

RICHLAND COUNTY
RULES & APPOINTMENTS
COMMITTEE AGENDA



Tuesday, FEBRUARY 08, 2022

4:00 PM

COUNCIL CHAMBERS

The Honorable Bill Malinowski, Chair

County Council District 1

The Honorable Gretchen Barron

County Council District 7

The Honorable Jesica Mackey

County Council District 9

RICHLAND COUNTY COUNCIL 2021



Bill Malinowski
District 1
2018-2022



Derrek Pugh
District 2
2020-2024



Yvonne McBride
District 3
2020-2024



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



Joe Walker III
District 6
2018-2022



Gretchen Barron
District 7
2020-2024



Overture Walker
District 8
2020-2024



Jessica Mackey
District 9
2020-2024



Cheryl English
District 10
2020-2024



Chakisse Newton
District 11
2018-2022





Richland County Rules & Appointments Committee

February 08, 2022 - 4:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski

2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
 - a. December 14, 2021 [PAGES 7-8]

3. **ADOPTION OF AGENDA** The Honorable Bill Malinowski

4. **ELECTION OF CHAIR**

5. **NOTIFICATION OF VACANCIES**
 - a. 1. Accommodations Tax – Seven (7) Vacancies (TWO applicants must have a background in the lodging industry, THREE applicants must have a background in the hospitality industry, ONE (1) applicant must have a cultural background and ONE (1) applicant will fill an At-large seat)

 2. Airport Commission – Two (2) Vacancies (ONE applicant must reside within one mile of the airport: Rosewood, Shandon or Hollywood-Rose Wales Garden neighborhoods)

 3. Board of Assessment Appeals – One (1) Vacancy

 4. Board of Zoning Appeals – Two (2) Vacancies

 5. Building Codes Board of Appeals – Nine (9) Vacancies (ONE applicant must be from the Architecture Industry, ONE from the Gas Industry, ONE from the Building Industry, ONE from the Contracting Industry, ONE applicant must be from the Plumbing Industry,

ONE applicant must be from the Electrical Industry,
ONE applicant must be from the Engineering Industry
and TWO from Fire Industry as alternates)

6. Business Service Center – Three (3) Vacancies (ONE
applicant must be from the Business Industry and TWO
applicant must be CPAs)

7. Central Midlands Council of Governments – One (1)
Vacancy

8. Community Relations Council – One (1) Vacancy

9. Employee Grievance Committee – Two (2) Vacancies
(MUST be a Richland County employee; 1 seat is an
alternate)

10. Hospitality Tax – Three (3) Vacancies (ONE
applicant must be from the Restaurant Industry)

11. Internal Audit Committee – Two (2) Vacancies
(applicant with CPA preferred)

12. Lexington Richland Alcohol and Drug Abuse
Council (LRADAC) – Two (2) Vacancies

13. Music Festival – One (1) Vacancy

14. Planning Commission – Three (3) Vacancies

15. Richland Memorial Hospital Board of Trustees –
Four (4) Vacancies

16. Township Auditorium – Two (2) Vacancies

17. Transportation Penny Advisory Committee (TPAC) –
Five (5) Vacancies

6. ITEMS FOR DISCUSSION/ACTION

a. Board, Commission and Committee Descriptions
[PAGES 9-33]

b. Review of Boards, Commissions and Committees Not
Currently Active [PAGES 34-45]

7. ADJOURNMENT



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Rules and Appointments Committee
MINUTES
December 7, 2021 – 4:00 PM
Council Chambers
2020 Hampton Street, Columbia SC 29204

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

OTHERS PRESENT: Allison Terracio, Cheryl English, Anette Kirylo, Michelle Onley, Tamar Black, Angela Weathersby, Kyle Holsclaw, Justin Landy, Aric Jensen, Ashiya Myers, Randy Pruitt, Dwight Hanna, Stacey Hamm, and Shane Kitchen

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 4:00 PM.
2. **APPROVAL OF MINUTES** –
 - a. December 7, 2021 – Ms. Barron moved, seconded by Ms. Mackey, to approve the minutes as distributed

In Favor: Malinowski, Barron, and Mackey

The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Ms. Barron moved, seconded by Ms. Mackey, to approve the agenda as published.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.
4. **INTERVIEWS**

Ms. Mackey moved, seconded Ms. Barron, to go into Executive Session to conduct interviews.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.
 - a. Richland Memorial Hospital Board of Trustees – 2 – Mr. William Garland was interviewed for the Richland Memorial Hospital Board of Trustees.

Ms. Mackey moved, seconded by Ms. Barron, to come out of Executive Session.

Rules and Appointments Committee
December 14, 2021

-1-

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

Ms. Mackey inquired why Mr. Garland was not included in the list of potential appointees.

Ms. Onley responded, Mr. Garland, along with the applicants interviewed at the December 7th meeting, will be considered during the next round of appointments.

5. **APPOINTMENTS**

- a. Richland Memorial Hospital Board of Trustees -2 – Ms. Mackey moved, seconded by Mr. Malinowski, to appoint Dr. Stacey Brennan.

Ms. Barron stated, for clarification, since we are appointing one applicant, we will appoint three applicants during the upcoming round.

Mr. Malinowski responded the committee will make a recommendation to Council to appoint Dr. Brennan. Council is welcome to make a motion to appoint an additional applicant. If Council choose not to do so, the additional vacancy can be taken up during the next round of appointments.

Ms. Barron made a friendly amendment to take up the additional vacancy during the next round of appointments.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

6. **ITEMS FOR INFORMATION**

- a. Boards, Commissions and Committees Advertisement Schedule – Received as information.
- b. Applications Currently on File – Received as information.

7. **ADJOURNMENT** – The meeting adjourned at approximately 4:25 PM.

CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

Purpose(s)/Service(s): The duties and powers include guiding area wide development, providing research, planning and technical assistance to the **THIRTY-FOUR (34)** individual local governments in the region, assisting with land use planning, mapping public administration statistics, transportation, housing environment, community development, and planning of services for the elderly; keeping tabs on growth and development of the region by compiling, analyzing, and publishing a variety of information which serves as the basis for decision makers in both the public and private sectors.

Richland County has **TWELVE (12)** representatives: **SIX (6)** elected officials and **SIX (6)** citizens appointed by Council. Richland County Council appoints the representatives who serve terms of **THREE (3)** years. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held on the 4th Thursday of the month, with the exception of December when the meeting is held on the 2nd Thursday of the month. There are no meetings in the months of July and November. The meetings are held at 12:00pm in the board room located at 236 Stoneridge Drive, Columbia and last for approximately an hour.

For additional information, please contact:

Jessica Foster

(803) 744-5139

jfoster@centralmidlands.org

Elected Officials: Paul Livingston, Yvonne McBride, Chakisse Newton, Derrek Pugh, Jesica Mackey and Cheryl English

COMMUNITY RELATIONS COUNCIL

Purpose(s)/Service(s): The Committee's goal is to make the Midlands a better place to live and work for all residents. To achieve its objective, efforts are made to improve and promote communications among business, government and citizens. The staff studies and evaluates information received concerning racial and social problems within the Columbia metropolitan area and takes proper action based on consultation with the Board of Directors. The staff also works to assist its clientele with employment, housing, education, crime, delinquency awareness and health care.

Richland County appoints one-third (10) of the **THIRTY (30)** members. The City of Columbia and the Columbia Chamber of Commerce appoint the remaining two-thirds (20) of the members.

The members serve terms of **THREE** (3) years. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Applicants will be responsible for assisting with fundraising efforts.

Meetings are held the 3rd Thursday every other month (January, March, May, July, September and November). The meetings are held at 5:30 p.m. at 930 Richland Street, Columbia, 2nd Floor – Palmetto Room and last approximately an hour.

For additional information, please contact:

Joyce Seabrook, Executive Assistant
(803) 733-1134

ExecAsst@comrelations.org

Council Liaison: Gretchen Barron

LEXINGTON/RICHLAND ALCOHOL AND DRUG ABUSE COUNCIL

Purpose(s)/Service(s): The Council was established pursuant to Ordinance Nos. 439-77 and 669-80HR. LRADAC provides alcohol and drug abuse services to Lexington and Richland Counties. The services include a **SIXTEEN** (16) bed detoxification center, outpatient services, including therapy to individuals, family members, and people interested in helping someone with a problem. It also offers education and prevention services to community groups, individuals and schools.

