

**RICHLAND COUNTY**  
**COUNTY COUNCIL AGENDA**



**Tuesday, MAY 17, 2022**

**6:00 PM**

**COUNCIL CHAMBERS**





# Richland County Council 2022



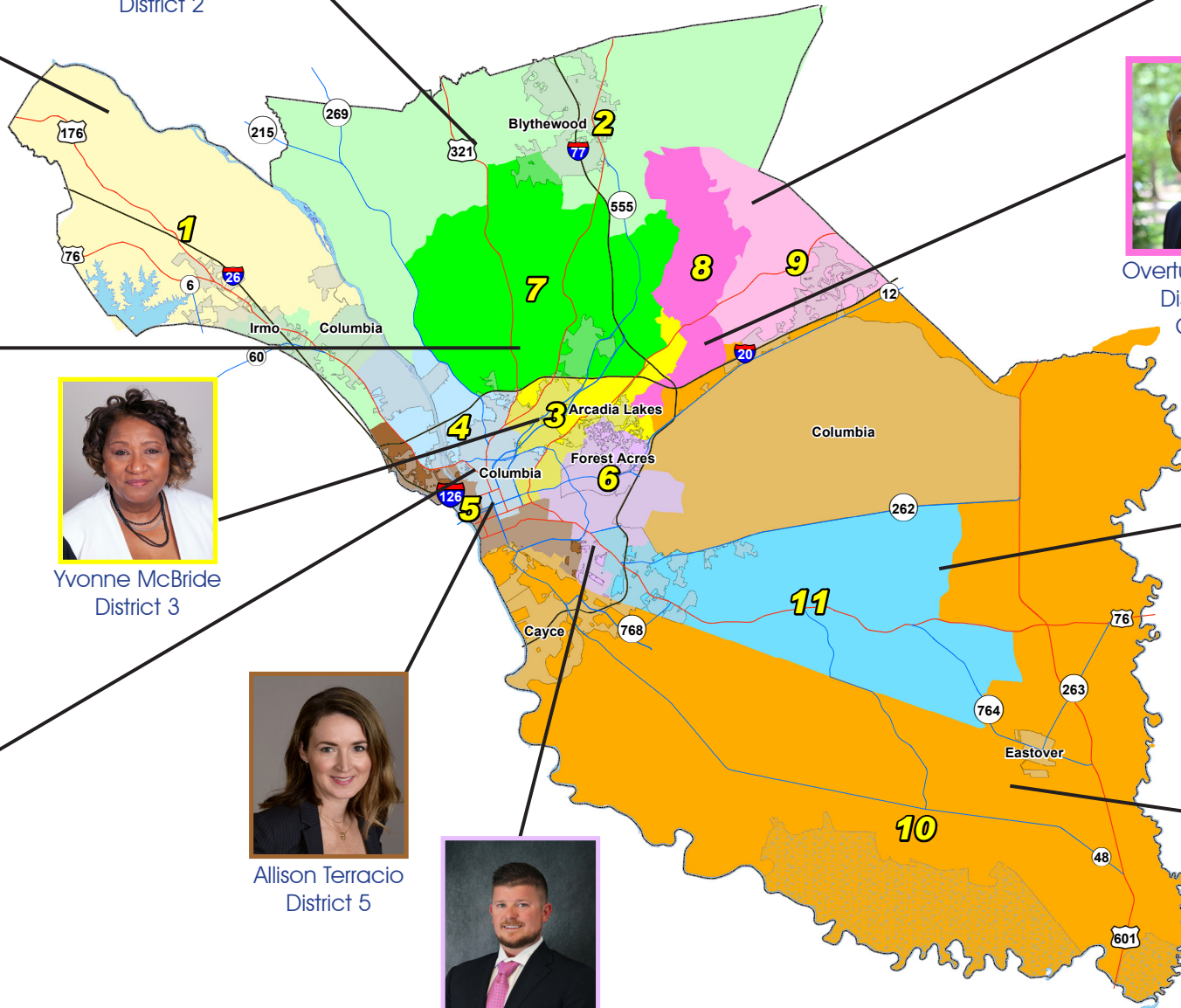
Bill Malinowski  
District 1



Derrek Pugh  
District 2



Jessica Mackey  
District 9  
Vice Chair



Gretchen Barron  
District 7



Overture Walker  
District 8  
Chair



Yvonne McBride  
District 3



Chakisse Newton  
District 11



Paul Livingston  
District 4



Allison Terracio  
District 5



Joe Walker, III  
District 6



Cheryl English  
District 10



Richland County Rules & Appointments Committee

**AGENDA**

May 17, 2022 - 3:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

The Honorable Bill Malinowski	The Honorable Gretchen Barron, Chair	The Honorable Jesica Mackey
County Council District 1	County Council District 7	County Council District 9

**1. CALL TO ORDER**

The Honorable Gretchen Barron

**2. APPROVAL OF MINUTES**

The Honorable Gretchen Barron

- a. May 3, 2022 [PAGES 9-15]

**3. ADOPTION OF AGENDA**

The Honorable Gretchen Barron

**4. INTERVIEWS**

The Honorable Gretchen Barron

- a. Planning Commission - Three (3) Vacancies

- a. Lorenzo Katio [Also applied for: Township Auditorium] [PAGES 16-17]

- b. Lindsey Shealy [PAGES 18-20]

- c. Jennifer Blocker Sanders [PAGES 21-26]

**5. APPOINTMENTS**

The Honorable Gretchen Barron

**a. Planning Commission - Three (3) Vacancies**

1. Christian Brent Chitwood (Interviewed April 5, 2022)[PAGES 27-30]
2. Sally Saunders Huguley (Interviewed April 19, 2022)[PAGES 31-33]
3. Tamika Daniels (Interviewed April 19, 2022)[PAGES 34-38]
4. Frederick Johnson, II (Interviewed April 19, 2022)[PAGES 39-45]
5. Charles Durant (Interviewed May 3, 2022)[PAGES 46-50]
6. Chris Siercks (Interviewed May 3, 2022)[PAGES 51-54]
7. Bruce Greenberg (Interviewed May 3, 2022)[PAGES 55-57]
8. Ryan Brown (Interviewed May 3, 2022)[PAGES 58-60]
9. Lorenzo Katio [PAGES 16-17]
10. Lindsey Shealy [PAGES 18-20]
11. Jennifer Blocker Sanders [PAGES 21-26]

**6. NOTIFICATION OF VACANCIES**

The Honorable Gretchen Barron

- 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 – One (1) Vacancy
- (3) Board of Assessment Appeals – One (1) Vacancy
- (4) Board of Zoning Appeals – Six (6) 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 – Four (4) Vacancies (ONE applicant must be from the Business Industry, ONE applicant must be an Attorney and TWO applicants 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; 2 seats are alternates)

(10) Hospitality Tax – Two (2) 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 – Three (3) Vacancies

(16) Township Auditorium – Two (2) Vacancies

(17) Transportation Penny Advisory Committee (TPAC) – Three (3) Vacancies

**7. ITEMS FOR DISCUSSION/ACTION**

The Honorable Gretchen Barron

- a. Renaming the Sewer Ad-Hoc Committee to the Utilities Ad-Hoc Committee [PAGES 61-65]
- b. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON - March 19, 2019][PAGES 66-74]
- c. Board, Commission and Committee Descriptions [PAGES 75-99]
- d. Consider moving the Horizon Meeting to Tuesday and have delivery of finished agenda to Council members by Thursday close of business [Malinowski- April 6, 2021] [PAGES 100-103]

**8. ITEMS FOR INFORMATION**

The Honorable Gretchen Barron

**a.** Boards, Commissions and Committees Advertisement  
Schedule [PAGE 104]

**b.** Applications Currently on File [PAGES 106- 108]

**9. ADJOURNMENT**

The Honorable Gretchen Barron



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.





Richland County Council  
RULES AND APPOINTMENTS COMMITTEE  
**MINUTES**  
May 3, 2022 – 3:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

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

OTHERS PRESENT: Michelle Onley, Anette Kirylo, Tamar Black, Kyle Holsclaw, Justin Landy, Patrick Wright, Ashiya Myers, Leonardo Brown, Lori Thomas, Randy Pruitt, Angela Weathersby, Dwight Hanna and Aric Jensen

1. **CALL TO ORDER** – Councilman Malinowski called the meeting to order at approximately 3:00 PM.

Councilman Malinowski stated that due to unforeseen circumstances Chairwoman Barron was delayed and will be joining the meeting via zoom.

2. **APPROVAL OF MINUTES**

- a. April 19, 2022 – Ms. Mackey moved, seconded by Mr. Malinowski, to approve the minutes as distributed.

In Favor: Malinowski and Mackey

The motion in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Anette Kirylo, Clerk to Council, stated Mr. Lorenzo Katio, an applicant for the Planning Commission, has requested to reschedule his interview.

Ms. Mackey moved, seconded by Mr. Malinowski, to adopt the agenda as amended.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

4. **INTERVIEWS** – Ms. Mackey moved, seconded by Ms. Barron, to go into Executive Session to conduct interviews.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

***The committee went into Executive Session at approximately 3:04 pm  
and came out at approximately 3:59 pm.***

At approximately 3:40pm Councilwoman Barron joined the meeting in person.

- a. Planning Commission – Three (3) Vacancies – Mr. Charles Durant, Mr. Chris Siercks, Mr. Bruce Greenberg and Mr. Bryan Brown interviewed for the Planning Commission.

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

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

**5. APPOINTMENTS**

- a. Employee Grievance Committee – Two (2) Vacancies (MUST be a Richland County employee; 1 seat is an alternate) – Ms. Mackey moved, seconded by Ms. Barron, to forward to Council with a recommendation to appoint Ms. Kimberly Toney to the Employee Grievance Committee.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

Ms. Barron moved, seconded by Ms. Mackey, to forward to Council with a recommendation to appoint Mr. John Robert Dunn as an alternate on the Employee Grievance Committee.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

**6. ITEMS FOR DISCUSSION/ACTION**

- a. Renaming the Sewer Ad Hoc Committee to the Utilities Ad Hoc Committee – Mr. Malinowski noted he thought the committee made a request to get language regarding the responsibilities of the Utilities Ad Hoc Committee would be, but he did not see that reflected in the agenda packet.

Ms. Mackey stated she requested the current ordinance/description of the Sewer Ad Hoc Committee, so it could be updated/amended.

Ms. Barron noted the request was made at the April 5<sup>th</sup> meeting. The directives were not clear and we did not give a deadline to receive the information.

Ms. Kirylo stated Administration's response can be found on p. 35 of the agenda packet. The response is as follows: "Presently, the County Council rules do not contain a description of the Sewer Ad Hoc Committee. However, staff recommends having a single committee for water and sewer policy and planning to provide Richland County Utilities a clear path for presenting items to County Council for consideration."

Mr. Brown inquired, when establishing ad hoc committees, is staff responsible for defining the purpose of the committee.

Mr. Malinowski responded the Council Chair usually creates ad hoc committees and states what the committee's purpose.

Ms. Barron inquired if the committees are created by ordinance.

Mr. Malinowski responded not ad hoc committees. He inquired, of Mr. Livingston, if it is normally the Council Chair who makes a recommendation to create an ad hoc committee.

Mr. Livingston responded that is customarily how it has been handled.

Mr. Malinowski noted we need to have a description of the committee's responsibility. He inquired if the Chair would get in touch with the department head and create language.

Ms. Barron stated we could be opening up a can of worms because we would need to establish language for all of the ad hoc committees. She inquired if we are doing this for the Sewer Ad Hoc Committee for the sake of the name change, or are we doing this as a practice.

Mr. Livingston noted the ad hoc committee's prior purpose was to address a specific matter, and typically are temporary or short-term. He believes there are too many ad hoc committees, which takes away from standing committees and Council engagement. We need to reduce the number of ad hoc committees or let them die when they have accomplished their mission.

Mr. Malinowski agreed with Mr. Livingston.

Mr. Patrick Wright, County Attorney, stated the purpose of an ad hoc committee is to be a short-term or temporary committee to deal with a specific issue. It is not supposed to be indefinite, which is why there are not descriptions.

Mr. Malinowski inquired if we can find out who created the Sewer Ad Hoc Committee, and what the purpose was at the time of creation. If the purpose has been served, we need to move on. He suggested putting the purpose of an ad hoc committee in Council Rules.

Mr. Wright noted his office did some preliminary research and there are a lot of committees that there is no information that exists.

Mr. Malinowski moved, seconded by Ms. Barron, to direct the Clerk to Council's Office to locate the minutes that detail the creation and purpose of the Sewer Ad Hoc Committee, and if the purpose has been accomplished. The information should be brought back to the May 17<sup>th</sup> committee meeting.

Ms. Mackey inquired if the Sewer Ad Hoc Committee is currently meeting.

Mr. Malinowski responded there have been very few meetings.

Ms. Mackey questioned whether the committee needs to be dissolved and the items sent to D&S and A&F Committees.

Mr. Malinowski suggested looking at the other ad hoc committees to determine if they need to be

dissolved as well.

In Favor: Malinowski, Barron and Mackey  
The vote in favor was unanimous.

- b. Move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON – March 19, 2019] – Mr. Malinowski stated he believes the committee needs to take one final look at the proposed revisions and send it on to Council. The odds are Council will also want to make additional changes.

Ms. Mackey noted the different colors in the document makes it confusing. She suggested utilizing only one color to make it easier for Council to understand. In addition, she noted she had additional changes for “Electronic Participation”. She suggested allowing electronic participation at all meetings, not just Special Called meetings.

Ms. Barron stated, when this was previously discussed, we were still under the emergency ordinance, so we were still utilizing Zoom. Today is a prime example where something out of her control prevented her from fully participating in the committee meeting. Previously it was discussed of ways on how to avoid potential abuse of participating virtually.

Mr. Wright stated executive session is addressed in the ordinance, and electronic participation is not allowed.

Ms. Mackey stated, when she made the motion, it was to address the fact that the meeting did not have to be a Special Called meeting. We had discussions about editing the language. There are many other municipalities throughout the country that have figured out ways to do this, and we have not. We do want Council members to be here in person, but if someone is ill and wants to participate in the meeting, they should have that option.

Ms. Barron inquired if Mr. Wright was referring to the emergency ordinance or a standing ordinance.

Mr. Wright responded it is a standing ordinance. If you are on the telephone, you cannot tell if anyone else is listening in on the confidential information discussed in executive session.

Mr. Malinowski noted utilizing executive session during the pandemic was extenuating circumstances. Once Council returned to in-person meetings, we reverted back to Council Rules and normal operations.

Ms. Barron moved to forward the existing Council Rules, with edits, to Council for review. Any input and/or changes by Council members should be forwarded to the Clerk’s Office by June 21<sup>st</sup>.

Ms. Mackey requested a friendly amendment to include the proposed language for virtual meetings.

Mr. Malinowski noted the committee did not vote on the virtual language. If we are going to start making additions, there are a few amendments he would like to see.

Ms. Mackey suggested keeping this in committee.

Ms. Barron inquired if Ms. Mackey could make her proposed changes at the Council meeting.

Mr. Malinowski responded that was what he was going to do with his proposed changes.

Ms. Barron stated we probably need to have a final draft of proposed changes prior to forwarding it to Council for review.

### ***Audio Problems***

c. Board, Commission and Committee Descriptions – ***Audio Problems***

d. Review of Boards, Commission and Committees Not Currently Active – Ms. Barron suggested making a recommendation to Council on which of these Boards, Commissions and Committees need to be removed from the ordinance.

Ms. Mackey inquired if there is anything that requires us to have these Boards, Commissions and Committees in place.

Mr. Wright stated the only committee there is a statute for is the Planning Commission.

Ms. Mackey stated, for clarification, if we were to amend the ordinance, we would need to have Three Readings and a Public Hearing.

Mr. Wright responded in the affirmative.

Mr. Malinowski stated, he does not think this was an ordinance, so if there purpose is over then Council could decide to dissolve them.

Mr. Wright noted the Boards, Commissions and Committees are in an ordinance. He does not think there is a statute that requires them.

Ms. Mackey requested Mr. Malinowski and Mr. Livingston’s historical knowledge on the Boards, Commissions and Committees.

*The Economic Development Commission* – The committee believes this commission is no longer needed since we have an Economic Development Office.

*Richland County Youth Commission* – Mr. Livingston stated the commission was in existence for a short while. We may be able to check the historical documents.

Ms. Barron noted, as a person who works with children regularly, anytime we can engage them, given our current climate, it is critically important. She inquired as to who oversaw the commission.

