

**RICHLAND COUNTY**

**RULES & APPOINTMENTS**

**COMMITTEE AGENDA**



**Tuesday, APRIL 17, 2018**

**4:00 PM**

**The Honorable Bill Malinowski, Chair**

**County Council District 1**

**The Honorable Gwendolyn Kennedy**

**County Council District 7**

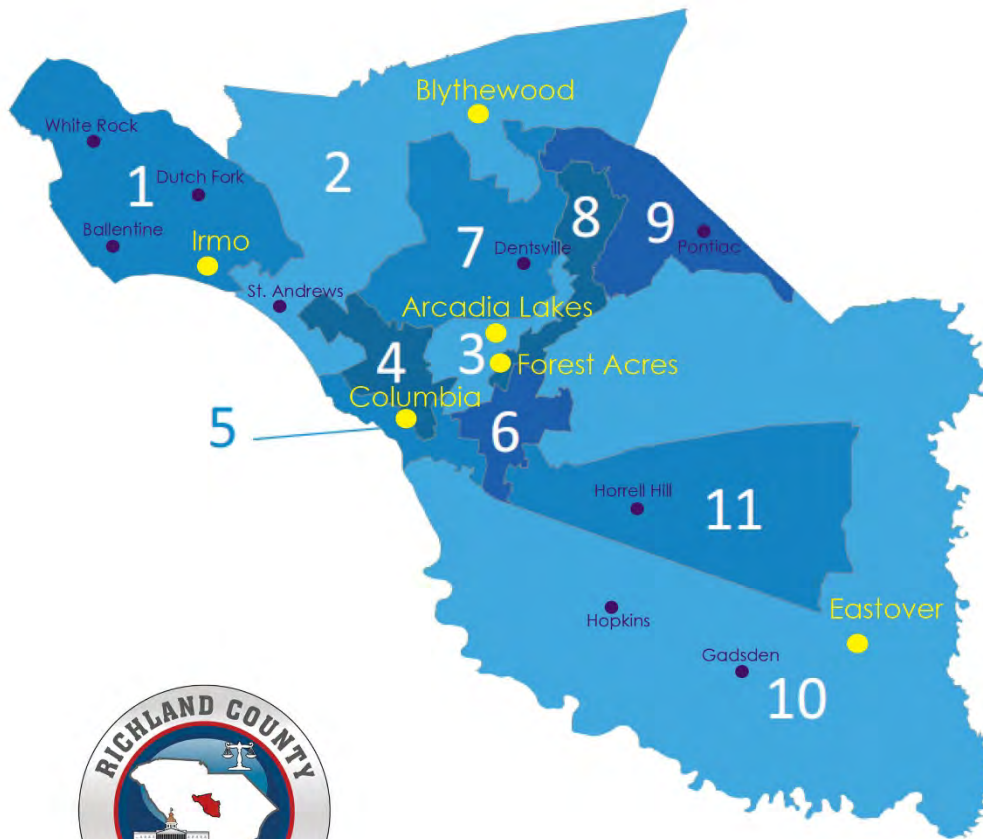
**The Honorable Norman Jackson**

**County Council District 11**

**The Honorable Yvonne McBride**

**County Council District 3**

# RICHLAND COUNTY COUNCIL 2017-2018



**VICE CHAIR**  
Bill Malinowski  
District 1



**CHAIR**  
Joyce Dickerson  
District 2



Yvonne McBride  
District 3



Paul Livingston  
District 4



Seth Rose  
District 5



Greg Pearce  
District 6



Gwendolyn Kennedy  
District 7



Jim Manning  
District 8



Calvin "Chip" Jackson  
District 9



Dalhi Myers  
District 10



Norman Jackson  
District 11



Richland County Rules & Appointments Committee

April 17, 2018 - 4:00 PM

2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski
  
2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
  - a. April 3, 2018 [PAGES 6-8]
  
3. **ADOPTION OF AGENDA** The Honorable Bill Malinowski
  
4. **INTERVIEWS**
  - a. Central Midlands Regional Transit Authority - 1
    1. Jacqueline U. Boulware [PAGES 9-11]
  
  - b. Airport Commission - 1
    1. Stephen Kaminski [PAGES 12-13]
    2. Erich Albert [PAGES 14-15]
    3. D. Michael "Mike" Kelly [PAGES 16-17]
    4. Charles E. Offutt (Previously Interviewed) [PAGES 18-22]
  
