

2000 Hampton  
Street

**Suite**

304  
1

**City \***

Columbia

**State \***

SC

**Zip \***

29204

**Number \***

(803)508-  
4822

**Type \***

Mobil  
e

**Secondary Phone Type**

8037665609

Wor  
k

**Email Address \***

toney.kimberly@richlandcountysc.gov

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Some College

**Professional Background**

Civil Engineering

## Service Information

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

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

Employee Grievance Committee (10)

**Reason for interest: \***

As a Richland County employee, I wanted to get involed and assist in the process.

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

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

I believe that my active listening skills and the abiity to make sound decisions based on facts would serve as an asset to the Richland County Grievance Committee

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

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each**

**month:**

up to 10 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:**

### Resume

Resume

### Signature

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

**First Name \*** **Last Name \***  
Kimberly Toney

Submit

## Applicant Information

**First Name\***

SALLY SAUNDERS

**Last Name\***

HUGULEY

**Home Address\***

6740 N. TRENHOLM  
ROAD

**Apt**

**City\***

COLUMBIA

**State\***

SC

**Zip\***

29206

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

**Work Address\* Suite**

N/A

**City\***

N/A

**State\***

SC

**Zip\***

N/A

**Number\***

(803)360-  
2951

**Type\***

Mobil  
e

**Secondary Phone Type**

**Email Address\***

SHUGULEY@SC.RR.COM

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Doctoral

**Professional Background**

Journalist, Gubernatorial Speechwriter, Legislative Researcher,  
Classroom Teacher

## Service Information

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

Yes  No

**Name of Committee, Board or  
Commission in which interested: \***  
Planning Commission (5)

**Reason for interest: \***

Unprecedented growth in Richland County, confirmed by 2020 US Census data, underscores the need for careful future planning to protect quality of life, as well as roads, schools, availability of essential services, and equitable opportunities for all segments of the County.

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

Thorough knowledge and past participation in the governmental process. Resident of Richland County since 1980. Membership on statewide, county and school district advisory boards. Personal calendar unencumbered by work schedule

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

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

Yes  No

**Council Member name(s):**

**Hours willing to commit each**

**month:**

As a retiree, I am able to commit to whatever time necessary to fulfill responsibilities.

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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-forprofit) 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 \***

Sally                Huguley  
Saunders

**Date Received**

08/27/2021

**Submit**

## Applicant Information

**First Name\***

TAMIKA

**Last Name\***

DANIELS

**Home Address\* Apt**

138 Jodo drive

**City\***

Columbia

**State\***

SC

**Zip\***

29203

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

**Work Address\***

7901 Farrow  
Road

**Suite**

Building  
6

**City\***

Columbia

**State\***

SC

**Zip\***

29203

**Number\***

(803)381-  
884

**Type\***

Mobil  
e

**Secondary Phone Type**

**Email Address\***

tamlee75@yahoo.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Master's

**Professional Background**

Paralegal and legal administrative: 1997-2003; 2006-present

## Service Information

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

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

Planning Commission (5)

**Reason for interest: \***

Allowing me to the opportunity to experience RC's inner workings/operations, while gaining a new skill set and sharing diverse viewpoints.

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

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

Competent, dedication, ability to to be impartial, values discretion and straightforward.

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

Been a productive citizen of Richland county since 2006 (transplant from out of state)

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each**

**month:**

15-20

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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 (1)

Resume

[CCC - Resume - 10/24/2021 - Planning Commission \(5\) -](#)

### Signature

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

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

Tamika Daniels

Submit

# Tamika L. Daniels

138 Jodo Drive, Columbia, SC 29203 • [tamlee75@yahoo.com](mailto:tamlee75@yahoo.com) • (803) 381-8844

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**Objective** To contribute to an organization that can use a disciplined, hard-working, and resourceful professional who offers skills related to the criminal justice and legal support field.

**Education** Master's of Science degree in Criminal Justice, 2011  
Tiffin University-Online, Tiffin, OH

Bachelor's of Science degree in Police Science, 2000  
John Jay College of Criminal Justice, NYC, NY

Paralegal Studies certificate, 2001  
Norfolk Sate University, VA Beach Ext., VA

**Strength(s)** Analytical Skills      Teamwork      Legal Compliance  
Problem Solving      Organization Skills      Time Management

**Experience** March 2008 –Present • SC Department of Mental Health • Columbia, SC

## *Administrative Coordinator I/Paralegal Supervisor*

- Awarded USC Chairman's Award 2014-2015
- Nominated for Outstanding Employee of Year for 2013
- Awarded Certificate of Appreciation for 2011
- Coordinates the flow of legal services as they pertain to SC Code of Laws particularly in regard to (SVP & NGRI). Helps ensure compliance with statues, provide continuity, and to ensure statutory requirements and time frames as well as SCDMH and Forensic Program policies and procedures.
- Planning, directing, coordinating and serves as a liaison between the Forensic Services, the Attorney General's Office, District Solicitors, Defense Attorneys, law enforcement agencies. Private examiners. Etc. regarding legal areas as they relate to the Forensic Population.
- Preparation of correspondence, reports etc. to the above-mentioned entities.
- Assists in managing an accountability system of court orders and judicial processes.
- Keeps ongoing statistics on productivity and maintains up-to-date contractual records.

September 2006 –February 2008 • City of Columbia Municipal Court • Columbia, SC

## *Senior Municipal Court Clerk*

- Perform responsible clerical work in support of the daily activities of Municipal Court.
- Prepares, processes, indexes, files and/or submits court documents and records (i.e. court journals, rules to show cause, court calendars, tickets/citations, jury notices, docket sheets, jury lists, motions, sentence sheets, commitments, dispositions, subpoenas, court rosters, warrants, fines/bonds, etc.)
- Prepare reports, legal notices, correspondence, etc.
- Ensures record security.
- Assists judges, defendants, attorneys, solicitors, court personnel, law enforcement personnel, jurors, and other in completing various legal tasks as required.

- Holds/audiotapes sessions of court on a rotating basis:  
Criminal Domestic Violence, Criminal, Traffic, Preliminary Hearings, Jury Trials, Bond Settings, and Quality of Life
- Schedule cases and proof dockets for future court dates for accuracy.

April 2003 – June 2006 • Chesapeake Sheriff's Office • Chesapeake, VA

*Deputy Sheriff*

- Completed Basic Deputy Sheriff school/ DCJS certification
- Court Security & Civil Process Officer certification
- FAA/ OC Pepper Spray certification

Specific responsibilities to include, but not limited to:

- Maintain security and integrity of the housing areas of facility, which includes the prevention of escape, injury to inmates, or injury to personnel.

March 2002- April 2003 • Legal Resources of VA, Inc. • VA Beach, VA

*Administrative Assistant/Paralegal*

- Client/Subscriber relations
- Account management
- RFP preparation
- Executive administrative and other clerical duties

December 1999- March 2002 • EMG, Inc. • Chesapeake, VA

*Paralegal/Administrative Assistant*

- Suggested via PowerPoint techniques to reduce shrinkages at store level. Majority of which were implemented.
- Partner in effectively reducing our stores' expenses.
- Investigation of employee theft, internal and external fraudulent activity, and other violations.
- Liaison between corporate office and various police, probation, and court personnel.
- Restitution officer- account management of restitution payments resulting from monetary/property loss.
- Corporate legal/compliance matters (i.e. licensing, filing annual reports, drafting resolutions, certificates of good standing etc.)
- Preparation and reporting of worker's compensation and insurance claims.
- Commercial lease maintenance.
- Reviewing monthly petty cash reports for accuracy and misappropriations of company's funds.

1998-1999 • Navy Marine Corps Relief Society • Pensacola, FL

*Volunteer Cashier and Caseworker*

1997 • City of Newburgh Police Department • Newburgh, NY

*Internship*

Office Skills Proficiency in Windows, MS Office software (Word, Excel, Outlook, PowerPoint, Access), Desktop Publisher, Adobe Acrobat, typing speed: 45 cwpm, A/P, case management, scheduling, data entry, multi-line phones, Lexis Law and legal research.

Other Notary Public, SC (Expiration 3/2028), Prev. NCIC certification, Supervisory Training, and FEMA Professional Development Certificate and other Independent Study Courses.

References Personal and professional references furnished upon request.

## Applicant Information

**First Name \***

FREDERICK

**Last Name \***

JOHNSON, II

**Home Address \***    **Apt**4636 Crystal  
Drive**City \***

Columbia

**State \***

SC

**Zip \***

29206

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

**Work Address \***    **Suite**4636 Crystal  
Drive**City \***

Columbia

**State \***

SC

**Zip \***

29206

**Number \***(803)665-  
5562**Type \***Mobil  
e**Secondary Phone Type****Email Address \***

fajohnsonesquire@gmail.com

**Sex \*** Male    Female**Age Group** 18 - 25    26 - 50    Over 50

## Background

**Education Level \***

Doctoral

**Professional Background**

Thirty year Economic and Community Development Executive with expertise in facilitating Public Private Partnerships, the principles and practices of commercial real estate development and project management. Thirty years' experience in planning, scheduling, financing, construction and management of large-scale commercial projects including homeownership, neighborhood revitalization, commercial rehabilitation, and assisted living. First hand experience handling land acquisition, relocation, demolition, coordination of consultant activities, development, rehabilitation, and new construction activities. Regularly interprets and applies local, state and federal laws and statutes, including Municipal policies, procedures, and regulations.

## Service Information

**Presently serve on any County Committee, Board or Commission? \*** Yes    No**Name of Committee, Board or Commission in which interested: \***

Planning Commission (5)

**Reason for interest: \***

As reflected on the attached resume, community service is something I take as a serious civic responsibility. I am looking for another venue to remain active in the community and continue community service, which will allow me to apply my skill sets and subject matter expertise in a manner beneficial to the larger community.

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

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

My background in finance, law and real estate provides a unique asset and perspective for the Planning Commission. I know, appreciate and understand the delicate balance between public policy, neighborhood groups, and the needs of individual citizens.