Mr. Malinowski noted in his 16-year tenure there has never been a meeting of the Richland County Youth Commission.

Mr. Wright stated, it appears, if Council appoints members to the Boards, Commissions, and Committees, they are active, but if they do not appoint members they become inactive.

*Richland County Transportation Study Commission* – The commission is no longer needed. It was established prior to the Transportation Penny referendum.

*Appointment of members of county athletic commission* – Mr. Malinowski noted the Recreation Commission handles these matters.

*Duties of local emergency planning committee* – Mr. Malinowski noted the Emergency Services Division would handles these matters.

*Disabilities and special needs board* – Mr. Malinowski noted he is not familiar with this board.

Ms. Mackey requested Mr. Wright to research Act 48 of 1991 regarding the “Appointment of members of county athletic commission”.

Mr. Malinowski moved, seconded by Ms. Mackey, to forward to Council with a recommendation to eliminate the following inactive boards, commissions and committees: The Economic Development Commission, Richland County Youth Commission, Richland County Transportation Study Commission, Local Emergency Planning Committee, Disabilities and Special Needs Board, Midlands Commission on Homelessness, Bond Review Committee, and Richland County Complete Streets Commission.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- e. Boards, Commissions, and Committees Attendance Records – Ms. Kirylo noted she sent an email to Council regarding the creation of a form. She contacted IT about producing an online form for the boards, commissions and committees to complete. In order to move forward, she needs to know what information the committee would like to see on the form besides the name of the committee, the name of the members, the members’ terms and a reason for absences.

Mr. Malinowski stated if an absence is excused there needs to be an explanation given.

Ms. Mackey moved, seconded by Ms. Barron, to develop an online form to include the following information: name of board, commission or committee, the names of members, the members’ terms and an explanation for a members’ absence.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

## 7. **ITEMS FOR INFORMATION**

- a. Boards, Commission and Committees Advertisement Schedule – The next report of vacancies will be on the May 17<sup>th</sup> committee agenda.

Ms. Barron noted we did not get a great response to the last advertisement. She inquired if we are looking at doing something different to recruit applicants.

Ms. Kirylo responded PIO will advertise on a weekly basis. We will also send it to Community Development and the Chamber of Commerce for them to share with their contacts.

- b. Applications Currently on File – Mr. Livingston inquired why some applicant’s names are

highlighted.

Ms. Kyrlo responded those applicants have applied for more than one board, commission or committee.

8. **ADJOURNMENT** – Ms. Mackey moved, seconded by Ms. Barron, to adjourn.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

The meeting adjourned at approximately 4:59 PM.

## Applicant Information

**First Name \***

LORENZO

**Last Name \***

KATIO

**Home Address \***

9605 S. Chelsea  
Rd

**Apt**

**City \***

Columbia

**State \***

SC

**Zip \***

29223

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \***

9605 S. Chelsea  
Rd

**Suite**

**City \***

Columbia

**State \***

SC

**Zip \***

29223

**Number \***

(803)665-  
6169

**Type \***

Mobil  
e

**Secondary Phone Type**

**Email Address \***

Lkatio51@gmail.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Bachelor's

**Professional Background**

Real Estate Agent/Investor, own a handyman business

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or  
Commission in which interested: \***  
Planning Commission (5)

**Reason for interest: \***

To contribute to physical, social, and economic development of  
Richland County and our community.

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

Team player, leader by example,  
upstanding citizen, dependable,  
reliable, committed.

**Any additional information you wish to share:**

**Recommended by a Council  
Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each  
month:**

## Conflict of Interest Policy



It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete. Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

\*  
 Yes  No

### Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*  
 Yes  No

**If so, describe:**

### Resume

Resume

### Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \*** **Last Name \***  
Lorenzo Katio

Submit

## Applicant Information

**First Name\***

LINDSEY

**Last Name\***

SHEALY

**Home Address\* Apt**

28 Vera Circle

**City\***

Columbia

**State\***

SC

**Zip\***

29204

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address\* Suite**

5 Calendar  
Court

**City\***

Columbia

**State\***

SC

**Zip\***

29206

**Number\***

(803)317-  
9398

**Type\***

Mobil  
e

**Secondary Phone Type**

**Email Address\***

lsheal01@gmail.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Master's

**Professional Background**

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or**

**Commission in which interested:\***

Planning Commission (5)

**Reason for interest:\***

I am participating in Leadership Columbia and during our Economic Development class Councilwoman Barron shared this opportunity. I've had a special interest in our community and have enjoyed watching Columbia's transformation over the past 15 years. I would be honored to have the opportunity to serve on the Planning Commission.

**Your characteristics/qualifications,**

**which would be an asset to**

**Committee, Board or Commission:\***

I work in the nonprofit sector and have experience in the following:  
Volunteer Management  
Event-planning  
Curriculum Development  
Fundraising/ Development  
Website Development

**Any additional information you wish to share:**

**Recommended by a Council**

**Member?\***

Yes  No

**Council Member name(s):**

**Hours willing to commit each**

**month:**

20

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete. Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

\*

Yes  No

## Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

## Resume (1)

Resume

CCC - Resume - 3/9/2022 - Planning Commission (5) -

## Signature

I understand that checking this box and entering my name constitutes a legal signature \*

**First Name \*** **Last Name \***

Lindsey Shealy

**Date Received**

03/09/2022

# Lindsey Shealy

28 Vera Circle, Columbia, SC 29204 | (803) 317-9398 | LSheaL01@gmail.com

## EXPERIENCE

### **Cure Sanfilippo Foundation, Development Associate**

**March 2018 to present**

- Cultivates and maintains relationships with existing and prospective donors
- Prepares for and oversees annual independent financial statement audit serving as point person for auditor relationship
- Assists Marketing VP and President in launching viral video campaigns which have been featured on national news raising over \$5 million to date
- Ensure regulatory compliance for state charitable solicitation filings
- Plans and oversees fundraising events locally and nationally, such as 5Ks, golf tournaments, peer-to-peer and crowd-sourcing campaigns
- Builds fundraising websites for over 20 campaigns per year
- Created and maintains an online storefront and designs retail items

### **Girl Scouts of SC, Volunteer Experience and e-Learning Manager**

**April 2016 to March 2018**

- Developed and implemented the first e-Learning curriculum and training platform to provide training and enrichment courses for adult volunteers
- Built interactive e-Learning courses using Adobe Captivate
- Executed a year-round training program that included weekly sessions
- Recruited, trained, and supervised facilitators to ensure consistent training
- Oversaw all e-Learning analytics, reporting and course evaluations
- Maintained volunteer and training records in a comprehensive database
- Assisted in planning and conducting two annual retreats for volunteers

### **UofSC, Office of Undergraduate Research, Graduate Assistant**

**August 2014 to May 2016**

- Provided research advising to undergraduate students on a daily basis
- Responsible for copy-editing Magellan Ambassador webpage
- Compiled quantitative assessment on courses and trainings
- Created bi-annual alumni newsletter using MailChimp showcasing programs
- Managed peer leaders and student assistants
- Recruited, interviewed, and selected peer leaders to serve as OUR representatives
- Assisted in coordination of Discovery Day, which showcases scholarly work of 400 students each year

## EDUCATION

**University of South Carolina, Columbia, SC**  
**2016**

*Master of Education, Higher Education and Student Affairs*

**Villanova University, Villanova, PA**

*Bachelor of Arts, Political Science and Philosophy*

**January 2015 – April**

**August 2010 – May 2014**

20 of 108

## COMMUNITY INVOLVMENT

Junior League of Columbia  
*August 2019 - present*

Leadership Columbia Class of 2022

Pawmetto Lifeline Foster  
*June 2009 - present*

Carolina Children's Garden, Treasurer  
*February 2016 - November 2019*

Environmental Education Association  
of South Carolina, Secretary  
*May 2016 - July 2019*

## SKILLS & PROFICIENCIES

- Adobe Captivate Certification
- Quickbooks Certification
- Certified Beekeeper
- Project Learning Tree Instructor
- Learning Management Systems
- Curriculum Development
- Salesforce
- Classy Fundraising Platform

## Applicant Information

**First Name \***

JENNIFER

**Last Name \***

SANDERS

**Home Address \* Apt**

1133 Ridge Rd

**City \***

Hopkins

**State \***

SC

**Zip \***

29061

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address \* Suite**

1133 Ridge Rd

**City \***

Hopkins

**State \***

SC

**Zip \***

29061

**Number \***

(803)606-  
9857

**Type \***

Mobil  
e

**Secondary Phone Type**

**Email Address \***

jenniferbsanders29061@yahoo.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Associates

**Professional Background**

I am working as a Senior Software Developer for DXC  
Technology 10301 Wilson Boulevard Blythewood, South  
Carolina 29016

## Service Information

Presently serve on any County Committee, Board or Commission? \*

Yes  No

Name of Committee, Board or

Commission in which interested: \*

Planning Commission (5)

Reason for interest: \*

I am interested in helping to plan for the future growth of Richland County.

Your characteristics/qualifications, which would be an asset to

Committee, Board or Commission: \*

I am active in my local community, detail oriented, work well on a team and independently, able to meet deadlines with quality work and I quickly adapt to technology. I was born, raised, educated, married and am working and raising a child in Richland County. I care about Richland County's current and future growth and development.

Any additional information you wish to share:

Recommended by a Council

Member? \*

Yes  No

Council Member name(s):

Hours willing to commit each month:

20

## Conflict of Interest Policy

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete. Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

\*  
 Yes  No

### Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-forprofit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*  
 Yes  No

If so, describe:

### Resume (1)

Resume  
[CCC - Resume - 3/18/2022 - Jennifer Blocker Sanders -](#)

### Signature

I understand that checking this box and entering my name constitutes a legal signature \*

**First Name \*** Jennifer **Last Name \*** Sanders

**Date Received**  
03/18/2022

Submit

## **Summary**

---

- Currently a SystemTec consultant performing a dual role position as an Information System Testing Analyst/ Test Designer at Blue Cross Blue Shield
- Acquired Public Trust Security Clearance
- Software Professional with over 23 years of Information Technology experience at DXC Technology (formerly Computer Sciences Corporation) providing technical support to business users and implementing P&C Insurance Solutions as a Software Developer
- Experienced in many aspects of the software development lifecycle of Waterfall and Agile Model(s) from designing, writing, reviewing technical requirements and specifications to developing code, testing, and performing code reviews in COBOL and Java
- Experienced in many aspects of the software test lifecycle of Waterfall and Agile Methodology
- Experienced in DB2 relational databases - database migration, data conversion, data mapping, creating, altering tables for carriers, and writing SQL queries for data collection and reporting
- Experienced in Microsoft SQL Server relational databases - writing SQL queries for data collection, data reporting and testing analysis
- Experienced in modernization projects converting Mainframe COBOL systems to Java platform
- Experienced in training various carriers on P&C Insurance Solutions on-site at the Carrier's location, in office, at company location or via Skype
- Expert business knowledge of Billing processes for Property & Casualty carriers
- Experienced in Implementation of application releases
- Participate in requirements study, design sessions and review of business requirements to provide solutions tailored to the customer's business needs
- Experienced in writing test cases, test case review, performing regression testing, coordinating the execution of test matrices and logging defects for root cause analysis
- Experienced in writing test plans, testing approaches, and conducting review meetings to ensure the enterprise tester can efficiently demonstrate and execute a test matrix
- Work collaboratively with the team to provide customer centric solutions
- Support creating, peer review, and executing of test cases and test matrices in Test Automation, CA7 Scheduler, Gherkin, Selenium Engine, and manual execution
- Create and peer review test matrices in Microsoft Excel/Quality Center/Azure DevOps

## **Experience**

---

### **SYSTEMTEC Consultant at Blue Cross Blue Shield South Carolina**

#### **Test Designer /System Test Analyst II**

**February 2021 - present**

- Continue to perform System Test Analyst II responsibilities 25 to 35% of the time
- Coordinates System Testing and Production Implementation verification with I/S staff and Customer Testers for Agile Flexible Delivery and Waterfall Projects
- Update Design Document with Test Plans and Testing approaches and presents them during Design Document review meetings and conduct test matrix review meetings
- Create and communicate Testing Requests and Production Validation requests
- Collect testing signoff approval, attend release meetings for code moves, update Release Database
- Review High Level Estimates (HLE) and provide actual Test Designer and Tester(s) estimates
- Defect management in Quality Center and Azure DevOps; facilitate defect review meetings
- Collect project artifacts prior to project closure and archive on Sharepoint
- Act as liaison between I/S team and Customer; keeps in close contact with development team, Business Analyst(s) and customers to ensure quick turnaround on issues/questions or concerns



- Communicate testing statistics to management on requested scheduled frequency

## **System Test Analyst II**

**August 2020 - February 2021**

- Create, peer review and execute test matrices in Microsoft Excel, Quality Center and Azure DevOps
- Test WorkFlow Management System, Content Manager, Document Manager, Esker, Engage One for Commercial, Tricare and Medicare Lines of Business (LOBs)
- Mentor developers on writing automated scripts in Selenium Engine
- Attend Design Document Review meetings and provide input on the Test Plan and Test Strategy
- Write and review queries in MS SQL Server and DB2 SQL for testing results pass/fail
- Peer review Visio Workflows
- Communicate Testing Statistics to Test Designer and Manager on scheduled frequency
- Provide backup for Test Designer during absence or when overallocated on project efforts
- Participate in monthly on-call Rotation for Corporate Level IPLs
- Participated in monthly on-call Rotation for Corporate Level ICT validation

## **Colonial Life and Accident Insurance**

**November 2017 – January 2020**

### ***Software Engineer***

- Provided on-call Production Support for the Agency and Broker Compensation System
- Provided Implementation Support of application releases
- Logged ServiceNow tickets on system issues, DB2 Database requests and Production Code Moves
- Designed, code, build and unit test application fixes and enhancements, performed code moves
- Provided technical support with testing to Business Analyst, Users and Engineers by writing queries to SQL identify applicable test data and analyze transaction data patterns
- Reviewed and executed testing cases in automated testing tool Gherkin
- Reviewed system workflows and mapped database data flows in Microsoft Visio
- Supported the execution of complex test matrices for coding implementations
- Set up positive and negative test cases for coding stories to determine pass or fail
- Performed root cause analysis on failed test cases and entered defects into Agile tool Rally
- Designed and created new or altered existing relational database tables
- Researched test defects and verify testing data via QlikView, SPUFI, In-Sync and Teradata SQL Assistant in tabular reporting or dataset form
- Wrote, reviewed, and implemented technical design specifications enhancements to the system applications

## **DXC Technology**

**January 1995 - November 2017**

### ***Senior Professional Product Developer (Jan 2015- Nov 2017)***

- Customer facing Senior Professional Product Developer
- Provided on-call Production Support for Billing and Claims and directed and monitored the Production nightly cycle on a weekly basis
- Provided Implementation Support of application releases
- Participated in requirements gathering and requirements review on customer site
- Assisted in building and reviewing complex testing matrices
- Prepared technical Proof of Concepts to provide customer-centric solutions via configuration and/or coding
- Worked with a modernization team to convert the Billing system from COBOL to Java by performing code reviews, code moves in SVN, builds and deploys via Jenkins
- Coded, tested and retrofitted Base coding fixes of low to moderate complexity into the current release of Java
- Design, write and review technical specifications

- DB2 database migrations & DB2 data conversions
- Wrote SQL queries for root cause analysis and test case documentation

***Senior Analyst Lead (Jan 2015- Sept 2009)***

- Provided Implementation Support of application releases
- Provided on-call Production Support for Billing, Claims and Policy
- Coded, tested and retrofitted Base coding fixes and enhancements of low to complex complexity into the current release of COBOL or Java
- Created SQL queries to identify volume of specific activity, created and installed new Base DB2 tables and modified existing Base DB2 tables
- Setup, Scheduled Data Driven Automated testing for Integrated and Model Office environments
- Customer facing liaison
- Trained junior developers and junior environment technicians on the system’s components in the United States, India and Vietnam
- Identified program fixes in Java and COBOL and supervised the junior developers retrofits of Java code resolutions
- Travelled to various customer sites for on-site technical support and training

***Senior Programmer Analyst***

**Sept 2009 - Jan 1998**

***Programmer Analyst***

**Feb 1998 - Jan 1995**

- From the levels of Programmer to Senior Programmer Analyst, worked in both Billing Base Development and in Services with Property & Casualty applications: Billing, Client, Claims, Commissions, Disbursements, Policy and Security & Dynamic Entitlements.
- Resolved code issues in Base or Production environments as well as coded and tested simple to complex system enhancements in IBM Z/OS Mainframe COBOL and OS2 MicroFocus COBOL.

