



Richland County
EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE
December 7, 2021 – 2:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

Bill Malinowski District 1	Yvonne McBride District 3	Jesica Mackey District 9	Cheryl English District 10	Chakisse Newton, Chair District 11
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- 1. **CALL TO ORDER** The Honorable Chakisse Newton
- 2. **ADOPTION OF AGENDA** The Honorable Chakisse Newton
- 3. **APPROVAL OF MINUTES**
 - a. **July 27, 2021 [PAGES 3-4]**
 - b. **September 28, 2021 [PAGES 5-7]**
 - c. **October 14, 2021 [PAGES 8-9]**
 - d. **October 22, 2021 [PAGES 10-11]**
 - e. **October 25, 2021 [PAGES 12-13]**
 - f. **November 4, 2021 [PAGES 14-15]** The Honorable Chakisse Newton
- 4. **DISCUSSION**
 - a. **2022 County Administrator Evaluation Process [Executive Session]**
 - b. **County Attorney and Clerk to Council Performance Evaluation Process**
 - c. **Other topics**
- 5. **ADJOURNMENT**

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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) 576-2068, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County
Employee Evaluation Oversight Ad Hoc Committee
July 27, 2021 – 4:00AM
Council Chambers
2020 Hampton Street, Columbia, SC 29201

MEMBERS PRESENT: Chakisse Newton, Chair, Bill Malinowski, Yvonne McBride, Jesica Mackey, and Cheryl English

OTHERS PRESENT: Michelle Onley, Kyle Holsclaw, Tamar Black, Leonardo Brown, Lori Thomas, Paul Livingston, Allison Terracio, Angela Weathersby, Ashiya Myers, Jennifer Wladischkin, and Elizabeth McLean

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 4:00PM.
2. **ADOPTION OF AGENDA** –Ms. Newton stated Item 3 “Item for Discussion” should be an “Item for Action”. It is a contractual matter; therefore, it will require Executive Session.

Ms. McBride moved, seconded by Ms. Mackey, to adopt the amended agenda.

In Favor: Malinowski, McBride, Mackey and Newton.

The vote in favor was unanimous.

3. **ITEMS FOR ACTION**

County Administrator Evaluation: Review and Approval of Consultant – Ms. McBride moved, seconded by Ms. Mackey, to go into Executive Session.

In Favor: Malinowski, McBride, Mackey and Newton.

The vote in favor was unanimous.

***The committee went into Executive Session at approximately 4:03 PM
and came out at approximately 5:00 PM.***

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

In Favor: Malinowski, McBride, Mackey, English and Newton

The vote in favor was unanimous.

Ms. Newton stated they entered Executive Session to discuss a contractual mater and no action was taken.

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Ms. Mackey moved, seconded by Ms. McBride, to have Procurement move forward with the process, as discussed in Executive Session.

In Favor: Malinowski, McBride, Mackey, English and Newton

The vote in favor was unanimous.

4. **ADJOURNMENT** – The meeting adjourned at approximately 5:02PM.

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Richland County
Employee Evaluation Oversight Ad Hoc Committee
September 28, 2021 – 2:30 PM
4th Floor Conference Room
2020 Hampton Street, Columbia, SC 29204

MEMBERS PRESENT: Chakisse Newton, Chair, Bill Malinowski, Yvonne McBride, and Jesica Mackey

OTHERS PRESENT: Tamar Black and Gretchen Barron

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 2:37 PM.
2. **APPROVAL OF THE MINUTES** - Ms. Newton noted the minutes from the July 27th meeting were not included in the packet.

Ms. McBride noted she was not present at the July 9th meeting because she was doing County business.

- a. **July 9, 2021** – Ms. McBride moved, seconded by Mr. Malinowski, to approve the minutes as distributed.

Mr. Malinowski noted did not reflect if the Committee forwarded a recommendation to Council to have the Clerk to Council position reposted, and inquired if the posting was legitimate.

Ms. Newton responded part of the confusion may be because they were missing some of the minutes. She noted it was taken to Council, approved and posted.

Mr. Malinowski inquired if anyone had a copy of those minutes.

Ms. Black stated the previous committee meeting was primarily in Executive Session, and the motion coming out of Executive Session was to proceed as discussed in Executive Session.

Mr. Malinowski stated he wanted a copy of the Council minutes. He moved to defer the agenda, so they could get a definitive answer on Council's action.

Ms. McBride inquired, if they could not prove Council's approval, if they could not move forward with this process.

Mr. Malinowski responded in the affirmative.

Ms. Newton stated committee minutes do not reflect actions approved by Council.

Mr. Malinowski stated the minutes should reflect if the committee unanimously voted to forward the

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recommendation to Council.

Ms. McBride inquired if they could legitimately move forward with the discussion.

Ms. Newton stated, for clarification, the minutes provided reflected to move forward with the job description. The minutes that are not included reflected moving forward with the search process.

