



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS

Jim Manning	Bill Malinowski, Chair	Gwendolyn Davis Kennedy
District 8	District 1	District 7

**MARCH 6, 2012
5:00 PM**

4th Floor Conference Room

CALL TO ORDER

Approval Of Minutes

1. February 21, 2012 [PAGES 5-6]

Adoption Of Agenda

- 2.

Interviews

3. Accommodations Tax Committee-4 (2 Hospitality positions and 2 Lodging positions); one application was received from: Adam Miller, General Manager, Hilton [**PAGES 8-10**]
4. Business Service Center Appeals Board-2 (1 position for a CPA, one for a business person); two applications were received from the following: Vincent K. Bartley, V.K. Bartley Bookkeeping and Tax Service*; and Judy Carter, Director of the Ombudsman Office and Small Business Owner [**PAGES 11-18**]
5. Employee Grievance Committee-1; an application was received from: Ashlay S. Goodwine, Ombudsman Office [**PAGES 19-21**]

Items For Action

6. Whenever a motion is forwarded to full Council from Committee, the only way it goes back to Committee is if Council directs it back to Committee [**JACKSON**] {Action was taken at the last Rules Committee Meeting, but will this item will be taken up at the council meeting} [**PAGES 22-23**]
7. Motion that Council rules be amended such that when 5 or fewer people are signed up to speak on a non-agenda item they be allowed to speak after those speaking to an agenda item have finished (towards the beginning of the meeting). If 6 or more people are signed up to speak on a non-agenda item then Council's current rule will take affect [**HUTCHINSON, JACKSON, ROSE**] [**PAGES 24-25**]

Discussion

8. Advertising with other publications [**PAGE 27**]
9. Reviewing Committee Qualifications [**PAGES 28-30**]
10. Rules Meeting Time-Council Rules 4.c [**PAGES 31-32**]

Adjournment



Richland County Council Request of Action

Subject

February 21, 2012 [PAGES 5-6]

Purpose

Minutes of



RICHLAND COUNTY COUNCIL RULES AND APPOINTMENTS COMMITTEE SPECIAL CALLED MEETING FEBRUARY 21, 2012 4:00 PM

MEMBERS PRESENT:

Member Chair, Bill Malinowski
Member Gwendolyn Davis Kennedy
Member Jim Manning

ALSO PRESENT- Milton Pope, Paul Livingston, Brad Farrar, Norman Jackson, Monique Walters

CALL TO ORDER

The meeting was called to order at approximately 4:01 p.m.

ELECTION OF CHAIR

Mr. Bill Malinowski was re-elected as Chair of the Rules and Appointments Committee

APPROVAL OF MINUTES

The minutes from February 7, 2012 were approved as submitted.

ADOPTION OF AGENDA

The discussion to change the time of the Rules and Appointments committee was added under Other Items as item 9. The agenda was adopted as amended.

ITEMS FOR ACTION

Whenever a motion is forwarded to full Council from Committee, the only way it goes back to Committee is if Council directs it back to Committee [Jackson] –the Committee approved the amended rule.

DISCUSSION

Motion that Council rules be amended such that when 5 or fewer people are signed up to speak on a non-agenda item they be allowed to speak after those speaking to an agenda item have finished (towards the beginning of the meeting). If 6 or more people are signed up to speak on a non-agenda item then Council's current rule will take affect [HUTCHINSON, JACKSON, ROSE] - after discussion the Committee recommended a three month trial period to have one Citizens Input on the agenda. Persons speaking to items on the agenda will be called first, the remainder of the 30 minutes will be for persons speaking to other items. At the end of the 30 minutes if everyone had not spoken that signed up to speak they will be allowed to speak at the end of the agenda where the last Citizens Input is currently on the agenda. The Committee asked that the Legal Department draft language reflecting the rule, and bring back at the next Rules meeting. This item was forwarded to the next Rules Committee as an Item for Action.

Request for an opinion from the Ethics Commission – the Committee recommended reviewing the actual duties of the committee before rendering a recommendation to Council. This item was kept in Committee

Reviewing Committee Qualifications – Mr. Manning suggested seeing if there is a FOIA rule that limits the publications for advertising board vacancies. The Committee also would like a list of board or committees with request for specific requirements to determine if there is a need for those requirements.