Richland County Council appoints **SIX** (6) members, and Lexington County Council appoints **SIX** (6) members for **THREE** (3), **THREE** (3) year terms. A person who has served **THREE** (3) consecutive terms on the board is ineligible for re-appointment for an additional term unless a period of at least **TWO** (2) years has elapsed since the expiration of the person's last term. Each board member shall serve until his/her successor is elected and qualified. All terms begin January 1st and end on December 31st.

Meetings are held the 2nd ~~Tuesday~~ **Thursday** of each month; however, there are no meetings in January and July. Meetings take place at 2711 Colonial Drive, Columbia at 12 Noon and last for approximately an hour.

The board membership should consist of a diverse mix of individuals including age, gender, race, background expertise, a balance of those who are and are not in substance misuse recovery, and have a passion for LRADAC's service and mission.

Preferred Qualities:

- Motivation to serve LRADAC and sincere interest in the services provided by the organization.
- Commitment to the mission of the organization, which is to create and support pathways for prevention and recovery from substance misuse for individuals, families and communities.
- Eagerness to participate in Board meetings and committees, while being supportive and willing to express their own opinion.
- A vision, but is flexible to the possibilities of change.
- Sensitive to the communities in which the organization serves.
- Highly regarded and respected by others. Influential member of the organization and/or community.
- Able to strengthen the organization because of the expertise they bring from their business and/or professional background.
- An expert specific to the organization's field, donor committed to the cause, or community leader able to attract support.
- Informed, available and engaged; willing to attend meetings and represent the organization or its interests at community events and donor circles; willing to help bring in necessary resources.
- Conscientious steward who is as interested in the business of developing the organization and monitoring its health as they are in promoting its programs.

For additional information, please contact:

Kelly McHugh, Executive Assistant

kmchugh@lradac.org

(803) 726-9405

Council Liaisons: Allison Terracio and Yvonne McBride

BOARD OF ASSESSMENT APPEALS

Purpose(s)/Service(s): The Board was established pursuant to Section 4-9-170 of the Code of Laws of South Carolina, 1976 and Section 3 of Act 283 of 1975, and Sections 23-48/23-52 of the County Code **to provide an independent and neutral body to review property tax disputes between the Assessor and the Taxpayer. The Board is charged with making a fair and impartial decision that takes into account the facts as presented by the Assessor and the Taxpayer along with applicable South Carolina law.**

The Board consists of **SEVEN (7) members. THREE** (3) appointments** are made by County Council, and **ONE (1)** each by Columbia City Council, Richland School District One Board of Trustees, Richland School District Two Board of Trustees, and Lexington/Richland School District Five Board of Trustees. ****ONE (1) of the members appointed by County Council shall be a person actively engaged in the real estate business.** The members serve **THREE (3) year**

terms. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

If there are appeals to be heard, the Board will meet on the 2nd Tuesday of the month at 1:00 p.m. Meetings will last approximately 3 – 4 hours.

Preferred Experience:

- Board members should have a background in one of the following fields: Appraisal, Real Estate Development, Condemnation, Real Estate Litigation matters.
- Board members are charged with making a fair and impartial decision that takes into account the facts presented by the Assessor and the Taxpayer, in accordance with applicable South Carolina laws.

For additional information, please contact:

Katie Marr, Interim Assessor

Marr.katie@richlandcountysc.gov

(803) 576-2667

BOARD OF ZONING AND APPEALS

Purpose(s)/Service(s): The Board guides development in accordance with existing and future needs, the Comprehensive Plan, with reasonable consideration of the characters of each, and its peculiar suitability for particular uses.

Council appoints SEVEN (7) members for THREE (3) year terms. Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.

Meetings are held on the 1st **Wednesday** of each month at 3:00 p.m. in the Richland County Council Chambers located at 2020 Hampton Street, and last approximately 2 ½ hours.

Preferred Qualities:

- Ability to listen and communicate;
- Be fair and open-minded;
- Analytical;
- Prepared; and
- Consistent with policies of the Land Development Code

For additional information, please contact:
Geo Price, Division Manager
Community Planning and Development Department
Price.geo@richlandcountysc.gov
(803) 576-2174

BUILDING CODES BOARD OF APPEAL

Purpose(s)/Service(s): Richland County Ordinance, Section 6-75 establishes a Board of Appeals that meets the requirements of the most prescriptive adopted building codes mandated by the South Carolina Building Code Council, thus facilitates all matters/areas of building code appeals that may come before them. Appeals to decisions made by the building official are referred to the Board by the Building Official. The Board shall hear and decide appeals of orders, decisions, or determinations made by the Building or Fire Official relative to the application and interpretation of the various codes adopted. After a hearing, the interpretation may be modified and/or reversed. The Board shall have no authority to waive the requirements of any currently adopted code dealing with existing or proposed structures within Richland County.

The Board consists of **SEVEN (7)** members appointed by Council. **ONE (1)** member must come from each of the following industries: Architecture, Engineering, Contracting, Building, Electrical, Plumbing and Gas. In addition, **TWO (2)** alternate members must come from the Fire Industry. The Board shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction, and are not employees of the jurisdiction. The members serve **THREE (3)** year terms. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Board shall meet within **TEN (10)** days after notice of an appeal is received from the Building or Fire Official. Meetings are usually scheduled on the 2nd Thursday of the month at 1:30 p.m.

Required Experience:

- Registered design professional who is a registered architect; or a builder or superintendent of building construction with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.
- Registered design professional with structural engineering or architectural experience.
- Registered design professional with mechanical and plumbing engineering experience; or a mechanical and plumbing contractor without less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.
- Registered design professional with electrical engineering experience; or an electrical contractor with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.

- Registered design professional with fire protection engineering experience; or a fire protection contractor with not less than 10 years' experience, 5 years of which shall have been responsible/in charge of work.

****All professionals must be registered in the State of South Carolina.**

For additional information, please contact:

Andrea Hannah-Dennis

Hannah-dennis.andrea@richlandcountysc.gov

(803) 576-2197

BUSINESS SERVICE CENTER APPEALS BOARD

Purpose(s)/Service(s): The Richland County Business Service Center Appeals Board shall serve as the appeals function expounded in the Richland County Code of Ordinances, Chapter 16, Article I. The Board will hear appeals resulting from any person aggrieved by a final assessment, charge backs from an audit, or a denial of a business license by the License Official. In that capacity and as a finder of fact, the Appeals Board shall have the following responsibilities:

- Adopting procedures relating to the execution of the Appeal Board's function;
- Receiving written appeals from businesses;
- Holding meetings to receive testimony by the business, the Business Service Center official, and any other official approved by the Appeals Board;
- Reviewing and analyzing the information presented in the testimonies provided;
- Making a factual conclusion as to the issue in question based on the review and analysis; and
- Writing a formal determination regarding the decision made as to the issue in question.

The Board consists of **FIVE (5)** members. The Board traditionally is comprised of no more than **THREE (3)** and no less than **TWO (2)** Certified Public Accounts, no more than **TWO (2)** and no less than **ONE (1)** member of the SC Bar Association, and no more than **TWO (2)** and no less than **ONE (1)** business person. The members serve **FOUR (4)** year terms. A member may be reappointed for a consecutive, second term. After this second term, a member may be reappointed for a third term, but only after **TWO (2)** years has elapsed from the last day of the last term served.

A business person is defined as a local business owner, or someone who is part of the executive leadership team of a larger corporation like a CEO (Chief Executive Officer), CFO (Chief Financial Officer), or COO (Chief Operating Officer) that is physically located inside

unincorporated Richland County. An ideal candidate, would be someone who is familiar with business licensing and what that process entails.

For additional information, please contact:

Zachary Cavanaugh

Cavanaugh.zachary@richlandcountysc.gov

(803) 576-2295

LIBRARY BOARD OF TRUSTEES

Purpose(s)/Service(s): The Board was established pursuant to Act 546 of 1978 and Sections 15-1/15-5 of the County Code. The duties and powers include exercising powers as to the policies of the libraries and extension services.

The Board consists of **TEN (10)** members appointed by Council for **FOUR (4)** year terms. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held the 2nd Monday of each month, with no meetings scheduled in July and August. Meetings begin at 5:30 p.m., in the 3rd Floor Board Room located at 1431 Assembly Street, and last approximately 1½ hours.

