



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

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

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

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

In Favor: Malinowski, Barron and Mackey

The motion in favor was unanimous.

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

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

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

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

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

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

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

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

Ms. Onley responded in the affirmative.

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

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

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

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

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

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

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

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

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

## 5. INTERVIEWS

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

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

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

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

## 6. NOTIFICATION OF APPOINTMENTS

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

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

individually.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

Hutto: Malinowski, Barron and Mackey

Ott: Barron and Mackey

Homeyer: Malinowski

Hunter: Ø

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

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

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

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

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

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

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

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Ms. Black responded he was not.

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

Ms. Barron withdrew her motion.

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

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

Ms. Onley responded in the affirmative.

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

Mr. Malinowski inquired when the next vacancies be advertised.

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

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

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

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

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

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

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

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

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

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

7. **ITEMS FOR ACTION**

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

8. **ITEMS FOR DISCUSSION**

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

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

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

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

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

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

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