



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS

Valerie Hutchinson	Bill Malinowski, Chair	Kelvin Washington
District 9	District 1	District 10

**JUNE 2, 2009
5:00 PM**

Admin Conference Room

CALL TO ORDER

Approval Of Minutes

1. May 5, 2009

Adoption Of Agenda

- 2.

Interviews

3. Accommodations Tax Committee-2

James Benjamin Blackwell, Assistant General Manager, Hilton Columbia Center
Daniel R. Wilson, General Mgr, Inn @ USC; General Mgr, Hospitality since 1999

4. Building Codes Board of Adjustments and Appeals-1

E. Ralph Walden, Architect for 28 years

5. Historic Columbia Foundation-1

John W. Cullum, Banking, Investments, Management, Planning

6. Richland County/City of Columbia Animal Care Advisory Committee-2

Michelle Anderson, Office Mgr., Columbialand Realty
L. Lynn Butts, Accounting
Blakeley Copeland Cahoon, Attorney, Small Business Owner
Louise C. Emmott, US Army, 21.5 years; ADT Security Team Mgr./Trainer
Edwin Shawn Sorrell, Retired Military, Current Law Enforcement Officer
Peggy O'N. Wilson, Head Start Teacher; English Teacher; Public School Librarian

Items For Action

7. Council Individual Discretionary Accounts-Kept in Committee for additional information.

8. Employee Grievance Committee Procedures/Guidelines for Committee Members

9. Revised Application-No action is required by committee, forward out to Council

Adjournment



Richland County Council Request of Action

Subject

May 5, 2009

Purpose

Minutes of



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE

May 5, 2009
5:00 PM

MEMBERS PRESENT:

Member	Chair, Bill Malinowski
Member	Valerie Hutchinson
Member	Kelvin Washington

ALSO PRESENT- Milton Pope, Larry Smith, Roxanne Matthews, Monique Walters

CALL TO ORDER

The meeting was called to order at approximately 5:02 p.m.

APPROVAL OF MINUTES

Rules and Appointments Committee March 17, 2009-the minutes were approved as submitted.

ADOPTION OF AGENDA

Agenda was adopted as submitted.

INTERVIEWS

Employee Grievance Committee-the interview for one position began at approximately 5:10 pm; William T. Young was the applicant.

Hospitality Tax Committee- the interview for one position was not held; the applicant, Scott M. McCarthy was unable to attend due to a prior commitment.

ITEMS FOR ACTION

Item# 1

Attachment number 1
Page 1 of 2

Electronic Participation- Mrs. Hutchinson, seconded by Mr. Washington accepted the language on page 15 of the agenda and forwarded the application to Council

Employee Grievance Committee-Procedures/Guidelines for Committee Members- the draft of a confidential agreement was distributed to the Committee. The Committee recommended forwarding the draft to Council for their input, and council submit their suggestions to the Rules & Appointments Committee by May 19, 2009.

Richland County Library Board-The Committee recommended the following motion be made to Council: In effort to enable a smooth transition, and due to the appointment of a new Executive Director, the committee recommended no action be taken at this time to advertise expired board members positions for those wishing to continue to serve.

DISCUSSION

Richland County/City of Columbia Animal Care Advisory Committee Appointments-2-the Committee recommended advertising the positions, citizens be appointed to the committee, and develop the language for the committee duties.

OTHER ITEMS

Boards, Commissions, Committees Previously Advertised with Vacancies

- Accommodations Tax Advisory Committee-2 (Applicants must be employed in the Lodging Industry)
- Building Codes Board of Adjustments & Appeals-1 (Applicant must be an architect)
- Employee Grievance Committee-2
- Historic Columbia Foundation-1
- Internal Audit Committee-1

These items were recommended for re-advertising.

ADJOURNMENT

The meeting adjourned at approximately 5:50 pm.