**Recommended by a Council**

**Member?** \*

Yes  No

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

Overtun Walker

**Hours willing to commit each month:**

as needed/required

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

I proudly served on the Richland County Board of Assessment Appeals from 2013 to 2021. As that service ends, I would like to remain an actively engaged citizen of the county.

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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 (1)

Resume

CCC - Resume - 2/11/2022 - Planning Commission (5) -

## Signature

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

First Name \* Last Name \*

frederick johnson

Date Received

02/11/2022

Submit

**F. A. Johnson II, Esq.**

4636 Crystal Drive, Columbia, South Carolina 29206

Telephone: (803) 665-5562 ◊ E-mail: [FAJohnsonEsquire@gmail.com](mailto:FAJohnsonEsquire@gmail.com)

**CAREER PROFILE:** Economic and Community Development Executive with expertise in facilitating Public Private Partnerships, the principles and practices of commercial real estate development and project management. Thirty years' experience in planning, scheduling, financing, construction and management of large-scale commercial projects including homeownership, neighborhood revitalization, commercial rehabilitation, and assisted living. First hand experience handling land acquisition, relocation, demolition, coordination of consultant activities, development, rehabilitation, and new construction activities. Regularly interprets and applies local, state and federal laws and statutes, including Municipal policies, procedures, and regulations.

**EXPERIENCE**

09/19 to Present

**CHARLESTON REDEVELOPMENT CORPORATION /PALMETTO COMMUNITY LAND TRUST**  
*Chief Executive Officer*

Currently leading the strategic realignment of the organization and launching the active production of units. Instrumental in obtaining current level of operational and programmatic funding consisting of local government and federal funds that is largest in history of organization. Responsible for creating the vision and stewarding the establishment of permanent affordable housing. Oversees day to day operations, resource development, land protection efforts, securing major gifts, financial management and pursuing a strategic, long term vision for the trust. Serve as a strategic planner, partner, convener and collaborator with like organizations to grow and cultivate resources for the redevelopment of underserved communities. Responsible for managing relationships with third party contracted professionals including legal, architectural/engineering services, property management, demolition, audit services and accounting functions. Serve as primary interface with stakeholders and media regarding activities of organization. In the first twelve (12) months, led the addition of programmatic initiatives to include:

- \$3 Million Dollar acquisition of Sea Island Apartments to preserve Forty-Eight (48) former Low Income Housing Tax Credit Apartments as permanent affordable rental housing in the Palmetto Land Trust.
- Leveraged \$4.3 Million Dollars in Third-Party Public Private development to create Eighty-Five (85) permanent affordable homeownership units for the Palmetto Land Trust.
- Administering \$31 Million Dollars in Affordable Housing Grant Loans to support \$141Million in City of Charleston Bond Funded projects totaling 599 units of affordable housing.
- \$1.2 Million in scattered site homeownership and rental housing Land Trust units.

5/10 to Present

**P.A.S.T.O.R.S., Inc**, Charleston, South Carolina  
*Director of Development*

Recruited by the *City of Charleston* to lead this faith based non-profit affordable housing developer. Expanded operations to a statewide service area. Negotiated and drafted commercial leases, acquisition/disposition contracts, and funding agreements. Coordinated due diligence and entitlements through zoning and architectural review boards. Prepared organizational policies and procedures. Oversaw compliance audits under local, state and federal regulations. Projects include, neighborhood revitalization, subdivision development, homeownership, rental, and adaptive re-use with PASTORS functioning as the owner and/or Developer. Supervised property acquisition, development, rehabilitation and new construction activities. Formulated leveraged financing for ventures through private/public partnerships, including preparing financing packages/requests for raising capital.

- Progressively expanded the Strategic Plan Service Area to Statewide beginning with Charleston, Berkeley, and Dorchester Counties, resulting in partnerships with Charleston County, City of North Charleston, and Town of Hollywood;
- Transitioned from consultant to employee staffing and added contract bookkeeping functions;
- Economic Development projects include renovation and adaptive re-use of former sanctuary space into commercial office/meeting space by negotiating commercial leases.
- Portfolio includes scattered site multi-family and Mixed-Use projects including its own office building.
- Third-Party development includes Wallingford Presbyterian Church (Veterans Housing), St. Luke Reformed Episcopal Church (affordable rental), New Israel Reformed Episcopal Church (Veterans Housing), and Town of Hollywood (affordable rental).

09/15 to  
10/17

**NATIONAL ASSOCIATION OF REAL ESTATE BROKERS**, Lanham, Maryland  
*General Counsel*

Corporation Counsel to this National Professional Trade Association with over Sixty (60) Chapters across the country. Provided legal services which included, general corporate matters such as governance, compliance, operational, transactional issues and provided consultation and advice at Board meetings.

- Supported Executive Director in negotiating, reviewing, and drafting Employment Agreements, Vendor contracts, Hotel Contracts, Professional Service Agreements, and other legal documents. Advised on support functions such as procurement, human resources, and industry-related public policy issues.
- Provided advice and coordination with special counsel regarding employment litigation, contract litigation, and compliance and ownership of intellectual property rights.
- Advocated the association's position with key stakeholders including, government officials, policy makers, and corporate partners, in support of the legislative agenda and strategic planning goals.
- Advised on the fiduciary duties of Directors and Officers as well as, issues impacting nonprofit status.

11/00 to  
5/10

**F. A. JOHNSON CONSULTING GROUP, INC.** Columbia, South Carolina  
*Managing Principal*

Develop complex projects from concept to completion for Private and Government clients. Advise on policies, procedures, and public processes at the local, state, and federal levels. This included, but is not limited to, Land Use, Zoning, CDBG/HOME requirements, Low Income Housing Tax Credit, and Historic Tax Credit programs.

- \$2 Million Dollar 7,000 square foot new Town Hall for *Town of Hollywood, South Carolina*. Placed the construction/permanent financing, managed building design, and construction management.
- Capital Projects Manager for the *Town of Hollywood*, including a new Municipal Complex consisting of a new public library and aquatics center, as well as, the Holly Grove Residential Subdivision. Responsibilities included negotiating and managing interagency infrastructure, funding and land acquisition agreements with Charleston County, Charleston County Parks and Recreation Commission, and South Carolina Department of Parks, Recreation, and Tourism.
- \$1 Million Dollar construction and permanent financing for *Grace Chapel AME Church* in Beaufort, SC. The 8,000 sq. ft building included a Fellowship Hall, Catering Kitchen, Office, and Classrooms.
- Retained by *Upstate Forever* on behalf of the *City of Clinton, SC* for its "Home Town 2030" expansion its five-year strategic plan to incorporate retail into its development strategy.
- Project Manager for the acquisition, design, and development of The North Main Plaza a 12,000 square foot retail/office development on behalf of the City of Columbia
- Prepared the *North Columbia Master Plan*, covering 4,000 acres and over twenty neighborhoods. The Master Plan approved by City Council provided critical data, due diligence, and catalyst projects, which provided the justification for creating the *Columbia Redevelopment Tax Increment (TIF) District* supporting \$40 Million Retail and Mix-use (live/work) development
- *East Central City Consortium Master Plan* encompassed 1,100 acres and twelve neighborhood organizations. This Master Plan was approved and adopted by Columbia City Council.
- Retained by the *City of Augusta, GA*, to prepare a market driven redevelopment plan for the adaptive re-use of the 100-acre former Regency Mall Site as a mixed use development.
- *The Courtyard @ Arsenal Hill*: Acquisition, financing, and development of a boutique subdivision as a Planned Unit Development in the City of Columbia, SC.

7/98 to  
10/00

**ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**, Roanoke, Virginia  
*Director of Development*

Managed the Economic Development and Redevelopment functions of the Authority, which included the Community Development, Rehabilitation, and Section 8 Departments. Managed projects, often with the Authority functioning as the Project Manager and/or Developer. Projects include large-scale commercial activities, neighborhood revitalization, industrial parks, historical preservation, and adaptive re-use. Implemented community wide Rehabilitation and Homeownership programs. Executed financing and marketing strategies for projects and programs operated by the Authority. Responsible for property acquisition, relocation, demolition, development, rehabilitation and new construction activities. Insured that projects undertaken by the Authority are kept on schedule, within budget, and consistent with policy. Managed and administered the operation of the Section 8 Assistance Program goals and objectives.

- \$10 Million Historic Tax Credits and HUD insured 221(d)(4) loan funded conversion of a 122,000 sq. ft. office building into 87 luxury apartments.

- 76 acre redevelopment area Bio-Medical Research Park with a \$14Million initial investment by the City Responsible for the designation, acquisition, and site clearance of the Research Park.
- *The Villages at Lincoln*, a 230-unit HOPE VI Mixed Income residential project.
- Generated \$600,000 in unanticipated CDBG program income from the disposition and development of land from previous redevelopment projects (exceeded the program income in the three previous years combined).
- Increased administrative revenue \$90,000 by analyzing available funding limits and increasing the number of participants receiving rental assistance to over 1,300 participants.
- Administered a \$1,100,000 Homeownership Opportunities Program
- Administered \$1,600,000 in CDBG and HOME Investment Partnership funds for a Comprehensive Rehabilitation Loan Program, emergency repair program, and to subsidize in-fill housing projects.
- Doubled loan production by securing \$500,000 line of credit from Crestar Bank to leverage rehabilitation loans funded by CDBG. The entire line of credit was committed in first year.
- Planned, financed, and initiated construction on a community of ten new homes along Melrose Avenue.

5/95 to  
6/98

**LAW OFFICE F.A. JOHNSON, II P.C.** Augusta, Georgia and Columbia, South Carolina  
*Principal*

Developed a transactional practice that focused on business law, real property law, and the representation of non-profit development corporations. Advised housing and community service organizations providing assistance in the areas of legal and business planning, organizing new 501(c)(3) Corporations, and Board of Director training.

