

# **RICHLAND COUNTY COUNCIL**



## **RULES AND APPOINTMENTS COMMITTEE**

**Bill Malinowski**  
(Chair)  
District 1

**Julie-Ann Dixon**  
District 9

**Jim Manning**  
District 8

**July 29, 2014**

**5:30 PM**

**2020 Hampton Street  
4<sup>th</sup> Floor Conference/Training**

- 1. Call to Order: The Honorable Bill Malinowski**
- 2. Approval of Minutes**
  - a. June 1, 2014**
- 3. Adoption of Agenda**
- 4. Interview**
  - a. Central Midlands Council of Governments-1; there is one appointment needed for this board; an application was received from the following:**
    - 1. Alfred Comfort, III**
- 5. Adjournment**

## Minutes of



### Richland County Council Rules and Appointments Committee July 1, 2014 1:00 PM

#### Members Present:

**Member** Chair, Bill Malinowski  
**Member** Julie-Ann Dixon  
  
**Member** Jim Manning was present by phone

**Also Present:** Monique Walters

#### Call to Order

The meeting was called to order at approximately 3:04 p.m.

#### Approval of Minutes

The May 20, 2014 minutes were approved as submitted, unanimously.

#### Adoption of Agenda

The agenda was adopted as submitted.

#### Interviews

**Accommodations Tax Committee-2; no applications were received** – the Committee recommended this position be advertised.

**Board of Zoning Appeals-1; no applications were received for this position** –the Committee recommended this position be re-advertised.

**Building Codes Board of Appeals-4; appointments are needed for a Plumber, Contractor, and two from the Fire Industry. One application was received for Contractor from: Lasenta Lewis-Ellis, Contractor\*** - the Committee recommended Ms. Lewis-Ellis for reappointment to the board for the position of contractor, and re-advertise the three remaining positions.

**Community Relations Council-4; applications for the four positions were received from: Daniel J. Crooks, III, Nicole Smith, Sarah Watson\*, and Roscoe Wilson\*** – the Committee recommended Mr. Crooks and Ms. Smith for appointment, and Ms. Watson and Mr. Wilson for reappointment to the Community Relations Council.

**Historic Columbia Foundation-1; no applications were received for this board** – the Committee recommended this position be re-advertised.

**Hospitality Tax Committee-1; one application was received from Charles Aiken** – the Committee recommended Mr. Aiken for appointment to this committee.

**Township Auditorium Board-1; this is one vacancy on this board. Applications were received from the following: Megan Pinckney, Abigail Rogers, and D. Wade Sparks** –Ms. Pinckney withdrew her application; the Committee recommended Ms. Rogers for appointment to the board.

**Procurement Review Panel-2; no applications were received from this board** –the Committee recommended the positions be re-advertised.

#### Items for Action

**Central Midlands Council of Governments-; there is one vacancy on this board: Brenda Perryman, May21, 2016 (resigned)** – the Committee recommended the position be advertised.

**East Richland Public Service Commission-1; there will be on vacancy on this commission: John H. Hudgens, July 21, 2014\*** – the Committee recommended the following position be advertised.

**Community Relations Council-4; there will be four vacancies on this council: Karen Jenkins, June 30, 2014; Josephine McRant, June 30, 2014\*; Sarah B. Watson, June 30, 2014\*; Roscoe Wilson, June 30, 2014\*** - the Committee recommended these positions be advertised.

**Richland County Library Board-6; there will be six vacancies on this board: John Baker, July 6, 2014, Nathaniel Barber, July 6, 2014\*, George C. Johnson, July 6, 2014, Rox Pollard, July 6, 2014, Alethia Parr Rearden, July 6, 2014\*, Ida Thompson\*** - the Committee recommended these positions be advertised.

**Township Auditorium Board-1; there is one vacancy on this board; there is one vacancy on this board: Kem Smith, February 7, 2017 (Resigned)** - the Committee recommended this position be advertised.

The committee members present discussed scheduling the next meeting for 4:00 pm.

## **Adjournment**

The meeting adjourned at approximately 4:00 pm.

Minutes transcribed by Monique Walters



**APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION**

**Applicant must reside in Richland County.**

Name: Alfred Comfort III

Home Address: 4 MELROSE COURT COLUMBIA, SC 29229

Telephone: (home) 843.608.9705 (work) 803.737.1245

Office Address: 955 PARK STREET

Email Address: comforta@yahoo.com

Educational Background: BS: in Business Admin MBA: Business (Emphasis in Accounting)

Professional Background: 20+ career in Audit, Banking, Finance and Accounting at top fortune  
50 companies.