Minutes transcribed by Monique Walters

Richland County Council Request of Action

Subject

Purpose

Richland County Council Request of Action

Subject

Accommodations Tax Committee-2

James Benjamin Blackwell, Assistant General Manager, Hilton Columbia Center
Daniel R. Wilson, General Mgr, Inn @ USC; General Mgr, Hospitality since 1999

Purpose



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

Applicant must reside in Richland County.

Name: James Benjamin Blackwell

Home Address: 400 North Crossing Drive Columbia, SC 29229

Telephone: (home) 803-309-6221 (work) 803-744-7800

Office Address: 924 Senate Street Columbia, SC 29201

Email Address: ben@hospitalityamerica.com

Educational Background: University of South Carolina, 99-03, Political Science

Professional Background: Assistant General Manager, Hilton Columbia Center

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

Name of Committee in which interested: Accommodation Tax Advisory Committee

Reason for interest: To be apart of the decision making process that not only affects me on a professional level but also a personal level.

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

Proven leader, being in the community for the past several years, I am very familiar with the issues that affect our County and feel that I would be an asset.

Presently serve on any County Board/Commission/Committee? No

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: As many needed to get the job completed

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 board 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 boards shall be required to abstain from voting or influencing through discussion or debate or any other way, decisions of the board 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 Board or Commission, as the County Council, by majority vote of the council, shall elect.

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No X

If so, describe: _____


Applicant's Signature

May 19, 2009
Date

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

One form must be submitted for each committee on which you wish to serve.

Applications are current for one year.

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



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Daniel R. Wilson

Home Address: 811 Mallet Hill Road

Telephone: (home) 843-864-6664 (work) 803-779-7779

Office Address: 1619 Penetration Street, Columbia, SC 29201

Email Address: gm@innstate.com

Educational Background: undergraduate degree from Liberty University in Business Administration

Professional Background: General Manager of Inn @ USC and General Manager in hospitality industry since 1999.

Male [checked] Female [] Age: 18-25 [] 26-50 [checked] Over 50 []

Name of Committee in which interested: Richland County Automation Tax Committee

Reason for interest: To be more involved in what goes on with our community and businesses

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: leader, over 10 years of hospitality experience, Also very objective when listening to others ideas

Presently serve on any County Board/Commission/Committee? Greater Columbia Hotel & Motel Association

Any other information you wish to give?

Recommended by Council Member(s):

Hours willing to commit each month: 32

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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 board?

Yes _____ No X _____

If so, describe: _____

[Signature]
Applicant's Signature

5/19/09
Date

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Richland County Council Request of Action

Subject

Building Codes Board of Adjustments and Appeals-1

E. Ralph Walden, Architect for 28 years

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Name: E. RALPH WALDEN

Home Address: 524 POLTIX RD

Telephone: (home) 333 9090 (work) 333 9610

Office Address: 113 MAIN STREET BLYTHEWOOD

Educational Background: 2 YRS COLLEGE, MOST OF CEU'S

Professional Background: ARCHITECT FOR 28 YEARS

Male [] Female [] Age: 18-25 [] 26-50 [] Over 50 [x]

Name of Committee in which interested: BUILDING CODES ADJUSTMENT

Reason for interest: INVITATION BY JOE WEBB, I ENJOY OPPORTUNITIES OF GIVING MY TIME FOR PUBLIC GOOD

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

LICENSED ARCHITECT 28 YRS, CURRENTLY SERVE THE BLYTHEWOOD AFB AS UNPAID CONSULTANT

Presently serve on any County Board/Commission/Committee? NO

Any other information you wish to give?

Recommended by Council Member(s):

Hours willing to commit each month: 2-4

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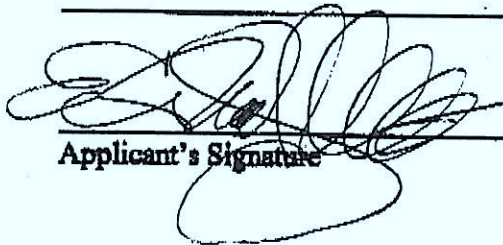
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Do you have any financial or personal interest in any business or corporation (profit or not-for-profit) that could be potentially affected by the actions of the board?

