



Richland County Council
RULES AND APPOINTMENTS COMMITTEE
MINUTES
June 7, 2022 – 3:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

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

OTHERS PRESENT: Chairman Overture Walker (arrived @ 4:20 p.m.), Anette Kirylo, Kyle Holsclaw, Justin Landy, Patrick Wright, Angela Weathersby, Michelle Onley and Leonardo Brown

1. **CALL TO ORDER** – Chairwoman Gretchen Barron called the meeting to order at approximately 3:00 PM.

2. **APPROVAL OF MINUTES**
 - a. May 17, 2022 –Mr. Malinowski inquired why Ms. Mackey’s vote is not recorded on Items 2, 3 and 4, but has votes recorded once the committee came out of Executive Session.

Ms. Mackey responded she arrived late to the meeting due to the inclement weather.

Mr. Malinowski moved, seconded by Ms. Barron, to approve the minutes as distributed.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Barron noted Mr. John Jacob Loveday withdrew his application for the Lexington Richland Alcohol and Drug Abuse Council.

Mr. Malinowski moved, seconded by Ms. Mackey, 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 3:17 pm
and came out at approximately 4:14 pm.***

- a. Lexington Richland Alcohol and Drug Abuse Council - Two (2 Vacancies) – Mr. Joshua Douglas Fabel, Ms. Salley Rickenbacker Robinson, Ms. Caitlin O’Neal, Ms. Amanda Halloran and Ms. Melissa Boylan were interviewed for the Lexington Richland Alcohol and Drug Abuse Council vacancies.

Mr. Malinowski moved, seconded by Ms. Mackey, to come out of Executive Session. No actions were taken during executive session.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

5. ITEMS FOR DISCUSSION/ACTION

- a. Boards, Commissions and Committees Attendance Records Presentation – Mr. Tim Nielsen, Information Technology Department, gave a brief overview of the board, commission and committee attendance records online form.

Ms. Mackey inquired if there is a way the system can alert individuals of the quarterly reporting requirement.

Mr. Nielsen responded there is a report capability in the software that will make the Clerk aware of the status of the attend records, and a quarterly report could also be generated.

Ms. Mackey inquired about the archival capability of the software.

Mr. Nielsen responded, as a general rule, no data is deleted from the database, unless there is a specific records request to do so.

Ms. Barron stated she would like to see the “Notes” heading changed to “Reason” and make it a requirement, so it cannot be skipped. She noted we are not being informed why these individuals are missing the meetings. She inquired if this is a web-based software, which allows the individual maintaining the attendance records to go to a particular website to log-on.

Mr. Nielsen responded in the affirmative.

Ms. Barron inquired if the online application “talk” to this software.

Mr. Nielsen responded the OnBase software is utilized for the online attendance records and applications.

Ms. Mackey inquired, once a person is appointed, would it be the Clerk’s responsibility to input the appointee information or the staff of the board.

Mr. Nielsen responded the information is updated through the process by the Clerk’s Office.

Ms. Mackey stated, for clarification, the Clerk's Office is the record keeper, and the staff person assigned to the board, commission or committee would be inputting the attendance information.

Mr. Nielsen responded in the affirmative.

Ms. Mackey inquired if there is consideration for staff turnover, and can more than one person have access to the database.

Mr. Nielsen responded from a technical standpoint there is no issue with multiple people having access. It would be more of a business process decision.

Ms. Mackey moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the OnBase Attendance Application System.

Ms. Mackey would like to have a proposed reporting schedule included in the Council packet.

Ms. Barron noted if the board staff needs any technical assistance, they should reach out to the Clerk's Office.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- b. Existing Richland County Council Ad Hoc Committee List – Mr. Malinowski recommended stated the Blue Ribbon Ad Hoc Committee was formed as a result of the 100-year flood, and he believes it is no longer needed. The Transportation Ad Hoc Committee takes up all transportation-related matters; therefore, there is no need for the Dirt Road Ad Hoc Committee. He recommended any committee that is not currently active should be eliminated.

Ms. Barron stated the Council Office Overview Ad Hoc Committee was established last year by Mr. Livingston, and has not had an opportunity to meet.

Ms. Mackey noted for the Council Office Overview and Intern Ad Hoc Committees were recently established. There are Council members assigned to those committees, but a meeting has not yet been called.

Ms. Barron stated the City of Columbia's Mayor has made the decision not to continue with the Famously Hot New Year event; therefore, the Famously Hot Ad Hoc Committee would be obsolete.