**Education**

Associates Degree in Information Technology from Midlands Technical College

**Technical Expertise**

Expert business knowledge of Billing processes for Property & Casualty carriers

Expertise in designing enhancements, creating, analyzing and validating detailed technical specifications

Expertise in DB2 relational databases - database migration, data conversion, data mapping, creating, altering tables for carriers, and writing SQL queries for data collection and reporting

Technical skill set includes: IBM z/OS Mainframe, MS SQL Server, TSO, COBOL, DB2, IMS, CICS, XPED, Interest, Endeavor, SCLM, File-Aid, Abend-Aid, z/Linux, Windows 7, Windows 10, Java, DB2 LUW, SQL Explorer, In-Sync, Microsoft Access, DB Viewer, Teradata SQL Assistant, Eclipse, Tortoise SVN, XML, Jenkins, WebSphere, WebSphere MQ, Postgres, ant, TBP, Automate, XML, Microsoft Visio, Visual Studio 2017, SAFE Agile Practitioner

**Community Service**

Girl Scouts Mountains to Midlands, Columbia, SC

**2012 – present**

- Girl Scout Volunteer
- Girl Scout Troop Cookie Manager

Richland County School District One Registered School Volunteer

**2012 - present**

Active member in the Ridge Road Community in Hopkins, South Carolina **2004 - present**

## Applicant Information

**First Name \***

CHRISTIAN BRENT

**Last Name \***

CHITWOOD

**Home Address \***

131 CASCO BAY  
ROAD

**Apt**

**City \***

IRMO

**State \***

SC

**Zip \***

29063

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address \***

108 PARK  
TERRACE

**Suite**

**City \***

COLUMBIA

**State \***

SC

**Zip \***

29212

**Number \***

(803)429-  
4816

**Type \***

Home

**Secondary Phone Type**

**Email Address \***

Brent.Chitwood@SVN.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Bachelor's

**Professional Background**

Bank-Acct., Analyst, Product Manager, Marketing, RE Broker

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or  
Commission in which interested: \***

Planning Commission (5)

**Reason for interest: \***

Lifelong County resident with interest in planned growth.  
Continued development of professional planning and zoning  
knowledge.

**Your characteristics/qualifications,  
which would be an asset to**

**Committee, Board or Commission: \***

Worked on complete re-write of the  
Irmo Zoning Regulations. My role as  
Managing Director of Blackstream  
CRE requires a working knowledge of  
all AREA zoning codes

**Any additional information you wish to share:**

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each  
month:**

8

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\*  
 Yes  No

### Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*  
 Yes  No

**If so, describe:\***

Approximately 5 Acres of Multi-family property owned by Chitwood Development LLC on Bluff Rd. Managing Director and BIC of SVN Blackstream, LLC Commercial Real Estate

### Resume

Resume

### Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name\***      **Last Name\***  
Christian              Chitwood  
Brent

**Date Received**  
04/07/2021

## **C. BRENT CHITWOOD**

131 Casco Bay Rd.  
Irmo, SC 29063  
803-429-4816

### **OBJECTIVE: ADMINISTRATIVE / MARKETING MANAGER**

5/17 to Present **SVN / Blackstream Commercial Real Estate**  
Columbia, SC

Managing Director and Broker in Charge specializing in raw land in Columbia.

6/09 to 5/17 **PHOENIX REAL ESTATE & APPRAISAL, INC.**  
Irmo, SC

President and Broker in Charge. Phoenix was a small residential appraisal shop. Gained appraisal experience and managed the company through the real estate downturn. Extensive relationship building and telemarketing sales generated excellent volume increases.

Conceived and developed a real estate marketing program known as Home Buyer's Video Showcase. This program offered buyers full HD videos of all Lake Murray homes for sale on a large TV in a living room environment. "It's just like going to an Open House!"

4/06 to 6/09 **CHITWOOD COMMERCIAL PROPERTIES**  
Lexington, SC

Commercial Real Estate Agent and Developer. Successfully completed an infill land assemblage project for development in downtown Columbia. This venture was the completion of a long-held vision for this property.

5/04 to 3/06 **ELECTRUM CORPORATION**  
Columbia, SC

Chief Financial Officer – Product Analyst. Electrum was a boutique transaction processing shop serving major corporate customers nationwide. Gained control of non-functioning general accounting, payroll and billing systems.

2/98 to 4/04 **PHOENIX CONTRACT GLASS, LLC**  
Columbia, SC

Managing Partner and CFO - Phoenix was a leading commercial glazing contractor in SC with 30 employees and \$3,000,000 in average annual sales. As a founding partner I managed all aspects of the company including accounting, finance, personnel, contracts, estimation, fabrication, installation and marketing. I am particularly proud of my analysis of the contracting bid market. The analysis resulted in the development of an effective safety program and ultra-low insurance rates that resulted in our ability to gain market share in a very competitive industry.

11/96 to  
2/98

**AFFINITY TECHNOLOGIES, INC.**  
Columbia, SC

Marketing Financial Specialist – Affinity designed and manufactured an automated loan machine for the 24-hour delivery of consumer loans. My role was to create and present financial models to major banking customers in a boardroom environment that demonstrated the economic viability of the Affinity product.

5/95 to  
11/96

**BRANCH BANKING & TRUST**  
Winston-Salem, NC

Retail Lending Product Development Manager, Vice President – BB&T was the 15th largest bank in the US during my years there. My role was to design and implement products and features to increase profitability for the Retail Lending product lines. My accomplishments include: The introduction of a credit score/risk-based pricing system. The pioneer use of the SAS database language for advanced portfolio analysis and reporting that resulted in significant new insights about portfolio risk. The creation of new loan pricing strategies that resulted in excellent increases to net interest margins.

7/92 to  
5/95

**SOUTHERN NATIONAL BANK** (Merged with BB&T)  
Winston-Salem, NC

Vice President of Marketing, Consumer Loan Marketing Manager - Southern was a 200 branch regional bank. My responsibilities included marketing strategy, product pricing, product development, direct mail, point of sale materials and incentive programs. The highlights of this position include the design and implementation of a leading edge on-line debit card merchant program and the implementation of advanced database and credit scoring techniques for pre-approved direct mailings that were the most successful in company history.

7/84 to  
7/92

**SOUTH CAROLINA NATIONAL BANK**  
Columbia, SC

Consumer Loan Product Manager – SCN was the number one bank in the SC market. My position was to develop and implement product plans for all of SCN's consumer loan portfolios. The highlights of this position include: The first in nation introduction of cross-collateralized auto/home loans. The design and authorship of a consumer loan and credit card sub-product costing system that improved profitability. The creation of a complete historical SAS database for all consumer loan products. The design and implementation of numerous record breaking direct mail programs.

Commercial Loan Portfolio Analyst - Information Specialist for Commercial Loan Administration. During this time I was provided the opportunity to create and implement a SAS database and analysis that improved quality and profitability in the commercial loan portfolio.

1/80 to  
7/84

**FIRST NATIONAL BANK OF S.C.** (Merged with SCN)  
Columbia, SC

Accounting System Analyst - Special projects staff and analyst for Financial Services. The highlights of this position include: Implementation of the first Asset/Liability management system for the bank. Implementation of a new Bond Department accounting system. The introduction of the first personal computer at First National.

71 TO 75

**EDUCATION**  
B.S. Accounting – Newberry College

## Applicant Information

**First Name\***

SALLY SAUNDERS

**Last Name\***

HUGULEY

**Home Address\***

6740 N. TRENHOLM  
ROAD

**Apt**

**City\***

COLUMBIA

**State\***

SC

**Zip\***

29206

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address\* Suite**

N/A

**City\***

N/A

**State\***

SC

**Zip\***

N/A

**Number\***

(803)360-  
2951

**Type\***

Mobil  
e

**Secondary Phone Type**

**Email Address\***

SHUGULEY@SC.RR.COM

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Doctoral

**Professional Background**

Journalist, Gubernatorial Speechwriter, Legislative Researcher,  
Classroom Teacher

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or  
Commission in which interested: \***  
Planning Commission (5)

**Reason for interest: \***

Unprecedented growth in Richland County, confirmed by 2020 US Census data, underscores the need for careful future planning to protect quality of life, as well as roads, schools, availability of essential services, and equitable opportunities for all segments of the County.

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

Thorough knowledge and past participation in the governmental process. Resident of Richland County since 1980. Membership on statewide, county and school district advisory boards. Personal calendar unencumbered by work schedule

**Any additional information you wish to share:**

**Recommended by a Council  
Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each**

**month:**

As a retiree, I am able to commit to whatever time necessary to fulfill responsibilities.

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\*

Yes  No

**Statement of Financial or Personal Interest**

*Do you have any financial or personal interest in any business or corporation (profit or not-forprofit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

**Resume**

Resume

**Signature**

I understand that checking this box and entering my name constitutes a legal signature \*



**First Name \***    **Last Name \***

Sally            Huguley  
Saunders

**Date Received**

08/27/2021

**Submit**

## Applicant Information

**First Name\***

TAMIKA

**Last Name\***

DANIELS

**Home Address\* Apt**

138 Jodo drive

**City\***

Columbia

**State\***

SC

**Zip\***

29203

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address\***

7901 Farrow  
Road

**Suite**

Building  
6

**City\***

Columbia

**State\***

SC

**Zip\***

29203

**Number\***

(803)381-  
884

**Type\***

Mobil  
e

**Secondary Phone Type**

**Email Address\***

tamlee75@yahoo.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Master's

**Professional Background**

Paralegal and legal administrative: 1997-2003; 2006-present

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

Planning Commission (5)

**Reason for interest: \***

Allowing me to the opportunity to experience RC's inner workings/operations, while gaining a new skill set and sharing diverse viewpoints.

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission: \***

Competent, dedication, ability to to be impartial, values discretion and straightforward.

**Any additional information you wish to share:**

Been a productive citizen of Richland county since 2006 (transplant from out of state)

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each**

**month:**

15-20

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\*

Yes  No

### Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

### Resume (1)

Resume

[CCC - Resume - 10/24/2021 - Planning Commission \(5\) -](#)

### Signature

I understand that checking this box and entering my name constitutes a legal signature \*

**First Name \*** **Last Name \***

Tamika Daniels

Submit

# Tamika L. Daniels

138 Jodo Drive, Columbia, SC 29203 • [tamlee75@yahoo.com](mailto:tamlee75@yahoo.com) • (803) 381-8844

---

**Objective** To contribute to an organization that can use a disciplined, hard-working, and resourceful professional who offers skills related to the criminal justice and legal support field.

**Education** Master's of Science degree in Criminal Justice, 2011  
Tiffin University-Online, Tiffin, OH

Bachelor's of Science degree in Police Science, 2000  
John Jay College of Criminal Justice, NYC, NY

Paralegal Studies certificate, 2001  
Norfolk Sate University, VA Beach Ext., VA

**Strength(s)** Analytical Skills      Teamwork      Legal Compliance  
Problem Solving      Organization Skills      Time Management

**Experience** March 2008 –Present • SC Department of Mental Health • Columbia, SC

## ***Administrative Coordinator I/Paralegal Supervisor***

- Awarded USC Chairman's Award 2014-2015
- Nominated for Outstanding Employee of Year for 2013
- Awarded Certificate of Appreciation for 2011
- Coordinates the flow of legal services as they pertain to SC Code of Laws particularly in regard to (SVP & NGRI). Helps ensure compliance with statues, provide continuity, and to ensure statutory requirements and time frames as well as SCDMH and Forensic Program policies and procedures.
- Planning, directing, coordinating and serves as a liaison between the Forensic Services, the Attorney General's Office, District Solicitors, Defense Attorneys, law enforcement agencies. Private examiners. Etc. regarding legal areas as they relate to the Forensic Population.
- Preparation of correspondence, reports etc. to the above-mentioned entities.
- Assists in managing an accountability system of court orders and judicial processes.
- Keeps ongoing statistics on productivity and maintains up-to-date contractual records.

September 2006 –February 2008 • City of Columbia Municipal Court • Columbia, SC

## ***Senior Municipal Court Clerk***

- Perform responsible clerical work in support of the daily activities of Municipal Court.
- Prepares, processes, indexes, files and/or submits court documents and records (i.e. court journals, rules to show cause, court calendars, tickets/citations, jury notices, docket sheets, jury lists, motions, sentence sheets, commitments, dispositions, subpoenas, court rosters, warrants, fines/bonds, etc.)
- Prepare reports, legal notices, correspondence, etc.
- Ensures record security.
- Assists judges, defendants, attorneys, solicitors, court personnel, law enforcement personnel, jurors, and other in completing various legal tasks as required.

- Holds/audiotapes sessions of court on a rotating basis:  
Criminal Domestic Violence, Criminal, Traffic, Preliminary Hearings, Jury Trials, Bond Settings, and Quality of Life
- Schedule cases and proof dockets for future court dates for accuracy.

April 2003 – June 2006 • Chesapeake Sheriff's Office • Chesapeake, VA

***Deputy Sheriff***

- Completed Basic Deputy Sheriff school/ DCJS certification
- Court Security & Civil Process Officer certification
- FAA/ OC Pepper Spray certification

Specific responsibilities to include, but not limited to:

- Maintain security and integrity of the housing areas of facility, which includes the prevention of escape, injury to inmates, or injury to personnel.

March 2002- April 2003 • Legal Resources of VA, Inc. • VA Beach, VA

***Administrative Assistant/Paralegal***

- Client/Subscriber relations
- Account management
- RFP preparation
- Executive administrative and other clerical duties

December 1999- March 2002 • EMG, Inc. • Chesapeake, VA

***Paralegal/Administrative Assistant***

- Suggested via PowerPoint techniques to reduce shrinkages at store level. Majority of which were implemented.
- Partner in effectively reducing our stores' expenses.
- Investigation of employee theft, internal and external fraudulent activity, and other violations.
- Liaison between corporate office and various police, probation, and court personnel.
- Restitution officer- account management of restitution payments resulting from monetary/property loss.
- Corporate legal/compliance matters (i.e. licensing, filing annual reports, drafting resolutions, certificates of good standing etc.)
- Preparation and reporting of worker's compensation and insurance claims.
- Commercial lease maintenance.
- Reviewing monthly petty cash reports for accuracy and misappropriations of company's funds.

1998-1999 • Navy Marine Corps Relief Society • Pensacola, FL

***Volunteer Cashier and Caseworker***

1997 • City of Newburgh Police Department • Newburgh, NY

***Internship***

**Office Skills** Proficiency in Windows, MS Office software (Word, Excel, Outlook, PowerPoint, Access), Desktop Publisher, Adobe Acrobat, typing speed: 45 cwpm, A/P, case management, scheduling, data entry, multi-line phones, Lexis Law and legal research.

**Other** Notary Public, SC (Expiration 3/2028), Prev. NCIC certification, Supervisory Training, and FEMA Professional Development Certificate and other Independent Study Courses.

**References** Personal and professional references furnished upon request.

## Applicant Information

**First Name \***

FREDERICK

**Last Name \***

JOHNSON, II

**Home Address \***    **Apt**4636 Crystal  
Drive**City \***

Columbia

**State \***

SC

**Zip \***

29206

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address \***    **Suite**4636 Crystal  
Drive**City \***

Columbia

**State \***

SC

**Zip \***

29206

**Number \***(803)665-  
5562**Type \***Mobil  
e**Secondary Phone Type****Email Address \***

fjohnsonesquire@gmail.com

**Sex \*** Male    Female**Age Group** 18 - 25    26 - 50    Over 50

## Background

**Education Level \***

Doctoral

**Professional Background**

Thirty year Economic and Community Development Executive with expertise in facilitating Public Private Partnerships, the principles and practices of commercial real estate development and project management. Thirty years' experience in planning, scheduling, financing, construction and management of large-scale commercial projects including homeownership, neighborhood revitalization, commercial rehabilitation, and assisted living. First hand experience handling land acquisition, relocation, demolition, coordination of consultant activities, development, rehabilitation, and new construction activities. Regularly interprets and applies local, state and federal laws and statutes, including Municipal policies, procedures, and regulations.

## Service Information

**Presently serve on any County Committee, Board or Commission? \*** Yes    No**Name of Committee, Board or  
Commission in which interested: \***

Planning Commission (5)

**Reason for interest: \***

As reflected on the attached resume, community service is something I take as a serious civic responsibility. I am looking for another venue to remain active in the community and continue community service, which will allow me to apply my skill sets and subject matter expertise in a manner beneficial to the larger community.