Yes _____ No X _____

If so, describe: _____


Applicant's Signature

11/20/08
Date

Return to:
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For information, call 576-2060.

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Staff Use Only	
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Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file

Richland County Council Request of Action

Subject

Historic Columbia Foundation-1

John W. Cullum, Banking, Investments, Management, Planning

Purpose

1st Appt. 4/5/05



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: John W. Cullum

Home Address: 1712 Crestwood Dr. Columbia, SC 29205

Telephone: (home) 803-771-6090 (work) 803-799-8650

Office Address: 2711 Middleberry Dr, Suite 214, Columbia, SC 29204

Educational Background: BAS University of South Carolina

Professional Background: Banking, Investments, Planning, Management

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

Name of Committee in which interested: Historic Columbia Foundation

Reason for interest: Previous served on Board of Historic Columbia; Interested in Historic Preservation in the Midlands; Volunteer

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: Great Knowledge of Historic Columbia and the issues that they face
Previous Board position

Presently serve on any County Board/Commission/Committee? Internal Audit

Any other information you wish to give? Richland County Resident for 25 years

Recommended by Council Member(s): Kit Smith, Greg Pence

Hours willing to commit each month: What is needed

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STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No ✓

If so, describe: _____

John Cullen
Applicant's Signature

March 24, 2005
Date

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Clerk of Council, Post Office Box 192, Columbia, SC 29202.
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Richland County Council Request of Action

Subject

Richland County/City of Columbia Animal Care Advisory Committee-2

Michelle Anderson, Office Mgr., Columbialand Realty

L. Lynn Butts, Accounting

Blakeley Copeland Cahoon, Attorney, Small Business Owner

Louise C. Emmott, US Army, 21.5 years; ADT Security Team Mgr./Trainer

Edwin Shawn Sorrell, Retired Military, Current Law Enforcement Officer

Peggy O'N. Wilson, Head Start Teacher; English Teacher; Public School Librarian

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Michelle Anderson

Home Address: 6 LAKE Mist Ct Columbia, SC 29229

Telephone: (home) 803-661-9476 (work) 803-787-8437

Office Address: 1313 Percival Rd Columbia, SC 29223

Educational Background: BS Business Admin / Finance

Professional Background: Currently Office Mgr & manage 250 Rental Properties "ColumbiAND Realty"

Male Female

Age: 18-25 26-50 Over 50

Name of Committee in which interested: Animal Care Advisory

Reason for interest: Professionally & Personally involved in animal welfare & legislation most of my adult life. I feel this is an urgent topic & individuals with a passion for animals & knowledge need to act locally.

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

SERVED ON SEVERAL BOARDS & COMMITTEES FOR PURE BREED DOG CLUBS FOR PAST 20 YEARS

Currently Columbia KC member former P.D. Club of America membership chair

Presently serve on any County Board/Commission/Committee? American Kennel Club Delegate

Any other information you wish to give? Meet with AKC 4 times a year as Delegate

Discussions & forums revolve around animal welfare & legislation

Recommended by Council Member(s): AKC is a great resource & aide when it comes to getting involved with local & national government policies.

Hours willing to commit each month:

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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 board?

Yes _____ No

If so, describe: _____

Michelle R. Anderson
Applicant's Signature

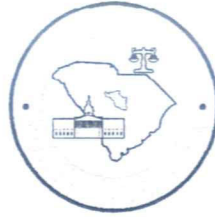
5/27/09
Date

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

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

Applicant must reside in Richland County.

