



Richland County Council
Rules and Appointment Committee
MINUTES
March 21, 2023 – 3:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Gretchen Barron, Chair, Jason Branham, and Allison Terracio

OTHERS PRESENT: Cheryl English, Kyle Holsclaw, Michelle Onley, Tamar Black, Anette Kirylo, and Angela Weathersby

1. **CALL TO ORDER** – Chairwoman Gretchen Barron called the meeting to order at approximately 3:03 PM.
2. **APPROVAL OF MINUTES**
 - a. March 7, 2023 – Ms. Terracio moved to approve the minutes as distributed, seconded by Ms. Barron.
In Favor: Branham, Terracio, and Barron
The vote in favor was unanimous.
3. **ADOPTION OF THE AGENDA** – Ms. Terracio moved to adopt the agenda as published, seconded by Ms. Barron.
In Favor: Branham, Terracio, and Barron
The vote in favor was unanimous.
4. **INTERVIEWS** – Ms. Terracio moved to go into Executive Session to conduct interviews for the Board of Zoning Appeals and the Township Auditorium Board, seconded by Mr. Branham.
In Favor: Branham, Terracio, and Barron
The vote in favor was unanimous.

The committee entered Executive Session at approximately 3:05 PM and exited at approximately 3:31 PM.

Ms. Terracio moved to come out of Executive Session, seconded by Mr. Branham.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

Ms. Barron stated no actions were taken during executive session and the following interviews were held:

- a. Board of Zoning Appeals – Four (4) Vacancies – Mr. John Gwinn and Mr. Stanley Panford were interviewed for the Board of Zoning Appeals vacancies.
- b. Township Auditorium Board – One (1) Vacancy – Ms. Tuesday Duckett and Mr. Carlos Gibbons, Jr., were interviewed for the Township Auditorium Board vacancies.

5. APPOINTMENTS

- a. Board of Zoning Appeals – Four (4) Vacancies – Ms. Barron noted that Ms. Sheila Harris was interviewed in December 2022.

Ms. Terracio stated Ms. Harris applied for several vacancies. She inquired if Ms. Harris expressed a preference as to which committee she would like to serve or if there were another committee she would be a better fit for.

Ms. Barron responded there is another board that Ms. Harris would be better suited for.

Ms. Terracio moved to appoint Mr. John Gwinn and Mr. Stanley Panford.

The motion died for lack of a second.

Mr. Branham thanked the applicants for appearing. He believes there is an opportunity for them to study the purpose of the Board of Zoning Appeals.

Mr. Branham moved to re-advertise the vacancies, seconded by Ms. Terracio.

Ms. Terracio inquired if we have had difficulty attracting applicants for the Board of Zoning Appeals and if there is anything we can do to help bring forward applicants that are more well-versed in what the board does.

Ms. Barron responded, historically, we have not had a large pool of applicants for the board. However, this is one of those boards we had to catch up with the vacancies. In the past, it was clear what the expectations were. It gives her pause to rubberstamp people because they are interested in serving.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

- b. Township Auditorium Board – One (1) Vacancy – Ms. Terracio moved to re-appoint Mr. Carlos Gibbons, Jr., seconded by Mr. Branham.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

6. ITEMS FOR DISCUSSION/ACTION

- a. Prior to the Rules and Appointments Committee interviewing applicants to serve on existing vacancies Councilmembers serving as a liaison on a Board, Commission, or Committee should provide the Rules and Appointments Committee with an update on current needs that particular board is trying to fill including but not limited to qualifications and expectations. The Councilmember should make an effort to attend those interviews. [BARRON – January 3, 2023] – Ms. Barron stated last year, we took the opportunity to update the overview of each board, commission, and committee so they were uniform. She noted we could request the Clerk's Office to make sure we reach out to the liaisons to see if there are any updates when we conduct the interviews.

Ms. Terracio suggested we communicate with the Chair of the Board, Commission, or Committee and the Director(s).

Ms. Barron commended the Clerk's Office for addressing the committee's needs and concerns and ensuring we got the needed information from the boards, commissions, committees, and applicants.

Mr. Branham inquired if the committee would recommend to Council to adopt this as a policy.

Ms. Barron responded that we can, but the committee has already adopted this as practice with the Clerk's Office.

Ms. Terracio inquired if this would be reported as part of the Report of the Rules and Appointments Committee, but no action will be taken.

- b. The mission and vision statement of each Board, Committee, and Commission Richland County Council appoints to shall be listed and made available to all. [BARRON – January 3, 2023] – Ms. Barron stated this information is on the County's website, included as a part of the application process, and the Clerk's Office also sends the applicant an overview of what they are coming to interview for. Ms. Terracio noted she did not know this was on the County's website. She hopes that when we revamp the website, it will be more navigable to the public.

Ms. Barron said she would gladly remind the Council of the updated system during the Rules and Appointments Committee Report. If you do not know, you do not have the information to share with applicants.

Mr. Branham stated in his experience, the website was pretty straightforward, and he is glad the purpose/mission is there.

- c. Eliminate the requirement for applicants who are applying to serve on Boards, Commissions, or Commissions to disclose their age range and sex during the application process. Appointments are done based on skills and knowledge. [BARRON – January 3, 2023] – Ms. Terracio stated she had gotten feedback from the various board, commissions, and committees, and they found it helpful. They are actively looking to ensure it is not just one demographic on the board, commission, or committee. As a fact, one of the appointees approached her and noted everyone on the board looked just like them. She believes people want more identifying factors. She would like to know how to address individuals when they appear for their interview.

Ms. Barron inquired if we want to add pronouns, or their preference, etc.

Ms. Terracio responded it is very common for forms to include pronouns. She believes we could look at other counties' applications to see how it is being presented.

Ms. Barron noted this would be an action item. According to her notes, we recommend including age, sex, and their preference on the application.

Ms. Terracio stated what she has seen on other forms is the age range, gender and/or pronouns, and title.

Mr. Branham stated, on the flip side, if we are already committed to interviewing every applicant, we do not risk discriminating against someone. He could see where we would be open to eliminating these identifying factors.

Ms. Terracio noted she does not know of any instances where we choose not to interview someone. Speaking for herself, she would like to know how to address the applicant(s).

Ms. Barron noted she would report to Council that the committee does not have a recommendation.

- d. Request all Boards, Committees, and Commissions whose members are appointed by Richland County Council to re-evaluate the number of members they need to serve on that particular entity in order to address their need for a reduction or an increase of members to be appointed and serve. [BARRON – January 3, 2023] – She noted this motion desires us to ensure the entities we appoint to have enough members to serve. She indicated this could become complicated because it could require an ordinance change.

Ms. Anette Kirylo, Clerk to Council, noted the number of members requirements for some boards, commissions, and committees are set by the State, therefore we cannot change the number of members they have. It will have to be reviewed individually.

Mr. Branham moved to defer this item until the following Rules and Appointments Committee meeting, seconded by Ms. Terracio.

In Favor: Branham, Terracio, and Barron.

The vote in favor was unanimous.

7. **ITEMS FOR INFORMATION**

- a. Boards, Commissions, and Committee Advertisement Schedule – No action was taken.
- b. Applications Currently on File – No action was taken.
- c. Quarterly Attendance Reports – No action was taken.

8. **ADJOURNMENT** – Ms. Terracio moved to adjourn the meeting, seconded by Mr. Branham.

In Favor: Branham, Terracio, and Barron.

The vote in favor was unanimous. The meeting was adjourned at approximately 4:00 PM.