OTHER ITEMS

Advertising with other publications –the Committee discussed this item with Item 7, Reviewing Committee Qualifications.

Discussion to change Rules Committee meeting time –the Committee changed the meeting time to 5:00 pm; and asked that staff make the change to the annual calendar that is distributed to the web publisher or any departments that receive the dates for recurring meetings.

ADJOURNMENT

The meeting adjourned at approximately 5:03 pm.

Minutes transcribed by Monique Walters

Richland County Council Request of Action

Subject

Purpose

Richland County Council Request of Action

Subject

Accommodations Tax Committee-4 (2 Hospitality positions and 2 Lodging positions); one application was received from: Adam Miller, General Manager, Hilton **[PAGES 8-10]**

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Adam Miller
Home Address: 8720 Windsor Lake Blvd-417. Columbia SC 29223
Telephone: (home) 803-351-9768 (work) 803-865-8000
Office Address: 1551 BARBARA DR- Columbia SC 29223
Email Address: adam.miller2@hilton.com
Educational Background: Bachelors - USC
Professional Background: Lodging - General Manager
Male Female Age: 18-25 26-50 Over 50
Name of Committee in which interested: Accommodations Tax Advisory Committee
Reason for interest: Represent hotel/hospitality community and
Northeast Columbia Community
Your characteristics/qualifications, which would be an asset to Committee, Board or
Commission:
General Manager for 3 years. 8 years hospitality experience.
Worked and lived in S.C. my entire life
Presently serve on any County Committee, Board or Commission? N
Any other information you wish to give? _____
Recommended by Council Member(s): _____
Hours willing to commit each month: 10 - 20

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 Committee, Board or Commission 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 Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission 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 Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No X _____

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 Committee, Board or Commission?

Yes _____ No X _____

If so, describe: _____

[Signature]
Applicant's Signature

2/10/12
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, Board or Commission 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

Item# 3

Richland County Council Request of Action

Subject

Business Service Center Appeals Board-2 (1 position for a CPA, one for a business person); two applications were received from the following: Vincent K. Bartley, V.K. Bartley Bookkeeping and Tax Service*; and Judy Carter, Director of the Ombudsman Office and Small Business Owner **[PAGES 11-18]**

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: VINCENT KARL BARTLEY
Home Address: 8216 HUNT CLUB RD, COLUMBIA, SC 29223
Telephone: (home) 803 807-7004 (work) 803 776-1422
Office Address: 7356 GARDNER FERRY RD, SUITE 228, COLUMBIA SC 29209
Email Address: VBARTLEY@BARTLEYTAX.COM
Educational Background: BS DEGREE IN ACCOUNTING
Professional Background (Must be one): CPA [] Attorney [X] Business person [X]
Male [X] Female [] Age: 18-25 [] 26-50 [] Over 50 []
Name of Committee in which interested: Business Service Center Appeals Board
Reason for interest: MY EDUCATION, SKILLS, AND TAX EXPERIENCE WILL BE USEFUL TO THE BSC APPEALS BOARD
Your characteristics/qualifications, which would be an asset to Committee/Board/ Commission: (A resume is also requested.) SEE ATTACHE RESUME
Presently serve on any County Board/Commission/Committee? BSC APPEALS BOARD
Any other information you wish to give?
Recommended by Council Member(s), if any:
Hours willing to commit each month: 8:00 AM - 6:00 PM MONDAY - FRIDAY

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

If so, describe: _____

Vincent K. Bentley
Applicant's Signature

2-22-2012
Date

For more information about the Business Service Center Appeals Board, please e-mail bsc@rcgov.us or call 576-2287.

Applications are current for one year.

Please return applications to:
Richland County
Clerk of Council's Office
Post Office Box 192
Columbia, SC 29202

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

VINCENT KARL BARTLEY

7356 Garners Ferry Road, Suite 228

Columbia, South Carolina 29209

Work: (803)776-1422

E-mail Address – vbartley@bartleytax.com

OBJECTIVE:

To continue my career in Accounting with emphasis on tax administration, auditing and/or budgeting.