- Led land acquisition, demolition, construction, furnishings and equipment for the \$7 Million 43,000 sq. ft. Laney Walker Clinic for the *Richmond County Board of Health* in Augusta Georgia. Assembled a 4.3-acre site (34 commercial and residential properties). Completed on time and under budget.
- Prepared a \$15.1 Million HOPE VI application for the *Roanoke Redevelopment and Housing Authority*. Reviewed development plans, made suggested modifications, which was submitted to and funded by HUD.
- \$1.7 Million Dollar 23,000 square foot gymnasium for the Episcopal District of the AME Zion Church.
- Selected by the City of Wilmington, NC to develop an implementation plan and identify a catalyst project for the *Castle Street Association*. Coordinated the Pre-Development program with cost estimates.
- Organized the *Roanoke Neighborhood Development Corporation*. Completed the Master Plan, Pre-Development, Due-Diligence, and received approval for catalyst projects including a 45,000 square foot office facility.
- Counsel for the *Laney Walker Development Corporation*, which is a Community Housing and Development Organization. Responsible for new construction single-family housing, the rehabilitation of both multi-family and single-family units, and management of a 26,000 square foot retail shopping center.
- Responsible for the incorporation, organization, and the 501(c)(3) IRS exemption for the *Orangeburg Community Development Corporation*, a Public/Private Partnership. Prepared Master Plan and conceptual design of a \$4.1 Million Dollar 40,000 square foot office/retail complex, and adopted by City Council, South Carolina State University, Claflin College, and the downtown merchants association.
- Organized and obtained the 501(c)(3) designation for the *Mt. Zion Community Development, Inc.* Negotiated the acquisition of a three-acre site, completed a site plan, and implemented programmatic activities. Responsible for overseeing the feasibility analysis for a \$2 Million mixed use development.

6/90 to  
8/92

**COMERICA BANK**, Detroit, Michigan  
*Senior Loan Analyst*

Managed a \$30 Million loan portfolio for approximately thirty customers. Underwrote the financial condition of customers and prospects, assessing the impact of operations and other external factors. Determined the nature and extent of funds required and provided written recommendations regarding alternate loan structure. Related responsibilities included conducting customer interviews, preparation and review of loan documents, assessing the bank's credit risk, and making presentations to loan committee. In the Commercial Loan Officer Training Program completed rotations in the Private Banking Loan Group, Commercial Real Estate Loan Group, and the Middle Market Loan Group. In the Commercial Real Estate Loan Group, responsible for the placement of construction and interim financing for various condominium developments, retail strip centers, and industrial projects.

## TEACHING EXPERIENCE

**BENEDICT COLLEGE (2008 to 2014)**

*Adjunct Professor*, Business Law, Labor Relations, and Entrepreneurship, *Columbia, South Carolina*

**ALLEN UNIVERSITY (2012 - 2014)**

*Adjunct Professor, Business Law Columbia, South Carolina*

## **PUBLICATIONS**

Johnson, II, F.A. (2008). Vision To Fulfillment: The Non-Profit Developer's Training Manual. Bloomington: Authorhouse.

Member, Editorial Review Committee (*for republication*) International Council of Shopping Centers. Retail 1-2-3 (Illinois Edition). New York: International Council of Shopping Centers.

## **PROFESSIONAL LICENSES**

South Carolina Broker in Charge, since 2005  
Georgia Broker in Charge, since 2008  
South Carolina Bar Association, admitted 1996  
Georgia Bar Association, admitted 1995  
U.S. District Court Northern District of Georgia, 1995

## **PROFESSIONAL AFFILIATIONS**

South Carolina Chapter, National Association of Real Estate Brokers, President, 2019-2020  
International Council of Shopping Centers, South Carolina Alliance Program Private Sector Chair 2013 -2017  
National Association of Real Estate Brokers, Commercial Investment Division, President 2013 - 2015  
National Association of Real Estate Brokers, Regional Vice-President, Region V 2011-2013  
International Council of Shopping Centers, Carolinas Idea Exchange Committee 2008 -2012  
International Council of Shopping Centers, South Carolina Government Relations Chair 2006 -2009  
International Council of Shopping Centers, Alliance Program Chair 2007 and 2009  
Affordable Housing Coalition of South Carolina, Investors Council  
South Carolina Fannie Mae Partnership Office, Advisory Council  
Governor Hodges' Task Force on Affordable Housing, Volunteer Staff  
Urban Land Institute, Member  
Local Government Attorneys of Virginia, Member

## **CIVIC AND VOLUNTEER EXPERIENCE**

RICHLAND COUNTY BOARD OF ASSESSMENT APPEALS, BOARD MEMBER 2013-2021  
MIDLANDS TECHNICAL COLLEGE FOUNDATION, Board of Directors 2006- 2012  
GREATER COLUMBIA CHAMBER OF COMMERCE, Board of Directors, Former Chairman Issues Committee  
THE CULTURAL COUNCIL OF RICHLAND/LEXINGTON COUNTIES, Board of Directors 2005 - 2009  
BIG BROTHERS-BIG SISTERS OF GREATER COLUMBIA, Chairman, Board of Directors 2003-2006  
HISTORIC COLUMBIA FOUNDATION, Board of Directors/Advocates  
LEADERSHIP COLUMBIA PROGRAM, Columbia Chamber of Commerce 2004  
NATIONAL BLACK LEADERSHIP INITIATIVE ON CANCER AUGUSTA CHAPTER, Volunteer and Attorney  
BIG BROTHERS/BIG SISTERS OF THE ROANOKE VALLEY, Board of Directors, Recruitment Committee 1999-2000  
LEAGUE OF OLDER AMERICANS, Board of Directors 1999-2000  
UNITED WAY OF THE ROANOKE VALLEY, Community Building Cabinet 2000  
UNITED WAY OF THE ROANOKE VALLEY, Strengthening Families Portfolio 2000  
AUGUSTA-RICHMOND COUNTY COMMUNITIES IN SCHOOLS INC., Treasurer, Board of Directors 1996-1998  
MAIN STREET AUGUSTA, Board Member 1997-1998

## **EDUCATION**

**EMORY UNIVERSITY SCHOOL OF LAW**, Atlanta, Georgia  
Juris Doctor, May 1995

**MOREHOUSE COLLEGE**, Atlanta, Georgia  
Bachelor of Arts in Banking and Finance, *Cum Laude Graduate*, May 1990

## **HONORS/AWARDS**

2006 Small Business Person of the Year, Greater Columbia Chamber of Commerce  
2004 Inaugural Top 20 Business Leaders Under 40, The State Newspaper

## Applicant Information

**First Name \***

JOHN ROBERT

**Last Name \***

DUNN IV

**Home Address \***

3016 Kennedy  
Street

**Apt**

**City \***

Columbia

**State \***

SC

**Zip \***

29205

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

**Work Address \***

1701 Main  
Street

**Suite**

**City \***

Columbia

**State \***

SC

**Zip \***

29201

**Number \***

(803)767-  
3112

**Type \***

Mobil  
e

**Secondary Phone**

8035762388

**Type**

Wor  
k

**Email Address \***

dunn.john@richlandcountysc.gov

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Master's

**Professional Background**

Crime Victim Advocacy (Sistercare/5th Circuit Solicitor's Office)

## Service Information

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

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

Employee Grievance Committee (10)

**Reason for interest: \***

Professional development and to develop a better understanding of the employee grievance process.

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

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

I have an education/professional background in conflict resolution, communication facilitation, and report compilation in Social Work.

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

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

**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.

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'm employed by the Richland County Solicitor's Office. There is always the possibility that another employee of this office may file a grievance with a co-worker. I am comfortable with recusal if the committee feels it necessary in that case.

### Resume

Resume

### Signature

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

**First Name\*** **Last Name\***  
John Robert Dunn IV

Submit

## Applicant Information

**First Name \***

ALEXANDER

**Last Name \***

BURTON

**Home Address \***

228 trinity three  
rd

**Apt**

**City \***

Irmo

**State \***

SC

**Zip \***

29063

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

**Work Address \***

2000 HAMPTON  
ST

**Suite**

304  
1

**City \***

Columbia

**State \***

SC

**Zip \***

29204

**Number \***

(803)766-  
5605

**Type \***

work

**Secondary Phone Type**

8033515131

cell

**Email Address \***

burton.alexander@richlancountysc.gov

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

MA in Leadership and Mgt

**Professional Background**

Sr inspector engineering , certified mediator by South Carolina Bar association, 20 yr Military veteran(army), DBE(diversity) coordinator SCDOT( 10yr)

## Service Information

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

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

Grievance committee

**Reason for interest: \***

I feel a can being more strength to the change demand of present day work force

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

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

understand diverse backgrounds and listening to open discussions in the work force

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

no

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each**

**month:**

open

## 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:**

### Resume (1)

Resume

[CCC - Resume - 2/7/2022 - Grievance committee -](#)

### Signature

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

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

Alexander Burton

**Date Received**

02/07/2022

Submit

**ALEXANDER BURTON**  
**228 TRINITY THREE RD, IRMO, SC 29063**  
**803-351-5131**

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**OBJECTIVE:** To secure a challenging full-time position with a progressive environmental firm that utilizes my skills and experience with field and laboratory testing.

**PROFESSIONAL EXPERIENCE**

- 2005 – Present Federal Express Corp. Inc., Columbia Airport, Columbia, SC  
Job Title & Salary: P/T Material Handler & Equipment Inspector at \$18K annually  
Job Description: Aircraft Loader, Equipment Inspector, Fundraiser Coordinator, etc.
- 2008 – Present Water Power Technology Inc., Columbia, SC  
Job Title & Salary: Chemical Processing Technician at \$30K annually  
Job Description: Prepare Chemical Tanks for Hospitals, Order all Chemicals, Conduct Water Samples and Water Purification, Conduct Inventory Audits, Maintain Shop Records for State Audits, Update Shop and Safety Procedures, Prepare Monthly Budgets of Material Use, Supervise up to Three Employees, etc.
- Jan 1985 – Dec 2005 United States Army Reserve, Columbia, SC  
Job Title & Salary: Senior Drill Sergeant at \$49K annually  
Job Description: Trained Recruits, Instructed common task and soldiering skills, Promoted Fitness, Demonstrated Leadership, etc.
- May 1999 – 2005 Columbia Analytical Laboratories, Inc., Columbia, SC  
Job Title & Salary: Field Service Supervisor at \$34K annually  
Job Description: Performed Wastewater and Groundwater Testing, Conducted Soil Testing, Conducted Field Testing (DO, PH, TRC, Conductivity), Calibrated Meters, Ensured Lab and Lab Testing met DHEC Regulations, etc.
- April 1988 – May 1999 RCI, Inc., Columbia, SC  
Job Title & Salary: Senior Health Technician at \$28K annually  
Job Description: Performed Spirometer Testing, Audiometer Testing, and Respirator Fit Testing, Conducted Health Screenings, Ensured all testing met OSHA, NIOSH, & CAOHC Regulations, etc.