Mr. Malinowski noted he was fine with the minutes included, but there are missing minutes.

In Favor: Malinowski, McBride, Mackey and Newton

Not Present: English

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. McBride moved, seconded by Ms. Mackey, to approve the agenda as published.

In Favor: McBride, Mackey and Newton

Opposed: Malinowski

Not Present: English

The vote was in favor.

4. **ITEMS FOR DISCUSSION** – Ms. Newton noted the Clerk to Council Candidates and the County Administrator Evaluation were personnel items that should be discussed in Executive Session.

Ms. McBride moved, seconded by Ms. Mackey, to go into Executive Session to discuss the Clerk to Council candidates and the County Administrator Evaluation.

Mr. Malinowski inquired if item 4(a) was properly before them since they did not have confirmation on Council's action regarding the posting of the position. He inquired if they could recess and all the Clerk to look up the minutes.

Ms. McBride stated, based on the agenda, they could still discuss the item.

Mr. Malinowski stated, if they did not have permission to post the job, they may be discussing something that was not properly before them.

In Favor: McBride, Mackey and Newton

Opposed: Malinowski

Not Present: English

The vote was in favor.

The committee went into Executive Session at 2:49 PM and came out of Executive Session at 3:45 PM.

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- a. **Clerk to Council Candidates[Executive Session]** – This item was taken up in Executive Session.
 - b. **County Administrator Evaluation[Executive Session]** – This item was taken up in Executive Session.
 - c. **Other Items** – Ms. Newton stated she wanted to start documenting the hiring process in the committee. She noted it would be a way to establish the best practices, but Council will still have the opportunity to proceed as they would like.
5. **Pending Actions** – None.
 6. **ADJOURNMENT** – The meeting adjourned at approximately 4:00 PM.

**Employee Evaluation Oversight Ad Hoc Committee
September 28, 2021**

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Richland County
Employee Evaluation Oversight Ad Hoc Committee
October 14, 2021 – 12:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

MEMBERS PRESENT: Chakisse Newton, Chair, Yvonne McBride, and Jesica Mackey

OTHERS PRESENT: Paul Livingston, Tamar Black, Angela Weathersby, Kyle Holsclaw, Justin Landy, Dante Roberts, Jennifer Wladischkin, Lori Thomas, and Aric Jensen

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 12:00 PM.

2. **APPROVAL OF THE MINUTES**

a. **July 27, 2021**

b. **September 28, 2021**

Ms. Mackey moved seconded by Ms. McBride, to approve the minutes as distributed.

In Favor: McBride, Mackey and Newton

Not Present: Malinowski and English

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Mackey moved, seconded by Ms. McBride, to approve the agenda as published.

In Favor: McBride, Mackey, and Newton

Not Present: Malinowski and English

The vote in favor was unanimous.

4. **ITEMS FOR ACTION [Executive Session]** – Ms. Newton stated the items for discussion were personnel matters; therefore, need to be taken up in Executive Session. She noted no votes or actions would be taken in Executive Session.

Ms. McBride moved, seconded by Ms. Mackey, to go into Executive Session.

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October 14, 2021**

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- a. **Discuss Candidates for Clerk to Council Position**
- b. **Select Candidates to Interview**
- c. **Set Interview Schedule**

*The committee went into Executive Session at approximately 12:03 PM
and came out at approximately 12:54 PM*

Ms. Newton noted no action was taken in Executive Session.

Ms. McBride moved, seconded by Ms. Mackey, to interview candidates 1, 2, 5, 6, 8 and 9 for the Clerk to Council position.

In Favor: McBride, Mackey and Newton

Not Present: Malinowski and English

The vote in favor was unanimous.

5. **ITEMS FOR DISCUSSION**

- a. **Discuss Standing Committee Meeting Dates** – Ms. Newton inquired if it would suit the committee better to put a standing meeting time for the committee. She noted based on time they could coordinate via e-mail.

6. **ADJOURNMENT** – The meeting adjourned at approximately 1:00 PM.

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October 14, 2021**

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Richland County
Employee Evaluation Oversight Ad Hoc Committee
October 22, 2021 – 11:45 AM
ZOOM Meeting

MEMBERS PRESENT: Chakisse Newton, Chair, Yvonne McBride, Jesica Mackey and Cheryl English

OTHERS PRESENT: Paul Livingston, Allison Terracio, Tamar Black, Angela Weathersby, Justin Landy and Dante Roberts,

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 11:46 PM.
2. **ADOPTION OF AGENDA** – Ms. Mackey moved, seconded by Ms. English, to approve the agenda as published.

In Favor: Mackey, Newton and English

Not Present: Malinowski

Present But Not voting: McBride

The vote in favor was unanimous.

3. **INTERVIEWS OF CLERK TO COUNCIL CANDIDATES [Executive Session]**

- a. **Discussion of the applicants** - Ms. Newton stated the items for discussion are personnel matters and need to be taken up in Executive Session. She noted no votes or actions would be taken in Executive Session.