EDUCATION:

Bachelor of Science degree in Accounting, Clemson University

EXPERIENCE:

July 2009 – Present **V. K. Bartley Bookkeeping and Tax Services** **Columbia, SC**

Self-employed business owner who provides bookkeeping and tax services to individual and business owners in the areas of corporate, partnership, withholding, income, sales and use taxes. Attention is given to providing services for new business formations, account receivable and payables control; tax relief assistance to distressed business owners, tax planning, charitable and non-profit organizations.

July 1999 –June 2009 **South Carolina Department of Revenue** **Columbia, SC**

Revenue Manager B -

- Provides direction and leadership to establish a culture that allows for the improvement of systems, processes and the use of personal initiatives to resolve problems.
- Monitors Division/Agency processes and initiates changes to improve the efficiency and effectiveness of the agency's operations.
- Reviews technical issues and conducts conferences to resolve controversial issues relating tax laws, regulations, and processing procedures.
- Makes recommendations concerning the Division to the Division Administrator on matters of selection, placement, and transferring of division personnel.
- Assists in budgetary matters and provide input on system technology improvements and upgrades.
- Manages three Supervisors and three Research Tax Analysts in the areas of Tax Research and Review, Corporate Tax, Records, Problem Resolution, Tax Compliance, Internal Revenue Service reports and Return Deposit Recovery.
- Manages a staff of 25 people - Research and Review (4), Corporate (6), Problem Resolution Office (6) and Records Section (13), Supervisors (3).
- Develops budget, procedures, policies, performance measurements, and strategic plans for the following areas: Records Management and Retention; Disclosure; Corporate Tax Error Correction, Tax Research and Legislation Impact.
- Provide procurement services for tax operations with contracts, pricing, and vendor relations.

May 1997 – Jan 2001 **South Carolina Student Loan Corporation** **Columbia, SC**

Collector -

- Provide repayment services to customers with federal student loans.
- Provide payment arrangements for borrowers in pre-default status.
- Make determination of borrower's qualifications for forbearance and deferments.

Oct 1990 – July 1999

South Carolina Department of Revenue

Columbia, SC

Problem Resolution Officer -

- Supervised a staff of five employees.
- Provided expedite service to taxpayers whose problems had not been resolved through normal agency channels.
- Identified and assisted in resolution of procedural and systemic problems.
- Reviewed and monitored Problem Resolution cases and legislative correspondence to identify problem trends.
- Briefed the Agency Director on the most sensitive problem cases and the status of major studies.
- Assisted the Taxpayer Advocate with administering the Taxpayer's Bill of Rights.
- Conducted meeting with taxpayers and their representative to explain the Agency's policies and procedures.

Oct 1995 – Oct 1990

South Carolina Department of Revenue

Columbia, SC

Tax Supervisor II –

- Supervised a staff of five Tax Auditors in the Special Projects Section
- Submitted proposed legislation
- Prepared annual budget for the section
- Submitted written recommendations for Division's Audit programs
- Wrote descriptive narratives for computer tape match programs
- Maintained statistical data for management
- Planned, administered and directed revenue enhancing programs in all taxes administered by the agency.

March 1982 – Oct 1985

South Carolina Department of Revenue

Columbia, SC

Tax Auditor II (Conferee)

- Assisted Tax Auditor I with tax problems and technical questions
- Authorized the issuance of additional refunds and abatement of penalties.
- Adjusted notice of assessments and warrant for distraints.
- Responded to taxpayer's questions and telephone calls.
- Prepared written correspondences to taxpayer's technical questions.
- Assisted Supervisor with special assignments.

Oct 1995 – Oct 1990

South Carolina Department of Revenue

Columbia, SC

Tax Auditor II –

- Contacted employees about their delinquent withholding reports and payments.
- Submitted written reports.
- Examined individual, partnership and corporate payroll records.
- Determined compliance with South Carolina Withholding Tax Laws.
- Audited individual income tax returns.
- Assisted the public with preparing returns and answering tax questions.