5. **ADJOURNMENT** The Honorable Bill Malinowski



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council  
Rules and Appointments Committee  
April 3, 2018 – 4:00 PM  
4<sup>th</sup> Floor Conference Room  
2020 Hampton Street, Columbia 29204

COMMITTEE MEMBERS PRESENT: Bill Malinowski, Chair; Yvonne McBride, Norman Jackson and Gwen Kennedy

OTHERS PRESENT: Michelle Onley, Kimberly Williams-Roberts

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 4:02 PM
2. **APPROVAL OF MINUTES**
  - a. March 20, 2018 – Ms. Kennedy moved, seconded by Ms. McBride, to approve the minutes as distributed. The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Ms. Kennedy moved, seconded by Mr. N. Jackson, to adopt the agenda as published. The vote in favor was unanimous.

Mr. N. Jackson stated several months ago we had someone for the CMRTA. We were asked to postpone it. It has been over six months now. Richland County is without anyone on the CMRTA.

Mr. Malinowski stated that is Item 6(a) on the agenda.

4. **INTERVIEWS**
  - a. Board of Zoning Appeals – 3 – Mr. Mike Spearman was interviewed for the Board of Zoning Appeals.
  - b. Central Midlands Council of Governments – 3 – Mr. Jerry T. Mitchell, Mr. John K. Baxter, Ms. Toneka M. Green and Ms. Shealy Boland Reibold were interviewed for the Central Midlands Council of Governments. Mr. Howard M. Knapp withdrew his application from consideration.

5. **APPOINTMENTS**
  - a. Board of Zoning Appeals – 3 – Mr. N. Jackson moved, seconded Ms. Kennedy, to re-appoint Mr. Mike Spearman, appoint Mr. Cody Pressley and re-advertise for the remaining vacancy. The vote in favor was unanimous.

Rules and Appointments Committee  
April 3, 2018

- b. Central Midlands Council of Governments – 3 – Mr. Malinowski moved, seconded by Mr. N. Jackson to appoint Mr. John K. Baxter, Ms. Shealy Boland Reibold and Mr. Charles L. Appleby, III. The vote was in favor.

6. **NOTIFICATION OF VACANCIES**

Central Midlands Regional Transit Authority – 1 – Mr. Malinowski stated this item is here because we need to advertise. However, prior to advertising, we need to put in the qualifications that are going to exist. To get the qualifications there full Council has to approve qualifications.

Mr. N. Jackson stated that is where we have a problem because the other entities do not set qualifications for them. So, why all of a sudden are we going to have special qualifications for someone on the CMRTA? He stated we advertised the position, someone applied for it, and we interviewed the person. We were moving forward to appoint that person and the Chairwoman came and said to hold off on the appointment.

Mr. Malinowski stated we need someone with expertise or qualifications in transportation.

Mr. N. Jackson stated most transportation experts are from SCDOT.

Ms. McBride inquired if that was a part of the qualifications.

Mr. N. Jackson stated the Chair wants to add that as a requirement.

Ms. Kennedy stated the Chair cannot add that unless Council decides.

Mr. N. Jackson stated the Chair should have made a motion to change the qualifications.

Mr. Malinowski inquired if Ms. Roberts was forwarded the proposed qualifications.

Ms. Roberts stated the Chair did provide the qualifications.

Mr. N. Jackson stated the Chair needs to make a motion and then it come through the Rules Committee, but we should not wait on the motion before moving forward. If another position becomes available then we can fill it.

Ms. McBride inquired if the Chair can make the motion to the committee.

Mr. Malinowski stated the motion has to be on the Council agenda for it to be forwarded to committee.

Mr. N. Jackson stated we need to move forward with the person we recommended.

Ms. Roberts stated the committee did not interview the applicant. We were supposed to, but it came up not to because we wanted to re-advertise.

Mr. Malinowski stated he thought he asked the Clerk's Office to make a call to the applicant and extend an apology, but we did not realize there were going to be some qualifications being implemented and once they are we will let you know.

Rules and Appointments Committee  
April 3, 2018

-2-

The committee recommended moving forward with the advertising or notification of this vacancy. If there are some qualifications desired to be put into the particular board position, it needs to be done as a motion to the full Council.

Ms. Kennedy stated we need to do the qualifications first and then advertise.

Mr. N. Jackson stated he would not do that.

Mr. Malinowski stated that is how Mike Spearman came in. He came in on the fact that we were changing our ordinance. We failed to make it an ordinance change instead of a rule change. Mr. Spearman said it is not an ordinance yet, so he was under the old rule and therefore, eligible to re-apply. We have the same thing here. We do not have any wording for qualifications in the notification of vacancy; therefore, we can say the committee has two recommendations on this. The first one is to move forward with the advertising.

