



Richland County Council
Employee Evaluation Ad Hoc Committee
MINUTES
May 25, 2023 – 3:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Chakisse Newton- Chair and Cheryl English

NOT PRESENT: Derrek Pugh

OTHERS PRESENT: Paul Livingston, Patrick Wright, Angela Weathersby, Susan O’Cain, Chelsea Bennett, Michelle Onley, Kyle Hoslaw, Aric Jensen, and Dale Welch

1. **CALL TO ORDER** – Chairwoman Newton called the meeting to order at approximately 3:00 PM.
2. **APPROVAL OF MINUTES**
 - a. **December 15, 2022** – Ms. English moved to approve the minutes as distributed, seconded by Ms. Newton.
In Favor: English and Newton
Not Present: Pugh
The motion in favor was unanimous.
3. **ADOPTION OF THE AGENDA** – Ms. English moved to adopt the agenda as published, seconded by Ms. Newton.
In Favor: English and Newton
Not Present: Pugh
The motion in favor was unanimous.
4. **ELECTION OF CHAIR** – Ms. English moved to nominate Ms. Newton for the position of Chair, seconded by Ms. Newton.
In Favor: English and Newton
Not Present: Pugh
The vote in favor was unanimous.
5. **ITEMS FOR DISCUSSION/ACTION**
 - a. **2023 Employee Evaluation [EXECUTIVE SESSION]**
Ms. English moved to go into Executive Session, seconded by Ms. Newton.
In Favor: English and Newton

Not Present: Pugh

The vote in favor was unanimous.

***The Committee entered Executive session at approximately 3:22 PM
and exited at approximately 3:49 PM***

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

In Favor: English and Newton

Not Present: Pugh

The vote in favor was unanimous.

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

- b. Internal Auditor Position – Ms. Newton indicated the Internal Auditor position, which the Council decided to fund some time ago, is now in the process of creating this position. Although Council can fund and create a position, the County Administrator would be responsible for hiring and other duties.

The County Attorney, Patrick Wright, stated the Internal Auditor would be an employee of the County and would be hired and report to the County Administrator. Council can determine the position description and requirements.

Ms. Newton noted that the job descriptions were included in the agenda packet so that if there are particular things Councilmembers feel strongly about for the position, we could provide that as input. She inquired if it would be appropriate for Council to create and provide a job description to Administration.

Mr. Wright indicated if Council chooses to do so, they could provide a job description.

Ms. Newton stated an email was sent to Council requesting them to provide feedback regarding the job description.

Ms. English stated her preference would be to allow the Administrator to develop the job description and later give Council an opportunity to review the description.

Ms. English moved to forward the Internal Auditor Position to Council with a recommendation to direct the Administrator to develop the job description and provide it to Council for review it and give feedback by September 12th, seconded by Ms. Newton.

In Favor: English and Newton

Not Present: Pugh

The vote in favor was unanimous.

6. **ADJOURNMENT** – Ms. English moved to adjourn the meeting, seconded by Ms. Newton.

In Favor: English and Newton

Not Present: Pugh

The vote in favor was unanimous.

The meeting adjourned at approximately 3:50 PM.