Male Female Age: 18-25  26-50 Over 50

Name of Committee in which interested: Central Midlands Council of Governments

Reason for interest: I have a strong desire and high level of interest serving the county in this  
capacity.

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

In addition many years of professional experience, I in many phases of business, I understand  
transportation, construction, finance, accounting, government, etc.

Presently serve on any County Committee, Board or Commission? NO

Any other information you wish to give? \_\_\_\_\_

Recommended by Council Member(s): Chair Norman Jackson and Councilman Kelvin  
Washington

Hours willing to commit each month: 2 – 10 Hours a month or more.

**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 INTERESTS**

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alfred Comfort  
Applicant's Signature

6-9-2014  
Date

**Return to:  
Clerk of Council, Post Office Box 192, Columbia, SC 29202.  
For information, call 576-2060.**

**One form must be submitted for each Committee, Board or Commission on which you wish to serve.**

**Applications are current for one year.**

<b>Staff Use Only</b>			
Date Received:	_____	Received by:	_____
Date Sent to Council:	_____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> On file

**Alfred Comfort III, MBA, CPM**  
1220 Marvin Ave. · Charleston, SC 29407 · Work 803.737.1245 · Cell 843.608.9705

Alfred serves as the chief accounting executive at the SC Department of Transportation. Alfred direct and controls access to all agency funds and is the key accountant and fiduciary for the organization's financial statement development and presentation. Budgeting is another key function Alfred and his staff help maintain but does not have direct responsibility for in his current role. All revenues and expenditures are counted and accounted for through his various areas of responsibility. He develops reports and performs analyses that are crucial to the strategic and tactical management of the organization. In addition to the measurement and analysis of agency revenues and expenditures, he works with engineers setting rates for the key services provided to the citizens of South Carolina. He has a high level of understanding of key IT and compliance concepts and issues from his current and past work experience, which gives him the necessary expertise to evaluate IT and compliance related processes and systems along with proposals and plans, which may have financial and strategic impacts to an organization.

Alfred demonstrates the oft needed conservatism and prudence of a financial and operational executive. He has a healthy concern about the downside and risks of business decisions he is required to make. He has an attention to detail and mastery of facts about the organization's financial position. He provides an appropriate amount of hands-on capability with creating and analyzing financial information and reports. He has the ability to explain complex financial issues clearly and concisely in plain language, without resorting to technical speak. Alfred also has a keen expertise in information technology (IT) and compliance realms, especially related to the organizations accounting systems and processes. He has always exuded a willingness to work hard and for long hours if necessary and always remains calm under pressure.

2009 - Present - State of South Carolina

**Financial Controller – South Carolina Department of Transportation (2012 - Present);**

**Finance Director – SC Budget & Control Board, Division of State Information Technology (2010 - 2012);**

**Financial Manager – SC Budget & Control Board, Internal Operations (2009 - 2010)**

Provide strategic and tactical leadership in the areas of accounting, accounts receivable, accounts payable, budgets, payroll, federal grants, financial reporting (internal and external), strategic planning, citizen relations, and corporate communications. Took over financial management of the all accounting related functions at a time when the agency was experiencing issues with the payment of agency-wide expenses and the production of agency-wide financial statements.

**Overview:** Play a leading role in transforming the agency into an organization that issued mistake free financial statements for \$1.4 Billion of financial activity. Ensures the agency improved payment of vendor invoices to 95% paid within 30 days of receipt. Led efforts to streamline federal grants process increasing agency cash flows financing. Increased cash flows allowing additional funds for the construction and maintenance of the South Carolina transportation system.

- Recruited by the Deputy Secretary of Finance and Administration to help improve fiscal operations.
- Designed and led major reorganization of the accounting for the agency and resulted in higher efficiency.
- Produced error free GAAP financial statements, two years in a row.
- Improved financial functions related to accounts payable, federal grants, and payroll to reduce cycle times.
- Mended relationships between accounting and business partners to better ensure success of financial operations.
- Provide ongoing strategic leadership to ensure continuity of fiscal operations.