Preferred Qualities:

- Be knowledgeable about the library
 - Understand the key focus areas of the Strategic Plan
 - Read the Library's annual report and Access magazines
 - Prepare for board meetings by reading assigned materials. Ask questions if you have them.
 - Miss no more than **FOUR (4)** board meetings annually.
 - Use the Library's resources regularly and visit at least **TWO (2)** branches each year.
- Build County Council's awareness of the library
 - Stay connected throughout the year to your County Council liaisons.
 - Be aware of key events and opportunities to invite Council members to visit the library.
 - During the budget process, attend public hearings and called meetings that include the Library's budget.
 - Share relevant insights and knowledge of County Council member's needs, questions or interests with the Executive Director.
- Build public awareness
 - Attend local events as the representative of the Library.

- Attend Richland Library Friends and Foundation events and invite friends to attend.
- Consider attending statewide or national (ALA, ULC) events or conferences that are relevant to public libraries.
- Actively support the strategic vision of the library
 - Participate in a bi-annual strategic plan retreat and board-only functions.
 - Understand the Library’s budget priorities.
 - Participate in building public awareness of the Library’s capital needs by engaging your contacts and affiliate groups.
 - Participate on ad-hoc committees.
- Build interest among prospective board members and library supporters
 - When appropriate, identify possible Trustee candidates that fit needs acknowledged in the Board Profile.
 - Understand the goals and roles of the Richland Library Friends and the Foundation and assist in connecting these groups with new members and/or board candidates.
 - Demonstrate support by becoming a Richland Library Friend.
- Although not a requirement, it is beneficial if members represent various districts in the County.
- Also, experience in the following areas is helpful: finance, governance, education, foundations, physical plant, CEO perspective, marketing, IT, advocacy and diversity.

For additional information, please contact:

Wanda Taylor, Executive Assistant
wtaylor@RichlandLibrary.com
 (803) 929-3422

Council Liaisons: Chakisse Newton and Allison Terracio

RICHLAND MEMORIAL HOSPITAL BOARD OF TRUSTEES

Purpose(s)/Service(s): The Board was established pursuant to Act 1830 of 1971, Act 1485 of 1974, Act 430 of 1975, and Sections 2-326/2-328 of the County Code.

The Board consists of **FOURTEEN** (14) members appointed by County Council for **FOUR** (4) year terms, renewable for a 2nd term of **FOUR** (4) years, and after an interval of at least **ONE** (1) year, for a 3rd and last term of **FOUR** (4) years, provided; however, an initial appointment for the unexpired portion of any term shall not count as an appointment for a full term. Additionally, the Chief and Vice Chief of Prisma Health **Richland Hospital Campus Executive Committee of the** Medical and Dental Staff serve ex-officio as full voting members of the Board during their term of office.

The Board has quarterly **business meetings** (March, June, September and December) **that typically last 3 hours, and quarterly Board education sessions (February, April, August and October)** lasting approximately 2 hours. The meetings are held at 9 Medical Park – Suite 200A at 3:00 p.m.

For additional information, please contact:

Melissa Siar

Melissa.siar@prismahealth.org

(803) 434-7026

Council Liaisons: Paul Livingston, Yvonne McBride, Overture Walker and Cheryl English

RIVER ALLIANCE BOARD

Purpose(s)/Service(s): The Alliance is a non-profit corporation, governed by a Board of Directors, which is charged with creating community benefit from 90 miles of the region’s rivers. **The Board of Directors oversee operations of the River Alliance and develop policy for the rivers of the region.**

Richland County has **THREE (3)** members; **TWO (2)** members are County Council members, and **ONE (1)** is a citizen appointed to a **THREE (3)** year term. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Board Requirements:

- Must reside in the County
- An undergraduate degree is necessary; postgraduate desirable
- Candidate must be prepared to assist in promoting facilities, services or policies that create citizen benefit from our rivers
- Service on committee assignments: Public Safety and Security Committee and Fundraising Committee

The Board meets once or twice per year, as needed. Occasionally, casual tours of current projects are schedule; however, attendance is not required. Committee meetings are held no more than 2 – times per year, on an as needed basis. All meetings are an hour in length and meeting time and place will be given at the time of meeting notification.

For additional information, please contact:

Mike Dawson

mikedawson@riveralliance.org

(803) 765-2200

Council Liaisons: Paul Livingston and Allison Terracio

THE TOWNSHIP AUDITORIUM

Purpose(s)/Service(s): ~~The mission of the Township Auditorium is to provide facilities for and services related to the performing arts as a service to the community.~~

The Board of Trustees oversees a public performing arts venue established for the purpose of providing quality services to the community at large and to exercise any and all powers permissible under the laws of the State of South Carolina for the foregoing purpose and perform all things reasonably necessary for the accomplishment of same which are not in conflict with the laws of the United States or the State of South Carolina.

The Board of Directors shall consist of **SEVEN** (7) members, ~~residing in the County.~~ Members ~~are~~ appointed by County Council for a **THREE** (3) year term. ~~Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.~~ All members of the board of Trustees shall serve without compensation. Council may appoint a sitting member *ex officio* on the board.

Board Members are requested to:

- Promote The Township
 - a. Attend all scheduled meetings of the Board of Directors;
 - b. Participate in policy development;
 - c. Receive as information or act upon matters that serve to enhance the integrity and vitality of The Township;
 - d. Create and maintain The Township Foundation;
 - e. Establish and maintain on-going rapport with Council and community leaders to facilitate acquisition of resources and community support of the mission of The Township;
 - f. Conduct themselves in a professional manner at all times;
 - g. Appoint and direct the activities of an Executive Director.
- Patronize The Township
 - a. Board members are encouraged to support The Township as patrons and, subject to terms of agreement with the performing artist's management, are eligible to receive up to four (4) complimentary admission tickets per event to be used at his or her discretion for the purpose of promoting The Township and community appreciation of its mission.

The Board meetings are held the 2nd Wednesday of each month at 9:00 a.m.

For additional information, please contact:

Aundrai Holloman, Executive Director

hollomana@richlandcountysc.gov

(803) 576-2353

Council Liaisons: Paul Livingston, Yvonne McBride, Derrek Pugh, Overture Walker and Cheryl English

HISTORIC COLUMBIA FOUNDATION

Purpose(s)/Service(s): By agreement, dated December 6, 1994, County Council contracted with the Foundation for operation and management of the historic properties known as The Museum of Reconstruction Era at the Woodrow Wilson Family Home and the Hampton-Preston Mansion.

During the existence of the agreement, County Council will designate **TWO** (2) representatives, with **FOUR** (4) year terms, to serve on the Foundation Board of Trustees, in compliance with Foundation by-laws. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held the 4th Monday ~~of each~~ **every other** month **beginning in January** from ~~1:00 – 2:00~~ **4:00 – 5:30** p.m. Members are required to attend board orientation (1 ½ hours), a board retreat (5 -6 hours), and the annual meeting (2 hours).

Board members are requested to:

- Commit to participate in the ongoing cultivation of community support and to actively participate in fundraising;
- Make a financial contribution and maintain an individual membership while serving on the Board;
- Attend 3 – 5 Historic Columbia events each year;
- Attend at least one County Council meeting each year; and
- Participate in at least **ONE** (1) volunteer activity per year.

For additional information, please contact:

Robin Waites, Executive Director

rwaites@historiccolumbia.org

(803) 252-7742 x 14

Council Liaisons: Gretchen Barron and Overture Walker

MIDLAND WORKFORCE DEVELOPMENT BOARD

Purpose(s)/Service(s): The Midlands Workforce Development Board (MWDB) is the administrative entity for the US Department of Labor program known as the Workforce Innovation and Opportunity Act (WIOA). The program is designed to strengthen and

improve our nation’s public workforce system and help get Americans, including youth, and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

The MWDB, by federal mandate, must be composed of more than 50% private sector business leaders. Board members are appointed by specific seats by County Councils: Richland **TWELVE** (12); Lexington **EIGHT** (8), and Fairfield **THREE** (3). Richland County seats are comprised of **SEVEN** (7) private sector business, with **ONE** (1) representing Apprenticeship programs; **THREE** (3) education (One Midlands Technical College, One Adult Education, and One Literacy); **ONE** (1) Economic Development; and **ONE** (1) SC Dept. of Employment & Workforce.

The Board meets quarterly are held on Thursdays at 10:30 a.m. at 100 Executive Center Drive, Columbia – Suite 218 and last approximately an hour. Each meeting date is selected at the conclusion of each meeting. **Virtual attendance options are available.**

For additional information, please contact:
Chris White
cwhite@midlandsworkforce.org
(803) 744-1670

AIRPORT COMMISSION
(HAMILTON-OWENS)

Purpose(s)/Service(s): The Commission was established September 20, 1988, by County Council to assist the Council in providing public aviation facilities and services and to promote aviation as a means of broadening the economic base of the County. The Commission consists of **NINE** (9) members appointed for **FOUR** (4) year terms. **TWO** (2) of the appointees must reside within ~~one mile of the airport~~ [Rosewood, Shandon, or Hollywood-Rose Wales Garden neighborhoods]. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Commission meets bi-monthly on the 2nd Monday of the month at 12:00 Noon in the large conference room at the Airport Terminal Building and last approximately 1 ½ hours.