**EDUCATIONAL BACKGROUND:** 1988 - Morris College, Sumter, SC – Bachelors of Science Degree  
Basic Non-Commission Officer Course  
Advance Non-Commission Officer Course  
Drill Instructor Leadership Course  
Military Leadership Course

**SKILLS:** Microsoft Office, Microsoft Works, FORTRAN, and COBOL

**ACHIEVEMENTS:** 2003 – 2005 Successful Mission in Deployment in Operation Enduring Freedom  
1990 – 1991 Successful Mission in Deployment in Operation Desert Storm

**REFERENCE:** Available Upon Request

### 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. For the purposes of this Rule only, excessive costs shall mean costs beyond the normal cost for providing the broadcast.

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. The agenda shall state the reason for the Executive Session. Pursuant to 30-4-70 (b), before going into executive session Council shall vote in 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.**

Absent an emergency, electronic devices shall not be allowed during Executive Session. Any member requiring use of an electronic device during an emergency situation, shall request temporary use of such device from the Chair, whose decision shall be final.

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

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.

## Rule 1.7

### (c) 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 **must provide to the Clerk of Council written authorization from such group, association, community, or citizen, prior to the meeting 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 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 must provide to the Clerk of Council written authorization from such group, association, community, or citizen, prior to the meeting 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 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.

## 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. The Vice Chair shall preside in the absence of the Chair. In the absence of the Chair and Vice-Chair, the most senior member in attendance shall preside.

## [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. The member subject to the censure proceedings shall have up to five (5) minutes to make an opening statement. 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~~ it shall be noted in the record ~~to that no impropriety has been found on the part of the member and that censure is not proper 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.

### **2.7.2.8 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.~~

## **3.1 Seating**

At the ~~first regular or special called~~ 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.

## **RULE IV: COMMITTEES**

### **4.2 Ad Hoc Committees**

Ad Hoc Committees will be appointed by the Chair on an as-needed basis and shall follow the same rules and procedures as the Standing Committees.

## 4.5 Meetings

Committees shall meet regularly in a ~~room~~ location designated by the Committee Chair; provided, however, that Ad Hoc Committees shall meet on an as-needed basis only at the call of such Committee's 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. At the request of a member of the committee, 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:
  - Recommend that Council approve the item, which may or may not include amendments or modifications to the original request;
  - Recommend that Council deny the item;
  - Forward the item to Council without a recommendation;
  - Defer consideration of the item to a future committee meeting;
  - Refer the item to another committee or commission; or
  - 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:
  - Direct the administrator to bring the item back for action at a specified committee meeting;
  - Defer consideration of the item until a specified committee meeting; or
  - Receive the item for information or discussion purposes only, and dispose the item from the committee agenda;
  - Items so removed will be reported as such by the committee to Council.
  - 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 r D&S Committee.

## 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 approvals 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].~~

### **5.5 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;~~ **provided, however, there must be an interval of not less than seven (7) days between second and third readings.**

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.~~

## **[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 <sup>39 of 81</sup>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.

#### **5.265.24 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.

## 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 **THIRTY-FOUR** (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. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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

[jfoster@centralmidlands.org](mailto:jfoster@centralmidlands.org)

Elected Officials: Paul Livingston, Yvonne McBride, Chakisse Newton, Derrek Pugh, Jesica Mackey and 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 City of Columbia and the Columbia Chamber of Commerce appoint the remaining two-thirds (20) of the members.

The members serve terms of **THREE** (3) years. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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:

Joyce Seabrook, Executive Assistant  
(803) 733-1134

[ExecAsst@comrelations.org](mailto:ExecAsst@comrelations.org)

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 begin January 1<sup>st</sup> and end on December 31<sup>st</sup>.

Meetings are held the 2<sup>nd</sup> ~~Tuesday~~ **Thursday** 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 Qualities:

- 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 **to provide an independent and neutral body to review property tax disputes between the Assessor and the Taxpayer. The Board is charged with making a fair and impartial decision that takes into account the facts as presented by the Assessor and the Taxpayer along with applicable South Carolina law.**

The Board consists of **SEVEN (7) members. 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.** The members serve **THREE (3) year**

terms. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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:**

- 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. Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held on the 1<sup>st</sup> **Wednesday** 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 Qualities:**

- 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

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### 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, thus facilitates all matters/areas of building code appeals that may come before them. 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. **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 members serve **THREE (3)** year terms. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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:

- 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.

**\*\*All professionals must be registered in the State of South Carolina.**

For additional information, please contact:

Andrea Hannah-Dennis

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

(803) 576-2197

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

**Purpose(s)/Service(s):** The Richland County Business Service Center Appeals Board shall serve as the appeals function expounded in the Richland County Code of Ordinances, Chapter 16, Article I. The Board will hear appeals resulting from any person aggrieved by a final assessment, charge backs from an audit, or a denial of a business license by the License Official. In that capacity and as a finder of fact, the Appeals Board shall have the following responsibilities:

- Adopting procedures relating to the execution of the Appeal Board's function;
- Receiving written appeals from businesses;
- Holding meetings to receive testimony by the business, the Business Service Center official, and any other official approved by the Appeals Board;
- Reviewing and analyzing the information presented in the testimonies provided;
- Making a factual conclusion as to the issue in question based on the review and analysis; and
- Writing a formal determination regarding the decision made as to the issue in question.

The Board consists of **FIVE (5)** members. The Board traditionally is comprised of no more than **THREE (3)** and no less than **TWO (2)** Certified Public Accounts, no more than **TWO (2)** and no less than **ONE (1)** member of the SC Bar Association, and no more than **TWO (2)** and no less than **ONE (1)** business person. The members serve **FOUR (4)** year terms. A member may be reappointed for a consecutive, second term. After this second term, a member may be reappointed for a third term, but only after **TWO (2)** years has elapsed from the last day of the last term served.

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.

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. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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 1½ hours.

### Preferred Qualities:

- Be knowledgeable about the library
  - Understand the key focus areas of the Strategic Plan
  - Read the Library's annual report and Access magazines
  - Prepare for board meetings by reading assigned materials. Ask questions if you have them.
  - Miss no more than **FOUR (4)** board meetings annually.
  - Use the Library's resources regularly and visit at least **TWO (2)** branches each year.
- Build County Council's awareness of the library
  - Stay connected throughout the year to your County Council liaisons.
  - Be aware of key events and opportunities to invite Council members to visit the library.
  - During the budget process, attend public hearings and called meetings that include the Library's budget.
  - Share relevant insights and knowledge of County Council member's needs, questions or interests with the Executive Director.
- Build public awareness
  - Attend local events as the representative of the Library.

- Attend Richland Library Friends and Foundation events and invite friends to attend.
- Consider attending statewide or national (ALA, ULC) events or conferences that are relevant to public libraries.
- Actively support the strategic vision of the library
  - Participate in a bi-annual strategic plan retreat and board-only functions.
  - Understand the Library’s budget priorities.
  - Participate in building public awareness of the Library’s capital needs by engaging your contacts and affiliate groups.
  - Participate on ad-hoc committees.
- Build interest among prospective board members and library supporters
  - When appropriate, identify possible Trustee candidates that fit needs acknowledged in the Board Profile.
  - Understand the goals and roles of the Richland Library Friends and the Foundation and assist in connecting these groups with new members and/or board candidates.
  - Demonstrate support by becoming a Richland Library Friend.
- 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 **Richland Hospital Campus Executive Committee of the** Medical and Dental Staff serve ex-officio as full voting members of the Board during their term of office.

The Board has quarterly **business meetings** (March, June, September and December) **that typically last 3 hours, and quarterly Board education sessions (February, April, August and October)** lasting approximately 2 hours. The meetings are held at 9 Medical Park – Suite 200A at 3:00 p.m.

For additional information, please contact:

Melissa Siar

[Melissa.siar@prismahealth.org](mailto:Melissa.siar@prismahealth.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. **The Board of Directors oversee operations of the River Alliance and develop policy for the rivers of the region.**

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. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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

## 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 Trustees oversees a public performing arts venue established for the purpose of providing quality services to the community at large and to exercise any and all powers permissible under the laws of the State of South Carolina for the foregoing purpose and perform all things reasonably necessary for the accomplishment of same which are not in conflict with the laws of the United States or the State of South Carolina.

The Board of Directors shall consist of **SEVEN (7)** members, ~~residing in the County.~~ Members ~~are~~ appointed by County Council for a **THREE (3)** year term. ~~Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.~~ All members of the board of Trustees shall serve without compensation. Council may appoint a sitting member *ex officio* on the board.

Board Members are requested to:

- Promote The Township
  - a. Attend all scheduled meetings of the Board of Directors;
  - b. Participate in policy development;
  - c. Receive as information or act upon matters that serve to enhance the integrity and vitality of The Township;
  - d. Create and maintain The Township Foundation;
  - e. Establish and maintain on-going rapport with Council and community leaders to facilitate acquisition of resources and community support of the mission of The Township;
  - f. Conduct themselves in a professional manner at all times;
  - g. Appoint and direct the activities of an Executive Director.
- Patronize The Township
  - a. Board members are encouraged to support The Township as patrons and, subject to terms of agreement with the performing artist's management, are eligible to receive up to four (4) complimentary admission tickets per event to be used at his or her discretion for the purpose of promoting The Township and community appreciation of its mission.