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission:** \*

My background in finance, law and real estate provides a unique asset and perspective for the Planning Commission. I know, appreciate and understand the delicate balance between public policy, neighborhood groups, and the needs of individual citizens.

**Recommended by a Council**

**Member?** \*

Yes  No

**Council Member name(s):** \*

Overtun Walker

**Hours willing to commit each month:**

as needed/required

**Any additional information you wish to share:**

I proudly served on the Richland County Board of Assessment Appeals from 2013 to 2021. As that service ends, I would like to remain an actively engaged citizen of the county.

## Conflict of Interest Policy

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete. Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

\*

Yes  No

## Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?*



\*

Yes  No

If so, describe:

## Resume (1)

Resume

CCC - Resume - 2/11/2022 - Planning Commission (5) -

## Signature

I understand that checking this box and entering my name constitutes a legal signature \*

First Name \* Last Name \*

frederick johnson

Date Received

02/11/2022

Submit

**F. A. Johnson II, Esq.**

4636 Crystal Drive, Columbia, South Carolina 29206

Telephone: (803) 665-5562 ◊ E-mail: [FAJohnsonEsquire@gmail.com](mailto:FAJohnsonEsquire@gmail.com)

**CAREER PROFILE:** Economic and Community Development Executive with expertise in facilitating Public Private Partnerships, the principles and practices of commercial real estate development and project management. Thirty years' experience in planning, scheduling, financing, construction and management of large-scale commercial projects including homeownership, neighborhood revitalization, commercial rehabilitation, and assisted living. First hand experience handling land acquisition, relocation, demolition, coordination of consultant activities, development, rehabilitation, and new construction activities. Regularly interprets and applies local, state and federal laws and statutes, including Municipal policies, procedures, and regulations.

**EXPERIENCE**

09/19 to Present

**CHARLESTON REDEVELOPMENT CORPORATION /PALMETTO COMMUNITY LAND TRUST**  
*Chief Executive Officer*

Currently leading the strategic realignment of the organization and launching the active production of units. Instrumental in obtaining current level of operational and programmatic funding consisting of local government and federal funds that is largest in history of organization. Responsible for creating the vision and stewarding the establishment of permanent affordable housing. Oversees day to day operations, resource development, land protection efforts, securing major gifts, financial management and pursuing a strategic, long term vision for the trust. Serve as a strategic planner, partner, convener and collaborator with like organizations to grow and cultivate resources for the redevelopment of underserved communities. Responsible for managing relationships with third party contracted professionals including legal, architectural/engineering services, property management, demolition, audit services and accounting functions. Serve as primary interface with stakeholders and media regarding activities of organization. In the first twelve (12) months, led the addition of programmatic initiatives to include:

- \$3 Million Dollar acquisition of Sea Island Apartments to preserve Forty-Eight (48) former Low Income Housing Tax Credit Apartments as permanent affordable rental housing in the Palmetto Land Trust.
- Leveraged \$4.3 Million Dollars in Third-Party Public Private development to create Eighty-Five (85) permanent affordable homeownership units for the Palmetto Land Trust.
- Administering \$31 Million Dollars in Affordable Housing Grant Loans to support \$141Million in City of Charleston Bond Funded projects totaling 599 units of affordable housing.
- \$1.2 Million in scattered site homeownership and rental housing Land Trust units.

5/10 to Present

**P.A.S.T.O.R.S., Inc**, Charleston, South Carolina  
*Director of Development*

Recruited by the *City of Charleston* to lead this faith based non-profit affordable housing developer. Expanded operations to a statewide service area. Negotiated and drafted commercial leases, acquisition/disposition contracts, and funding agreements. Coordinated due diligence and entitlements through zoning and architectural review boards. Prepared organizational policies and procedures. Oversaw compliance audits under local, state and federal regulations. Projects include, neighborhood revitalization, subdivision development, homeownership, rental, and adaptive re-use with PASTORS functioning as the owner and/or Developer. Supervised property acquisition, development, rehabilitation and new construction activities. Formulated leveraged financing for ventures through private/public partnerships, including preparing financing packages/requests for raising capital.

- Progressively expanded the Strategic Plan Service Area to Statewide beginning with Charleston, Berkeley, and Dorchester Counties, resulting in partnerships with Charleston County, City of North Charleston, and Town of Hollywood;
- Transitioned from consultant to employee staffing and added contract bookkeeping functions;
- Economic Development projects include renovation and adaptive re-use of former sanctuary space into commercial office/meeting space by negotiating commercial leases.
- Portfolio includes scattered site multi-family and Mixed-Use projects including its own office building.
- Third-Party development includes Wallingford Presbyterian Church (Veterans Housing), St. Luke Reformed Episcopal Church (affordable rental), New Israel Reformed Episcopal Church (Veterans Housing), and Town of Hollywood (affordable rental).

09/15 to  
10/17

**NATIONAL ASSOCIATION OF REAL ESTATE BROKERS**, Lanham, Maryland  
*General Counsel*

Corporation Counsel to this National Professional Trade Association with over Sixty (60) Chapters across the country. Provided legal services which included, general corporate matters such as governance, compliance, operational, transactional issues and provided consultation and advice at Board meetings.

- Supported Executive Director in negotiating, reviewing, and drafting Employment Agreements, Vendor contracts, Hotel Contracts, Professional Service Agreements, and other legal documents. Advised on support functions such as procurement, human resources, and industry-related public policy issues.
- Provided advice and coordination with special counsel regarding employment litigation, contract litigation, and compliance and ownership of intellectual property rights.
- Advocated the association's position with key stakeholders including, government officials, policy makers, and corporate partners, in support of the legislative agenda and strategic planning goals.
- Advised on the fiduciary duties of Directors and Officers as well as, issues impacting nonprofit status.

11/00 to  
5/10

**F. A. JOHNSON CONSULTING GROUP, INC.** Columbia, South Carolina  
*Managing Principal*

Develop complex projects from concept to completion for Private and Government clients. Advise on policies, procedures, and public processes at the local, state, and federal levels. This included, but is not limited to, Land Use, Zoning, CDBG/HOME requirements, Low Income Housing Tax Credit, and Historic Tax Credit programs.

- \$2 Million Dollar 7,000 square foot new Town Hall for *Town of Hollywood, South Carolina*. Placed the construction/permanent financing, managed building design, and construction management.
- Capital Projects Manager for the *Town of Hollywood*, including a new Municipal Complex consisting of a new public library and aquatics center, as well as, the Holly Grove Residential Subdivision. Responsibilities included negotiating and managing interagency infrastructure, funding and land acquisition agreements with Charleston County, Charleston County Parks and Recreation Commission, and South Carolina Department of Parks, Recreation, and Tourism.
- \$1 Million Dollar construction and permanent financing for *Grace Chapel AME Church* in Beaufort, SC. The 8,000 sq. ft building included a Fellowship Hall, Catering Kitchen, Office, and Classrooms.
- Retained by *Upstate Forever* on behalf of the *City of Clinton, SC* for its "Home Town 2030" expansion its five-year strategic plan to incorporate retail into its development strategy.
- Project Manager for the acquisition, design, and development of The North Main Plaza a 12,000 square foot retail/office development on behalf of the City of Columbia
- Prepared the *North Columbia Master Plan*, covering 4,000 acres and over twenty neighborhoods. The Master Plan approved by City Council provided critical data, due diligence, and catalyst projects, which provided the justification for creating the *Columbia Redevelopment Tax Increment (TIF) District* supporting \$40 Million Retail and Mix-use (live/work) development
- *East Central City Consortium Master Plan* encompassed 1,100 acres and twelve neighborhood organizations. This Master Plan was approved and adopted by Columbia City Council.
- Retained by the *City of Augusta, GA*, to prepare a market driven redevelopment plan for the adaptive re-use of the 100-acre former Regency Mall Site as a mixed use development.
- *The Courtyard @ Arsenal Hill*: Acquisition, financing, and development of a boutique subdivision as a Planned Unit Development in the City of Columbia, SC.

7/98 to  
10/00

**ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**, Roanoke, Virginia  
*Director of Development*

Managed the Economic Development and Redevelopment functions of the Authority, which included the Community Development, Rehabilitation, and Section 8 Departments. Managed projects, often with the Authority functioning as the Project Manager and/or Developer. Projects include large-scale commercial activities, neighborhood revitalization, industrial parks, historical preservation, and adaptive re-use. Implemented community wide Rehabilitation and Homeownership programs. Executed financing and marketing strategies for projects and programs operated by the Authority. Responsible for property acquisition, relocation, demolition, development, rehabilitation and new construction activities. Insured that projects undertaken by the Authority are kept on schedule, within budget, and consistent with policy. Managed and administered the operation of the Section 8 Assistance Program goals and objectives.

- \$10 Million Historic Tax Credits and HUD insured 221(d)(4) loan funded conversion of a 122,000 sq. ft. office building into 87 luxury apartments.

- 76 acre redevelopment area Bio-Medical Research Park with a \$14Million initial investment by the City Responsible for the designation, acquisition, and site clearance of the Research Park.
- *The Villages at Lincoln*, a 230-unit HOPE VI Mixed Income residential project.
- Generated \$600,000 in unanticipated CDBG program income from the disposition and development of land from previous redevelopment projects (exceeded the program income in the three previous years combined).
- Increased administrative revenue \$90,000 by analyzing available funding limits and increasing the number of participants receiving rental assistance to over 1,300 participants.
- Administered a \$1,100,000 Homeownership Opportunities Program
- Administered \$1,600,000 in CDBG and HOME Investment Partnership funds for a Comprehensive Rehabilitation Loan Program, emergency repair program, and to subsidize in-fill housing projects.
- Doubled loan production by securing \$500,000 line of credit from Crestar Bank to leverage rehabilitation loans funded by CDBG. The entire line of credit was committed in first year.
- Planned, financed, and initiated construction on a community of ten new homes along Melrose Avenue.

5/95 to  
6/98

**LAW OFFICE F.A. JOHNSON, II P.C.** Augusta, Georgia and Columbia, South Carolina  
*Principal*

Developed a transactional practice that focused on business law, real property law, and the representation of non-profit development corporations. Advised housing and community service organizations providing assistance in the areas of legal and business planning, organizing new 501(c)(3) Corporations, and Board of Director training.

- Led land acquisition, demolition, construction, furnishings and equipment for the \$7 Million 43,000 sq. ft. Laney Walker Clinic for the *Richmond County Board of Health* in Augusta Georgia. Assembled a 4.3-acre site (34 commercial and residential properties). Completed on time and under budget.
- Prepared a \$15.1 Million HOPE VI application for the *Roanoke Redevelopment and Housing Authority*. Reviewed development plans, made suggested modifications, which was submitted to and funded by HUD.
- \$1.7 Million Dollar 23,000 square foot gymnasium for the Episcopal District of the AME Zion Church.
- Selected by the City of Wilmington, NC to develop an implementation plan and identify a catalyst project for the *Castle Street Association*. Coordinated the Pre-Development program with cost estimates.
- Organized the *Roanoke Neighborhood Development Corporation*. Completed the Master Plan, Pre-Development, Due-Diligence, and received approval for catalyst projects including a 45,000 square foot office facility.
- Counsel for the *Laney Walker Development Corporation*, which is a Community Housing and Development Organization. Responsible for new construction single-family housing, the rehabilitation of both multi-family and single-family units, and management of a 26,000 square foot retail shopping center.
- Responsible for the incorporation, organization, and the 501(c)(3) IRS exemption for the *Orangeburg Community Development Corporation*, a Public/Private Partnership. Prepared Master Plan and conceptual design of a \$4.1 Million Dollar 40,000 square foot office/retail complex, and adopted by City Council, South Carolina State University, Claflin College, and the downtown merchants association.
- Organized and obtained the 501(c)(3) designation for the *Mt. Zion Community Development, Inc*. Negotiated the acquisition of a three-acre site, completed a site plan, and implemented programmatic activities. Responsible for overseeing the feasibility analysis for a \$2 Million mixed use development.

6/90 to  
8/92

**COMERICA BANK**, Detroit, Michigan  
*Senior Loan Analyst*

Managed a \$30 Million loan portfolio for approximately thirty customers. Underwrote the financial condition of customers and prospects, assessing the impact of operations and other external factors. Determined the nature and extent of funds required and provided written recommendations regarding alternate loan structure. Related responsibilities included conducting customer interviews, preparation and review of loan documents, assessing the bank's credit risk, and making presentations to loan committee. In the Commercial Loan Officer Training Program completed rotations in the Private Banking Loan Group, Commercial Real Estate Loan Group, and the Middle Market Loan Group. In the Commercial Real Estate Loan Group, responsible for the placement of construction and interim financing for various condominium developments, retail strip centers, and industrial projects.

## TEACHING EXPERIENCE

**BENEDICT COLLEGE (2008 to 2014)**

*Adjunct Professor, Business Law, Labor Relations, and Entrepreneurship, Columbia, South Carolina*

**ALLEN UNIVERSITY (2012 - 2014)**

*Adjunct Professor, Business Law Columbia, South Carolina*

## **PUBLICATIONS**

Johnson, II, F.A. (2008). Vision To Fulfillment: The Non-Profit Developer's Training Manual. Bloomington: Authorhouse.

Member, Editorial Review Committee (*for republication*) International Council of Shopping Centers. Retail 1-2-3 (Illinois Edition). New York: International Council of Shopping Centers.

## **PROFESSIONAL LICENSES**

South Carolina Broker in Charge, since 2005  
Georgia Broker in Charge, since 2008  
South Carolina Bar Association, admitted 1996  
Georgia Bar Association, admitted 1995  
U.S. District Court Northern District of Georgia, 1995

## **PROFESSIONAL AFFILIATIONS**

South Carolina Chapter, National Association of Real Estate Brokers, President, 2019-2020  
International Council of Shopping Centers, South Carolina Alliance Program Private Sector Chair 2013 -2017  
National Association of Real Estate Brokers, Commercial Investment Division, President 2013 - 2015  
National Association of Real Estate Brokers, Regional Vice-President, Region V 2011-2013  
International Council of Shopping Centers, Carolinas Idea Exchange Committee 2008 -2012  
International Council of Shopping Centers, South Carolina Government Relations Chair 2006 -2009  
International Council of Shopping Centers, Alliance Program Chair 2007 and 2009  
Affordable Housing Coalition of South Carolina, Investors Council  
South Carolina Fannie Mae Partnership Office, Advisory Council  
Governor Hodges' Task Force on Affordable Housing, Volunteer Staff  
Urban Land Institute, Member  
Local Government Attorneys of Virginia, Member

## **CIVIC AND VOLUNTEER EXPERIENCE**

RICHLAND COUNTY BOARD OF ASSESSMENT APPEALS, BOARD MEMBER 2013-2021  
MIDLANDS TECHNICAL COLLEGE FOUNDATION, Board of Directors 2006- 2012  
GREATER COLUMBIA CHAMBER OF COMMERCE, Board of Directors, Former Chairman Issues Committee  
THE CULTURAL COUNCIL OF RICHLAND/LEXINGTON COUNTIES, Board of Directors 2005 - 2009  
BIG BROTHERS-BIG SISTERS OF GREATER COLUMBIA, Chairman, Board of Directors 2003-2006  
HISTORIC COLUMBIA FOUNDATION, Board of Directors/Advocates  
LEADERSHIP COLUMBIA PROGRAM, Columbia Chamber of Commerce 2004  
NATIONAL BLACK LEADERSHIP INITIATIVE ON CANCER AUGUSTA CHAPTER, Volunteer and Attorney  
BIG BROTHERS/BIG SISTERS OF THE ROANOKE VALLEY, Board of Directors, Recruitment Committee 1999-2000  
LEAGUE OF OLDER AMERICANS, Board of Directors 1999-2000  
UNITED WAY OF THE ROANOKE VALLEY, Community Building Cabinet 2000  
UNITED WAY OF THE ROANOKE VALLEY, Strengthening Families Portfolio 2000  
AUGUSTA-RICHMOND COUNTY COMMUNITIES IN SCHOOLS INC., Treasurer, Board of Directors 1996-1998  
MAIN STREET AUGUSTA, Board Member 1997-1998

## **EDUCATION**

**EMORY UNIVERSITY SCHOOL OF LAW**, Atlanta, Georgia  
Juris Doctor, May 1995

**MOREHOUSE COLLEGE**, Atlanta, Georgia  
Bachelor of Arts in Banking and Finance, *Cum Laude Graduate*, May 1990

## **HONORS/AWARDS**

2006 Small Business Person of the Year, Greater Columbia Chamber of Commerce  
2004 Inaugural Top 20 Business Leaders Under 40, The State Newspaper

## Applicant Information

**First Name \***

CHARLES

**Last Name \***

DURANT

**Home Address \***    **Apt**

409 Appaloosa  
Dr.

**City \***

Hopkins

**State \***

SC

**Zip \***

29061

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \***    **Suite**

409 Appaloosa  
Dr.

**City \***

Hopkins

**State \***

SC

**Zip \***

29061

**Number \***    **Type \***

(703)855-  
2385

Mobil  
e

**Secondary Phone Type**

**Email Address \***

cwdurant59@gmail.com

**Sex \***

Male    Female

**Age Group**

18 - 25    26 - 50    Over 50

## Background

**Education Level \***

Master's

**Professional Background**

I am a retired corporate attorney, having worked for the past 20 years as Assistant General Counsel for Defense and Government contractor, Science Applications International Corp. (SAIC). My specialty was government and commercial contracts. Prior to my time in-house, I did civil litigation for 10 years. In addition to my Juris Doctorate, I have a Master's in Business Administration, a Master's in Management, and a Bachelor of Science in Civil Engineering.