Preferred Qualities:

- Effective Communication
- Diplomacy
- Management Skills
- Business Acumen

- Transportation/aviation knowledge
- Economic Development Awareness
- Intergovernmental Relations
- **Current or former pilot**

For additional information, please contact:

Chris Eversmann

Eversmann.chris@richlandcountysc.gov

(803) 767-1789

Council Liaisons: Allison Terracio and Cheryl English

CONSERVATION COMMISSION

Purpose(s)/Service(s): The Richland County Conservation Commission was created to promote the conservation of natural resources; to promote the development and preservation of historical resources; to promote passive, outdoor, nature-based recreation; to promote tourism, emphasizing the natural, cultural, and historical resources of Richland County; **to promote efforts to improve the appearance of Richland County; to educate the public as to the benefits of conservation; to foster civic pride in the beauty and nobler assets of the County; to, in all ways possible, assure a functionally efficient and visually attractive County in the future; to support policies that protect the general appearance of all buildings, structures, landscaping and open areas of the County; and to undertake such studies, plans, activities, and projects as may, from time to time, be assigned to the Commission by Council.**

The Commission shall consist of **ELEVEN (11) members, ONE (1) member** appointed by each Council member to present his/her respective Council District. The term of the member of the Commission shall be conterminous with the term of the appointing Council member.

However, if a vacancy shall occur on Council, the member of the Commission appointed by the vacating Council member shall complete his/her term.

Meetings are held on the 3rd Monday of each month. The meetings are held at 3:30pm in the County Administration Building located at 2020 Hampton Street and last approximately 1 ½ hours.

For additional information, please contact:

Quinton Epps

Epps.quinton@richlandcountysc.gov

Council Liaison: Overture Walker

EAST RICHLAND PUBLIC SERVICE COMMISSION

Purpose(s)/Service(s): The Commission was established by Act 1114 of 1960 and Sections 2-326/2-238 of the County Code. The purpose of the Commission is to exercise and perform the corporate powers of the District prudently in its functions of constructing, operating, maintaining, and financing a sanitary sewage collection and treatment system throughout the District.

The Commission consists of **FIVE** (5) members appointed by the Governor upon recommendation of County Council. The terms are for **FIVE** (5) years and members must live in the service territory and the Commission must have at least one Commissioner residing in the Towns of Forest Acres and Arcadia Lakes. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Commissioners are encouraged to review documents and explore creative ideas for the improvement of sanitary sewer service to the District's customers. Commissioners will invest on average 3 – 5 hours per month in service to the District.

The Commission meetings are held on the 4th Friday of each month at 10:30 AM and last approximately 1½ hours.

Preferred Experience:

- A baccalaureate or higher degree
- **Background of substantial duration and expertise in at least one of the following: education, insurance, pension benefits, water and wastewater issues, finance, accounting, engineering, law, manufacturing, small business and real estate.**

For additional information, please contact:

Larry Brazell

lbrazell@ercpsd.net

(803) 788-1570 x 4

MIDLANDS REGIONAL CONVENTION CENTER AUTHORITY (CURRENTLY SUSPENDED)

Purpose(s)/Service(s): The purpose of the Authority shall be to:

- Engage in all aspects and/or activities related directly or indirectly to design, development, management, operation, or any other functions pertaining to a regional/convention facility;

- Participate in similar activities with respect to parking and other facilities that directly or indirectly support the operation of the Center; provided no Tourism Development Fees or other funds of the Authority shall be expended with respect to any lodging facilities unless fully reimbursable to the Authority;
- Participate in the management, operation and marketing of the Township Auditorium to the extent deemed appropriate by the Authority and Richland County;
- The Authority is exclusively charitable. No part of the net earnings of the Authority shall inure to benefit of, or be distributed to its trustees, directors, officers, or other private persons;
- The Authority shall not attempt to influence legislation;
- The Authority shall not participate in, or intervene in, political campaigns on behalf of any candidate for political office.

The Authority consists of **NINE (9)** directors. Each member shall appoint **TWO (2)** directors, with the City entitled to appoint an additional **THREE (3)** directors because of the City’s additional financial exposure with respect to the bonds. The terms are for **THREE (3)** years. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Board meets the 4th Tuesday of every month at the Convention Center at 9:00 AM and last approximately 1 ½ hours.

The member’s average annual commitment is 18 hours. Each director shall be required to attend in person at least 75% of the regular meetings.

Preferred Experience: At least **ONE (1)** director by each Governmental entity shall be employed in the Lodging Industry. Specifically, **ONE (1)** one of the Richland County seats is required to be an Hotelier. The other seat can be from other areas of work but should have understanding of tourism and hospitality.

For additional information, please contact:

Linda Cannup, Executive Assistant

lcannup@experiencecolumbiasc.com

(803) 545-0008

Council Liaisons: Paul Livingston, Gretchen Barron and Jesica Mackey

MUSIC FESTIVAL COMMISSION

Purpose(s)/Service(s): The Commission was established by Act 366 of 1965 and is mandated “to educate, discover, develop, train, assist, present, produce and promote the performing arts through its own programs, as well as through its affiliate organizations, and to serve as an arts resource and arts council”.

The Commission consists of **SIX (6)** members who serve **FOUR (4)** year terms. Richland County Council, Columbia Music Festival Association and the City of Columbia each appoint **TWO (2)** members. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are scheduled on the 2nd Monday of each month at 914 Pulaski Street or a local restaurant at 6:00 PM and last approximately 1½ hours.

Preferred Qualities:

- Interest in participating in the activities of the Association with special emphasis on building and maintaining relationships with their respective Council;
- Ability to advocate to secure and maintain adequate governmental financial support to enable the Association to function as a leading arts and community resource;
- **Interest in the mission of the CMFA and a desire to help advance the organization as an important engine driving the arts; and**
- **Recognize the importance of the arts' economic impact on the City and County.**

For additional information, please contact:

John Whitehead, Executive Director

(803) 771-6303

Cmfasc5678@gmail.com

PLANNING COMMISSION

Purpose(s)/Service(s): The Commission was established pursuant to 14-355, 1971 Code of Laws and Section 2-326 of the County Code. The Planning Commission plans programs for the physical, social, and economic growth, development, and redevelopment of the unincorporated area of the County.

The Commission shall consist of not less than **FIVE (5)** or more than **NINE (9)** members for a term of **FOUR (4)** years. **Any person who is appointed to the commission after September 1, 2006 must reside in Richland County. In appointing members to the commission, Council shall give due consideration as to whether applicants live in an unincorporated or unincorporated area of the County. Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held the 1st Monday of the month in Council Chambers located at 2020 Hampton Street at 3:00 PM and last approximately 2 – 2½ hours.

Preferred Qualities:

- Ability to listen;
- Knowledge/understanding of issues facing the community;
- Open-minded;
- Ability to communicate;
- Analytical;
- Understanding of Planning, Land Use and Land Development;
- Ability to be consistent with policies/plans adopted by Council

For additional information, please contact:

Geo Price

Price.geo@richlandcountysc.gov

(803) 576-2174

RIVERBANKS PARK COMMISSION

Purpose(s)/Service(s): The Commission was established pursuant to Section 51-61 of the 1971 Cumulative Supplement to Code of Laws of South Carolina and Sections 2-326/2-328 of the County Code. The Commission is the governing authority of the Riverbanks Park Special Purpose District and is responsible to the citizens of the Midlands for the financial stability of the zoo.

The Commission consists of **SEVEN (7)** members appointed for **SIX (6)** year terms. **TWO (2)** members are appointed by Richland County Council, **TWO (2)** by Lexington County Council, **TWO (2)** by the City of Columbia, and **ONE (1)** jointly by the **THREE (3)** entities.

Meetings are held the 3rd Thursday every month at Noon. Meeting agendas and locations will be posted on the Riverbanks' website 24 hours in advance.

Preferred Qualities: Ability to read/interpret financial statements, business acumen, political connections, fundraising or philanthropy experience.