The Board meetings are held the 2<sup>nd</sup> Wednesday of each month at 9:00 a.m.

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. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held the 4<sup>th</sup> Monday ~~of each~~ **every other** month **beginning in January** from ~~1:00 – 2:00~~ **4:00 – 5:30** p.m. Members are required to attend board orientation (1 ½ 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** (1) 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 **TWELVE** (12); Lexington **EIGHT** (8), and Fairfield **THREE** (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. **Virtual attendance options are available.**

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]. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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 Qualities:

- Effective Communication
- Diplomacy
- Management Skills
- Business Acumen

- Transportation/aviation knowledge
- Economic Development Awareness
- Intergovernmental Relations
- **Current or former pilot**

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

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### CONSERVATION COMMISSION

**Purpose(s)/Service(s):** The Richland County Conservation Commission was created to promote the conservation of natural resources; to promote the development and preservation of historical resources; to promote passive, outdoor, nature-based recreation; to promote tourism, emphasizing the natural, cultural, and historical resources of Richland County; **to promote efforts to improve the appearance of Richland County; to educate the public as to the benefits of conservation; to foster civic pride in the beauty and nobler assets of the County; to, in all ways possible, assure a functionally efficient and visually attractive County in the future; to support policies that protect the general appearance of all buildings, structures, landscaping and open areas of the County; and to undertake such studies, plans, activities, and projects as may, from time to time, be assigned to the Commission by Council.**

The Commission shall consist of **ELEVEN (11)** members, **ONE (1)** 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.

**Meetings are held on the 3<sup>rd</sup> Monday of each month. The meetings are held at 3:30pm in the County Administration Building located at 2020 Hampton Street and last approximately 1 ½ hours.**

For additional information, please contact:

Quinton Epps

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

Council Liaison: Overture Walker

**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 (5)** members appointed by the Governor upon recommendation of County Council. The terms are for **FIVE (5)** 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. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

**Commissioners are encouraged to review documents and explore creative ideas for the improvement of sanitary sewer service to the District’s customers. Commissioners will invest on average 3 – 5 hours per month in service to the District.**

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:

- A baccalaureate or higher degree
- **Background of substantial duration and expertise in at least one of the following: education, insurance, pension benefits, water and wastewater issues, finance, 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 (9)** directors. Each member shall appoint **TWO (2)** directors, with the City entitled to appoint an additional **THREE (3)** directors because of the City’s additional financial exposure with respect to the bonds. The terms are for **THREE (3)** years. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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.

**The member’s average annual commitment is 18 hours. Each director shall be required to attend in person at least 75% of the regular meetings.**

Preferred Experience: At least **ONE (1)** director by each Governmental entity shall be employed in the Lodging Industry. Specifically, **ONE (1)** one of the Richland County seats is required to be an Hotelier. The other seat can be from other areas of work but should have understanding of tourism and hospitality.

**For additional information, please contact:**

**Linda Cannup, Executive Assistant**

**[lcannup@experiencecolumbiasc.com](mailto:lcannup@experiencecolumbiasc.com)**

**(803) 545-0008**

**Council Liaisons: Paul Livingston, Gretchen Barron and Jesica Mackey**

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### **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 (6)** members who serve **FOUR (4)** year terms. Richland County Council, Columbia Music Festival Association and the City of Columbia each appoint **TWO (2)** members. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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 1½ hours.

Preferred Qualities:

- Interest in participating in the activities of the Association with special emphasis on building and maintaining relationships with their respective Council;
- Ability to advocate to secure and maintain adequate governmental financial support to enable the Association to function as a leading arts and community resource;
- **Interest in the mission of the CMFA and a desire to help advance the organization as an important engine driving the arts; and**
- **Recognize the importance of the arts' economic impact on the City and County.**

For additional information, please contact:

John Whitehead, Executive Director

(803) 771-6303

[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 shall consist of not less than **FIVE (5)** or more than **NINE (9)** members for a term of **FOUR (4)** years. **Any person who is appointed to the commission after September 1, 2006 must reside in Richland County. In appointing members to the commission, Council shall give due consideration as to whether applicants live in an unincorporated or unincorporated area of the County. Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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 – 2½ hours.

Preferred Qualities:

- 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 (7)** members appointed for **SIX (6)** year terms. **TWO (2)** members are appointed by Richland County Council, **TWO (2)** by Lexington County Council, **TWO (2)** by the City of Columbia, and **ONE (1)** jointly by the **THREE (3)** entities.

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

Preferred Qualities: 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) 779-8717-602-0836

Katie McCoy Eaton

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

(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 (7)** members appointed for **TWO (2)** year terms. The majority of the members are from the Hospitality Industry. At least **TWO (2)** members must be from the Lodging Industry and **ONE (1)** member must represent cultural organizations. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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 **SIX (6)** hours. The second may last up to **TWO (2)** hours. The members are expected to review applications over a 4- week period, which can take approximately **FIFTEEN (15)** hours. The total time commitment may be up to **TWENTY-THREE (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 (2)** members of City Council and **TWO (2)** members of County Council or **TWO (2)** citizen appointees by City Council and **TWO (2)** 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. \*\*The Committee has not met since April 2018, and no future dates have been set to meet.

Preferred Qualifications: None.

For additional information, please contact:

Sandra Haynes

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

(803) 576-2462

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### 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 (7)** members appointed for **THREE (3)** year terms. The members must be Richland County employees, with at least **FOUR (4)** of the members working for Department Heads who report directly to the County Administrator. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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.

Preferred Experience: None.

For additional information, please contact: TBD

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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 (5)** members appointed for **TWO (2)** year terms, or until a successor is appointed. All members must be citizens residing in the County. At least **TWO (2)** members must represent the Restaurant Industry. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

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 **SIX (6)** hours. The second may up to **TWO (2)** hours. The members are expected to review applications over a 4- week period, which can take approximately **TWENTY-FIVE (25)** hours. The total time commitment may be up to **THIRTY-THREE (33)** hours.

Preferred Attributes: Members of the committee must be interested citizens residing in the County.

For additional information, please contact: TBD

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### INTERNAL AUDIT COMMITTEE

#### Purpose(s)/Service(s):

- The Internal Audit Committee shall develop, with the Internal Auditor, for recommendation to full Council for approval by a majority vote, an audit schedule (which shall include areas to be reviewed, their priority and the timelines for completion), audit progress, audit follow-up, and special needs; and shall work to assure maximum coordination between the work of the Internal Auditor and the needs of the chief executive officer, the legislative body, and any other contractually hired auditors, as necessary or appropriate;
- The Internal Audit Committee shall review, for recommendation to Council for approval by a majority vote, all areas of County operations which County funds are levied, collected, expended, or otherwise used. This includes departments and offices reporting to the County Administrator, departments or offices headed by elected or appointed officials, millage agencies, legislatively appointed Commissions receiving County funding, nonprofit organizations receiving grant monies from County funds, and any other organization receiving any type of funding for any purpose from the County;
- The Internal Audit Committee shall oversee the responsibilities of the Internal Auditor, as stated in the negotiated contract with the Internal Auditor;
- The Internal Audit Committee shall present to the full Council a written report regarding each audit conducted by the Internal Auditor following the Internal Auditor's report to the Internal Audit Committee for each audit. Additionally, in conjunction with the budget process, the Internal Audit Committee shall annually present to Council a written summary report regarding the audits, progress, findings, and any other appropriate information relating to the internal audit conducted during the past fiscal year following the Internal Auditor's summary report to the Internal Audit Committee; and
- The Internal Audit Committee shall annually review the Internal Auditor and anyone else working in such a capacity for adherence to government auditing standards in conducting its work to ensure quality service and independence as defined by those standards. (These are the federal Government Accounting Office's "Yellow Book"

standards.) A subsequent report of the Committee's findings shall be presented to Council for their information.

The Internal Audit Committee shall be comprised of **FIVE** (5) members of Council (Council Chair, A&F Committee Chair, D&S Committee Chair, Economic Development Committee Chair and the Rules and Appointments Committee Chair), **TWO** (2) citizens appointed by Council, and an employee appointed by the County Administrator. The citizens' and the employee's terms shall be **ONE** (1) year in length, with up to **THREE** (3) term renewals permitted. The Council members' terms shall be for as long as they serve in the capacity of Council Chair or Committee Chair.

Preferred Qualifications:

Appointee 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.

Appointee 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.

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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** (5) members, **ONE** (1) of which is the Chair of County Council or his/her designee. The other **FOUR** (4) members are appointed for a **ONE** (1) year term and

represent the County Attorney's Office, Treasurer's Office, Auditor's Office and Assessor's Office.

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### PROCUREMENT REVIEW PANEL

**Purpose(s)/Service(s):** The Procurement Review Panel shall be charged with the responsibility of providing an administrative review of formal protests of decisions arising from the solicitation and award of contracts, the disbarment 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 this code and regulations.

The panel shall be composed of **FIVE (5)** members with no term limits.

Preferred Experience: **ONE (1)** member who serves in a Public Procurement arena; **ONE (1)** member who represents the Service Industry; **ONE (1)** member who is from the Construction Industry; **ONE (1)** member who is from the Professional Services Industry; and **ONE (1)** 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 (15)** Richland County citizens representing Arcadia Lakes, Blythewood, Columbia, Eastover, Forest Acres, Irmo and unincorporated areas of Richland County. Richland County appoints **SEVEN (7)** members from unincorporated Richland County with staggered term dates – **THREE (3)** 3-year terms, **THREE (3)** 4-year terms and **ONE (1)** 5-year term. **The City of Columbia appoints THREE (3) members with staggered term dates – ONE (1) 3-year term, ONE (1) 4-year term, and ONE (1) 5-year term; Arcadia Lakes appoints ONE (1) member for a THREE (3) year term; Blythewood, Eastover**

and Forest Acres each appoints **ONE (1) member for a FOUR (4) year term; and Irmo appoints ONE (1) member for a FIVE (5) year term.**

The committee meets on the 4<sup>th</sup> Monday 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

## CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY (RTA) BOARD

Purpose(s)/Service(s): **The primary purpose of the Board of Directors is to promote transportation opportunities for all citizens within Richland County and a limited service area in Lexington County.**

Richland County has **THREE (3)** representative to the Board: **TWO (2)** elected officials and **ONE (1)** citizen. Each representative will serve a **THREE (3)** year term. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after one day of non-service.**

Board meetings are held the 4<sup>th</sup> Wednesday of each month at 3613 Lucius Road at 12:00 PM and last approximately 2 hours.