Name: L. LYNN BUTT
Home Address: 1303 GEIGER AVE. COLUMBIA, SC 29201
Telephone: (home) 803-252-9984 (work) 803-754-3827
Office Address: 90 ACCESS ROAD GASTON, SC 29053
Email Address: lbutt646@sc.rr.com
Educational Background: ACCOUNTING
Professional Background: ACCOUNTING
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: RICHLAND COUNTY/CITY OF COLUMBIA
ANIMAL CARE ADVISORY COMMITTEE
Reason for interest: WELFARE OF ANIMALS IN OUR COMMUNITY
AND WISE USE OF TAX DOLLARS FOR ANIMAL SERVICES
Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission:
I HAVE PREVIOUSLY WORKED IN AN ANIMAL SHELTER
Presently serve on any County Board/Commission/Committee? CITIZENS SUB-COMMITTEE
FOR ANIMAL ISSUES
Any other information you wish to give? _____
Recommended by Council Member(s): PAUL LIVINGSTON
Hours willing to commit each month: 5

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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 board?

Yes _____

No _____

If so, describe: _____

L. Lynn Burt
Applicant's Signature

5/27/09
Date

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APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Blakely Copeland Cahoon
Home Address: 64 Newport Drive Columbia, SC 29223
Telephone: (home) 803-608-2178 (work) 803-255-0655
Office Address: 1122 Lady Street^{4th FL}, Columbia SC 29208
Educational Background: See Attached
Professional Background: Attorney, small business owner
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: Animal Care Advisory Committee
Reason for interest: I would like to help improve animal care and encourage and educate on proper pet ownership.
Your characteristics/qualifications which would be an asset to Committee/Board/ Commission:
See Attached

Presently serve on any County Board/Commission/Committee? No
Any other information you wish to give? _____
Recommended by Council Member(s): _____
Hours willing to commit each month: As needed

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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 board?

Yes _____ No ✓ _____

If so, describe: _____

Blakely Copeland Cahoon 5/21/09
Applicant's Signature Date

Return to:
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Status of Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file

**Continuation Sheet Application for Service on Richland County Committee, Board
or Commission**

Applicant: Blakely Copeland Cahoon

Educational Background:

BA Accounting and Government, Wofford College Spartanburg South Carolina
Juris Doctor, University of South Carolina School of Law
LL.M Taxation University of Florida School of Law

Qualifications for Committee:

I am a dog owner who has adopted from shelter and also owned pure bred dogs. I have been a member in the past of different animal groups but currently do not have an active membership in animal welfare or other group in Richland County. I am interested in helping and encouraging responsible animal/pet ownership while decreasing the number of animals who end up in the shelters. I am highly organized, enjoy committee membership and get along well with other individuals.



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Louise C. Emmott
Home Address: 213 Big John Rd Elgin SC 29045
Telephone: (home) 803-834-9131 (work) Same
Office Address: Same
Educational Background: 2 year (BUS MGT) degree - Senior in 4 year College (BUS MGT) (southern Wesleyan)
Professional Background: U.S Army 21.5 years, ADT Security (Team MGR/Trainer)
Male [] Female [x] Age: 18-25 [] 26-50 [] Over 50 [x] Truck Driver, GM parts
Name of Committee in which interested: Citizens Animal Care Committee
Reason for interest: To be the eyes, ears & voice of animals that cannot speak for themselves. I love animals and care about what happens to them.
Your characteristics/qualifications, which would be an asset to Committee/Board/Commission: I am a major volunteer with a rescue group in Columbia. I am a dog owner (8 dogs) that are very well cared for.
Presently serve on any County Board/Commission/Committee? NO
Any other information you wish to give? I am a "huge" advocate of animal care
Recommended by Council Member(s):
Hours willing to commit each month: whatever it takes

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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 board?