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes    No

**Name of Committee, Board or Commission in which interested: \***  
Planning Commission (5)

**Reason for interest: \***

Having spent a career as an engineer, a Naval Officer, and as a practicing lawyer, I am now retired and want to give to the community I reside in. I have the time and I believe the educational and professional background to be an asset to the County by serving on the Planning Commission.

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

I am a leader who is dedicated to achieving positive results for any organization that I am affiliated with. My skills as a former engineer, Naval Officer, and practicing attorney (litigator and in-house counsel) will be a valuable asset to the Planning Commission. I am used to solving difficult problems to the benefit of all concerned. I have an ability to work through any issue in order to reach a consensus, workable solution.

**Any additional information you wish to share:**

While I am relatively new to Richland County and the state of South Carolina, I am eager to serve. My roots are in South Carolina as both my parents were born and raised in the state. I am a former president of the Northern Virginia Black Attorney's Association, and a former board member of the Old Dominion Bar Association and the Fairfax (Virginia) Bar Association.

**Recommended by a Council**

**Member?\***

Yes  No

**Council Member name(s):**

Chakisse Newton

**Hours willing to commit each month:**

As many hours as is necessary to do the Commission's work.

**Conflict of Interest Policy**

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete. Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

\*

Yes  No

**Statement of Financial or Personal Interest**

*Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

## Resume (1)

Resume

[CCC – Resume – 3/8/2022 – Planning Commission \(5\) –](#)

## Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \***   **Last Name \***

Charles      Durant

**Date Received**

03/08/2022

Submit



**Charles W. Durant, Esq.**  
**409 Appaloosa Drive**  
**Hopkins, SC 29061**  
**(703) 855-2385**  
**cwdurant59@gmail.com**

## **PROFESSIONAL GOAL OBJECTIVE**

Recently retired Assistant General Counsel and retired Navy CAPTAIN seeks challenging positions serving on and adding value to community boards and commissions seeking to improve the life of residents of Richland County, South Carolina.

## **PROFESSIONAL EXPERIENCE**

**Science Applications International Corp (SAIC)**  
**Reston, Virginia**

**Vice-President and Assistant General Counsel, 2002–2020**

Served as Assistant General Counsel specifically supporting the Defense Systems Customer Group consisting of Navy and Marine Corps work and DoD Commands and Agencies work, representing \$3 Billion in revenue. Advised Customer Group General Manager and senior management on all government and commercial contracting and legal issues affecting the Group, to include managing bid protests and litigation. Provided legal support in drafting, reviewing, and negotiating a broad range of agreements for professional services, reseller arrangements, subcontract agreements for the procurement of equipment and services, software licensing, teaming arrangements, and non-disclosure agreements. Conducted numerous training sessions across the company and in various geographic regions regarding the above. Performed internal investigations and managed company response to any external investigations. Oversaw company's Federal Mandatory Disclosure program and company's compliance with post-government employment restrictions.

**UUNET Technologies, Inc.**  
**Ashburn, Virginia**

**Assistant General Counsel, 2000 – 2002**

In-house counsel to former premier internet service provider owning, at the time, the largest Internet Backbone in the world with primary responsibility for providing legal support to company's Government Markets Group. Advised senior management on legal and business aspects of government contract and commercial transactions, litigation, and compliance. Draft, review, and negotiate a broad range of agreements for professional services, reseller arrangements, web-hosting services, software licensing, internet connectivity, protection of intellectual property, and teaming arrangements. Provided legal support to product management teams bringing new products to market including developing strategies for managing risk, analyzing legal relationships with vendors and customers, and drafting new contract documents and beta testing agreements.

**Venable, Baetjer and Howard, L.L.P.**  
**McLean, Virginia**

**Associate Attorney, 1997 - 2000**

Responsibilities encompassed all aspects of commercial and government procurement issues including counseling and litigation representing contractors, subcontractors, and owners before federal and state courts, arbitration and mediation panels, and administrative boards of contract appeal. Provided counseling and advice on proposal review, bid protests and claims, subcontractor disputes, contract performance issues, contract drafting, teaming agreements, settlement agreements, preparation of claim documents, and general compliance with procurement laws and regulations.

**United States Department of Justice  
Federal Bureau of Prisons  
Commercial Law Branch, Washington, DC**

**Attorney Advisor, 1996 - 1997**

Provided counseling, advice, and litigation support on complex federal government procurement matters, including new prison construction. Counseled BOP officials on issues related to supply and construction contracts, including contract review, review of proposed contracting officer final decisions, copyright issues, proposed contract terminations for default, and bid protests. Prepared agency response and represented agency in bid protests before the General Accounting Office. Negotiated commercial law issues with contractors and other federal agencies. Represented agency on contractor claims before the Department of Transportation board of contract appeals, including the conduct of discovery, preparation of pleadings and preparing agency personnel to serve as witnesses.

**Watt, Tieder, Hoffar & Fitzgerald, L.L.P.  
McLean, Virginia**

**Associate Attorney, 1992 - 1996**

Performed all aspects of commercial and government contracts litigation with particular emphasis in the construction industry representing contractors, subcontractors, sureties and owners before federal and state courts, arbitration panels and administrative boards of contract appeal. Experience included preparation of all manner of pleadings, conducting discovery including the preparation of various discovery documents, conducting fact and expert depositions, the preparation of contract claim documents, and the drafting of contract provisions and settlement agreements.

**The Late Honorable Jerry Buchmeyer  
Chief Judge, United States District  
Court for the Northern District of Texas**

**Law Clerk, 1991 - 1992**

Law clerk responsible for half of civil and criminal motions docket. Performed legal research and drafted opinions for Judge's signature. Prepared jury instructions for fourteen jury trials.

**United States Navy**

**Officer, 1984 - 1988**

Civil Engineer Corps Officer responsible for managing day-to-day operation of a 150-person Navy public works department including direct supervision of maintenance scheduling, maintenance operations, housing, planning, engineering, transportation, service contracting, and administration. As a warranted contracting officer, administered over 40 construction and service contracts totaling \$30 million annually. Negotiated all change orders and resolved contract interpretation issues. Assisted Navy counsel in defense of contractor claims.

**Bechtel Power Corp.  
Gaithersburg, Maryland**

**Plant Design Engineer, 1982 - 1984**

Analyzed existing and designed new nuclear power plant pipe support structures using computer aided design and hand calculations. Supervised the efforts of three draftspersons in completion of construction drawings. Advised field personnel on various design issues.

**EDUCATION**

University of Virginia, Charlottesville, Virginia; Juris Doctor, May 1991  
Webster University, St. Louis, Missouri; M.A. Management and MA Business Administration, May 1986  
North Carolina State University, Raleigh, North Carolina; B.S. Civil Engineering May 1982

**PROFESSIONAL AFFILIATIONS AND OTHER QUALIFICATIONS**

- Past Member and Past Chairman, Board of Governors, Virginia State Bar Corporate Counsel Section
- Past Member and Past President, Northern Virginia Black Attorneys Association
- Past Member, Governing Board, Virginia State Bar Construction and Public Contract Section
- Past Member, Executive Board, Old Dominion Bar Association
- Past Member, Fairfax Bar Association Board of Directors
- Retired Naval Reservist, with final rank of CAPTAIN, Civil Engineer Corps, USN

## Applicant Information

**First Name \***

CHRIS

**Last Name \***

SIERCKS

**Home Address \*** Apt

6067 Crabtree  
Rd

**City \***

Columbia

**State \***

SC

**Zip \***

29206

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \*** Suite

1901 Main St

**City \***

Columbia

**State \***

SC

**Zip \***

29201

**Number \***

(352)988-  
4413

**Type \***

Mobil  
e

**Secondary Phone Type**

**Email Address \***

chrismsiercks@gmail.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Doctoral

**Professional Background**

2011: BA (University of Florida)  
2012-17: United States Marine Corps  
2020: JD (University of South Carolina)  
2020-21: Judicial law clerk  
Aug 2021-Present: Associate at Turner Padgett law firm

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

Planning Commission (5)

**Reason for interest: \***

I moved to Columbia to attend law school four years ago. When people asked me why I chose USC Law, I told them that, while there were plenty of factors that played into my decision, there wasn't anything tangible that I could point to as "the reason" why I moved here. "It was the people," I said, "just a feeling I got." If someone were to ask me today why I chose to stay here, and why my wife and I decided to start a family here, I would say the same thing: it's the people. There is something special about the Richland County. There is a quiet greatness about this area and its people. As wonderful as Richland County is, there is also a great potential to make it even better. As I understand it, the mission of the Planning Commission is to assess needs and help to prepare plans to realize that potential. As someone who lives in unincorporated Richland County, I want to do my part to ensure that that mission is accomplished.

**Your characteristics/qualifications, which would be an asset to**      **Any additional information you wish to share:**

**Committee, Board or Commission: \***

I believe I have the judgment, diligence, and dependability to be an effective member of the Planning Commission. I have experience in communicating with local and regional leaders and helping to address the issues they articulate. I have attention to detail, as well as the ability to organize and prioritize workloads. I also have a demonstrated ability to work as part of a team, and I am enthusiastic about the mission of the Planning Commission.

**Recommended by a Council**

**Member? \***

Yes    No

**Council Member name(s):**

**Hours willing to commit each month:**

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\*

Yes    No

*Do you have any financial or personal interest in any business or corporation (profit or not-forprofit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

If so, describe:

## Resume (1)

Resume

CCC – Resume – 11/15/2021 – Planning Commission (5) –

## Signature

I understand that checking this box and entering my name constitutes a legal signature \*

**First Name \*** **Last Name \***

Christopher Siercks

Submit

# CHRIS SIERCKS

6067 Crabtree Rd, Columbia, SC, 29206 • (352) 988-4413 • chrissiercks@gmail.com

## EDUCATION

### **University of South Carolina School of Law**

**Columbia, SC**

Juris Doctor

2020

- Vice President, Student Bar Association
- Mock Trial Bar
- Law School Ambassador
- Treasurer, Veterans in Law
- Veterans Legal Clinic
- John Belton O'Neill Inn of Court

### **University of Florida**

**Gainesville, FL**

Bachelor of Arts in Political Science

2011

## EXPERIENCE

### **Turner Padgett Graham and Laney, P.A.**

**Columbia, SC**

Associate

Aug 2021-Present

- Represent and advise clients in matters involving civil litigation with an emphasis in personal injury and business litigation.
- Assigned primary and sole responsibility for a large caseload of actively litigated cases.

### **South Carolina Judicial Department**

**Lexington, SC**

Judicial Law Clerk for the Honorable Walton J. McLeod, IV

Aug 2020-Aug 2021

- Assisted Judge McLeod while he served as Chief Judge for Administrative Purposes for both Common Pleas and General Sessions in the Eleventh Judicial Circuit.
- Drafted legal memoranda, proposed orders, and other documents for trial preparation.

### **Eleventh Circuit Solicitor's Office**

**Lexington, SC**

Law Clerk

May-Dec 2019

- Supported Assistant and Deputy Solicitors in trial preparations by conducting legal research, organizing trial materials, and reviewing evidence.

### **South Carolina Attorney General's Office**

**Columbia, SC**

Law Clerk

Fall 2018

- Researched and drafted memoranda on substantive and procedural issues.
- Assisted Assistant Attorneys General with various aspects of trial preparation, including discovery matters, evidence analysis, and jury selection.

### **United States Attorney's Office**

**Columbia, SC**

Law Clerk

Summer 2018

- Researched and drafted memoranda and motions on criminal and civil litigation matters, including violent and white-collar crimes, governmental liability, and disability cases.
- Attended depositions, mediation sessions, trials, hearings, and witness interviews.

### **United States Marine Corps**

**Kaneohe Bay, HI**

Platoon Sergeant/Combat Marksmanship Coach

2012-2017

- Supervised all training and administrative functions supporting a platoon of 20 Marines.

## COMMUNITY SERVICE, ACTIVITIES, AND AWARDS

### **Military Outstanding Volunteer Service Medal**

**September 14, 2016**

Awarded to members of the Armed Forces of the United States who have performed outstanding volunteer community service of a sustained, direct, and consequential nature.

### **Lex Brodie's Above & Beyond Award**

**August 24, 2016**

Local award presented to "individuals who have put themselves in harm's way, made a substantial sacrifice for the good of others, or provided a meritorious contribution to the local community."

### **Ronald McDonald House Charities**

**2013-Present**

Volunteer

## Applicant Information

**First Name \***

BRUCE

**Last Name \***

GREENBERG

**Home Address \***

3301 Blossom  
Street

**Apt**

**City \***

Columbia

**State \***

SC

**Zip \***

29205

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \***

1501 Main  
Street

**Suite**

410

**City \***

Columbia

**State \***

SC

**Zip \***

29201

**Number \***

(803)446-  
0840

**Type \***

Mobil  
e

**Secondary Phone Type**

**Email Address \***

bgreenberg@trinity-partners.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Doctoral

**Professional Background**

I practiced law for 7 years serving as a judicial law clerk, county prosecutor, and private practitioner. I now work for Trinity Partners as a commercial real estate broker and developer. I also work for my family's locally owned retail business.

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

Planning Commission (5)

**Reason for interest: \***

I am a lifelong Richland County resident who wants to help Richland County reach its full potential socially and economically. I will be a valuable asset to county council as we plan for, and achieve, sustainable growth and economic development.

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission: \***

I am a hard worker and possess great attention to detail. My training as a lawyer, experience in commercial real estate and as a small business owner give me unique perspective and will make me an invaluable member of the Planning Commission.

**Any additional information you wish to share:**

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s): \***

Joe Walker III

Hours willing to commit each

month:

As many as needed.

## Conflict of Interest Policy

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete. Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

\*

Yes  No

## Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

## Resume

Resume

## Signature

I understand that checking this box and entering my name constitutes a legal signature \*

First Name \* Last Name \*

Bruce Greenberg



Submit

## Applicant Information

**First Name\***

RYAN

**Last Name\***

BROWN

**Home Address\***

**Apt**

1818 Belmont  
Drive

**City\***

Columbia

**State\***

SC

**Zip\***

29206

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address\***

**Suite**

1429 Senate  
Street

**City\***

Columbia

**State\***

South  
Carolina

**Zip\***

29206

**Number\***

(803)206-  
5254

**Type\***

Mobil  
e

**Secondary Phone Type**

**Email Address\***

ryabro90@gmail.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Bachelor's

**Professional Background**

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

PLANNING COMMISSION

**Reason for interest: \***

I am interesting in assisting with the current and future development of Richland County.

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission: \***

I currently serve in a senior staff role at the state's education agency. In this capacity and at the request of the State Superintendent of Education, I serve and staff a variety of boards, committees, and commissions related to policy and governance.