For additional information, please contact:

Tommy Stringfellow

tstringfellow@riverbanks.org

(803) 779-8717-602-0836

Katie McCoy Eaton

keaton@riverbanks.org

(803) 602-0854

Council Liaisons: Allison Terracio, Jesica Mackey and Derrek Pugh

ACCOMMODATIONS TAX ADVISORY COMMITTEE

Purpose(s)/Service(s): The Committee was created by Richland County Council on January 22, 1985, according to State law, to make recommendations and provide advisory assistance to County Council on the expenditure of revenue generated from the Accommodations Tax as required by Article 6, Title 12, Chapter 35 of the South Carolina Code of Laws.

The Committee consists of **SEVEN (7)** members appointed for **TWO (2)** year terms. The majority of the members are from the Hospitality Industry. At least **TWO (2)** members must be from the Lodging Industry and **ONE (1)** member must represent cultural organizations. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Committee meets twice during normal working hours in March/April at 2020 Hampton Street. The date(s) to be determined, based on membership availability. The first meeting may last up to **SIX (6)** hours. The second may last up to **TWO (2)** hours. The members are expected to review applications over a 4- week period, which can take approximately **FIFTEEN (15)** hours. The total time commitment may be up to **TWENTY-THREE (23)** hours.

For additional information, please contact:
Steven Gaither
Gaither.steven@richlandcountysc.gov
(803) 576-1514

RICHLAND COUNTY/CITY OF COLUMBIA ANIMAL CARE ADVISORY COMMITTEE (NO TERM LIMITS HAVE BEEN ESTABLISHED)

Purpose(s)/Service(s): The Animal Care Advisory Committee was established in 2007 by the City of Columbia and Richland County to serve as an oversight committee to make recommendations regarding improving animal care services provided to the citizens of the community.

The Committee is comprised of the County Administrator or designee, City Manager or designee, and **TWO (2)** members of City Council and **TWO (2)** members of County Council or **TWO (2)** citizen appointees by City Council and **TWO (2)** citizen appointees by County Council to represent the respective Councils.

The Committee will meet once a year in March. The date, time and location are scheduled 30 days in advance. ****The Committee has not met since April 2018, and no future dates have been set to meet.**

Preferred Qualifications: None.

For additional information, please contact:

Sandra Haynes

Haynes.sandra@richlandcountysc.gov

(803) 576-2462

EMPLOYEE GRIEVANCE COMMITTEE

Purpose(s)/Service(s): The Committee was established pursuant to Sections 2-475/2-483 of the County Code. The committee is tasked with holding hearings and/or conducting inquiries and rendering a written report within 10 working days. The report shall include a procedural review, findings, conclusions and recommendations.

The Committee consists of **SEVEN (7)** members appointed for **THREE (3)** year terms. The members must be Richland County employees, with at least **FOUR (4)** of the members working for Department Heads who report directly to the County Administrator. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

Meetings are held, as needed, on Wednesdays in the County's IT Training Room and last approximately 3 hours. There are an average of 4 – 8 hearings per year.

Preferred Experience: None.

For additional information, please contact: TBD

HOSPITALITY TAX COMMITTEE

Purpose(s)/Service(s): The Committee shall review applications of those entities who are seeking funding from the County Promotions portion of the Hospitality Tax funds. The Committee will then make recommendations to County Council for the allocation and distribution of such funds.

The Committee shall consist of **FIVE (5)** members appointed for **TWO (2)** year terms, or until a successor is appointed. All members must be citizens residing in the County. At least **TWO (2)** members must represent the Restaurant Industry. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) day of non-service.**

The Committee meets twice during normal working hours in March/April at 2020 Hampton Street. The date(s) to be determined, based on membership availability. The first meeting may last up to **SIX (6)** hours. The second may up to **TWO (2)** hours. The members are expected to review applications over a 4- week period, which can take approximately **TWENTY-FIVE (25)** hours. The total time commitment may be up to **THIRTY-THREE (33)** hours.

Preferred Attributes: Members of the committee must be interested citizens residing in the County.

For additional information, please contact: TBD

INTERNAL AUDIT COMMITTEE

Purpose(s)/Service(s):

- The Internal Audit Committee shall develop, with the Internal Auditor, for recommendation to full Council for approval by a majority vote, an audit schedule (which shall include areas to be reviewed, their priority and the timelines for completion), audit progress, audit follow-up, and special needs; and shall work to assure maximum coordination between the work of the Internal Auditor and the needs of the chief executive officer, the legislative body, and any other contractually hired auditors, as necessary or appropriate;
- The Internal Audit Committee shall review, for recommendation to Council for approval by a majority vote, all areas of County operations which County funds are levied, collected, expended, or otherwise used. This includes departments and offices reporting to the County Administrator, departments or offices headed by elected or appointed officials, millage agencies, legislatively appointed Commissions receiving County funding, nonprofit organizations receiving grant monies from County funds, and any other organization receiving any type of funding for any purpose from the County;
- The Internal Audit Committee shall oversee the responsibilities of the Internal Auditor, as stated in the negotiated contract with the Internal Auditor;
- The Internal Audit Committee shall present to the full Council a written report regarding each audit conducted by the Internal Auditor following the Internal Auditor's report to the Internal Audit Committee for each audit. Additionally, in conjunction with the budget process, the Internal Audit Committee shall annually present to Council a written summary report regarding the audits, progress, findings, and any other appropriate information relating to the internal audit conducted during the past fiscal year following the Internal Auditor's summary report to the Internal Audit Committee; and
- The Internal Audit Committee shall annually review the Internal Auditor and anyone else working in such a capacity for adherence to government auditing standards in conducting its work to ensure quality service and independence as defined by those standards. (These are the federal Government Accounting Office's "Yellow Book"

standards.) A subsequent report of the Committee's findings shall be presented to Council for their information.

The Internal Audit Committee shall be comprised of **FIVE** (5) members of Council (Council Chair, A&F Committee Chair, D&S Committee Chair, Economic Development Committee Chair and the Rules and Appointments Committee Chair), **TWO** (2) citizens appointed by Council, and an employee appointed by the County Administrator. The citizens' and the employee's terms shall be **ONE** (1) year in length, with up to **THREE** (3) term renewals permitted. The Council members' terms shall be for as long as they serve in the capacity of Council Chair or Committee Chair.

Preferred Qualifications:

Appointee 1:

- Must be a citizen of Richland County
- Must have, at a minimum, Bachelor of Science (BS) degree in an accounting, a financial and/or a managerial discipline.
- Preference will be given to individuals with Certified Public Accountant (CPA) credentials (currently licensed in South Carolina).
- Preference will be given to individuals with at least ten or more years of experience in the accounting, finance and/or management professions, which must be in an upper management role.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

Appointee 2:

- Must be a citizen of Richland County
- While no other qualifications are required for Appointment #2, preference may be given to individuals with some or all of the qualifications required for Appointment #1.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

NULLA BONA COMMITTEE

Purpose(s)/Service(s): The Committee is to listen to reports and decide which taxes are uncollectible and therefore may be deleted from the tax rolls.

The Committee consists of **FIVE** (5) members, **ONE** (1) of which is the Chair of County Council or his/her designee. The other **FOUR** (4) members are appointed for a **ONE** (1) year term and

represent the County Attorney’s Office, Treasurer’s Office, Auditor’s Office and Assessor’s Office.

PROCUREMENT REVIEW PANEL

Purpose(s)/Service(s): The Procurement Review Panel shall be charged with the responsibility of providing an administrative review of formal protests of decisions arising from the solicitation and award of contracts, the disbarment or suspension of a person from the consideration for award of a contract, a decision concerning the resolution of a contract or breach of contract controversy, or any other decision, policy or procedure arising from or concerning the expenditure of county funds for the procurement of any supplies, services, or construction procured in accordance with the provisions of this code and regulations.

The panel shall be composed of **FIVE (5)** members with no term limits.

Preferred Experience: **ONE (1)** member who serves in a Public Procurement arena; **ONE (1)** member who represents the Service Industry; **ONE (1)** member who is from the Construction Industry; **ONE (1)** member who is from the Professional Services Industry; and **ONE (1)** member who is from the Consumer Industry.

The Panel meets on an as needed basis.

For additional information, please contact:

James Stewart

Stewart.james@richlandcountysc.gov

(803) 576-2072

TRANSPORTATION PENNY ADVISORY COMMITTEE (TPAC)

Purpose(s)/Service(s): The function of the Transportation Penny Advisory Committee (TPAC) is to review, comment on, and provide recommendations to County Council regarding Council’s use of the penny sales tax voters approved in the November 2012 referendum.