### Preferred Experience:

- **Knowledge of transportation; finance services/management; governance, audit and/or operational risk assessment and management; grant and/or contract administration; communications/public relations; and legal.**
- Be able to devote, on average, 5 – 10 hours per month to attend Board meetings, standing committee meetings, and to review agenda materials;
- **Bring a broad range of knowledge and depth of experience from their chosen business or profession, as well as an understanding of the principles and values of the COMET and the communities it serves;**
- **Possess a fundamental understanding of their role and responsibility to the Board. The members' primary responsibility is to act all times in the best interests of the COMET, the Board, staff and serviced communities;**
- **Possess integrity, be willing to articulate his or her views frankly, be able to work productively with others, and have the ability and willingness to commit the time and effort required;**
- 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.
- **A core knowledge of the transportation sector, and the concepts, principles and values of the COMET;**

- Ability to act without a real or perceived conflict of interest that could reasonably be perceived to conflict with the individual’s responsibility to act in the best interests of the Board;
- Stature in the individual’s chosen business or profession, or community involvement;
- Willingness to ask probing questions and challenge management within the appropriate governance context;
- Ability to operate “as a team” at the Board level and “speak with one voice” once a full discussion has been undertaken and a decision has been made by the Board;
- Ability to review and examine budgets to ensure projected expenses and income are realistically comprehensive and assess the implications of financial and audit reports;
- Ability to bring a perspective of external business, social and regional issues to the deliberations of the Board;
- Ability to use tact, discretion and sound independent judgment;
- Ability to communicate effectively, both orally and in writing;
- High ethical standards;
- Willingness to adhere to protocols and policies regarding staff and personnel operations and communications;
- A commitment to continuous learning to maintain a knowledge of potential changes and trends facing the future of the COMET and transportation industry, best practices and policies (via webinars, local, regional and national conferences);
- An understanding of governance and the fiduciary duties and responsibilities of both a Board of Directors as well as of individual members (in particular – a comfort level with the principles of the by-laws under which the Board operates); and
- Ability to provide leadership, strategic direction and oversight.

**Board Member Mission and Commitment:**

- Willingness to make a real contribution to the COMET and the communities it serves;
- Commitment to the COMET strategic objectives, vision, mission and values;
- Willingness to participate in COMET related activities including utilizing the transportation services provided by the COMET, such as occasionally riding the bus;
- Willingness to act in the best interests of the COMET and the communities it serves independently of any particular interest arising as a result of any previous, existing or future relationship with the COMET staff, Board of Directors, or suppliers; and
- Willingness to stay informed, available, and engaged as well as to attend meetings and represent the Board or its interests in the public.

For additional information, please contact:

LeRoy DesChamps

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

Council Representatives: Allison Terracio and Overture Walker

**RICHLAND COUNTY ORDINANCE**  
**ARTICLE VII. BOARDS, COMMISSIONS AND COMMITTEES**  
**(CURRENTLY NOT ACTIVE)**

**Sec. 2-232. Boards, commissions and committees created.**

(e) ***The Economic Development Commission.*** The commission shall consist of twelve (12) members of which three (3) shall be appointed by the council for a term of three (3) years. Other appointive bodies include Lexington County, Fairfield County, Chamber of Commerce and city council with each nomination to be confirmed by all appointive bodies. Meetings at call.

(g) ***Richland County Youth Commission.***

(1) ***Creation.*** There is hereby created the Richland County Youth Commission, which shall be appointed by majority vote of the county council and shall function in an advisory capacity. The commission shall be comprised of concerned citizens from diverse backgrounds, who are committed to improving the quality of life for young people in Richland County. This advisory commission shall be an advocate for the youth of this county.

(2) ***Membership.*** The Youth commission shall consist of thirteen (13) members, all of whom shall be residents of the county, at least one (1) member to be appointed from the clergy; at least one (1) member to be a representative of the South Carolina Department of Youth Services, upon recommendation of the commissioner; at least one (1) member from the Richland County Sheriff's Department, upon recommendation by the Richland County Sheriff; at least one (1) member who is a resident of Richland County School District One; at least one (1) member who is a resident of Richland County School District Two; two (2) members attending high school (grades 9-12) in Richland County; and the remaining six (6) members at large.

(3) ***Term.*** The term of office of each commissioner shall be for a period of four (4) years, or until his successor is appointed and qualified; however, the initial appointment shall be made in staggered terms. The six candidates receiving the most votes shall be appointed for four (4) years, and the five (5) remaining candidates shall be appointed for two (2) years.

(4) ***Structure.*** The commission shall develop and adopt its own bylaws, subject to final approval by the county council. The commission shall elect annually a chairman, vice-chairman, secretary and treasurer.

(5) Meetings. The commission shall meet at such times and places as provided in its bylaws but shall hold at least one (1) meeting each month. All meetings shall be conducted pursuant to, and in compliance with, the South Carolina Freedom Act.

(6) Duties and responsibilities.

- a. Identify youth-related problems or potential problems. In this regard the commission shall:
  1. Become well informed on the problems facing youth in the community;
  2. Coordinate with other local groups/agencies who serve youth, such as private, nonprofit agencies or government groups;
  3. Hold public forums, conduct community surveys, contact local law enforcement personnel, and meeting with community leaders;
  4. Actively seek youth involvement and input.
- b. Implement a program to increase the awareness of the general population and elect officials of the needs and problems facing youth and their families. In this regard, the commission shall:
  1. Support the efforts of other organizations in publicizing youth issues and problems; and
  2. Become advocates for improvement of services and programs for youth.
  3. Research successful model youth programs and make recommendations to county council for consideration and implementation in the county.
  4. Seek and administer federal, state and private funding for commission operations and for projects proposed by the commission pursuant to the powers enumerated herein.

**(k) *Richland County Transportation Study Commission***

(1) Creation. There is hereby created a Richland County Transportation Study Commission.

(2) Membership. The Richland County Transportation Study Commission shall consist of thirty-nine (39) members who shall be appointed as follows: 11

members, 1 from each member of County Council; 7 members, 1 from each member of Columbia City Council; 4 members, of which 1 shall be appointed by Lexington County Council, 1 shall be appointed by West Columbia City Council, 1 shall be appointed by Cayce City Council, and 1 shall be appointed by the Springdale Town Council; and 17 members, as recommended by the Richland County Rules and Appointments and approved by a majority vote of Richland County Council. No elected officials shall be appointed to this Commission.

*(3) Terms of Members; Sub-Committees; Election of Chairperson; Meetings.*

- a. A Commission member shall serve a term of two (2) years or until his or her successor is appointed.
- b. The Commission shall consist of four (4) sub-committees, and an at large membership, as follows:
  1. An Executive sub-committee, which shall be composed of seven (7) members; and
  2. A Greenways and Bike Paths sub-committee, which shall be composed of seven (7) members; and
  3. A Roads sub-committee, which shall be composed of ten (10) members; and
  4. A Transit sub-committee, which shall be composed of fourteen (14) members.
  5. In addition, sixteen (16) members shall be appointed as at-large members; provided that fifteen (15) of the at-large members shall also be appointed to one of the sub-committees referenced above.
- c. The Commissions chairperson, co-chairperson, and those members to serve on the Executive sub-committee of the Commission, shall be appointed by a majority vote of Richland County Council.
- d. Each sub-committee shall elect a chairperson by a majority vote of its respective membership.
- e. The Commission shall meet at such times and places as determined by the Chairperson, but shall hold at least one meeting each calendar month. All meetings of the Commission shall be conducted in compliance with the South Carolina Freedom of Information Act.

(4) ***Responsibilities.*** The Richland County Transportation Study Commission shall study the long-range transportation needs of Richland County, including the current bus system and other modes of public transit. The Commission shall also assess the highway and road improvements that are needed to alleviate congesting that will allow people and goods to move through the County efficiently. This study shall include incentives for development throughout the County that is conducive to public transit, and shall include projects to alleviate congestion, including, but not limited to, Lower Richland Connector and Clemson Road. In addition, the Commission shall develop a plan to make Richland County more pedestrian and bicycle friendly. The Transportation Study Commission shall submit an interim report to Richland county Council in May 2007 and in November 2007. A final report shall be submitted to Richland County Council in May 2008. Copies of these reports shall be submitted to all local governments within the service area. Any consulting service that may be needed to assist the Commission with their responsibilities shall be managed by the Richland County Procurement Department (for example, RFPs). The Executive Committee of the Commission shall review the applications and make a recommendation to Richland County Council before a contract is awarded.

**(m) *Appointment of members of county athletic commission.***

1. The county council, pursuant to the provisions of Act. No. 48 of 1991, hereby assumes the appointive powers over the county athletic commission. There shall be five (5) members of the commission who shall be appointed as follows:
  - a. One member who resides in County Council District 1, 2, or 7;
  - b. One member who resides in County Council District 8 or 9;
  - c. One member who resides in County Council District 3 or 4;
  - d. One member who resides in County Council District 5 or 6;
  - e. One member who resides in County Council District 10 or 11.
2. The members of the commission shall be appointed for four year terms and until their successors are appointed qualify.

