



Richland County Council  
Office of Small Business Ad Hoc Committee  
**MINUTES**  
November 1, 2022 – 2:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

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COUNCIL MEMBERS PRESENT: Derrek Pugh, Gretchen Barron (arrived at 2:13 p.m.), Jessica Mackey, and Chakisse Newton

OTHERS PRESENT: Erica Wade, Nathaniel Miller, Tamar Black, Anette Kirylo, Kyle Holsclaw, Leonardo Brown, Patrick Wright, Zachary Cavanaugh, Sarah Harris, Bryant Davis, Jennifer Wladischkin, Lori Thomas, Abhijit Deshpande, Angela Weathersby, Justin Landy, Ashiya Myers, Chelsea Bennett, Dante Roberts, Pamela Green, Margaret Jones, Aric Jensen, Geo Price, Michael Maloney, Stacey Hamm, Dwight Hanna, and Michelle Onley

1. **CALL TO ORDER** – Councilman Chakisse Newton called the meeting to order at approximately 2:00 PM.
2. **ADOPTION OF THE AGENDA** - Mr. Pugh moved to adopt the agenda as published, seconded by Ms. Mackey.  
  
In Favor: Pugh, Mackey, and Newton  
  
Not Present: Barron  
  
The vote in favor was unanimous.
3. **ELECTION OF CHAIR** – Ms. Mackey moved to elect Mr. Pugh as Chair, seconded by Ms. Newton.  
  
In Favor: Pugh, Mackey, and Newton  
  
Not Present: Barron  
  
The vote in favor was unanimous.
4. **MINUTES**
  - a. **October 16, 2018 [FOR INFORMATION]** – The minutes were received as information.
5. **PRESENTATION**
  - a. **OSBO Overview** – Ms. Erica Wade, OSBO Manager, presented an overview of the Office of Small Business Opportunity.  
  
Ms. Newton inquired about the number of open positions.  
  
Ms. Wade responded there are currently two positions open.

Ms. Newton inquired when the office was founded.

Ms. Wade responded it was founded in 2014.

Ms. Newton inquired about what Ms. Wade sees as some of the biggest successes of the office.

Ms. Wade responded that during the pandemic, they could retain their SLBEs and virtually conduct workshops and training.

Ms. Mackey inquired about the eligibility requirements for SLBE and how they differ from other municipalities (i.e., the City of Columbia).

Ms. Wade responded the SCDOT program is federal and uses the DBE program. The County's program is small and local. The County is also race and gender-neutral, while the City of Columbia and SCDOT are race and gender conscience.

Ms. Mackey inquired if small businesses that apply for a business license could automatically begin the process of applying to be an SLBE.

Ms. Wade responded, based on feedback received, the transition is smooth, and the Business License Department and the Office of Small Business Opportunity work hand-in-hand.

Ms. Barron noted she saw more coming from the OSBO Office during the pandemic than she had ever seen before. She praised the department for its work. She inquired if there was a way for them to expand and be more inclusive.

Mr. Brown stated moving forward; they will review the ordinance(s) to understand Council's intentions better when they were created and potentially seek feedback from the current Council on their intentions. He wants to ensure the ordinance(s) align with what we want to accomplish as a County, as it relates to how they organize the organization.

Ms. Newton noted the presentation indicated the OSBO would participate in the equity study. She inquired where we stay in that process.

Ms. Wladischkin responded they submitted an RFP for the diversity study and submitted a ranking memo to Mr. Brown. He signed off on the memo, and they are engaging in Phase I of the study. The contract negotiations have been completed, and they will issue a notice to proceed soon. Ms. Wade will be the contracting officer representative for the County.

Ms. Newton requested a copy of the RFP.

6. **ADJOURNMENT** - Ms. Mackey moved to adjourn, seconded by Ms. Newton.

In Favor: Pugh, Barron, Mackey, and Newton

The motion to adjourn was unanimous.

The meeting adjourned at approximately 2:40 PM.