2008 - 2009 - **PROJECT MANAGER AND INTERNAL AUDITOR**, TriCenturion (Partially owned by Palmetto Health), Columbia, SC;

- Led Projects and Conduct Company-wide audits and training.
- Conducted research on compliance and Medicaid/Medicare/CMS related matters in order to ensure proper adherence to Medicaid/Medicare/CMS requirements for beneficiary determination.
- Provided class type instruction and trained other employees on the use of Microsoft Office programs and applications.

2005 – 2007 – **VP, SENIOR COMPLIANCE AUDIT RISK MANAGER**, Wells Fargo Bank, Audit and Security, Phoenix, AZ;



- Accountable for completion of an important portion of the Anti-Money Laundering compliance team audit plan and managing a group dedicated to the completion of the plan, including the development of an audit risk assessment.
- Chaired a subcommittee of the group of the 25 largest banks. Subcommittee focuses on the industry in regards to the risk of BSA/AML and OFAC.
- Provided feedback and coaching. Establishes development plans for each Team Member that facilitate proficiency and excellence in current position.
- Recruited for future opportunities. Developed and maintained strong, positive relationships with clients and third parties. Planned and organized work in an annual cycle, not just project cycle. Ensured audit engagements are risk-based, and executed according to Wells Fargo Audit Services policies and guidance.
- Local Diversity Council chairperson for the Audit and Security Team. Held informative value added meetings and arranging other events and speakers.

1997- 2005 – **VP, SENIOR COMPLIANCE AUDIT RISK MANAGER**, Bank of America, Corporate Audit; Corporate Risk Management, Charlotte, NC;

- Managed Compliance Risk Management and Corporate Marketing business groups audit relationships, including execution of the audit plan, communication with business partners and key project expense management responsibilities. Research and rank regulatory changes that affect the organization and prepare for regulatory examinations.
- Provide training to other bank employees on latest methods to conduct compliance reviews and reporting. Provide training guides to ensure consistency with organizational objectives based on the assessment of needs using surveys.
- Worked with Audit/Compliance executives to develop, implement and communicate policies and strategies related to compliance matters with additional emphasis on Anti-Money Laundering Compliance (USA Patriot Act, BSA, OFAC, etc.).
- Proactively managed relationships with regulatory agencies, external consultants and other internal risk management groups.
- Develop and implement automated testing routines assigned areas and previously duties included documenting overall processes with failure modes, identifying those metrics that are considered critical to quality, measure unit performance against the predetermined metrics and follow up with client as appropriate for any deficiencies and determination of root cause.

1995 - 1997 **CORPORATE FINANCIAL ANALYST**, The Hearst Corporation, Charlotte, NC;

- Produced monthly, quarterly and yearly internal reports of Cash, Revenue, Income, and Capital expenditures. Researched to measure and forecast corporate competitiveness and unit productivity along eight product lines.
- Managed the entire corporate budget process under the direction of the Deputy Budget Director. Regularly communicated with all company division controllers and accounting managers to discuss any finding. Provided reporting to senior and executive management and assisted with key acquisition analysis.

1994 - 1995 – **INSTITUTIONAL BUDGET ANALYST**, Winthrop University, Rock Hill, SC;

- Direct report of the University Budget & Grants Director - managed entire annual budget process and prepared balanced budget/journal entries. Developed and distributed revenue reports for executive and senior university management. Conducted periodic reviews of budget balances to assure accuracy.
- Worked with department heads providing an understanding of issues. Created a training manual/process and provided training to university staff and executives to better assist and coach department heads on the use of FRS. Maintained the university chart of accounts and managed accounting system access as the administrator of FRS.

**TECHNOLOGY** - Microsoft Products (expert) • Focus • Hyperion • BRIO • ACBS • PIMS • ACL • SAP • **CRYSTAL REPORTING**

**VOLUNTEERING** – Richland County Internal Audit Committee - Former Member • Volunteer Center of Maricopa County – Former Board Member • United Way - Adult Child Protection Council – Former Board Member • Charlotte Emergency Housing – Former Board Member

**EDUCATION & AFFILIATIONS:**

- BS, Business Administration Bachelors' Degree, with an accounting emphasis Winthrop University, 1994
- MBA, Initiated at Winthrop University and completed at Webster University, 2010
- Certified Public Manager (CPM), 2014
- GFOA Certification – In process, certification expected 2015
- Certified Internal Auditor (CIA) - Completed one portion of the examination
- Certified Public Accountant (CPA) – Currently studying for the CPA
- Member of Government Finance Officers Association of South Carolina
- Member of South Carolina Association of Certified Public Accountants
- Member of SC Society of Certified Public Managers