



**RICHLAND COUNTY  
GOVERNMENT**  
Office of the County Administrator

Joyce Dickerson  
District 2

Paul Livingston  
District 4

Greg Pearce (Chair)  
District 6

Jim Manning  
District 8

Kelvin Washington  
District 10

**Administration and Finance Committee Actions Report  
Tuesday, January 12th, 2016  
6:00PM**

**Call To Order:** Pearce

**Election of Chair:** The Committee deferred this item to the February A&F Committee meeting.

**Approval of Minutes**

1. Regular Session: December 15<sup>th</sup>, 2015: Approved as published.

**Adoption of Agenda:** Adopted as published.

**Items for Action:**

2. Changes to Policy on Requiring Employees to Sign Documents: The Committee recommended that Council approve updating the language contained in the County's Disciplinary Action Form (DAF) as outlined below:

“I HAVE READ THIS REPORT AND UNDERSTAND THE DISCIPLINARY ACTION OUTLINED. IF I AM A REGULAR EMPLOYEE, I UNDERSTAND THAT I HAVE THE RIGHT TO FILE A GRIEVANCE REGARDING THIS ACTION, IF DONE SO WITHIN FOURTEEN DAYS FROM THE DATE OF NOTIFICATION OF THIS ACTION. I UNDERSTAND THAT I MAY CONTACT THE OFFICE OF HUMAN RESOURCES FOR GRIEVANCE INFORMATION, IF NECESSARY. I UNDERSTAND THAT FAILURE TO SIGN FOR RECEIPT OF FORM **MAY WILL** RESULT IN FURTHER DISCIPLINARY ACTION. MY SIGNATURE DOES NOT INDICATE AGREEMENT WITH THE CONTENTS, BUT ACKNOWLEDGES REVIEW AND RECEIPT OF DISCIPLINARY ACTION.”

In cases where the County department does not use the County's DAF, the County department will use the language from the County's DAF if employees are requested to sign documents.

3. Acceptance of funds from the SCE&G energy incentive program and First Vehicle Services: The Committee recommended that Council approve the request to accept funds from the SCE&G energy incentive program and First Vehicle Services in the amount of



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\$90,818.97 as revenue, and to place the funds in the Support Services Sheriff's HQ and Fleet Management budgets to fund planned maintenance projects. **CONSENT**

4. 6319 Shakespeare Road Acquisition Addendum: The Committee recommended that Council approve an addendum to the Memorandum of Understanding between Richland County and Community Assistance Provider, Inc. (CAP) for an additional \$12,000 from the Planning Department's Neighborhood Improvement Program's budget to assist CAP in completing their acquisition of the property located at 6319 Shakespeare Road, Columbia SC 29223. **CONSENT**
5. Quit Claim Deeds for Vacant Property Located in the Olympia Neighborhood: The Committee recommended that Council approve the ordinance(s) authorizing the quit claim deeds. **CONSENT**
6. Council member Jackson's Motion Regarding Hourly Rates for Transportation Engineers and Part-time Interns: The Committee recommended that Council accept this item as information. **CONSENT**

**Adjournment:** 6:42PM