**Any additional information you wish to share:**

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each month:**

25

## Conflict of Interest Policy

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

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All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete. Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

*Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.*

\*

Yes  No

## Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

## Resume (1)

Resume

CCC - Resume - 11/16/2021 - PLANNING COMMISSION -

## Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \*** **Last Name \***

Ryan Brown

Submit

# RYAN L. BROWN

Columbia, SC • (843) 822-7255  
[ryabro90@gmail.com](mailto:ryabro90@gmail.com) • [LinkedIn](#)

---

## COMMUNICATIONS PROFESSIONAL

*Strategic communications advisor with demonstrated experience shaping messaging and impacting public opinion. Utilizes data to drive decision making and skilled at managing multiple complex projects simultaneously. Agile and flexible in approach with a knack for improving processes to streamline operations. Possesses excellent communication and verbal skills.*

### AREAS OF STRENGTH AND EXPERTISE

- Content Creation
- Social Media Management
- Strategic Planning
- Press Relations
- Email Marketing
- Customer Service
- Crisis Communications
- Marketing
- Brand Management

### PROFESSIONAL EXPERIENCE

**South Carolina Department of Education, Columbia, SC** 2015 to Present

**Chief Communications Officer (2016 to Present)**

**Special Assistant to State Superintendent (2015 to 2016)**

Lead all day-to-day operations within agency Office of Communications with staff of 4 direct reports and additional 3 dotted line indirect reports. Act as chief spokesperson for agency and State Superintendent of Education. Oversee agency internal and external communications efforts including marketing of reform initiatives, crisis communications, and multi-million-dollar public relations campaigns. Consult and advise agency directors on issues, policies, and legislation impacting agency operations and school districts. Developed speeches, talking points, and presentations for events and engagements.

#### **Key Accomplishments:**

- **Retooled and expanded communications office** to properly execute large scale public relations campaigns by adding 2 new staff members around digital media and event management.
- **Oversaw growth of digital presence to Top-10** in the United States in terms of social media followers.
- **Expanded reach and awareness of agency initiatives** by contracting with outside marketing and public relations firm to manage advertisement buys.
- **Designed statewide media campaign "Dedication to Education"** to combat negative perception of education system which generated over 1,000 inquiries for potential new educators and awarded "Mercury Award of Merit" by SC Chapter of Public Relations Society of America.
- **Streamlined school district communications** by developing weekly memorandum communication and process for over 4,000 schools and district administrators.
- **Embraced being primary point of contact during COVID-19** while liaising with public health agencies, school districts, and media to ensure accurate information disseminated in a timely fashion.
- **Revamped agency website** with more efficient content management system in partnership with technology team.
- **Implemented uniform speaking request** policy with online form embedded into agency website.

**Molly Spearman for Education, Columbia, SC** 2013 to 2015

**Campaign Manager**

Managed all operations for statewide campaign including coordinating up to 12 staff, volunteers, and interns. Guided media efforts, planned events, oversaw scheduling, voter contact efforts, and Election Day operations.

#### **Key Accomplishments:**

- **Spearheaded victory** in initial 8-person primary, subsequent runoff, and general election.
- **Led transition efforts** including managing staffing process, event and travel planning, media appearances, and consulting with Governor's Office and other agencies on policy and strategy initiatives.
- **Utilized voter data** to compile canvassing campaign while using app to track contacts and voter sentiment.
- **Mobilized multi-tiered strategy** to raise low name identification among key voters.

### EDUCATION

**Bachelor of Arts, Political Science**  
UNIVERSITY OF SOUTH CAROLINA



## Clerk to Council Office

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To: County Councilmembers  
From: Clerk of Council Office  
Date: Thursday, May 12, 2022  
Issue: Sewer Ad Hoc Committee Origins

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After much search the Clerk of Council Office was not able to find a proper description identifying the role or purpose of the Sewer Ad Hoc Committee however since its first meeting on October 25<sup>th</sup>, 2013 the Committee has met 13 times.

Council had brought up this item at several meetings, please see below references.

Richland County Council introduced the Lower Richland Sewer System at the September 10<sup>th</sup>, 2013 Regular Council Meeting.

Excerpts from the September 10, 2013 Council Meeting : *Authorizing and Providing for the creation of the Lower Richland Sewer System and for the issuance of Lower Richland Sewer System Improvement Revenue Bonds for Richland County, South Carolina; prescribing the form of bonds; limiting the payment of the bonds solely to the new revenues derived from the operation of the Sewer System and pledging the revenues to such payment; creating certain funds and providing for payments into such funds; and making other covenants and agreements in connection with the foregoing [FIRST READING] – Mr. Jackson moved, seconded by Mr. Livingston, to approve this item. A discussion took place. The vote in favor was unanimous. –The Honorable Kelvin E. Washington was chair at that time. This item could be considered the birth place of the Sewer Ad Hoc Committee*

September 17<sup>th</sup> 2013 Council meeting: Under the report of the Chair – *Mr. Washington stated he will be developing a Sewer System Ad Hoc Committee* however no description of the committee was recorded in the minutes.

October 1<sup>st</sup>, 2013 Council meeting: *Mr. Washington stated that he will be appointing members to this committee.*

October 15<sup>th</sup> 2013 Council meeting: *Mr. Washington appointed Mr. Rush, Mr. Jeter, Mr. Rose, Mr. Jackson and Mr. Washington.*

Oct. 25<sup>th</sup> 2013 First Sewer Ad Hoc committee meeting, there are no indications on the agenda referring to the language of the creation or purpose of the committee. There are no minutes associated with this meeting. A copy of the agenda is attached.

The Sewer Ad Hoc Committee has met 13 times since its creation in 2013. Those date were:

July 15 <sup>th</sup> 2014	April 14 <sup>th</sup> , 2015 (work session)	February 25, 2020	December 15, 2020
September 23, 2014	April 14 <sup>th</sup> , 2015, July 7, 2015	June 30, 2020	December 7, 2021
March 17 <sup>th</sup> , 2015	February 18, 2020	December 8, 2020	March 1, 2022 April 26, 2022

# Richland County Government

County Administration Building  
2020 Hampton Street  
P.O. Box 192  
Columbia, SC 29202



Phone: (803) 576-2050  
Fax: (803) 576-2137  
TDD: (803) 748-4999

## Office of the County Administrator

<b>Damon Jeter</b> District 3	<b>Seth Rose</b> District 5	<b>Torrey Rush</b> District 7	<b>Kelvin E. Washington, Sr.</b> District 10	<b>Norman Jackson</b> District 11
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### SEWER AD HOC COMMITTEE

**OCTOBER 25, 2013**  
**9:00 AM**  
**ADMIN CONFERENCE ROOM**

- 1. Call to Order**
- 2. Status of Utilities RFP**
- 3. Discussion: Privatization vs. Selling**
- 4. Recommendations**
- 5. Adjournment**

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Bill Davis	<b>Title:</b>	Director
<b>Department:</b>	Utilities	<b>Division:</b>	Utilities
<b>Date Prepared:</b>	February 19, 2022	<b>Meeting Date:</b>	May 3, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	April 21, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	February 22, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	February 22, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM	
<b>Committee</b>	Rules & Appointments		
<b>Subject:</b>	Renaming the Sewer Ad-Hoc Committee to the Utilities Ad-Hoc Committee		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends Council approval to rename the Sewer Ad-Hoc Committee to the Utilities Ad-Hoc Committee. The recommendation comes in light of the fact that Utilities manages both water and sewer facilities and would like a single venue for presenting policy and planning items to Council for consideration.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

There are no costs or budget items for this item.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None.

**MOTION OF ORIGIN:**

To rename the Sewer Ad Hoc Committee to the Utilities Committee so that all forms of utilities the County is involved in are covered. This was suggested by the Utilities Director Davis as we currently serve a small customer base with water and that may be expanded in the future.

<b>Council Member</b>	The Honorable: Bill Malinowski, District 1; Allison Terracio, District 4; Cheryl English, District 10
<b>Meeting</b>	Special Called Council Meeting
<b>Date</b>	February 8, 2022



**STRATEGIC & GENERATIVE DISCUSSION:**

Presently, the County Council rules do not contain a description of the Sewer Ad Hoc committee. However, staff recommends having a single committee for water and sewer policy and planning to provide Richland County Utilities a clear path for presenting items to County Council for consideration.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

None.

**ATTACHMENTS:**

1. None.

EXCERPT(S) FROM  
SEPTEMBER 21, 2021  
RULES AND APPOINTMENTS  
COMMITTEE MINUTES

Mr. Malinowski stated, if the information is that important, and the committee votes to not allow the person to speak, you could defer the item until the next meeting to allow time to receive the information. He inquired where electronic participation was addressed in the rules.

Ms. McLean responded the only place electronic participation is addressed is under "Special Called Meetings".

Mr. Malinowski inquired if we need to note that electronic participation is not allowed at regularly called meetings.

Ms. Mackey indicated that is included in her motion we will discuss later.

Mr. Malinowski suggested the following language: "Electronic participation shall follow the same rules as Council meetings."

Ms. McLean responded, the problem with the language, is we do not necessarily have special called meetings of committees, so that is going to be difficult.

Mr. Malinowski suggested to include the following language: "Electronic participation is not allowed at regular committee meetings."

Ms. Barron stated, in the current times of the pandemic, it is not allowed unless we are under a state of emergency, then we can meet virtually.

Mr. Malinowski suggested amending the language to include, "absent exigent circumstances."

Ms. Barron stated the spirit of Ms. Mackey's motion is to allow Council more flexibility, when it comes to remote participation in Council and Committee meetings.

Mr. Malinowski responded, the only time the flexibility is allowed, for electronic participation, is during Special Called meetings, and Committee meetings are always regularly scheduled. Councilmembers could potentially take advantage of a rule that allows electronic participation, and the Councilmembers need to be in attendance.

Ms. Mackey stated, with COVID, the one thing we have learned is that you can participate in meetings without being in the same room with someone. If a Councilmember happens to be out of town on a work trip, they would like to have the option to participate and represent their constituents. She believes this opinion allows us to increase flexibility, and allow Councilmembers to represent their constituents.

Mr. Malinowski responded he believes people like to stretch the truth and take advantage of things when it presents itself. For example, he has seen Councilmembers get up and leave to participate in a community meeting. He believes the community needs to be advised their representative will be participating in a Council meeting, so they will need to change their meeting date if they wish to have their representative present He suggested opening the discussion up to full Council.

4.6 Le slative Action - Mr. Malinowski requested the duplicative language in (b) be removed. (i.e. For items on the agenda for information, discussion and/or preliminary action.) He noted we need to add an Ad Hoc Committee Meeting section. Ms. Onley was requested to send a request to Council for their feedback.

**Rules and Appointments Committee  
September 21, 2021**

Ms. McLean responded Mr. Farrar looked at the model rules from SCAC, conversations with Councilmembers, etc. She stated she will have to research this language and provide a report back to the committee.

Mr. Malinowski stated we are awaiting responses from the Attorney's Office on why the following rules were eliminated: Rules 5.11, 5.13, 5.16 and 5.17. In addition, we need discussion on Rule 4.4 Agendas and Rule 4.5 Meetings. The Clerk's Office will send an email to Council informing them that in reviewing the rules, there is nothing that addresses Ad Hoc Committees. The Rules Committee believes there needs to be specific rules for them to follow, and is requesting Council's input on rules governing said Ad Hoc Committees.

1. *Once Council approves an action no Council member is to individually go to a staff member in an effort to accomplish/change something that was not in the approved information/action by Council [MALINOWSKI - August 31, 2020]* - Mr. Malinowski stated, in the past, Councilmember(s) may not have liked what was presented at a work session or in an agenda, and would go to staff requesting changes. He does not believe this should be handled this way. **If** a member does want to make changes, they should make a motion at a Council meeting.
2. *I move that all County Employees presenting to County Council during an official Council meeting (Regular, Special Called, Zoning Public Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input [MANNING - October 6, 2020]* - Mr. Malinowski stated he does not have a problem with putting this language in the rules.

Ms. Mackey stated some employee's computers do not have cameras available. She noted it would be nice to have staff on camera; however, she does not believe it should be a rule.

Mr. Malinowski suggested including the language, "Anyone presenting to County Council, during an official Council meeting (Regular, Special Called, Zoning Public Hearing or Standing Committees) held in Zoom have a live camera running during their actual verbal input, if possible."

Ms. McLean stated we may need to address how the public, staff and Council participate in virtual meetings.

3. *Move to amend Council Rules related to virtual and phone call meeting attendance and have this motion included on the July 20, 2021 Rules and Appointments Committee meeting agenda [MACKEY - July 13, 2021]* - Mr. Malinowski stated this will be further discussed when the committee takes up Rule 4.5 Meetings.
- b. I move to amend the Public Nuisance Ordinance to define "Public Places/Establishments" to include restaurants, taverns, lodges, parking lots, and public places where children or students attend and/or normally congregate [DICKERSON - October 6, 2020] - Ms. McLean stated, in her opinion, this is addressed in the existing ordinance language.

Ms. Mackey moved, seconded by Ms. Barron, to forward to Council with a recommendation to not amend the language of the public nuisance ordinance.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

**Rules and Appointments Committee  
September 21, 2021**

### 1.3 Open Meetings

All meetings of Council, which include committee, subcommittee, and advisory committee meetings, shall be open to the public except as provided for in Section 30-4-10 et.seq. of the South Carolina Code of Laws, 1976, as amended. All regular and special called meetings of Council will be broadcast on the County's website, unless circumstances make it impractical or impossible to broadcast such meeting. This could include technical issues, no access at a given meeting location (e.g., if a meeting is held someplace other than Council's normal meeting place, excessive costs) or other difficulty. All regular and special called meetings of Council will be video-recorded unless circumstances make it impractical or impossible to video-record such meeting. For the purposes of this Rule only, excessive costs shall mean costs beyond the normal cost for providing the broadcast.

Public notice of regularly scheduled meetings, special called meetings, and committee meetings will be given pursuant to in accordance with S.C. Code Ann. Section 30-4-80 of the South Carolina Code of Laws, 1976, as amended, "Notice of meetings of public bodies."

### 1.4 Closed Meetings Executive Sessions.

The Council may go into executive session after a motion to do so is made, seconded, and receives a majority plus one vote of those members present, as provided for under the South Carolina Freedom of Information Act, as amended.

The Chair shall, in announcing executive sessions pursuant to Section 30-4-70(a) of the Code of Laws of South Carolina, cite the specific code section supporting the executive session. In preparing the agenda, the Chair shall cite the specific code section and shall announce the specific purpose of the executive session.

For the purposes of this section, "specific purpose" means a description of the matter to be discussed as identified in items (1) through (5) of subsection (a) of Section 30-4-70 of the South Carolina Code of Laws, in such terms that the public could identify the parties to a contract, the person being appointed to a public body, the location of any real property being sold or purchased, the parties and specific subject upon which legal advice is being received, and the subject matter of any administrative briefing. In no event shall the Chair announce the name of a classified employee whose employment is being discussed in executive session or the location of any security devices.

The County Council may hold executive sessions for the purpose of hearing from local and/or state development boards concerning the location of industry when neither the name of the industry nor the location of the property is to be revealed.

In accordance with the South Carolina Freedom of Information Act, "[a] public body may hold a meeting closed to the public" for any of the purposes set forth in S.C. Code Ann. Section 30-4-70. The agenda shall state the reason for the Executive Session. Pursuant to 30-4-70 (b), before going into executive session Council shall vote in public on the question and when the vote is favorable, the Chair or presiding officer shall announce the specific purpose of the executive session. No action may be taken in executive session except to (a) adjourn or (b) return to public session.

Absent an emergency, electronic devices shall not be allowed during Executive Session. Any member requiring use of an electronic device during an emergency situation, shall request temporary use of such device from the Chair, whose decision shall be final.

### 1.5 Dates/Times

- a) Regular Meetings- Regular Meetings of County Council shall be held on the first and third Tuesday of each month at 6:00 p.m., and on other dates and at any other times determined by Council as part of Council's Annual Meeting Schedule approved prior to each calendar year (i.e., a "Regular Meeting" may be held other than on the first and third Tuesday of each month at 6:00 p.m., so long as such meeting is approved by Council as part of its Annual Meeting Schedule). Further, unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council members present, may schedule a regular meeting at other

times. “Good cause” includes, but is not limited to, consideration of County holidays, in which case Council may decide to adjust its meeting schedule accordingly.

- b) Special Meetings- Special Meetings may be called by the Chair or a majority of the members of Council provided that twenty-four (24) hours’ notice has been given to Council members and the public. The members of Council must be informed of the subject(s) to be discussed at a special meeting. While special called meetings, absent contrary authority, may be held for any purpose Council desires, two frequent reasons necessitating a special meeting include: 1) a special called meeting that is essentially the result of the rescheduling of a meeting that had been regularly scheduled but for whatever reason needs to be moved to a different date or time (i.e., a regular meeting held at a special time not originally scheduled); and 2) a special called meeting to take up a specific matter or matters (i.e.; a “limited purpose” meeting). A special called meeting that is in essence a regular meeting that has been moved to a time not originally scheduled should follow the agenda order set forth in Rule 1.7c) of these rules. A special called meeting that is for a “limited purpose” or “limited purposes” need not follow the agenda order set forth in Rule 1.7c) of these rules, but instead may follow an agenda that is as specific or general as may be necessary for Council to be informed of the purpose(s) of the limited meeting and to carry out the purpose(s) of the limited meeting.