The committee is composed of **FIFTEEN (15)** Richland County citizens representing Arcadia Lakes, Blythewood, Columbia, Eastover, Forest Acres, Irmo and unincorporated areas of Richland County. Richland County appoints **SEVEN (7)** members from unincorporated Richland County with staggered term dates – **THREE (3)** 3-year terms, **THREE (3)** 4-year terms and **ONE (1)** 5-year term. **The City of Columbia appoints THREE (3) members with staggered term dates – ONE (1) 3-year term, ONE (1) 4-year term, and ONE (1) 5-year term; Arcadia Lakes appoints ONE (1) member for a THREE (3) year term; Blythewood, Eastover**

and Forest Acres each appoints **ONE (1) member for a FOUR (4) year term; and Irmo appoints ONE (1) member for a FIVE (5) year term.**

The committee meets on the 4th Monday of each month at 5:30 PM at the Richland County Administrative Office, 2020 Hampton Street, 4th Floor Conference Room. The meetings last approximately an hour.

Richland County Council has prescribed the following powers and duties to the TPAC:

- Provide a recommendation on any modification to the penny funded transportation project list not consistent with the generic description of the project(s), (such as the addition of new projects not currently on the projects list, etc.). Any modification to the project list consistent with the generic description of the project(s) shall not require a recommendation of the TPAC; for example, minor revisions to a project on the projects list not impacting the overall scope of the project.
- Recommend any reordering of the project list priorities, if applicable.
- Provide quarterly reports to their respective jurisdiction
- Make recommendations for a financial review of the Transportation, as needed. (There will be an annual financial audit.)
- Make recommendations to the Board of Directors of Central Midlands Transit (“The COMET”), and any other governing body with regards to the Transportation Penny.
- Perform all other additional duties as assigned by Richland County Council. The TPAC regards its role as representing the interests of Richland County citizens who use and/or finance various modes of transportation the County provides. These citizens reasonably expect that transportation improvements financed by the one cent sales tax and related bonds will be effective, efficient, and equitable. The TPAC, therefore, acts as an agent of and voice for these public expectations and brings diverse perspectives to the TPAC’s interactions with County Council, the Transportation Director, and “The COMET”. Within its limitations as a volunteer advisory committee, the TPAC carries out its role by selectively reviewing information regarding transportation improvements, reviewing and commenting on plans, seeking clarifications, raising questions, and making suggestions. It serves as a link between the public interest and County officials responsible for conceiving, organizing, managing, implementing, auditing, and evaluating penny-financed transportation improvements.

For additional information, please contact:

Michael Maloney

Maloney.michael@richlandcountysc.gov

(803) 576-2401

Ex-Officio Council Representatives: Paul Livingston and Overture Walker

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY (RTA) BOARD

Purpose(s)/Service(s): **The primary purpose of the Board of Directors is to promote transportation opportunities for all citizens within Richland County and a limited service area in Lexington County.**

Richland County has **THREE (3)** representative to the Board: **TWO (2)** elected officials and **ONE (1)** citizen. Each representative will serve a **THREE (3)** year term. **Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after one day of non-service.**

Board meetings are held the 4th Wednesday of each month at 3613 Lucius Road at 12:00 PM and last approximately 2 hours.

Preferred Experience:

- **Knowledge of transportation; finance services/management; governance, audit and/or operational risk assessment and management; grant and/or contract administration; communications/public relations; and legal.**
- Be able to devote, on average, 5 – 10 hours per month to attend Board meetings, standing committee meetings, and to review agenda materials;
- **Bring a broad range of knowledge and depth of experience from their chosen business or profession, as well as an understanding of the principles and values of the COMET and the communities it serves;**
- **Possess a fundamental understanding of their role and responsibility to the Board. The members' primary responsibility is to act all times in the best interests of the COMET, the Board, staff and serviced communities;**
- **Possess integrity, be willing to articulate his or her views frankly, be able to work productively with others, and have the ability and willingness to commit the time and effort required;**
- Represent the interest of their appointing body while endeavoring to achieve regional consensus;
- Fiduciary responsibility to vote for the best interests of the region and not those of their appointing body;
- Able to work cooperatively in a multi-jurisdictional setting;
- Able to attend Board and standing committee meetings consistently;
- Responsible for informing their respective jurisdictions of key issues, facilitating communication between those entities and the COMET, and helping build consensus;
- Participate in the COMET Leadership Academy; and
- Provide value and expertise on improving transportation and mobility within the region.
- **A core knowledge of the transportation sector, and the concepts, principles and values of the COMET;**

- Ability to act without a real or perceived conflict of interest that could reasonably be perceived to conflict with the individual’s responsibility to act in the best interests of the Board;
- Stature in the individual’s chosen business or profession, or community involvement;
- Willingness to ask probing questions and challenge management within the appropriate governance context;
- Ability to operate “as a team” at the Board level and “speak with one voice” once a full discussion has been undertaken and a decision has been made by the Board;
- Ability to review and examine budgets to ensure projected expenses and income are realistically comprehensive and assess the implications of financial and audit reports;
- Ability to bring a perspective of external business, social and regional issues to the deliberations of the Board;
- Ability to use tact, discretion and sound independent judgment;
- Ability to communicate effectively, both orally and in writing;
- High ethical standards;
- Willingness to adhere to protocols and policies regarding staff and personnel operations and communications;
- A commitment to continuous learning to maintain a knowledge of potential changes and trends facing the future of the COMET and transportation industry, best practices and policies (via webinars, local, regional and national conferences);
- An understanding of governance and the fiduciary duties and responsibilities of both a Board of Directors as well as of individual members (in particular – a comfort level with the principles of the by-laws under which the Board operates); and
- Ability to provide leadership, strategic direction and oversight.

Board Member Mission and Commitment:

- Willingness to make a real contribution to the COMET and the communities it serves;
- Commitment to the COMET strategic objectives, vision, mission and values;
- Willingness to participate in COMET related activities including utilizing the transportation services provided by the COMET, such as occasionally riding the bus;
- Willingness to act in the best interests of the COMET and the communities it serves independently of any particular interest arising as a result of any previous, existing or future relationship with the COMET staff, Board of Directors, or suppliers; and
- Willingness to stay informed, available, and engaged as well as to attend meetings and represent the Board or its interests in the public.

For additional information, please contact:

LeRoy DesChamps

LDeschamps@thecometsc.gov

Council Representatives: Allison Terracio and Overture Walker

RICHLAND COUNTY ORDINANCE
ARTICLE VII. BOARDS, COMMISSIONS AND COMMITTEES
(CURRENTLY NOT ACTIVE)

Sec. 2-232. Boards, commissions and committees created.

(e) ***The Economic Development Commission.*** The commission shall consist of twelve (12) members of which three (3) shall be appointed by the council for a term of three (3) years. Other appointive bodies include Lexington County, Fairfield County, Chamber of Commerce and city council with each nomination to be confirmed by all appointive bodies. Meetings at call.

(g) ***Richland County Youth Commission.***

(1) ***Creation.*** There is hereby created the Richland County Youth Commission, which shall be appointed by majority vote of the county council and shall function in an advisory capacity. The commission shall be comprised of concerned citizens from diverse backgrounds, who are committed to improving the quality of life for young people in Richland County. This advisory commission shall be an advocate for the youth of this county.

(2) ***Membership.*** The Youth commission shall consist of thirteen (13) members, all of whom shall be residents of the county, at least one (1) member to be appointed from the clergy; at least one (1) member to be a representative of the South Carolina Department of Youth Services, upon recommendation of the commissioner; at least one (1) member from the Richland County Sheriff's Department, upon recommendation by the Richland County Sheriff; at least one (1) member who is a resident of Richland County School District One; at least one (1) member who is a resident of Richland County School District Two; two (2) members attending high school (grades 9-12) in Richland County; and the remaining six (6) members at large.

(3) ***Term.*** The term of office of each commissioner shall be for a period of four (4) years, or until his successor is appointed and qualified; however, the initial appointment shall be made in staggered terms. The six candidates receiving the most votes shall be appointed for four (4) years, and the five (5) remaining candidates shall be appointed for two (2) years.

(4) ***Structure.*** The commission shall develop and adopt its own bylaws, subject to final approval by the county council. The commission shall elect annually a chairman, vice-chairman, secretary and treasurer.

(5) Meetings. The commission shall meet at such times and places as provided in its bylaws but shall hold at least one (1) meeting each month. All meetings shall be conducted pursuant to, and in compliance with, the South Carolina Freedom Act.

(6) Duties and responsibilities.