Item# 4

Attachment number 1
Page 4 of 5

EDUCATION:

B.S., Accounting, Clemson University

Specialized Training Programs and Classes

- Certified Public Manager Program
 - Governor's EXCEL Program
 - Professional Minority Development Program (Columbia Urban League)
 - Instructor for Employee Performance Management System (EPMS) training
- | | |
|---|---|
| Manner of Speaking | Drug Free Workshop |
| Training the Trainers | Affirmative Action/EEO |
| Quality Customer Service | Employee Privacy Rights |
| Coping with the Hostile Client | Why do Managers Mismanage |
| Dealing with Difficult People | Leadership Skills for Tomorrow |
| Supervisor Development Training | Fraud and Criminal Investigations |
| Interviewing Skills for Managers/Supervisors | The Organizational Side of Prof. Development |
| The Cultural Side of Professional Development | The Power and Politics of Career Development |
| Quality and Productivity Improvement Process | The Professional Side of Professional Development |

SPECIAL SKILLS AND ABILITIES:

- Proficient in Microsoft Office, Excel, Access, PowerPoint, WordPerfect, QuickBooks and Project Management.
- Proficient in organizing presentations, strategies, meetings and activities to meet the specific goals of the organization.

AFFILIATIONS:

- National Association of Tax Preparers
- South Carolina Public Records Administrators (SCPRA)
- Association of Records Management Administrators (ARMA)
- Certified Public Manager's Association
- Agency Emergency Disaster Recovery Plan Team
- Volunteer Services for South Carolina Department of Juvenile Justice
- Mentor for Project GOAL at Keenan High School



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

Applicant must reside in Richland County.

Name: Judy Carter

Home Address: 128 Kempshire Blvd., Hopkins, SC 29061

Telephone: (home) 240-2419 (work) 929-6008

Office Address: 128 Kempshire Blvd, Hopkins, SC 29061

Email Address: judy@cheetahsgourmet.com

Educational Background: BA, Organizational Management, certified paralegal

Professional Background: County Ombudsman

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

Name of Committee in which interested: Business Service Center Appeals Board

Reason for interest: To become more involved and take an active approach in Richland County Business procedures.

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

Commission:

I am a small business owner and my job duties as an Ombudsman require I be fair and impartial.

Presently serve on any County Committee, Board or Commission? No

Any other information you wish to give? _____

Recommended by Council Member(s): Norman Jackson + Kelvin Washington

Hours willing to commit each month: As needed

CONFLICT OF INTEREST POLICY

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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 Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

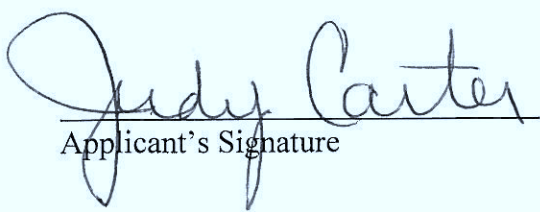
Yes _____ No _____

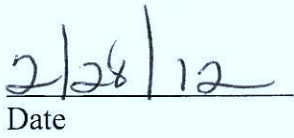
STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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 Committee, Board or Commission?

Yes _____ No _____

If so, describe: _____


Applicant's Signature


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, Board or Commission 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	Item# 4

2

Richland County Council Request of Action

Subject

Employee Grievance Committee-1; an application was received from: Ashlay S. Goodwine, Ombudsman Office
[PAGES 19-21]

Purpose



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Ashley S. Goodwine

Home Address: 204 Abraham St Columbia, SC 29203

Telephone: (home) 803-238-9013 (work) 803-929-6000

Office Address: 2000 Hampton St Suite 3061

Email Address: goodwinea@rcga.us

Educational Background: Bachelors in Psychology from SC State University, currently seeking M.Ed from University of Phoenix since 2006

Professional Background: Employee of Richland County Ombudsman Office

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

Name of Committee in which interested: Employee Grievance Committee

Reason for interest: I am interested in serving others and hearing the voice of other County employees.

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

My experience working in the Ombudsman's office has enabled me to be an impartial party on behalf of others. This would be valuable to this committee

Presently serve on any County Committee, Board or Commission? no

Any other information you wish to give? n/a

Recommended by Council Member(s): _____

Hours willing to commit each month: 20 or more hours

CONFLICT OF INTEREST POLICY

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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 Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

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 Committee, Board or Commission?

