

MINUTES OF



RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, OCTOBER 25, 2011 6:00 P.M.

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building.

MEMBERS PRESENT

Chair: L. Gregory Pearce, Jr.
Member: Damon Jeter
Member: Gwendolyn Davis Kennedy
Member: Jim Manning
Member: Seth Rose

ALSO PRESENT: Bill Malinowski, Valerie Hutchinson, Norman Jackson, Joyce Dickerson, Kelvin Washington, Milton Pope, Tony McDonald, Sparty Hammett, Roxanne Ancheta, Sara Salley, Randy Cherry, Larry Smith, Stephany Snowden, Tamara King, Daniel Driggers, Dale Welch, Buddy Atkins, Geo Price, Valeria Jackson, Monique Walters, Michelle Onley

CALL TO ORDER

The meeting started at approximately 6:05 p.m.

APPROVAL OF MINUTES

September 27, 2011 (Regular Session) – Mr. Manning moved, seconded by Ms. Kennedy, to approve the minutes as distributed. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Manning moved, seconded by Ms. Kennedy, to adopt the agenda as distributed. The vote in favor was unanimous.

ITEMS FOR ACTION

Internal Auditor Engagement – Mr. Manning moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to appoint Mr. Manning to the Audit Committee until a citizen is appointed to the committee; areas of concentration to include performance and accountability; a RFP sub-committee made up of the Chair of Rules and Appointments Committee, Chair of Economic Development Committee and Vice Chair of Council will write, post and review all audit services RFP responses making sure recommendations go to full Council; the selected Auditor will report directly to the full Council; and the Audit Committee will perform audits on the following departments: Administration, Planning Department, Department of Public Works, Finance Department, Building Inspection and Procurement Department.

Mr. Rose made a substitute motion, seconded by Mr. Manning, to forward Mr. Manning's motion to Council without a recommendation. The vote in favor was unanimous.

Action to Make Certain Department Heads with Contractual Responsibility on At Will Employment Status – A discussion took place.

Mr. Rose moved, seconded by Mr. Manning, to table this item. The motion failed.

Mr. Jeter moved, seconded by Mr. Rose, to defer this item until the November Committee meeting. The vote was in favor.

CDBG Allocation of Funds – Mr. Rose moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the request to allocate and expend the CBDG funds that were awarded to the County. The vote in favor was unanimous.

AT&T Leased Line Connections—Countywide – Mr. Manning moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the request to continue leasing the lines from AT&T for an amount not to exceed \$243,000. This will allow the County to maintain phone and data services to all sites. " The vote in favor was unanimous.

Microsoft Licensing—Countywide – Mr. Jeter moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the request to purchase Microsoft Software Assurance from vendor CompuCom Systems, Inc. on South Carolina State Contract in an amount not to exceed \$131,566. This will allow the County to maintain Microsoft Copyright compliance." The vote in favor was unanimous.

FY11-12 HUD Annual Action Plan Approval – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: "Approve the request to approve the HUD approved FY 11-12 Annual Action Plan in its entirety." The vote in favor was unanimous.

Mass Transit Fee: Commercial Vehicles – Mr. Jeter moved, seconded by Mr. Manning, to forward this item to Council with a recommendation to table. The vote in favor was unanimous.

Criminal Domestic Violence Court Grant Match – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Approve moving match grant funds in order to fully fund the Criminal Domestic Violence grant positions.” The vote in favor was unanimous.

Hispanic Outreach Grant Match – Mr. Manning moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to approve Alternative #1: “Approve moving match funds in order to fully fund the Hispanic Outreach grant position.” The vote in favor was unanimous.

Historic Preservation Special Project – Mr. Manning moved, seconded by Mr. Rose, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to allocate \$20,000 of RCCC funds for the special project to move and stabilize the cabin at Kensington Manor.” The vote in favor was unanimous.

Hospitality Tax—Round Two Funding Recommendations – Mr. Manning moved, seconded Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the funding recommendations as submitted by the Hospitality Tax Advisory Committee.” The vote in favor was unanimous.

Hospitality Tax County Promotions Grant Program Change – Mr. Manning moved, seconded by Ms. Kennedy, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the recommendations presented by the Hospitality Tax Committee.” A discussion took place.

The vote in favor was unanimous.

Retention Schedule for Detention Center Records – Mr. Manning moved, seconded by Mr. Jeter, to forward this item to Council with a recommendation to approve Alternative #1: “Approve the request to establish retention schedules for housing journals and classification files to store these records for five years and then destroy.” A discussion took place.

The vote in favor was unanimous.

ADJOURNMENT

The meeting adjourned at approximately 6:49 p.m.

Submitted by,

L. Gregory Pearce, Jr., Chair