Mr. N. Jackson stated he would not address the second one. The Chair needs to make a motion regarding the other issue.

Mr. Malinowski stated if Chairs says something about the qualifications, he will inform her the committee believes she needs to make a motion to the full Council.

Ms. Kennedy inquired as to why is has to be the Chair.

Mr. Malinowski stated she is the one that came up with the qualifications.

Ms. McBride inquired as to what the first motion is.

Mr. Malinowski stated we are only doing one motion. He inquired about how many vacancies there are and when the vacancy posting closed.

Ms. Roberts stated the closing date was January 22<sup>nd</sup>. There is still just the one applicant for the vacancy.

Mr. Malinowski stated then we need to move forward with an interview of the applicant for the position.

Ms. McBride stated for clarification we are disregarding advertising and the pending qualifications.

Mr. Malinowski stated the motion is that the notification of vacancy time period has closed; therefore, the committee is going to interview any applicants that have submitted their applications.

Mr. N. Jackson moved, seconded by Mr. Malinowski, to interview the existing applicant on April 17<sup>th</sup>. The vote in favor was unanimous.

7. **ADJOURN** – The meeting adjourned at approximately 5:01 PM





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

**Applicant must reside in Richland County.**

Name: Jacqueline U. Boulware

Home Address: 8016 Loch Lane Columbia, SC 29223

Telephone: (home) 803.530.8436 (work) 803-530-8436

Office Address: 140 Wildwook Park Drive Columbia, SC 29223

Email Address: boulwa\_j@bellsouth.net

Educational Background: Masters of Education +30 Early Childhood Education

Professional Background: National Board Certified Teacher, Realtor

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

Name of Committee in which interested: Board for Central Midland Regional Transit Authority  
CMRTA

Reason for interest: Interested in having a voice for the community when it comes to fairness  
and speaking objectively for those who are economically and educationally challenged

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

A possession of leadership skills that will enable me to be an advocate to assist in setting future  
goals for the advancement and expansion of services to meet overall community and regional  
needs of our transit system. Study public transportation's current issues and know their system's  
services so as to value and share the vision of the organization and its transportation services.

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

Any other information you wish to give? As a realtor, I've noticed the congestion in many areas

Recommended by Council Member(s): Representative Jim Manning

Hours willing to commit each month: 2-4 hours per month

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

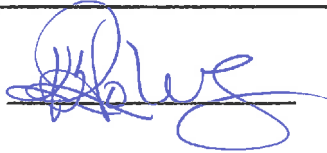
Jacqueline U. Borchers  
Applicant's Signature

October 27, 2017  
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.**

<b>Staff Use Only</b>		
Date Received: <u>11-1-17</u>	Received by:	
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file



+

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

**Applicant MUST reside in Richland County.**

Name: Stephen Kaminski

Home Address: 1324 Pulaski St. Unit A-308 Columbia, SC 29201

Telephone: (home) 678-595-8296 (work) \_\_\_\_\_

Office Address: 1325 South Carolina Rd. Eastover, SC 29044

Email Address: Stephen\_Kaminski@student.hks.harvard.edu

Educational Background: Bachelor & Master in Commercial Aviation

Professional Background: Commercial & Military Pilot

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

Name of Committee in which interested: Airport Commission

Reason for interest: I have a passion for aviation! I want to be able to give back to Richland County by helping to promote the field of aviation in our local community.

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

I have 20+ years of experience in the aviation community, along with proven leadership competencies and complex problem solving skills in a team & goal oriented environment.

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

Any other information you wish to give? I have a fear of heights and enjoy eating sushi

Recommended by Council Member(s): Seth Rose

Hours willing to commit each month: As many as it takes to get the job done

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

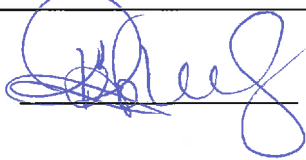
Stephan Kammath  
Applicant's Signature

22 Jan 2018  
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.**

<b>Staff Use Only</b>	
Date Received: <u>1-22-18</u>	Received by: <u></u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



