



Richland County Council
Rules and Appointment Committee
MINUTES
December 5, 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: Derrek Pugh, Don Weaver, Michelle Onley, Anette Kirylo, Angela Weathersby, Wayne Thornley, Stacey Hamm, Tamar Black, Jennifer Wladischkin, and Ashiya Myers

1. **CALL TO ORDER** – Chairwoman Gretchen Barron called the meeting to order at approximately 3:00 PM.

2. **APPROVAL OF MINUTES**

a. November 14, 2023 – Ms. Terracio moved to approve the minutes as distributed, seconded by Mr. Branham.

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 Mr. Branham.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

4. **INTERVIEW AND APPOINTMENT**

a. Richland County First Steps Partnership Board: Richland Library Appointment – Ms. Barron noted the Richland Library recommends an appointee to the Rules and Appointments Committee. The Rules and Appointments Committee will interview the individual and provide a recommendation to Council. Council reserves the right to appoint or not appoint the individual.

Mr. Branham moved to go into Executive Session, seconded by Ms. Terracio.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

*The Committee went into Executive Session at approximately 3:02 PM
and came out at approximately 3:10 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 indicated the committee entered into Executive Session to hold an interview for the Richland County First Steps Partnership Board: Richland Library Appointee. No action was taken in Executive Session.

Ms. Terracio moved to appoint Ms. Lee Patterson to represent the Richland Library on the Richland County First Steps Partnership Board, seconded by Ms. Barron.

In Favor: Branham, Terracio, and Barron.

The vote in favor was unanimous.

5. **NOTIFICATION OF VACANCIES**

- a. Accommodations Tax Committee – Four (4) Vacancies (ONE applicant must have a background in the Lodging Industry, TWO applicants must have a background in the Hospitality Industry, and ONE applicant must have a Cultural background)
- b. Board of Zoning Appeals – One (1) Vacancy
- c. Building Codes Board of Appeals – Eight (8) Vacancies – (ONE applicant must be from the Architecture Industry, ONE applicant must be from the Gas Industry, ONE applicant must be from the Building Industry, ONE applicant must be from the Contracting Industry, ONE applicant must be from the Plumbing Industry, ONE applicant must be from the Electrical Industry, and TWO applicants must be from the Fire Industry as alternates)
- d. Business Service Center – Three (3) Vacancies (ONE applicant must be from the Business Industry and TWO applicants must be CPAs)
- e. Central Midlands Regional Transit Authority – One (1) Vacancy
- f. Hospitality Tax Committee – Three (3) Vacancies (TWO applicants must be from the Restaurant Industry)
- g. Lexington Richland Alcohol and Drug Abuse Council (LRADAC) – Two (2) Vacancies
- h. Richland Memorial Hospital Board – Four (4) Vacancies

Ms. Anette Kirylo, Clerk of Council, noted that the advertisement will run from December 15, 2023-January 12, 2024.

Ms. Terracio moved to advertise for the above-referenced vacancies, seconded by Mr. Branham.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

6. **ITEMS FOR DISCUSSION/ACTION**

- a. Richland County First Steps Partnership Board Description – Ms. Barron stated that Council approved the ordinance allowing us to appoint to this board. The board description will be included with the description of the other boards, commissions, and committees approved by this committee.

Ms. Kirylo stated once the committee approves the board description it will be added to the County's website.

Ms. Elizabeth McLean, Chief Deputy County Attorney, indicated this type of description is typically included in the ordinance.

Ms. Barron expressed that the County Attorney said the language was in the ordinance. She did not look at the ordinance to see how it was laid out, but she does remember when we were making edits and modifications; if they were not there, we had to insert them.

Ms. McLean noted nothing in the recently executed ordinance lays out how the members are appointed.

Ms. Barron indicated she would like to forward the document the Clerk's Office provided to the Council for approval.

Mr. Branham stated as he was reading the proposed description the second sentence may need to be more concise about what First Steps does. He noted his understanding is First Steps initiative is to serve the needs of young children and their families.

Ms. Terracio believes it is a school readiness program, which should be reflected in the description. Ms. Barron stated the Clerk's Office indicated the language came from the ordinance. She inquired if this is the way First Steps describes their program. She agrees the second sentence is quite wordy, but if it is how they describe themselves, then the language should reflect that. Since there seems to be some confusion about the language, she suggests this item be deferred until the February 2024 Rules and Appointments Committee meeting. She requested that committee members provide suggestions to the Clerk's Office by Tuesday, December 12, 2023.

- b. I move that Council establishes written guidelines regarding the number of proclamations and acknowledgement resolutions that can be presented at County Council meetings [WEAVER and TERRACIO] – Ms. Kirylo stated she reached out to the South Carolina Association of Counties and the Clerk to Council's Association and requested feedback on their policies and procedures regarding proclamations and resolutions. She expressed that none of the counties that responded have written policies and procedures. The majority do not have limits. The presentation is done onsite and offsite, similar to what Richland County does. There is no time limit for the individual to speak, but if the recipients are allowed to speak, the comments are understood to be brief.

Ms. Barron inquired if Ms. Kirylo had a recommendation.

Ms. Kirylo maintained that when the Clerk's Office reaches out to the individual(s) receiving the recognition, they have about 20 seconds to make remarks. It is up to each Council member to sponsor a proclamation or request Council to approve a resolution. Ultimately, it is how Council wishes to proceed. If Council wishes to set limits, it is crucial to identify how the limits will be set.

Mr. Branham asserted he believes we could save some time by limiting the reading of the document to the first and last paragraphs.

Ms. Barron inquired if we need a rule or an understanding with the Clerk's Office.

Ms. Terracio responded that it could simply be Council members and the Clerk's Office establishing a 'norm' for these type of items.

Mr. Branham moved to forward to Council with a recommendation not to establish any rules of procedures related to resolutions or proclamations; however, we have requested the Clerk to Council provide informal guidelines to Council, seconded by Ms. Terracio.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

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

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

The meeting was adjourned at approximately 3:32 PM.