Electronic Participation- During any Special Called meeting, not held in conjunction with a regularly scheduled Zoning Public Hearing and Planning Meeting, any Council member may participate in the meeting via electronic participation, as present for the purposes of a quorum. Any Council member participation electronically shall not be allowed to participate in executive session matters. Should an executive session be council member participating electronically may choose to abstain from a vote on the issue discussed in executive session.

No less than five Council members must be physically present to schedule a Special Called Meeting.

For the purposes of this section, “electronic” participation shall mean videoconferencing or teleconferencing which allows all persons participating in the meeting to hear each other at the same time (and, if videoconferencing, to see each other as well). Electronic participation shall only be allowed in a Special Called meeting of Council.

- (c) Zoning Public Hearing Meetings- Zoning public hearing meetings shall be held on the fourth Tuesday of each month at 7:00 p.m., unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council members present. “Good cause” includes, but is not limited to, consideration of County holidays, in which case Council may decide to adjust its meeting schedule accordingly.

Rule 1.7

(c) 7)6 Citizen input:

(a) Agenda Items--Each person citizen who has signed the Agenda Items Input List to speak before Council may do so for up to 2 minutes; provided, however, the entire Agenda Items citizen input time shall not exceed 30 minutes, **except by leave of Council**. The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address. **Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong Input List, may be allowed to speak at Council’s discretion.** Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a **speaker would like citizen intends** to present to Council, including audio and visual presentations, **should be provided to must be approved** by the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. **The Chair will request that** in the event a citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, **that the speaker must provide to the Clerk of Council written authorization from such group, association, community, or citizen, prior to the meeting advise Council during his or her citizen input of that fact, and name or identify anyone else for whom the citizen is speaking or represents.** The Clerk will have available Council members’ contact information as listed on the County’s website. The Chair may advise **speakers citizens to coordinate speak** with or contact County staff as may be appropriate to the issue(s) raised by the speaker. **Rule 2.2, Preservation of Order, applies during Citizens Input. In addition, if it becomes clear that the item addressed or the speaker’s**

input bear no reasonable relationship to any matter over which Richland County has responsibility, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

**(b) Non-Agenda Items Input:** ~~Anyone citizen~~ who wishes to speak on an item not on the agenda or ~~introduce an item for consideration not currently under Council's consideration~~ or bring a concern to Council's attention may speak for no more than two minutes; provided, however, the entire Non-Agenda Items citizen input time shall not last longer than 30 minutes, **except by leave of Council.** The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address. **Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong Input List, may be allowed to speak at Council's discretion.** Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a ~~speaker would like to~~ ~~citizen intends to~~ present to Council, including audio and visual presentations, **should be provided to** must be approved by the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present.

Items for which a public hearing is required or has been scheduled cannot be addressed at this time. Exceptions may be made with the consent of a simple majority of those Council members present. ~~The Chair will request that~~ in the event a citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, **that the speaker must provide to the Clerk of Council written authorization from such group, association, community, or citizen, prior to the meeting** advise Council during his or her citizen input of that fact, and name or identify anyone else for whom the citizen is speaking or represents. The Clerk will have available Council members' contact information as listed on the County's website. The Chair may advise speakers to coordinate ~~citizens to speak~~ with or contact County staff as may be appropriate to the issue(s) raised by the speaker. Rule 2.2, Preservation of Order, applies during Citizens Input.

In addition, if it becomes clear that the item addressed or the speaker's input bear no reasonable relationship to any matter over which Richland County has responsibility, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

## 2.1 Call to Order

The Chair shall call Council meetings to order at **their posted times 6:00 p.m.** or as soon thereafter as practical on the first and third Tuesday of each month and, if a quorum is present, proceed to the meeting agenda. **The Vice Chair shall preside in the absence of the Chair. In the absence of the Chair and Vice-Chair, the most senior member in attendance shall preside.**

## [PROPOSED NEW RULE]

### 2.4 Censure

Recognizing the value and contributions of each member of Council, and that each member is elected by the people of a defined district and accountable to the people thereof, subject to removal only by the governor as provided for by State law, while at the same time realizing that the functioning of Council depends on the professionalism and civility of each member, in rare circumstances where a member's conduct so thoroughly transgresses Council's Code of Conduct described in Rule 2.2, Council may censure a member.

Prior to censuring one of its members, Council must pass a motion to commence censure proceedings. A motion to commence censure proceedings, having been made and properly seconded, requires a two-thirds vote of the full Council (i.e., at least 8 of Council's 11 members, whether a full Council has been seated or not, must vote to censure a member). If a motion to commence censure proceedings passes, Council shall hold a hearing on censure of the member named in the motion. The hearing shall be held at the next regular or special called meeting of Council, provided that a period of at least ten (10) days has elapsed from the date the motion to commence censure proceedings was adopted to the censure proceeding itself. In no event shall the hearing be held at the same meeting, or on the same day, as the adoption of the motion to commence censure proceedings.

At the hearing the Chair shall state the basis for censure, or may call upon any member who voted to commence censure proceedings to state the basis for censure if the basis is unknown to the Chair. The member subject to the censure proceedings shall have up to five (5) minutes to make an opening statement. Any member may then speak during the censure proceeding for up to five (5) minutes. No member may speak more than ~~twice~~ once during the censure proceeding absent leave of the Chair. The member subject to the censure proceedings shall have up to fifteen (15) minutes to speak in reply, but additional rebuttal time may be granted by the Chair.

At the conclusion of Council input as provided for herein, any member who believes censure is in order may make a motion to censure the member. If that motion does not receive a second, or, if seconded, it does not pass by a two-thirds vote of the full Council (i.e., at least 8 of Council's 11 members, whether a full Council has been seated or not), the matter is concluded and ~~there shall be no~~ ~~reference~~ it shall be noted in the record to that no impropriety has been found on the part of the member and that censure is not proper

having been censured. If a motion to censure is made and properly seconded, and receives at least eight (8) votes, the member shall be censured and the records of County Council shall so reflect. Once a member is censured on a matter, no other action is in order with respect to the same matter.

### 2.72.8 Vice Chair

The Vice Chair shall be elected either at the first regular or special called Council meeting in January or as soon thereafter as may be practical. The Vice Chair shall serve continuously until the following January unless removed by a two-thirds majority vote of the full Council. The Vice Chair shall preside in the absence of the Chair.

### 3.1 Seating

At the first regular or special called meeting in which January, after the election and seating of the Chair and Vice Chair of Council are elected as provided for in Rules 2.7 and 2.8, respectively, and immediately after such elections and seating of the Chair and Vice Chair, Council members shall select their seats based first on seniority in years of continuous service and then in alphabetical order.

## RULE IV: COMMITTEES

### 4.2 Ad Hoc Committees

Ad Hoc Committees will be appointed by the Chair on an as-needed basis and shall follow the same rules and procedures as the Standing Committees.

### 4.5 Meetings

Committees shall meet regularly in a room location designated by the Committee Chair; provided, however, that Ad Hoc Committees shall meet on an as-needed basis only at the call of such Committee's chair. No committee shall meet while the Council is meeting without special leave. No committee shall sit unless a quorum is present. No Council member shall be allowed under any circumstances to vote by proxy. Members of Council, whenever possible, shall make inquiries and requests for information at the Committee meetings. At the request of a member of the committee, members of the public may address a Committee with the permission of the Committee Chair and with the consent of the Committee; however, any material that a citizen intends to present, including audio and visual presentations, must be provided to must be approved by the Clerk of Council prior to the Committee meeting, except by leave of the Committee.

### 4.6 Legislative Action

Items referred to a committee for consideration shall be listed under one of the following categories: "Items for Action" or "Items for Information, Discussion, and/or Preliminary Action." Additional agenda categories (including, but not limited to, "Presentations," "Notifications," and "Items Pending Analysis") may be added to the agenda as needed for items not requiring immediate committee action.

- a) ITEMS FOR ACTION-For all items requiring action, the committee shall take one of the following actions by majority vote:
  - Recommend that Council approve the item, which may or may not include amendments or modifications to the original request;
  - Recommend that Council deny the item;
  - Forward the item to Council without a recommendation;
  - Defer consideration of the item to a future committee meeting;
  - Refer the item to another committee or commission; or
  - Table the item.
- b) ITEMS FOR INFORMATION, DISCUSSION AND/OR PRELIMINARY ACTION-For items on the agenda for information, discussion and/or preliminary action, the committee shall take one of the following actions by majority vote:
  - Direct the administrator to bring the item back for action at a specified committee meeting;
  - Defer consideration of the item until a specified committee meeting; or



- Receive the item for information or discussion purposes only, and dispose the item from the committee agenda;
- Items so removed will be reported as such by the committee to Council.
- Notwithstanding items 1 through 4 in this subsection, any item on the Administration and Finance (A&F) or the Development and Services (D&S) Committee agendas listed as an “Item Pending Analysis” must be resolved, tabled or otherwise disposed of within 100 days of that matter’s referral to the r D&S Committee.

## 5.2 Other Ordinances-Required Readings

With the exception of emergency ordinances, all ordinances, including those making supplemental appropriations, shall receive approval at three public meetings of Council on three separate days with an interval of not less than seven days between the second and third readings. An ordinance shall be deemed passed upon third reading approval and thereafter can be rescinded only by a motion to reconsider or rescind that is made prior to approval of the minutes.

~~If an ordinance does not receive the three (3) readings required within a twelve-month period, it is dead. If the ordinance is reintroduced after the twelve-month period, it must be submitted to the three-reading process. Any ordinance that does not receive three reading approvals by Council may not be reintroduced for twelve (12) months from the date the minutes reflecting its denial (i.e., the final time the ordinance was read and did not pass) were approved, absent consent of two-thirds of the full Council.~~

## 5.3 Levying Tax/Incurring Debt/Amending Budget

Ordinances levying a tax or incurring indebtedness shall not be passed unless voted for on each reading by at least six (6) members in Council assembled and with appropriate back up material provided for each reading. ~~An amendment to the budget shall require at least a majority plus one vote [i.e., at least seven (7) members of Council].~~

## 5.5 Second Reading

~~Upon the second reading of an ordinance, the ordinance after all amendments and privileged motions have been disposed of, the question shall be placed on Council’s agenda the passage of the ordinance. Upon a decision in the affirmative, the ordinance shall take its place on the agenda for third reading at its next meeting or at other time as scheduled by Council; provided, however, there must be an interval of not less than seven (7) days between second and third readings.~~

Each ordinance affecting the expenditure of money by the County shall receive the affirmative vote of Council on each reading, ~~noting that and prior to receiving second reading;~~ the County Administrator’s comment shall inform Council regarding its effect on the finances of the County, ~~unless this requirement is waived by Council or the financial effect is evident on the face of the ordinance. Provided, however, this rule may not be invoked where the amount is shown in the ordinance.~~

## [PROPOSED NEW RULE]

### 5.19 Voting for Board and Committee Appointments

This method of voting is based upon Chapter XIII, Section 45, Robert’s Rules of Order, 11<sup>th</sup> Edition, and is to be used solely in circumstances where Council is called upon to vote on the appointment of members of boards, commissions or similar entities where there are more nominees under consideration than there are vacancies to fill. ~~Any Council member may make a motion to request a candidate be voted on individually.~~

This rule combines a recognition of the fact that plurality voting may be unavoidable in the initial stages of voting when considering a greater number of nominees than there are vacancies to fill, and majority voting once the number of nominees is drawn down to equal the number of vacancies by virtue of the voting process set forth herein.

Due to the complexity of this unusual but not unforeseeable situation, an example may be instructive.

Ex. If there are two (2) vacancies on a County board, and there are five (5) nominees, each Council member would be permitted to cast a vote for two (2) of the five (5) nominees to fill the two (2) vacancies.

In this event, the voting procedure shall be as follows.

- a) Each Council member shall be allowed to cast the same number of votes as there are vacancies to be filled. By way of further example, if three (3) vacancies exist, then each Council member would be permitted to vote for up to three (3) nominees, regardless of the total number of nominees.
- b) The Clerk to Council shall tabulate the votes.

- c) The nominee with the fewest votes will be removed from the slate of nominees, and the remaining nominees will be voted upon in what would be the next round of voting, with rounds to continue until enough nominees have been eliminated from consideration so that the number of nominees remaining equals the number of vacancies to be filled.
- d) If there is a tie among those with the fewest votes, then all nominees who are so tied will be removed from the slate of nominees, and the remaining nominees will be voted upon in what would be the next round of voting. Provided, however, if so many of the nominees are tied for the least votes, and dropping all of them from the remaining slate of nominees would result in not having enough nominees to fill all of the vacancies, then there shall be a runoff among all of the nominees so tied for fewest votes. The candidate with the fewest votes in the runoff will be dropped from the slate of nominees that had been tied for fewest votes. Once at least one of the originally tied nominees for fewest votes is eliminated by runoff among the fewest vote-getters, those remaining among the originally tied voters will be placed back among the nominees who did not receive the fewest votes, and voting shall continue in this fashion by round until there are the same number of nominees as there are vacancies. [E.g., three (3) nominees remaining for three (3) vacancies].
- e) Once Council arrives at a “slate” of nominees corresponding to the number of vacancies to be filled, it is in order for any member of Council to “nominate the slate” of nominees, which shall then be voted upon by Council in the form of a motion to approve the slate by “yea” or “nay,” recorded electronically unless the electronic voting system is then inoperable or it is impractical to so vote. In this case, voting by show of hands shall be in order. The slate of nominees shall be approved by majority vote of Council members present and voting.

**5.265.24 Proclamations**

An individual council member may issue a Proclamation as an expression of his or her personal opinion or desire. The Proclamation shall be signed by the initiating council member ~~and by the Chairperson~~, and shall not require action by the Council.

## 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 year of non-service.**

Meetings are held on the 4<sup>th</sup> Thursday of the month, with the exception of December when the meeting is held on the 2<sup>nd</sup> 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](mailto:jfoster@centralmidlands.org)

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

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## 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 year of non-service.**

Applicants will be responsible for assisting with fundraising efforts.

Meetings are held the 3<sup>rd</sup> 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, 2<sup>nd</sup> Floor – Palmetto Room and last approximately an hour.

For additional information, please contact:  
Joyce Seabrook, Executive Assistant  
(803) 733-1134  
[ExecAsst@comrelations.org](mailto:ExecAsst@comrelations.org)

Council Liaison: Gretchen Barron

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### 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 1<sup>st</sup> and end on December 31<sup>st</sup>.

Meetings are held the 2<sup>nd</sup> ~~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@lrada.org](mailto:kmchugh@lrada.org)  
 (803) 726-9405

Council Liaisons: Allison Terracio and Yvonne McBride

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### 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 2<sup>nd</sup> 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:

Fred Descy

[Descy.fred@richlandcountysc.gov](mailto:Descy.fred@richlandcountysc.gov)

(803) 576-2659

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### 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~~ year of non-service.

Meetings are held on the 1<sup>st</sup> **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](mailto:Price.geo@richlandcountysc.gov)  
(803) 576-2174

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### **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 year 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 2<sup>nd</sup> 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](mailto:Hannah-dennis.andrea@richlandcountysc.gov)

(803) 576-2197

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### **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](mailto: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.

Meetings are held the 2<sup>nd</sup> Monday of each month, with no meetings scheduled in July and August. Meetings begin at 5:30 p.m., in the 3<sup>rd</sup> 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](mailto: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 2<sup>nd</sup> term of **FOUR** (4) years, and after an interval of at least **ONE** (1) year, for a 3<sup>rd</sup> 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](mailto: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 year 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](mailto: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 year 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 2<sup>nd</sup> Wednesday of each month at 9:00 a.m.

For additional information, please contact:

Aundrai Holloman, Executive Director

[hollomana@richlandcountysc.gov](mailto:hollomana@richlandcountysc.gov)

(803) 576-2353

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

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### 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 year of non-service.**

Meetings are held the 4<sup>th</sup> 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 (1½ 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](mailto:rwaites@historiccolumbia.org)

(803) 252-7742 x 14

Council Liaisons: Gretchen Barron and Overture Walker

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### 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](mailto:cwhite@midlandsworkforce.org)

## 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 year of non-service.**

The Commission meets bi-monthly on the 2<sup>nd</sup> Monday of the month at 12:00 Noon in the large conference room at the Airport Terminal Building and last approximately 1½ 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](mailto:Eversmann.chris@richlandcountysc.gov)

(803) 767-1789

Council Liaisons: Allison Terracio and Cheryl English

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## 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 3<sup>rd</sup> 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](mailto: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 year of non-service.**

**Commissioners are encouraged to review documents and explore creative ideas for the improvement if 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 4<sup>th</sup> 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](mailto:lbrazell@ercpsd.net)

(803) 788-1570 x 4

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## 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 year of non-service.**

The Board meets the 4<sup>th</sup> Tuesday of every month at the Convention Center at 9:00 AM and last approximately 1½ 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](mailto:lcannup@experiencecolumbiasc.com)  
(803) 545-0008

**Council Liaisons: Paul Livingston, Gretchen Barron and Jesica Mackey**

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### 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 year of non-service.