Ms. Barron noted the recommendation would be to remove the following ad hoc committees: Blue Ribbon, Dirt Road, Famously Hot New Year, Civil Rights Museum, Ordinance Review, Privatization, and the Office of Small Business. Items for the Pinewood Lake and Sewer Ad Hoc Committees would be referred to the D&S and A&F Committees, respectively. The Council Office Overview, Intern and Renaissance Ad Hoc Committees should be retained.

Ms. Mackey stated she would also like to retain the Office of Small Business Opportunity Ad Hoc Committee. It is her opinion, there are some matters (i.e. the equity study) that need to be discussed in this committee.

Mr. Malinowski stated, it is his recollection, the Intern Ad Hoc Committee was established when the

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Clerk's Office only had two employees. He suggested combining it with the Council Office Overview Ad Hoc Committee.

Ms. Barron inquired if the Council Chair wishes to retain the Intern Ad Hoc Committee.

Council Chairman, Overture Walker inquired as to why the Intern Ad Hoc Committee has not met, and whether we view the committee as a part of the County's future vision. He stated the committee has to serve a purpose; therefore, what purpose do we see the committee serving.

Ms. Mackey stated there is a good bit of history with the Intern Program. This is one of the initiatives that was started when former Councilman Chip Jackson was on Council. Mr. Livingston restored the committee during his tenure as Chair. She believes there are Councilmembers that are interested in moving this initiative forward.

Mr. Malinowski requested staff to research what the intended purpose was for the Intern Ad Hoc Committee.

Ms. Barron requested to keep this item in committee in order to receive additional information.

- c. Renaming the Sewer Ad Hoc Committee to the Utilities Ad Hoc Committee – This item was taken up with Item 5(b).
- d. Board, Commission and Committee Descriptions – Ms. Mackey moved, seconded by Ms. Barron, to forward to Council with a recommendation to approve as distributed.

Ms. Anette Kirylo, Clerk to Council, stated the responses to Mr. Malinowski's questions from the May 17th Rules meeting can be found on p. 38 of the agenda packet. The Richland Library has agreed to adopt the County's re-appointment eligibility language, as follows: "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) year of non-service."

Mr. Malinowski noted the Midlands Workforce Development Board's Executive Director recruits applicants, but it does not address term limits.

Ms. Kirylo stated the Midlands Workforce Development Board is federally mandated and are governed by their guidelines.

Ms. Barron stated she is concerned with how much oversight we can provide, since this is a federally mandated board. She noted the County's sole function is to appoint.

Mr. Malinowski noted the City of Columbia has established a 2-term limit and Lexington County a 3-term limit for the Riverbanks Zoo Commission, but the County does not establish term limits.

Ms. Barron suggested incorporating the County's re-appointment eligibility language for the Riverbanks Zoo Commission, which mirrors the City of Columbia's term limits. In addition, she recommended incorporating the County's re-appointment eligibility language for the Procurement Review Panel.

Mr. Malinowski suggested the Transportation Penny Advisory Committee description include the following language: "Members may be eligible for reappointment after ONE (1) year of non-

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service.”

Mr. Malinowski made a substitute motion, seconded by Ms. Mackey, to forward to Council with a recommendation to approve the descriptions as amended.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- e. Animal Care Advisory Committee – Mr. Malinowski noted because the Animal Care Advisory Committee has not met in such a long time, but the rules state they should meet annually, we were going to approach them for feedback.

Mr. Leonardo Brown, County Administrator, stated this is an appointed committee; therefore, Council will need to appoint individuals before a meeting can be held.

Ms. Barron suggested finding out if there are individuals currently seated on the committee, so we can determine if the committee needs to be dissolved.

Ms. Kirylo stated there were two people appointed to the committee in 2016.

Ms. Barron directed staff to contact Ms. Sandra Haynes, Animal Services Director, regarding the status of the committee.

Mr. Malinowski suggested to establish term limits, advertise for new members and direct Ms. Haynes to schedule a meeting in March 2023.

Ms. Barron recommended including the vacancies in the next advertisement.

6. ITEMS FOR INFORMATION

- a. Boards, Commission and Committees Advertisement Schedule – No action was taken.
- b. Applications Currently on File – Ms. Kirylo stated the last advertisement was published in various locations (County website, County’s social media accounts, and the Women in Leadership website, etc.). She noted we received approximately 50 applications.

Mr. Malinowski suggested, for the public’s knowledge, to include an explanation for why there are highlighted names.

7. ADJOURNMENT – Ms. Mackey moved, seconded by Mr. Malinowski, to adjourn.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

The meeting adjourned at approximately 4:50 PM.