Ms. McBride moved, seconded by Ms. Mackey, to go into Executive Session.

In Favor: McBride, Mackey, Newton and English

Not Present: Malinowski

The vote in favor was unanimous.

***The committee went into Executive Session at approximately 11:49 AM
And came out at approximately 2:45 PM***

Ms. Newton noted no action was taken in Executive Session.

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October 22, 2021**

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4. **ITEMS FOR DISCUSSION** –

- a. Next Steps
- b. Subsequent Interviews

Ms. Mackey moved, seconded by Ms. McBride, to interview candidates 1, 2, 3, 5, and 6 for a second round of interviews for the Clerk to Council position.

Ms. McBride offered a friendly amendment to interview candidates 1, 2, 3, and 5 for a second round of interviews and candidate 6 for a 30 minute interview for the Clerk to Council position.

Ms. Mackey accepted the friendly amendment.

In Favor: McBride, Mackey, English and Newton

Not Present: Malinowski

The vote in favor was unanimous

Ms. Mackey moved, seconded by Ms. English, for reconsideration.

Opposed: McBride, Mackey, English and Newton

Not Present: Malinowski

The motion for reconsideration failed.

5. **ADJOURNMENT** – The meeting adjourned at approximately 2:53PM.



Richland County
Employee Evaluation Oversight Ad Hoc Committee
October 26, 2021 – 2:15 PM
ZOOM Meeting

MEMBERS PRESENT: Chakisse Newton, Chair, Bill Malinowski, Yvonne McBride, Jesica Mackey and Cheryl English

OTHERS PRESENT: Paul Livingston, , Tamar Black, Angela Weathersby, Justin Landy, Kyle Hosclaw, Emily James, Christin Mack, Randy Pruitt, and Stephany Snowden

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 2:20 PM.
2. **ADOPTION OF AGENDA** – Ms. Mackey moved, seconded by Ms. Newton, to approve the agenda as published.

In Favor: Mackey and Newton

Opposed: Malinowski

Not Present: McBride and English

The vote was in favor.

3. **INTERVIEW OF CLERK TO COUNCIL CANDIDATE [Executive Session]**

- a. **Discussion of the applicant** - Ms. Newton stated the item was a personnel matter; therefore, it needed to be taken up in Executive Session.

Ms. Mackey moved, seconded by Ms. Newton, to enter executive session.

In Favor: Mackey and Newton

Opposed: Malinowski

Not Present: McBride and English

The vote was in favor.

*The committee went into Executive Session at approximately 2:22 PM
And came out at approximately 2:50 PM*

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Ms. Newton noted no action was taken in Executive Session.

4. **ITEMS FOR DISCUSSION** –

- a. Next Steps
- b. Subsequent Interviews

Ms. Mackey moved, seconded by Ms. English, to proceed with interviewing the 6 candidates, as discussed in Executive Session.

In Favor: McBride, Mackey, English and Newton

Opposed: Malinowski

The vote was in favor.

5. **ADJOURNMENT** – The meeting adjourned at approximately 2:51 PM.



Richland County
EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE
November 4, 2021 – 9:00 am
4th Floor Conference Room

MEMBERS PRESENT: Chakisse Newton, Chair, Yvonne McBride, Jesica Mackey and Cheryl English

OTHERS PRESENT: Paul Livingston, Gretchen Barron, Allison Terracio, Overture Walker and Tamar Black

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 9:10 AM.
2. **ADOPTION OF AGENDA** – Ms. McBride moved, seconded by Ms. Mackey, to approve the agenda as published.

In Favor: McBride, Mackey, English and Newton

Not Present: Malinowski

The vote in favor was unanimous.
3. **INTERVIEW OF CLERK TO COUNCIL CANDIDATE [Executive Session]**
 - a. **Discussion of the applicants** - Ms. Newton stated the item for discussion was a personnel matter and needed to be taken up in Executive Session. She noted no votes or actions would be taken in Executive Session.

Ms. Mackey moved, seconded by Ms. Newton, to go into Executive Session.

In Favor: McBride, Mackey, English and Newton

Not Present: Malinowski

The vote in favor was unanimous.

***The committee went into Executive Session at approximately 9:11 AM
And came out at approximately 12:51 PM***

Ms. Newton noted no action was taken while in Executive Session.
4. **ITEMS FOR DISCUSSION** –
 - a. **Next Steps** – Ms. McBride moved, seconded by Ms. Mackey, to move forward with Candidates 1 and 2 and present them to Council at the November 16, 2021 Council meeting.

In Favor: McBride, Mackey, English and Newton

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Not Present: Malinowski

The vote in favor was unanimous

Ms. Mackey noted the candidate numbering was different from previous meetings.

5. **ADJOURNMENT** – The meeting adjourned at approximately 12:56 PM.

**Employee Evaluation Oversight Ad Hoc Committee
November 4, 2021**

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