- a. Identify youth-related problems or potential problems. In this regard the commission shall:
 1. Become well informed on the problems facing youth in the community;
 2. Coordinate with other local groups/agencies who serve youth, such as private, nonprofit agencies or government groups;
 3. Hold public forums, conduct community surveys, contact local law enforcement personnel, and meeting with community leaders;
 4. Actively seek youth involvement and input.
- b. Implement a program to increase the awareness of the general population and elect officials of the needs and problems facing youth and their families. In this regard, the commission shall:
 1. Support the efforts of other organizations in publicizing youth issues and problems; and
 2. Become advocates for improvement of services and programs for youth.
 3. Research successful model youth programs and make recommendations to county council for consideration and implementation in the county.
 4. Seek and administer federal, state and private funding for commission operations and for projects proposed by the commission pursuant to the powers enumerated herein.

(k) *Richland County Transportation Study Commission*

(1) Creation. There is hereby created a Richland County Transportation Study Commission.

(2) Membership. The Richland County Transportation Study Commission shall consist of thirty-nine (39) members who shall be appointed as follows: 11

members, 1 from each member of County Council; 7 members, 1 from each member of Columbia City Council; 4 members, of which 1 shall be appointed by Lexington County Council, 1 shall be appointed by West Columbia City Council, 1 shall be appointed by Cayce City Council, and 1 shall be appointed by the Springdale Town Council; and 17 members, as recommended by the Richland County Rules and Appointments and approved by a majority vote of Richland County Council. No elected officials shall be appointed to this Commission.

(3) Terms of Members; Sub-Committees; Election of Chairperson; Meetings.

- a. A Commission member shall serve a term of two (2) years or until his or her successor is appointed.
- b. The Commission shall consist of four (4) sub-committees, and an at large membership, as follows:
 1. An Executive sub-committee, which shall be composed of seven (7) members; and
 2. A Greenways and Bike Paths sub-committee, which shall be composed of seven (7) members; and
 3. A Roads sub-committee, which shall be composed of ten (10) members; and
 4. A Transit sub-committee, which shall be composed of fourteen (14) members.
 5. In addition, sixteen (16) members shall be appointed as at-large members; provided that fifteen (15) of the at-large members shall also be appointed to one of the sub-committees referenced above.
- c. The Commissions chairperson, co-chairperson, and those members to serve on the Executive sub-committee of the Commission, shall be appointed by a majority vote of Richland County Council.
- d. Each sub-committee shall elect a chairperson by a majority vote of its respective membership.
- e. The Commission shall meet at such times and places as determined by the Chairperson, but shall hold at least one meeting each calendar month. All meetings of the Commission shall be conducted in compliance with the South Carolina Freedom of Information Act.

(4) ***Responsibilities.*** The Richland County Transportation Study Commission shall study the long-range transportation needs of Richland County, including the current bus system and other modes of public transit. The Commission shall also assess the highway and road improvements that are needed to alleviate congesting that will allow people and goods to move through the County efficiently. This study shall include incentives for development throughout the County that is conducive to public transit, and shall include projects to alleviate congestion, including, but not limited to, Lower Richland Connector and Clemson Road. In addition, the Commission shall develop a plan to make Richland County more pedestrian and bicycle friendly. The Transportation Study Commission shall submit an interim report to Richland county Council in May 2007 and in November 2007. A final report shall be submitted to Richland County Council in May 2008. Copies of these reports shall be submitted to all local governments within the service area. Any consulting service that may be needed to assist the Commission with their responsibilities shall be managed by the Richland County Procurement Department (for example, RFPs). The Executive Committee of the Commission shall review the applications and make a recommendation to Richland County Council before a contract is awarded.

(m) *Appointment of members of county athletic commission.*

1. The county council, pursuant to the provisions of Act. No. 48 of 1991, hereby assumes the appointive powers over the county athletic commission. There shall be five (5) members of the commission who shall be appointed as follows:
 - a. One member who resides in County Council District 1, 2, or 7;
 - b. One member who resides in County Council District 8 or 9;
 - c. One member who resides in County Council District 3 or 4;
 - d. One member who resides in County Council District 5 or 6;
 - e. One member who resides in County Council District 10 or 11.
2. The members of the commission shall be appointed for four year terms and until their successors are appointed qualify.

(n) *Duties of local emergency planning committee.* The duties of the Richland County Local Emergency Planning Committee are hereby expanded to include the following:

1. Ensure the full implementation of the Superfund Amendments and Re-authorization Act of 1986 (SARA), Title III be accomplished as quickly as possible.
2. Make recommendations for hazardous material code uniformity within Richland County and all municipalities within Richland County.
3. Review environmental impact statements submitted by business handling environmentally sensitive materials.
4. Develop facility inspection frequency recommendations based on inventory and release history.
5. Make recommendations to insure the cooperation of all public safety and inspection agencies before, during, and after hazardous materials inspections.
6. Make recommendations on planning and zoning ordinances for industries that produce, store, or transport hazardous materials. Develop recommendations for safe distances between residential areas and hazardous industries.
7. Explore the possibility of adjacent jurisdictions adopting interlocal agreements, with mutual review of projects with regional impact.
8. Develop recommendations for financial responsibility requirements for industries that manufacture, store, or transport hazardous materials.
9. Develop a system of regulating local transportation of hazardous materials within the provisions of state and federal law.
10. Develop a system to assist the facility planning process and require such a document be on file with the local emergency planning committee.
11. Develop an outline for the permitting process of environmentally sensitive business.
12. Conduct a study of crimes against the environment.
13. Develop a cost recovery program to assist state and local government to recover cost expended in hazardous materials incidents.
14. Explore shortfalls and gaps in hazardous waste regulations.

(o) *Disabilities and special needs board.*

- (1) *Board.* There is hereby created in Richland/Lexington County Disabilities and Special Needs Board with powers, duties, responsibilities, and functions set forth herein.
- (2) *Purpose.* It is the purpose of the Richland/Lexington County Disabilities and Special Needs Board to develop, provide, coordinate, improve and operate community based programs serving persons with disabilities and special needs or other related disabilities with a view toward developing their respective mental, physical and social capacities to their fullest potential.
- (3) *Membership.* The board shall be composed of fifteen (15) members, at least five (5) of whom shall be resident electors. The board shall be appointed by the governor of the State of South Carolina upon recommendation of the majority of the county legislative delegation. Persons with a demonstrated interest and background in disabilities and special needs and/or human services shall be recommended for appointment.
- (4) *Terms.* The terms of the members shall be for four (4) years until their successors are appointed and qualify, except that of the first appointed: One (1) shall be appointed for one (1) year; two (2) for two (2) years; two (2) for three (3) years; and two (2) for four (4) years. Vacancies shall be filled for any unexpired terms in the same manner as original appointments. Any member may be removed by the appointing authority for neglect of duty, misconduct or malfeasance in office or for missing three (3) consecutive meetings after being given a written statement of reasons and an opportunity to be heard.
- (5) *Meetings and requirements.* The board shall open all regular meetings to the general public. No fewer than four (4) meetings per year shall be held. Special meetings may be called, with reasonable notice given to other members.
- (6) *Bylaws.* The board will establish its own bylaws. On an annual basis, it will elect a chairperson, a vice-chairperson, a secretary and a treasurer.
- (7) *Insurance.* The board will maintain at all times, workers compensation insurance on its employees and a policy of liability insurance in the amount of one million dollars (\$1,000,000) covering all employees and board members. The premium for this coverage shall be the responsibility of the board. Richland County shall be listed as an insured under the policy of liability insurance. The board shall furnish a copy of the current insurance policies to county council and will keep current copies of the policies on file at all times.

(8) Duties. The board shall:

- a. Be the administrative, planning, coordinating, evaluative, and review body of services to persons in the county who are mentally retarded or have other related disabilities; the board shall be funded in part or in whole by appropriations for the South Carolina Department of Disabilities and Special Needs.
- b. Submit an annual plan and projected budget to the South Carolina Department of Disabilities and Special Needs for approval and consideration of funding.
- c. Review and evaluate, on at least an annual basis, county mental retardation and related disability services provided pursuant to this ordinance and report its finding and recommendations to the South Carolina Department of Disabilities and Special Needs and county council.
- d. Promote and accept local financial support for Richland County programs from funding sources such as businesses, individuals, industrial and private foundation, voluntary agencies, governmental and other lawful sources and promote public support from municipal and county sources.
- e. Employ personnel and expend its budget for the direct delivery of services or contract with those services vendors necessary to carryout county mental retardation or related disability service programs, which shall meet those specifications prescribed by the South Carolina Department of Disabilities and Special Needs.
- f. Plan, arrange, and implement working agreements and contract with other human service agencies, both public and private, and with educational and judicial agencies.
- g. Provide the South Carolina Department of Disabilities and Special Needs and the county council with such records, reports, and access to tis sponsored services as the South Carolina Department of Disabilities and Special Needs and the county council may require and submit its sponsored services and facilities to licensing requirements of the South Carolina Department of Disabilities and Special Needs of the licensing requirements of other state or local agencies having such legal authority.
- h. Buy, sell, mortgage, pledge, encumber, lease, rent, and contract with respect to real and personal property, from funds payable out of any revenues of the

county disabilities and special needs board, and shall not obligate the full faith, credit, and taxing power of the county.