Meetings are scheduled on the 2<sup>nd</sup> 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](mailto:Cmfasc5678@gmail.com)

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## 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 year of non-service.**

Meetings are held the 1<sup>st</sup> 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](mailto:Price.geo@richlandcountysc.gov)

(803) 576-2174

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### 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 3<sup>rd</sup> 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](mailto:tstringfellow@riverbanks.org)

(803) 602-0836

Katie McCoy Eaton

[keaton@riverbanks.org](mailto: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 year 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:

**Denise Teasdell**

[Teasdell.denise@richlandcountysc.gov](mailto:Teasdell.denise@richlandcountysc.gov)

(803) 576-2039

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**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](mailto:Haynes.sandra@richlandcountysc.gov)

(803) 576-2462

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**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 year 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:

**Meghan Easler**

[Easler.meghan@richlandcountysc.gov](mailto:Easler.meghan@richlandcountysc.gov)

**(803) 576-1604**

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### **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 year 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:

**Denise Teasdell**

[Teasdell.denise@richlandcountysc.gov](mailto:Teasdell.denise@richlandcountysc.gov)

**(803) 576-2039**

## 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.

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**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.

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**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](mailto:Stewart.james@richlandcountysc.gov)

(803) 576-2072

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### **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 4<sup>th</sup> Monday of each month at 5:30 PM at the Richland County Administrative Office, 2020 Hampton Street, 4<sup>th</sup> 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](mailto:Maloney.michael@richlandcountysc.gov)  
 (803) 576-2401

Ex-Officio Council Representatives: Paul Livingston and **Jesica Mackey**

### **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 (1) day year of non-service.**

Board meetings are held the 4<sup>th</sup> 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:

Derrick Huggins, Interim Executive Officer & Executive Director  
[dhuggins@thecometsc.gov](mailto:dhuggins@thecometsc.gov)  
(803) 255-7087

Council Representatives: Allison Terracio and Overture Walker

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Ashiya Myers	<b>Title:</b>	Assistant to the County Administrator
<b>Department:</b>	Administration	<b>Division:</b>	Click or tap here to enter text.
<b>Date Prepared:</b>	April 28, 2022	<b>Meeting Date:</b>	May 17, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	May 11, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	May 10, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	May 10, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Meeting/Committee</b>	Rules & Appointments		
<b>Subject</b>	"Consider moving the Horizon meeting to Tuesday and have delivery of finished agendas to Council members by Thursday close of business"		

**RECOMMENDED/REQUESTED ACTION:**

While staff maintains a neutral position as to the date of the Horizon meeting and subsequent delivery of completed agendas to the members of County Council by the close of business on the Thursday, staff seeks direction as to the Council’s desire to maintain the Thursday delivery date or to revert to the Friday delivery date.

Staff also requests consideration be given to establishing a rule which governs the scheduling of ad hoc committees to allow staff adequate time to prepare documentation for Council/Committee consideration.

Staff also seeks clarification regarding the definition of “final” relative to the agenda itself.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

There is no associated fiscal impact.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

“...the committee recommends to change the Horizon meeting to Tuesday and move the delivery of agendas to Council on Thursday, on a trial basis, beginning in September 2021 and ends in December 2021”

Council Member	Bill Malinowski
Meeting	Regular Session
Date	April 6, 2021

**STRATEGIC & GENERATIVE DISCUSSION:**

At its April 06, 2021 Regular Session meeting, County Council supported the Rules & Appointments Committee’s recommendation to change the Horizon meeting to Tuesday and move the delivery of agendas to the members of County Council on Thursday by the close of business, on a trial basis, beginning in September 2021 and ending in December 2021. Staff has continued to deliver agendas on Thursday, but it seeks direction as to the Council’s desire to maintain the Thursday delivery date or to revert to the Friday delivery.

To accommodate the Thursday delivery, staff has modified its timeline for the preparation, review, and vetting of documents that may appear before the members of County Council. Documents for standing Committee consideration are now due to the Office of the County Administrator no fewer than fourteen (14) working days prior to the scheduled meeting date.

Central Services staff prefers the Thursday delivery date as it allows the staff to “catch up” on those operations impacted by scheduling the hand delivery of agendas to members of Council. A Friday delivery date often results in staff having to work on Saturday.

The Clerk to Council office maintains its average of six hours of transcription per one meeting hour. Additionally, staff of the Clerk’s office indicates it is difficult to complete the minutes and provide any updated backup documentation if the meetings are back-to-back. Thursday agenda delivery also allows Council members and staff to request changes to the agenda, negating the intent of having the agendas delivered earlier.

The County Attorney’s office maintains a 15 business day review timeline for all documents; however, documents for Council consideration are a limited exception.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Presently, staff prepares informative documentation for the following standing and ad hoc committees:

Administration & Finance (A&F)	Office of Small Business Opportunity Ad Hoc
Development & Services (D&S)	Pinewood Lake Ad Hoc
Rules & Appointments	Renaissance Ad Hoc
Coronavirus Ad Hoc	Sewer Ad Hoc
Detention Center Ad Hoc	Strategic Planning Ad Hoc
Dirt Road Ad Hoc	Transportation Ad Hoc

From 2019 to present, staff averages the preparation, review and vetting of eleven (11) documents per month for the standing committees (A&F; D&S). If we assume an average of an hour per person to author, vet, and review, each document requires five (5) total working hours (authoring, vetting by the County Attorney’s Office, Finance Department, and the Office of Budget and Grants Management, review by the appropriate Administration designee).

Council Rule 4.4 only establishes document due dates for the standing committees; however, ad hoc committee documents are not explicitly governed by the same rule. Ad Hoc committees do not have set meeting dates and times as meetings are scheduled at the pleasure and availability of the committee’s members.

Often, ad hoc committee meetings are called with fewer than the fourteen (14) working days for staff to prepare requested and/or necessary supporting documentation for the committee’s consideration. This increases the number of documents to be prepared, vetted, and reviewed in addition to those for the standing committee meetings. This also requires the preparation of minutes by the Clerk of Council’s office for the ad hoc committee’s review and consideration.

To ensure adequate preparation, vetting, and review of ad hoc committee documentation, staff recommends further amending the existing Council rule 4.4 as follows:

*Appropriate written backup material for all items of business that are to be included in ~~the Administration and Finance or Development and Services Committee~~ any and all standing and/or ad hoc committee-agendas must be delivered electronically to the County Administrator’s Office no later than 5:00 p.m. on the date two weeks prior to the committee’s scheduled meeting date.*

Staff also recommends converting to completely digital agenda delivery to ensure each member receives the most current, up-to-date version thereof. Agendas are currently provided physically and digitally to each member of Council. Therefore, changes to the agenda due to the introduction of time sensitive items (i.e. pending litigation or other legal matters) after staff prints the agenda may result in those who rely upon hardcopy agenda documents to not have the most current copy of the agenda. Converting to a digital agenda will also result in a cost savings relative to printing materials (toner/ink, paper, etc.) as well as fuel savings (fuel used by Central Services’ staff to deliver agendas).

Additionally, staff requests clarification on the meaning of “final.” Specifically, does “final” refer to the agenda which meets the Freedom of Information Act (FOIA) statues or does “final” refer to the established date of print?

**ATTACHMENTS:**

1. Click or tap here to enter text.

**BOARDS, COMMISSIONS AND COMMITTEE  
VACANCY AND APPLICATION DEADLINE SCHEDULE**

SUBMIT VACANCY LISTING TO RULES COMMITTEE	PUBLICATION OF AD (Estimate)	APPLICATION SUBMITTAL DEADLINE
May 17, 2022	May 22, 2022	June 3, 2022
July 19, 2022	July 24, 2022	August 19, 2022
October 18, 2022	October 23, 2022	November 18, 2022
February 7, 2023	February 12, 2023	March 10, 2023



**APPLICATIONS ON FILE**

**May 4, 2022**

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed	Status
Accommodations Tax	Alegron Williams	Unincorporated	7	11/10/2021	<b>12/7/2021</b>	Application on file
Airport Commission	Ron Mims	Unincorporated	1	3/15/2021	<b>3/15/2022</b>	
Airport Commission	Charlton Whipple	Unincorporated	1	1/25/2022		
Airport Commission	D. Michael Kelly	Columbia	6	2/3/2022		
Airport Commission	Brian Gwin	Columbia	5	3/2/2022		
Airport Commission	Frank Caggiano	Columbia	5	4/4/2022		
Board of Assessment Appeals	Mark Cheslak	Unincorporated	8	2/11/2022		
Board of Zoning Appeals	David Fulmer	Unincorporated	1	1/2/2022		
Board of Zoning Appeals	Shasai Hendrix	Unincorporated	8	3/14/2022		
Board of Zoning Appeals	Charles Durant	Unincorporated	11	3/16/2022	<b>5/3/22 - Planning Comm.</b>	
Board of Zoning Appeals	Timothy M. Brown	Columbia	5	3/18/2022		
Business Service Center	Quadrey Reeves	Columbia	3	3/16/2022		
Business Service Center	Hugh Harmon	Unincorporated	8	3/18/2022		
Central Midlands Council of Governments	Susan Brill	Unincorporated	9	8/24/2021		
Central Midlands Council of Governments	Chris Siercks	Unincorporated	6	11/15/2021	<b>5/3/22 - Planning Comm.</b>	
Central Midlands Council of Governments	Laticka Smith	Unincorporated	7	12/27/2021		
Central Midlands Council of Governments	Andrew Williamson	Unincorporated	10	1/24/2022		
Central Midlands Council of Governments	Gethro Benn	Unincorporated	2	3/2/2022		
Community Relations Council	Caitlin O'Neal	Columbia	6	5/3/2021		
Community Relations Council	Annette Hammond	Unincorporated	7	8/9/2021		
Community Relations Council	Leticia Wade	Columbia	10	8/17/2021		
Community Relations Council	Gethro Benn	Unincorporated	2	8/26/2021		
Community Relations Council	Tevin Spruill	Columbia	4	8/28/2021		
Community Relations Council	Sharell Sambrone	Unincorporated	9	8/31/2021		

**APPLICATIONS ON FILE**

**May 4, 2022**

Community Relations Council	Kizzie Smalls	Unincorporated	2	9/8/2021	
Community Relations Council	Darryl Wray	Unincorporated	7	10/25/2021	
Community Relations Council	Sybil Rosado	Columbia	5	11/6/2021	
Community Relations Council	Kabrina Bass	Unincorporated	9	11/16/2021	
Community Relations Council	Ryan Brown	Columbia	6	11/16/2021	5/3/22 - Planning Comm.
Community Relations Council	Shandelle Simmons	Unincorporated	7	12/8/2021	
Community Relations Council	Andrew Williamson	Unincorporated	10	1/26/2022	
Community Relations Council	Punam Patel	Columbia	5	2/11/2022	
Community Relations Council	Charles Durant	Unincorporated	11	2/26/2022	5/3/22 - Planning Comm.
Community Relations Council	Franette Boyd	Unincorporated	9	3/13/2022	
Community Relations Council	Quadrey Reeves	Columbia	3	3/18/2022	
East Richland Public Service District	Bruce Greenberg	Columbia	5	3/30/2021	5/3/22 - Planning Comm.
Employee Grievance Committee	John Robert Dunn	Solicitor's Office		12/13/2021	4/5/2022
Employee Grievance Committee	Kimberly Toney	Transportation		12/23/2021	4/19/2022
Employee Grievance Committee	Alexander Burton	Transportation		2/7/2022	4/5/2022
Employee Grievance Committee	Tara Smith	Clerk of Court		4/19/2022	
Historic Columbia	Jack Ligon	Columbia	3	11/10/2021	Currently No Vacancies
Internal Audit Committee	Vernell Butler	Unincorporated	8	2/17/2022	
LRADAC	Caitlin O'Neal	Columbia	6	5/3/2021	
LRADAC	Joshua Douglas Fabel	Unincorporated	2	11/17/2021	
LRADAC	John Jacob Loveday	Columbia	6	11/18/2021	
LRADAC	Amanda Halloran	Columbia	4	2/21/2022	
LRADAC	Melissa Boylan	Arcadia Lakes	3	3/17/2022	
LRADAC	Salley Rickenbacker Robinson	Unincorporated	10	3/18/2021	
Music Festival Committee	Jean McDowell	Columbia	6	8/27/2021	
Music Festival Committee	Lawrence Terry	Forest Acres	8	11/15/2021	
Music Festival Committee	Lynette Smith	Unincorporated	11	3/11/2022	
Music Festival Committee	Timothy M. Brown	Columbia	5	3/18/2022	

**APPLICATIONS ON FILE**

**May 4, 2022**

Planning Commission	Christian Brent Chitwood	Irmo	1	4/7/2021	4/5/2022
Planning Commission	Sally Saunders Huguley	Arcadia Lakes	8	8/27/2021	4/19/2022
Planning Commission	Tamika Daniels	Unincorporated	7	10/24/2021	4/19/2022
Planning Commission	Lorenzo Katio	Unincorporated	3	11/3/2021	5/17/2022
Planning Commission	Algeron Williams	Unincorporated	7	11/10/2021	12/7/21 -RMH
Planning Commission	Chris Siercks	Unincorporated	6	11/15/2021	5/3/2022
Planning Commission	Ryan Brown	Columbia	6	11/16/2021	5/3/2022
Planning Commission	Frederick Johnson, II	Forest Acres	3	2/11/2022	4/19/2022
Planning Commission	Charles Durant	Unincorporated	11	3/8/2022	5/3/2022
Planning Commission	Lindsey Shealy	Forest Acres	6	3/9/2022	5/17/2022
Planning Commission	Jennifer Blocker Sanders	Unincorporated	11	3/18/2022	5/17/2022
Planning Commission	Timothy M. Brown	Columbia	5	3/18/2022	5/17/2022
Planning Commission	Bruce Greenberg	Columbia	5	3/30/2021	5/3/2022
Richland Library Board of Trustees	Erin Johnson	Unincorporated	9	5/2/2022	
Richland Library Board of Trustees	Nicholaus Outen	Unincorporated	3	5/10/2022	
Richland Memorial Hospital Board	Charles Durant	Unincorporated	11	3/9/2022	5/3/22 - Planning Comm.
Richland Memorial Hospital Board	Patrick Palmer	Unincorporated	3	3/11/2022	
Richland Memorial Hospital Board	Franette Boyd	Unincorporated	9	3/13/2022	
Richland Memorial Hospital Board	Shasai Hendrix	Unincorporated	8	3/14/2022	
Richland Memorial Hospital Board	Quadrey Reeves	Columbia	3	3/16/2022	
Richland Memorial Hospital Board	Kaela Hampton	Columbia	4	5/3/2022	
Township Auditorium	Antjuan Seawright	Unincorporated	11	9/7/2021	
Township Auditorium	M. Evelyn Fields	Columbia	6	10/22/2021	
Township Auditorium	Larry Smith	Columbia	3	10/26/2021	
Township Auditorium	Ella Shiver	Blythewood	2	10/27/2021	
Township Auditorium	Lorenzo Katio	Unincorporated	3	11/3/2021	5/3/2022 - Planning Comm .
Township Auditorium	Sheila Harris	Unincorporated	7	11/9/2021	12/7/21 -RMH
Township Auditorium	Franette Boyd	Unincorporated	9	3/13/2022	
Township Auditorium	Pamela Bynoe-Reed	Unincorporated	8	3/14/2022	
Township Auditorium	Deborah Tyrues	Unincorporated	7	3/17/2022	

**APPLICATIONS ON FILE**

**May 4, 2022**

Township Auditorium	Hugh Harmon	Unincorporated	8	3/17/2022	
Township Auditorium	Quadrey Reeves	Columbia	3	3/18/2022	
Township Auditorium	Florence Chretien	Unincorporated	7	4/19/2022	
Township Auditorium	Brandon Glover	Columbia	11	4/27/2022	
Transportation Penny Advisory Committee	Christine Keefer	Unincorporated	2	3/10/2022	