**(n) *Duties of local emergency planning committee.*** The duties of the Richland County Local Emergency Planning Committee are hereby expanded to include the following:

1. Ensure the full implementation of the Superfund Amendments and Re-authorization Act of 1986 (SARA), Title III be accomplished as quickly as possible.
2. Make recommendations for hazardous material code uniformity within Richland County and all municipalities within Richland County.
3. Review environmental impact statements submitted by business handling environmentally sensitive materials.
4. Develop facility inspection frequency recommendations based on inventory and release history.
5. Make recommendations to insure the cooperation of all public safety and inspection agencies before, during, and after hazardous materials inspections.
6. Make recommendations on planning and zoning ordinances for industries that produce, store, or transport hazardous materials. Develop recommendations for safe distances between residential areas and hazardous industries.
7. Explore the possibility of adjacent jurisdictions adopting interlocal agreements, with mutual review of projects with regional impact.
8. Develop recommendations for financial responsibility requirements for industries that manufacture, store, or transport hazardous materials.
9. Develop a system of regulating local transportation of hazardous materials within the provisions of state and federal law.
10. Develop a system to assist the facility planning process and require such a document be on file with the local emergency planning committee.
11. Develop an outline for the permitting process of environmentally sensitive business.
12. Conduct a study of crimes against the environment.
13. Develop a cost recovery program to assist state and local government to recover cost expended in hazardous materials incidents.
14. Explore shortfalls and gaps in hazardous waste regulations.

**(o) *Disabilities and special needs board.***

- (1) *Board.* There is hereby created in Richland/Lexington County Disabilities and Special Needs Board with powers, duties, responsibilities, and functions set forth herein.
- (2) *Purpose.* It is the purpose of the Richland/Lexington County Disabilities and Special Needs Board to develop, provide, coordinate, improve and operate community based programs serving persons with disabilities and special needs or other related disabilities with a view toward developing their respective mental, physical and social capacities to their fullest potential.
- (3) *Membership.* The board shall be composed of fifteen (15) members, at least five (5) of whom shall be resident electors. The board shall be appointed by the governor of the State of South Carolina upon recommendation of the majority of the county legislative delegation. Persons with a demonstrated interest and background in disabilities and special needs and/or human services shall be recommended for appointment.
- (4) *Terms.* The terms of the members shall be for four (4) years until their successors are appointed and qualify, except that of the first appointed: One (1) shall be appointed for one (1) year; two (2) for two (2) years; two (2) for three (3) years; and two (2) for four (4) years. Vacancies shall be filled for any unexpired terms in the same manner as original appointments. Any member may be removed by the appointing authority for neglect of duty, misconduct or malfeasance in office or for missing three (3) consecutive meetings after being given a written statement of reasons and an opportunity to be heard.
- (5) *Meetings and requirements.* The board shall open all regular meetings to the general public. No fewer than four (4) meetings per year shall be held. Special meetings may be called, with reasonable notice given to other members.
- (6) *Bylaws.* The board will establish its own bylaws. On an annual basis, it will elect a chairperson, a vice-chairperson, a secretary and a treasurer.
- (7) *Insurance.* The board will maintain at all times, workers compensation insurance on its employees and a policy of liability insurance in the amount of one million dollars (\$1,000,000) covering all employees and board members. The premium for this coverage shall be the responsibility of the board. Richland County shall be listed as an insured under the policy of liability insurance. The board shall furnish a copy of the current insurance policies to county council and will keep current copies of the policies on file at all times.

(8) Duties. The board shall:

- a. Be the administrative, planning, coordinating, evaluative, and review body of services to persons in the county who are mentally retarded or have other related disabilities; the board shall be funded in part or in whole by appropriations for the South Carolina Department of Disabilities and Special Needs.
- b. Submit an annual plan and projected budget to the South Carolina Department of Disabilities and Special Needs for approval and consideration of funding.
- c. Review and evaluate, on at least an annual basis, county mental retardation and related disability services provided pursuant to this ordinance and report its finding and recommendations to the South Carolina Department of Disabilities and Special Needs and county council.
- d. Promote and accept local financial support for Richland County programs from funding sources such as businesses, individuals, industrial and private foundation, voluntary agencies, governmental and other lawful sources and promote public support from municipal and county sources.
- e. Employ personnel and expend its budget for the direct delivery of services or contract with those services vendors necessary to carryout county mental retardation or related disability service programs, which shall meet those specifications prescribed by the South Carolina Department of Disabilities and Special Needs.
- f. Plan, arrange, and implement working agreements and contract with other human service agencies, both public and private, and with educational and judicial agencies.
- g. Provide the South Carolina Department of Disabilities and Special Needs and the county council with such records, reports, and access to tis sponsored services as the South Carolina Department of Disabilities and Special Needs and the county council may require and submit its sponsored services and facilities to licensing requirements of the South Carolina Department of Disabilities and Special Needs of the licensing requirements of other state or local agencies having such legal authority.
- h. Buy, sell, mortgage, pledge, encumber, lease, rent, and contract with respect to real and personal property, from funds payable out of any revenues of the

county disabilities and special needs board, and shall not obligate the full faith, credit, and taxing power of the county.

- i. Provide a public forum to which individuals or groups may present any concerns or appeal a dispute or disagreement with a provided agency or service.

**(p) *Duties of the Midlands Commission on homelessness.***

1. The Midlands Commission shall be appointed from the civic and business community and shall be composed of seven (7) persons, each of whose leadership has demonstrated an interest in the needs of the homeless population of central South Carolina. Three (3) of the members of the Commission shall be appointed by the Mayor and City Council of the City of Columbia and four (4) of the members of the Commission shall be appointed by the County Council of County of Richland, State of South Carolina. One of the four members of the Commission appointed by the County of Richland shall be the designee of the Consortium For the Homeless serving central South Carolina. The members shall serve for terms of three (3) years and until their successors are appointed and qualified, except that the first appointments shall be as follows: three (3) for the three (3) years; two (2) for two (2) years; and two (2) for one (1) year. No Commission member shall be eligible for appointment following service as a Commissioner for one (1) year following the expiration of any full term of service as a Commissioner.
2. Immediately upon the appointment of the Commission, it shall organize by electing one of its number as Chair, a second as Vice Chair, and a third as Secretary. The officers of the Commission shall hold office for terms of one (1) year and until their successors shall be chosen and qualified. It shall be the duty of the Commission to see that a record of the appointees to the Commission shall be filed in the office of the Clerk of Council for Richland County, and the office of the Clerk of the City Council of Columbia, so as to indicate the persons holding office as members of the Commission and the duration of their respective terms. No member of the Commission shall receive any compensation for his or her services as a member of the Commission. Membership on the Commission shall not be construed to be an office of honor or profit.
3. *Duties.*
  - a. To act as an advocate for the needs of the homeless population in central South Carolina;

- b. To identify resources necessary to address the needs of the homeless population of central South Carolina;
  - c. To encourage coordination in the planning for and delivery of services to the homeless population in central South Carolina;
  - d. To the greatest extent possible, work in conjunction with the Consortium for the homeless and other entities serving the needs of the homeless;
  - e. To conduct its affairs in a fiscal year beginning July 1 and ending June 30. As shortly after close of its fiscal year as may be practicable, an audit of its affairs shall be made. Copies of such audit, incorporated into an annual report of the Commission, shall be filed with the Clerk for the County of Richland County, State of South Carolina, and the Clerk for the City Council of Columbia, State of South Carolina;
4. Reasonable administrative assistance to the Commission shall be provided for by the City of Columbia in conjunction and cooperation with the County of Richland.
  5. Any action required of the Commission may be taken at any meeting of the Commission, regular or special, and at any such meeting a majority of the members of the Commission shall constitute a quorum for the purpose of transacting the business of the Commission.

**(r) *Bond Review Committee.***

(1) *Creation.* There is hereby established a Richland County Bond Review Committee which shall have the structure, organization, composition, purposes, powers, duties, and functions established below.

(2) *Membership; terms.* The Bond Review Committee shall be comprised of five members, as follows: two shall be county employees designated by the County Administrator, two shall be Council members designated by the County Council Chair, and one shall be a bond counsel representative. A members shall serve a term of two (2) years or until his or her successor is appointed. In addition, the County Auditor and the County Treasurer shall serve on the Committee ex officio, with all the same rights, duties, and responsibilities as a Committee member.

(3) *Duties and responsibilities.*

- a. The Bond Review Committee shall review and make recommendations to the County Council regarding the issuance of Debt Obligations and the management of outstanding debt in accordance with the County Debt Policy.
- b. The Bond Review Committee shall consider all issues related to outstanding and proposed Debt Obligations; including, but not limited to, all matters affecting or relating to the creditworthiness, security and repayment of the proposed Debt Obligations, such as procurement of services for debt sales and administration, structure, repayment terms and covenants of the proposed Debt Obligation.
- c. The Bond Review Committee shall periodically review county debt policies and make recommendations where appropriate.
- d. The Bond Review Committee shall review all capital projects proposed to be financed with debt for compliance with the Debt Policy, and will make recommendations to the County Administrator as to the appropriate structure of such debt. In formulating its recommendations, the Committee shall consider:
  1. Legality and availability of revenue for the repayment of such debt;
  2. Impact of such debt on the county's debt capacity;
  3. Ongoing operational impact analysis to consider additional requirement after project completion on the county's operating budget;
  4. Impact analysis of debt service requirements to the total county debt obligation over life of debt;
  5. Review post-project analysis to evaluate actual benefit received in comparison to estimates;
  6. Review compliance on all outstanding bond covenants and requirements of the bond resolution; and
  7. Other relevant factors.
- e. The Bond Review Committee shall present findings and recommendations to Council during project discussions.

**(s) *Richland County Complete Streets Commission.***

1. *Creation.* There is hereby created a Richland County Complete Streets Commission, herein known as the Commission, or RCCSC.
2. *Membership.* The Commission shall consist of nine (9) members, with one representative from each of the following general interest groups: one (1) representative from the South Carolina Department of Health and Environmental Control (DHEC); one (1) representative from the American Association of Retired People (AARP) regional office; one (1) representative from neighborhood advocacy interests; one (1) representative from the Central Carolina Realtors Association; one (1) representative from the Homebuilders Association of Greater Columbia; one (1) representative from cycling advocacy interests; one (1) representative from the Richland County municipalities; and one (1) representative from Americans with Disabilities Act (ADA) advocacy interests. In addition, the South Carolina Department of Transportation (SCDOT) District One Office Administrator or his/her designee shall serve on the Commission.