- i. Provide a public forum to which individuals or groups may present any concerns or appeal a dispute or disagreement with a provided agency or service.

(p) *Duties of the Midlands Commission on homelessness.*

1. The Midlands Commission shall be appointed from the civic and business community and shall be composed of seven (7) persons, each of whose leadership has demonstrated an interest in the needs of the homeless population of central South Carolina. Three (3) of the members of the Commission shall be appointed by the Mayor and City Council of the City of Columbia and four (4) of the members of the Commission shall be appointed by the County Council of County of Richland, State of South Carolina. One of the four members of the Commission appointed by the County of Richland shall be the designee of the Consortium For the Homeless serving central South Carolina. The members shall serve for terms of three (3) years and until their successors are appointed and qualified, except that the first appointments shall be as follows: three (3) for the three (3) years; two (2) for two (2) years; and two (2) for one (1) year. No Commission member shall be eligible for appointment following service as a Commissioner for one (1) year following the expiration of any full term of service as a Commissioner.
2. Immediately upon the appointment of the Commission, it shall organize by electing one of its number as Chair, a second as Vice Chair, and a third as Secretary. The officers of the Commission shall hold office for terms of one (1) year and until their successors shall be chosen and qualified. It shall be the duty of the Commission to see that a record of the appointees to the Commission shall be filed in the office of the Clerk of Council for Richland County, and the office of the Clerk of the City Council of Columbia, so as to indicate the persons holding office as members of the Commission and the duration of their respective terms. No member of the Commission shall receive any compensation for his or her services as a member of the Commission. Membership on the Commission shall not be construed to be an office of honor or profit.
3. *Duties.*
 - a. To act as an advocate for the needs of the homeless population in central South Carolina;

- b. To identify resources necessary to address the needs of the homeless population of central South Carolina;
 - c. To encourage coordination in the planning for and delivery of services to the homeless population in central South Carolina;
 - d. To the greatest extent possible, work in conjunction with the Consortium for the homeless and other entities serving the needs of the homeless;
 - e. To conduct its affairs in a fiscal year beginning July 1 and ending June 30. As shortly after close of its fiscal year as may be practicable, an audit of its affairs shall be made. Copies of such audit, incorporated into an annual report of the Commission, shall be filed with the Clerk for the County of Richland County, State of South Carolina, and the Clerk for the City Council of Columbia, State of South Carolina;
4. Reasonable administrative assistance to the Commission shall be provided for by the City of Columbia in conjunction and cooperation with the County of Richland.
 5. Any action required of the Commission may be taken at any meeting of the Commission, regular or special, and at any such meeting a majority of the members of the Commission shall constitute a quorum for the purpose of transacting the business of the Commission.

(r) *Bond Review Committee.*

(1) *Creation.* There is hereby established a Richland County Bond Review Committee which shall have the structure, organization, composition, purposes, powers, duties, and functions established below.

(2) *Membership; terms.* The Bond Review Committee shall be comprised of five members, as follows: two shall be county employees designated by the County Administrator, two shall be Council members designated by the County Council Chair, and one shall be a bond counsel representative. A members shall serve a term of two (2) years or until his or her successor is appointed. In addition, the County Auditor and the County Treasurer shall serve on the Committee ex officio, with all the same rights, duties, and responsibilities as a Committee member.

(3) *Duties and responsibilities.*

- a. The Bond Review Committee shall review and make recommendations to the County Council regarding the issuance of Debt Obligations and the management of outstanding debt in accordance with the County Debt Policy.
- b. The Bond Review Committee shall consider all issues related to outstanding and proposed Debt Obligations; including, but not limited to, all matters affecting or relating to the creditworthiness, security and repayment of the proposed Debt Obligations, such as procurement of services for debt sales and administration, structure, repayment terms and covenants of the proposed Debt Obligation.
- c. The Bond Review Committee shall periodically review county debt policies and make recommendations where appropriate.
- d. The Bond Review Committee shall review all capital projects proposed to be financed with debt for compliance with the Debt Policy, and will make recommendations to the County Administrator as to the appropriate structure of such debt. In formulating its recommendations, the Committee shall consider:
 1. Legality and availability of revenue for the repayment of such debt;
 2. Impact of such debt on the county's debt capacity;
 3. Ongoing operational impact analysis to consider additional requirement after project completion on the county's operating budget;
 4. Impact analysis of debt service requirements to the total county debt obligation over life of debt;
 5. Review post-project analysis to evaluate actual benefit received in comparison to estimates;
 6. Review compliance on all outstanding bond covenants and requirements of the bond resolution; and
 7. Other relevant factors.
- e. The Bond Review Committee shall present findings and recommendations to Council during project discussions.

(s) *Richland County Complete Streets Commission.*

1. *Creation.* There is hereby created a Richland County Complete Streets Commission, herein known as the Commission, or RCCSC.
2. *Membership.* The Commission shall consist of nine (9) members, with one representative from each of the following general interest groups: one (1) representative from the South Carolina Department of Health and Environmental Control (DHEC); one (1) representative from the American Association of Retired People (AARP) regional office; one (1) representative from neighborhood advocacy interests; one (1) representative from the Central Carolina Realtors Association; one (1) representative from the Homebuilders Association of Greater Columbia; one (1) representative from cycling advocacy interests; one (1) representative from the Richland County municipalities; and one (1) representative from Americans with Disabilities Act (ADA) advocacy interests. In addition, the South Carolina Department of Transportation (SCDOT) District One Office Administrator or his/her designee shall serve on the Commission.

All members shall serve without compensation, and shall be appointed by the Richland County Council.

3. *Terms of Members; Election of Chairperson; Meetings.*
 - a. Initially, three (3) members shall be appointed for a one year term; three (3) members for a two year term; and three (3) members for a three year term. Thereafter, all appointments shall be for a three year term. The initial appointments shall be as follows:
 1. Three year terms for the ADA advocacy representative; Central Carolina Realtors Association representative; and the DHEC representative; and
 2. Two year terms for the AARP representative; the municipal representative; and the cycling advocacy representative; and
 3. One year term for the residential neighborhood advocacy representative; the District One SCDOT representative; and the Homebuilders Association of Greater Columbia representative.
 4. After the initial appointments, each new appointment shall be for a three year term.

5. Appointments to a vacancy shall be for a remainder of the representative's current term.
 - b. The Commission shall annually elect a chairperson and a vice-chairperson by a majority vote of its respective membership.
 - c. The Planning and Development Services Department shall provide administrative support to the Commission.
 - d. The Commission shall meet monthly during the second week of the month and shall not begin before 5:00 PM. The Chairman may call a special meeting at any time with a minimum of seven (7) days notice to members.
 - e. All meetings of the Commission shall be conducted in compliance with the South Carolina Freedom of Information Act.
4. *Duties.* The Commission shall review and comment regarding proposals to implement the Richland County Complete Streets Program Goals and Objectives, adopted July 6, 2010, and as may be periodically amended thereafter. Said proposals may include, but are not limited to, regulations and/or procedures to:
- a. Improve cycling and pedestrian facilities and safety; and
 - b. Complete a comprehensive sidewalk improvement program for County Council consideration by June 2012, and
 - c. Create CMRTA Park-n-Ride facilities; and
 - d. Preparation of a countywide ADA Transition Plan for County Council consideration by June 2014; and
 - e. Develop measures in an attempt to reduce pedestrian and cycling accidents; and
 - f. Other duties as may be assigned by the County Council.
5. *Procedures.* The Richland County Complete Streets Commission shall adopt Rules of Procedure by which meetings and activities of the Commission will be conducted no later than ninety (90) days after its first scheduled meeting. Such Rules shall not conflict with Robert's Rules of Order, the general and permanent statutes of the State of South Carolina, and Richland County ordinances.