Yes _____ No _____

If so, describe: _____

Ashley D. Goodwin
Applicant's Signature

01/28/12
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, Board or Commission 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	Item# 5

Richland County Council Request of Action

Subject

Whenever a motion is forwarded to full Council from Committee, the only way it goes back to Committee is if Council directs it back to Committee **[JACKSON]** {Action was taken at the last Rules Committee Meeting, but will this item will be taken up at the council meeting} **[PAGES 22-23]**

Purpose

4.7 Reports

All committee recommendations requiring formal action by Council shall be included in the agenda and distributed to all members of Council prior to consideration and adoption by Council, provided that if any matter is considered by the majority of any committee to be an emergency, copies of such reports may be furnished to each member of Council at the time of said Council meeting.

All items presented to Council by a committee must carry the committee's disposition of the item, whether that disposition is a recommendation for approval, a recommendation for denial, no recommendation or to make any other disposition with respect to the item.

Any not reported out to the full council by a committee within 90 days of that item having first appeared on the committee's agenda may be placed on the Council agenda when the Clerk's Office has received a written request signed by three members of Council, not less than 24 hours prior to the scheduled meeting.

A minority report may be made if requested. Presentation of the committee's motion at the regular Council meeting does not require a second.

4.7 a. Recommitting

Any item, which may come before the Council, may be committed or recommitted before a final decision thereon. Provided, however once a motion or matter is forwarded to full Council from committee, that motion or matter may not be returned to committee other than as directed by Council.

Richland County Council Request of Action

Subject

Motion that Council rules be amended such that when 5 or fewer people are signed up to speak on a non-agenda item they be allowed to speak after those speaking to an agenda item have finished (towards the beginning of the meeting). If 6 or more people are signed up to speak on a non-agenda item then Council's current rule will take affect [HUTCHINSON, JACKSON, ROSE][PAGES 24-25]

Purpose

Special Rule Regarding Citizen Input (Three-Month Trial)

In an effort to receive as much citizen input as is practical at the beginning of Council meetings, Council for a three-month trial period (to commence and end or be extended at Council's discretion) will commence Citizen Input during its meetings as is now ordered in Rule 1.7c)6), for a period of no more than thirty (30) minutes. At the end of the thirty (30) minute period, or sooner if no speakers remain, citizen input will be recessed and the agenda order prescribed in Rule 1.7c) will proceed until citizen input is resumed at item 1.7c)15) in the agenda.

Each citizen who has "signed up" to speak before Council may do so for up to two (2) minutes. Provided, however, total time for citizen input offered as provided for in the agenda during the period established in Rule 1.7c)6) shall not exceed thirty (30) minutes. Total time for citizen input offered as provided for in the agenda during the period established in Rule 1.7c)15) shall not exceed thirty (30) minutes.

All of those speakers who have signed up to provide input pertaining to items on the agenda for which no public hearing is required or has been scheduled shall speak first. After the last citizen addressing an item on the agenda has spoken, any citizen "signed up" to speak who wishes to introduce an item not on the agenda for consideration or bring a concern to Council's attention may speak for no more than two (2) minutes.

Any material that a citizen intends to present to Council, including audio and visual presentations, must be approved by the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present.

This special rule concerning citizen input shall take effect upon adoption by Council, and if adopted by Council shall be read in conjunction with present Rules 1.7c)6) and 1.7c)15), unless inconsistent therewith, in which case this special rule shall prevail during the trial period described herein and any extension(s) thereof by Council.

This trial period will automatically sunset at the end of the three months described herein, unless extended or otherwise modified by Council.

Richland County Council Request of Action

Subject

Advertising with other publications [**PAGE 27**]

Purpose

MONIQUE WALTERS

From: Howard <HowardB@sc.rr.com>
Sent: Wednesday, January 18, 2012 9:02 AM
To: MONIQUE WALTERS
Subject: RE: Advertising with other papers...

Good morning Monique!!
Getting back to you with information on advertising for board members...

Both Free Times and NE News will run this information at no charge, as editorial content...