APPLICATION FOR SERVICE ON RICHLAND COUNTY  
COMMITTEE, BOARD OR COMMISSION

**Applicant MUST reside in Richland County.**

Name: Erich Albert  
Home Address: 140 Cypress Pond Lane, Elgin, SC 29045  
Telephone: (home) 803-479-4159 (work) 803-392-8120  
Office Address: 2501 Faraway Dr, Columbia, SC 29223  
Email Address: erich.albert@bcbsc.com  
Educational Background: Clemson University, Community College of the Air Force  
Professional Background: Blue Cross, Blue Shield of South Carolina  
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: Airport Commission  
Reason for interest: Serve my county through furthering  
aeronautical development/operations for residents and visitors  
Your characteristics/qualifications, which would be an asset to Committee, Board or  
Commission:  
Information Technology Solution Designer, completed ground school  
Air Force veteran  
Presently serve on any County Committee, Board or Commission? No  
Any other information you wish to give? Thanks for the opportunity  
Recommended by Council Member(s): \_\_\_\_\_  
Hours willing to commit each month: 10-15, based on availability

**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

1/18/2018  
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.**

<b>Staff Use Only</b>		
Date Received: <u>1-22-18</u>	Received by: <u>[Signature]</u>	
Date Sent to Council: _____		
Status of Application: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> On file



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

**Applicant MUST reside in Richland County.**

Name: D. Michael "Mike" Kelly

Home Address: 1667 Tanglewood Road, Columbia, SC 29204

Telephone: (home) 803-929-0706 (work) 803-461-2159

Office Address: PO Box 8113, Columbia SC 29202

Email Address: mkelly@mklawgroup.com

Educational Background: BA in Political Science 1974, JD 1977 from University of South Carolina

Professional Background: Attorney 40+ years

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

Name of Committee in which interested: Airport Commission- Ops and Facilities Standing Committee

Reason for interest: Want to continue serving in current position

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

I have the experience regarding the affairs of the airport based on my prior service. I have also managed a successful law firm for over 30 years.

Presently serve on any County Committee, Board or Commission? Airport Commission

Any other information you wish to give? \_\_\_\_\_

Recommended by Council Member(s): Jim Manning and Greg Pearce

Hours willing to commit each month: whatever is required

**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

1/2/18  
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.**

<b>Staff Use Only</b>	
Date Received: <u>1-4-18</u>	Received by: <u>[Signature]</u>
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

2



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: Charles E. Offutt
Home Address: 2 Woodlands Ridge Pt. Columbia SC 29229
Telephone: (home) 803.315.4695 (work) 803.763.8066
Office Address: 17 Technology Circle Columbia SC
Email Address: CEO2000@AOL.com
Educational Background: see attachment
Professional Background: see attachment
Male [X] Female [ ] Age: 18-25 [ ] 26-50 [ ] Over 50 [X]

Name of Committee in which interested: Airport Commission
Reason for interest: I love serving my community and helping others.

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

I am able to effectively communicate with individuals and with groups to inspire and motivate teamwork.

Presently serve on any County Committee, Board or Commission?

Any other information you wish to give?

Recommended by Council Member(s):

Hours willing to commit each month: 40

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 ✓

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chude S. D.  
Applicant's Signature

1-19-2018  
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: <u>1-14-18</u>	Received by:	<u>[Signature]</u>
Date Sent to Council: _____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied <input type="checkbox"/> On file

**Charles Edward Offutt**  
2 Woodlands Ridge Court  
Columbia SC, 29229-0003  
803.315.4695  
E-Mail DRCO2000@aol.com

## **SUMMARY**

Experienced Information Technology Manager, Database Business Systems Analysis, with full systems life cycle experience; proficient in directing professional teams in implementation of work plans, project development, project management, resource procurement and development, by providing leadership and coordination of resource, team, and individual work efforts and goals. I am effective, innovative, organized, resourceful individual who work well in a team environment or self-supervised.

## **EXPERIENCE**

**PALMETTO GBA**, Columbia, SC

09/02 - PRESENT

### **Senior Database Administrator**

- Prepared detailed specifications used to do multi-million dollars projects.
- Direct a project team in designing new systems or enhancements to existing systems.
- Provided advice and assistance to the senior management concerning information systems and set general priorities and goals for staff.
- Responsible for standards and design of logical and physical data storage, maintenance, access and security administration.
- Perform backup and recovery on database management systems.
- Define data repository requirements, data dictionaries, and warehousing requirements.
- Design, develop, and certify database schema design to meet system requirements.
- Develop overall data architecture that supports the information needs of the business in a flexible but secure environment.
- Conduct end-user training where applicable.
- Perform other duties as assigned.