All members shall serve without compensation, and shall be appointed by the Richland County Council.

3. *Terms of Members; Election of Chairperson; Meetings.*
  - a. Initially, three (3) members shall be appointed for a one year term; three (3) members for a two year term; and three (3) members for a three year term. Thereafter, all appointments shall be for a three year term. The initial appointments shall be as follows:
    1. Three year terms for the ADA advocacy representative; Central Carolina Realtors Association representative; and the DHEC representative; and
    2. Two year terms for the AARP representative; the municipal representative; and the cycling advocacy representative; and
    3. One year term for the residential neighborhood advocacy representative; the District One SCDOT representative; and the Homebuilders Association of Greater Columbia representative.
    4. After the initial appointments, each new appointment shall be for a three year term.

5. Appointments to a vacancy shall be for a remainder of the representative's current term.
  - b. The Commission shall annually elect a chairperson and a vice-chairperson by a majority vote of its respective membership.
  - c. The Planning and Development Services Department shall provide administrative support to the Commission.
  - d. The Commission shall meet monthly during the second week of the month and shall not begin before 5:00 PM. The Chairman may call a special meeting at any time with a minimum of seven (7) days notice to members.
  - e. All meetings of the Commission shall be conducted in compliance with the South Carolina Freedom of Information Act.
4. *Duties.* The Commission shall review and comment regarding proposals to implement the Richland County Complete Streets Program Goals and Objectives, adopted July 6, 2010, and as may be periodically amended thereafter. Said proposals may include, but are not limited to, regulations and/or procedures to:
- a. Improve cycling and pedestrian facilities and safety; and
  - b. Complete a comprehensive sidewalk improvement program for County Council consideration by June 2012, and
  - c. Create CMRTA Park-n-Ride facilities; and
  - d. Preparation of a countywide ADA Transition Plan for County Council consideration by June 2014; and
  - e. Develop measures in an attempt to reduce pedestrian and cycling accidents; and
  - f. Other duties as may be assigned by the County Council.
5. *Procedures.* The Richland County Complete Streets Commission shall adopt Rules of Procedure by which meetings and activities of the Commission will be conducted no later than ninety (90) days after its first scheduled meeting. Such Rules shall not conflict with Robert's Rules of Order, the general and permanent statutes of the State of South Carolina, and Richland County ordinances.

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

SUBMIT VACANCY LISTING TO RULES COMMITTEE	PUBLICATION OF AD (Estimate)	APPLICATION SUBMITTAL DEADLINE
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
February 7, 2023	February 12, 2023	March 10, 2023

**APPLICATIONS ON FILE**

**April 19, 2022**

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed	Status
Accommodations Tax	Alegron Williams	Unincorporated	7	11/10/2021	<b>12/7/2021</b>	Application on file
Airport Commission	Ron Mims	Unincorporated	1	3/15/2021	<b>3/15/2022</b>	
Airport Commission	Charlton Whipple	Unincorporated	1	1/25/2022		
Airport Commission	D. Michael Kelly	Columbia	6	2/3/2022		
Airport Commission	Brian Gwin	Columbia	5	3/2/2022		
Airport Commission	Frank Caggiano	Columbia	5	4/4/2022		
Board of Assessment Appeals	Mark Cheslak	Unincorporated	8	2/11/2022		
Board of Zoning Appeals	David Fulmer	Unincorporated	1	1/2/2022		
Board of Zoning Appeals	Shasai Hendrix	Unincorporated	8	3/14/2022		
Board of Zoning Appeals	Charles Durant	Unincorporated	11	3/16/2022		
Board of Zoning Appeals	Timothy M. Brown	Columbia	5	3/18/2022		
Business Service Center	Quadrey Reeves	Columbia	3	3/16/2022		
Business Service Center	Hugh Harmon	Unincorporated	8	3/18/2022		
Central Midlands Council of Governments	Susan Brill	Unincorporated	9	8/24/2021		
Central Midlands Council of Governments	Chris Siercks	Unincorporated	6	11/15/2021		
Central Midlands Council of Governments	Laticka Smith	Unincorporated	7	12/27/2021		
Central Midlands Council of Governments	Andrew Williamson	Unincorporated	10	1/24/2022		
Central Midlands Council of Governments	Gethro Benn	Unincorporated	2	3/2/2022		
Community Relations Council	Caitlin O'Neal	Columbia	6	5/3/2021		
Community Relations Council	Annette Hammond	Unincorporated	7	8/9/2021		
Community Relations Council	Leticia Wade	Columbia	10	8/17/2021		
Community Relations Council	Gethro Benn	Unincorporated	2	8/26/2021		
Community Relations Council	Tevin Spruill	Columbia	4	8/28/2021		
Community Relations Council	Sharell Sambrone	Unincorporated	9	8/31/2021		

**APPLICATIONS ON FILE**

**April 19, 2022**

Community Relations Council	Kizzie Smalls	Unincorporated	2	9/8/2021	
Community Relations Council	Darryl Wray	Unincorporated	7	10/25/2021	
Community Relations Council	Sybil Rosado	Columbia	5	11/6/2021	
Community Relations Council	Kabrina Bass	Unincorporated	9	11/16/2021	
Community Relations Council	Ryan Brown	Columbia	6	11/16/2021	
Community Relations Council	Shandelle Simmons	Unincorporated	7	12/8/2021	
Community Relations Council	Andrew Williamson	Unincorporated	10	1/26/2022	
Community Relations Council	Punam Patel	Columbia	5	2/11/2022	
Community Relations Council	Charles Durant	Unincorporated	11	2/26/2022	
Community Relations Council	Franette Boyd	Unincorporated	9	3/13/2022	
Community Relations Council	Quadrey Reeves	Columbia	3	3/18/2022	
East Richland Public Service District	Bruce Greenberg	Columbia	5	3/30/2021	
Employee Grievance Committee	John Robert Dunn	Solicitor's Office		12/13/2021	4/5/2022
Employee Grievance Committee	Kimberly Toney	Transportation		12/23/2021	4/19/2022
Employee Grievance Committee	Alexander Burton	Transportation		2/7/2022	4/5/2022
Historic Columbia	Jack Ligon	Columbia	3	11/10/2021	Currently No Vacancies
Internal Audit Committee	Vernell Butler	Unincorporated	8	2/17/2022	
LRADAC	Caitlin O'Neal	Columbia	6	5/3/2021	
LRADAC	Joshua Douglas Fabel	Unincorporated	2	11/17/2021	
LRADAC	John Jacob Loveday	Columbia	6	11/18/2021	
LRADAC	Amanda Halloran	Columbia	4	2/21/2022	
LRADAC	Melissa Boylan	Arcadia Lakes	3	3/17/2022	
LRADAC	Salley Rickenbacker Robinson	Unincorporated	10	3/18/2021	
Music Festival Committee	Jean McDowell	Columbia	6	8/27/2021	
Music Festival Committee	Lawrence Terry	Forest Acres	8	11/15/2021	
Music Festival Committee	Lynette Smith	Unincorporated	11	3/11/2022	
Music Festival Committee	Timothy M. Brown	Columbia	5	3/18/2022	

**APPLICATIONS ON FILE**

**April 19, 2022**

Planning Commission	Christian Brent Chitwood	Irmo	1	4/7/2021	4/5/2022
Planning Commission	Sally Saunders Huguley	Arcadia Lakes	8	8/27/2021	4/19/2022
Planning Commission	Tamika Daniels	Unincorporated	7	10/24/2021	4/19/2022
Planning Commission	Lorenzo Katio	Unincorporated	3	11/3/2021	4/19/2022
Planning Commission	Algeron Williams	Unincorporated	7	11/10/2021	12/7/21 -RMH
Planning Commission	Chris Siercks	Unincorporated	6	11/15/2021	
Planning Commission	Ryan Brown	Columbia	6	11/16/2021	
Planning Commission	Frederick Johnson, II	Forest Acres	3	2/11/2022	
Planning Commission	Charles Durant	Unincorporated	11	3/8/2022	
Planning Commission	Lindsey Shealy	Forest Acres	6	3/9/2022	
Planning Commission	Jennifer Blocker Sanders	Unincorporated	11	3/18/2022	
Planning Commission	Sally Saunders Huguley	Arcadia Lakes	8	3/18/2022	
Planning Commission	Timothy M. Brown	Columbia	5	3/18/2022	
Planning Commission	Bruce Greenberg	Columbia	5	3/30/2021	
Richland Memorial Hospital Board	Charles Durant	Unincorporated	11	3/9/2022	
Richland Memorial Hospital Board	Patrick Palmer	Unincorporated	3	3/11/2022	
Richland Memorial Hospital Board	Franette Boyd	Unincorporated	9	3/13/2022	
Richland Memorial Hospital Board	Shasai Hendrix	Unincorporated	8	3/14/2022	
Richland Memorial Hospital Board	Quadrey Reeves	Columbia	3	3/16/2022	
Township Auditorium	Antjuan Seawright	Unincorporated	11	9/7/2021	
Township Auditorium	M. Evelyn Fields	Columbia	6	10/22/2021	
Township Auditorium	Larry Smith	Columbia	3	10/26/2021	
Township Auditorium	Ella Shiver	Blythewood	2	10/27/2021	
Township Auditorium	Lorenzo Katio	Unincorporated	3	11/3/2021	
Township Auditorium	Sheila Harris	Unincorporated	7	11/9/2021	12/7/21 -RMH
Township Auditorium	Franette Boyd	Unincorporated	9	3/13/2022	
Township Auditorium	Pamela Bynoe-Reed	Unincorporated	8	3/14/2022	
Township Auditorium	Deborah Tyrues	Unincorporated	7	3/17/2022	
Township Auditorium	Hugh Harmon	Unincorporated	8	3/17/2022	
Township Auditorium	Quadrey Reeves	Columbia	3	3/18/2022	
Transportation Penny Advisory Committee	Christine Keefer	Unincorporated	2	3/10/2022	