Yes _____ No ✓

If so, describe: _____

Rause C. Emmatt
Applicant's Signature

28 May 09
Date

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APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Edwin Shawn Sorrell

Home Address: 236 Tamara Way, Columbia SC 29229

Telephone: (home) 803-699-7708 (work) 803-734-2422

Office Address: _____

Email esorrell@sc.rr.com

Educational Background: Finishing degree in Social Work field

Professional Background: Retired Military, Current Law Enforcement Officer

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

Name of Committee in which interested: Animal Care Advisory Committee

Reason for interest: To assist in implementing new ideas and procedure! And to assist in the forward progression that is currently taking place in Richland County's cooperation with the City of Columbia.

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: Experience within the Law Enforcement community and local business's gives me unique insight as to what and where we may improve. Additionally, I have worked to make a better program as a private citizen and am familiar with several other counties systems that are currently very efficient.

I recently serve on any County Board/Commission/Committee? No _____

Any other information you wish to give? No _____

Recommended by Council Member(s): No _____

Hours willing to commit each month: As required!

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STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No X _____

If so, describe: _____


Applicant's Signature

5-18-09
Date

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

One form must be submitted for each committee on which you wish to serve.

Applications are current for one year.

Staff Use Only
Date Received: _____ Received by: _____ Item# 6



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

Applicant must reside in Richland County.

Name: Mrs. Peggy O'N. Wilson

Home Address: 908 Cedar Springs Rd., Blythewood, SC 29016

Telephone: (home) 803 - 754 - 4880 (work) NA

Office Address: NA

Email Address: djwilson@bellsouth.net

Educational Background: Degrees in Education and Library Science from Univ. South Carolina

Professional Background: Head Start teacher; English teacher; public school librarian

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

Name of Committee in which interested: Richland County/City of Cola. Animal Care Advisory

Reason for interest: I would like to continue serving the County as its animal care & control program expands and evolves.

Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: I have been an active member (chair for several years) of Richland County's Animal Care Committee since formation; am a lifetime member of Columbia Kennel Club and the Greater Columbia Obedience Club; worked with national and local disaster teams helping pet owners with Hurricane Hugo preparations, relief, and recovery.

Presently serve on any County Board/Commission/Committee? Yes - Animal Care Committee

Any other information you wish to give? I have useful information sources in many states.

Recommended by Council Member(s): Ms. Joyce Dickerson

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 board 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 boards shall be required to abstain from voting or influencing through discussion or debate or any other way, decisions of the board 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 Board or Commission, as the County Council, by majority vote of the council, shall elect.

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No X _____

If so, describe: _____

Peggy O'Neil Wilson
Applicant's Signature

May 27, 2009
Date

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

One form must be submitted for each committee on which you wish to serve.
Applications are current for one year.

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

Richland County Council Request of Action

Subject

Council Individual Discretionary Accounts-Kept in Committee for additional information.

Purpose

DRAFT

Richland County Council's Individual Expense Accounts
Policy Guidelines

Policy: The Individual Expense Accounts are to be used as a general government reimbursement expense fund and not for the exercise of legislative functions.

Description of Allowed Expenses:
(this list is not all-inclusive and should be used merely as a guideline)

- Cost of general business supplies not provided by the County
- Cost of general periodicals, professional journals, and reference books related to the operation of County government
- Cost of per diem and mileage involved in the conduct of County business
- Costs associated with community functions, conferences and training seminars, such as food, gas, mileage automobile rental, accommodations, tuition and materials

Categories of Non-Allowed Expenses:

- Any **legislative** function, including those already being acted on by the full Council and those not before the Council but involving traditionally legislative functions such as infrastructure, public recreation, etc.
- Using public funds for a private purpose or in furtherance of any particular religion
- Any disbursement of funds which would ordinarily be disbursed through another County process, such as the budget process, hospitality tax fund disbursements, etc.

DRAFT

Richland County Council Request of Action

Subject

Employee Grievance Committee Procedures/Guidelines for Committee Members

Purpose

Richland County Council Request of Action

Subject

Revised Application-No action is required by committee, forward out to Council

Purpose