**SOLCORP CORPORATION**, Chicago, IL

10/00 - 08/02

### **Senior Project Lead**

- Analyzes and designs enhancements to the systems based on business requirements.
- Writes technical specifications from functional specifications, which define business requirements.
- Oversee programs system changes from technical specifications.
- Lead training of client on the architecture, operation and maintenance of the system.
- Develop project plans to install and test application at user site.
- Provides post implementation support.
- Design conversion plan based on pre-defined specifications.

**Senior Programmer Analyst\ Project Lead**

- Prepared detailed specifications used to code multi-million dollars projects.
- Direct a project team in designing new systems or enhancements to existing systems.
- Supervised, and evaluate 10 to 15 programmer and business analyst work.
- Provide, coding, testing, maintenance of computer software from detailed specifications.
- Formulated system scope and objectives, devised or modified procedures to resolve problems using data processing.
- Programming in 'C', COBOL, SQL, Visual Basic, and Db2 for batch and online processing in a mainframe, PC and file server environment using LAN, WAN and Internet.

United STATE Army

01/74 - 01/95

**Chief Technology Officer (02/92 - 01/95)**

- Supervised activities of 90 technicians and evaluate, train, recruit, reward and disciplines staff members.
- Provided advice and assistance to the senior management concerning information systems and set general priorities and goal for staff.
- Test and evaluate hardware and software to determine efficiency, reliability, and compatibility with existing system
- Oversee the management of Help Desk support to 5000 computer user.
- Maintain a wide area telecommunication network from South Korea to USA.
- Evaluated computer systems and software based on a user requirement and new technologies.
- Develop procedures for installation, maintaining, and solving communications hardware and software problems.

**Operations Officer (09/85 - 08/92)**

- Provide operations support to the White House, Capital Hill, and the Department of Defense.
- Develop review and coordinate operations of computer network security, information security, personnel security, and emergency disaster plans.
- Implement and monitor the information security systems programs.
- Planned, coordinated, and implemented security measures to safeguard information in the computer systems against accidental or unauthorized modification, destruction or disclosure.
- Supervised the training and support requirement for 70 technicians and 3,500 PC users.
- Maintain a global wide telecommunication network.

**Computer Operations Supervisor (12/83 - 09/85)**

- Supervised, advised, guide, and evaluate computer programmer and system analyst work.
- Supervised the day-to-day operations of the computer center operations of primarily of eight IBM mainframe computer systems and various standards peripheral equipment.
- Oversee help desk supported for about 12,000 PC users. Using LAN, MAN and WAN.

**Project Leader (01/74 - 12/83)**

- Maintain an information system that accounted for the organization's supplies and equipment.
- Analyze statistical data and report trend(s) not, conforming to standards, or that have impact on the efficiency of the operations.
- Supervised a staff of ten computer technicians and systems programmers.
- Provide interpret and guidance on how to apply rules and regulations.
- Ensure work meet systems development standards and associated practices.

**EDUCATION**

**M.S.**, Management of Computer Information Systems, Strayer University, Washington, DC  
**B.S.**, Management of Computer Information Systems, Park College, Parkville, MO  
**A.S.**, Computer Science, Park College, Parkville, MO  
**A.S.**, Management Technology, Austin Peay University, Clarkville, TN  
**A.S.**, Computer Science, Midlands Technical College, Columbia, SC  
**A.S.**, Telecommunication Systems Management, Midlands Technical College, Columbia, SC  
**Certificate**, Information Systems Network, Midlands Technical College, Columbia, SC  
**Certificate**, Application Programming, Midlands Technical College, Columbia, SC  
**Certificate**, Enterprise Systems, Midlands Technical College, Columbia, SC  
**Certificate**, Fundamentals of Life and Health Insurance, Life Office Management Association Inc., Atlanta, GA  
**Designation**, Fellow, Life Management Institute (FLMI), Life Office Management Association Inc., Atlanta, GA  
**Designation**, Associate, Customer Service (ACS), Life Office Management Association Inc., Atlanta, GA  
**Designation**, **Chaplain**, **Community Missions Chaplaincy**, Christ Central Institute, Columbia, SC

**Pass Volunteer Activities**

Summit Parkway Middle School Assistance Soccer Coach  
Volunteer Firefight at Station 24 Sparkleberry Ln.  
Central South Carolina Habitat for Humanity on 10 home build  
Football Coach at Polo Road Community Center  
School Improvement Council (SIC) member at Summit Parkway Middle School  
School Improvement Council (SIC) member at Pontiac Elementary