The Columbia Star will run at a discounted rate of right at \$13 per column inch, which is about half as expensive as The State...

I guess the only thing that I feel a little funny about would be taking the Free Times an NE News up on the no/charge offer and then paying other papers to run it...

Let me know what you think and give me a call if you'd like to discuss...

Thanks!!

Howard Buonasera
Buonasera Media Services
4124 East Buchanan Dr.
Columbia, SC 29206

www.buonaseramedia.com
803.463.3160 phone
803.790.7225 fax

From: MONIQUE WALTERS [<mailto:WALTERSM@rcgov.us>]
Sent: Wednesday, January 11, 2012 3:20 PM
To: HowardB@sc.rr.com
Subject: RE: Advertising with other papers...

Yes, I remember you looking into advertising in another section of the State...but since we don't want to pay much more we left it in the Legal Section.

If you can check with the Columbia Star and the Free Times, and other community papers I would really appreciate that. Circulation may be less at these papers, but perhaps citizens may look at the ads regarding community service in these.

And yes, we are looking for distribution in just Richland County.

Thank you!!

Monique Walters
Assistant to the Clerk of Council
2020 Hampton Street
Columbia, SC 29204
(803) 576-2068, fax (803) 576-2136
waltersm@rcgov.us

Richland County Council Request of Action

Subject

Reviewing Committee Qualifications [PAGES 28-30]

Purpose

Boards and Committees with Special Requirements

Accommodations Tax Committee

State Law requires:

- Majority of the seven member committee come from the hospitality industry
- At least two member must be from the Lodging industry
- One member must represent cultural organizations

Airport Commission

- Two of the nine members must reside within one mile of the airport

Appearance Commission

- One member must be a landscape architect or landscaper
- One member must be a horticulturalist

Building Codes Board of Adjustments

- There must be a licensed electrician, architect, contractor, engineer, builder, plumber, and someone that handles gas
- The other four members must come from the fire protection industry

Business Service Center Appeals Board

- Three of the five members must be CPAs
- One member must be from the SC Bar Association
- One person must be from the business community
- Only one Richland County Employee can serve at a time

East Richland Public Service Commission

- All five members must reside or be electors of the district

Internal Audit Committee

o First Appointee

- Appointment must be a citizen of Richland County.
- Must have, at a minimum, Bachelor of Science (BS) degree in an accounting, a financial and/or a managerial discipline.
- Preference will be given to individuals with Certified Public Accountant (CPA) credentials (currently licensed in South Carolina)
- Preference will be given to individuals with at least ten or more years of experience in the accounting, finance and /or management professions of which must be in an upper management role.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

○ Second Appointee

- Must also be a citizen of Richland County.
- While no other qualifications are required for Appointment #2, preference may be given to individuals with some or all of the qualifications required for Appointment #1.
- Appointment to be made by a majority vote of the County Council (per ordinance).
- Appointment shall be for a one-year term, with up to three term renewals (per ordinance).
- Appointee will be required to sign a conflict of interest statement.
- Appointee will be required to sign a confidentiality agreement.

All board and committee member must be residents of Richland County

Richland County Council Request of Action

Subject

Rules Meeting Time-Council Rules 4.c [**PAGES 31-32**]

Purpose

Council Rules 4.c.

- c) **Rules and Appointments**, consisting of three (3) members, functions as a review, oversight, and advisory body on the rules of County Council concerning appointments to County boards, commissions and committees. *The Committee meets on an as needed basis.*

The vacancy on a County board, commission, or committee shall be announced at least two meetings prior to Council making the appointment. Such vacancy will be advertised in a local newspaper. Any individual who wishes to apply for service on a County board, commission, or committee must submit an application to the Clerk of Council. The Clerk of Council shall supply the application form. The Clerk shall, on the date designated by the Rules and Appointments Committee, submit all applications to the County Council for its consideration. The County Council shall then, by majority vote, elect an individual to fill the vacancy or vacancies, which exist at that time. After an appointment(s) has been made, applications shall be retained by the Clerk of Council for one (1) year and may be considered upon the request of the applicant whenever a vacancy occurs within that one (1) year period of time.