



Richland County Council
Employee Evaluation Ad Hoc Committee

MINUTES

December 15, 2022 – 3:00 PM

Council Chambers

2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Chakisse Newton- Chair, Bill Malinowski, Derrek Pugh, Jesica Mackey, and Cheryl English arrived at approximately

OTHERS PRESENT: Gretchen Barron

1. **CALL TO ORDER** – Chairwoman Newton called the meeting to order at approximately 3:00 PM.
2. **APPROVAL OF MINUTES**
 - a. **April 19, 2022** – Ms. Mackey moved to approve the minutes as distributed, seconded by Mr. Malinowski.

In Favor: Malinowski, Pugh, Mackey, and Newton

Not Present: English

The motion in favor was unanimous.
3. **ADOPTION OF THE AGENDA** – Mr. Pugh moved to adopt the agenda as published, seconded by Ms. Mackey.

In Favor: Malinowski, Pugh, Mackey, and Newton

Not Present: English

The motion in favor was unanimous.
4. **ITEMS FOR DISCUSSION/ACTION** –
 - a. **2022 Employee Evaluation Next Steps [EXECUTIVE SESSION]** - Ms. Newton stated that this item is to discuss confidential matters related to employee performance reviews.

Mr. Pugh moved to go into Executive Session, seconded by Ms. Mackey.

In Favor: Malinowski, Pugh, Mackey, and Newton

Not Present: English

The vote in favor was unanimous.

Councilwoman English entered the meeting at approximately 3:20 pm.

***The Committee entered Executive session at approximately 3:03 PM
and exited at approximately 3:41 PM***

Mr. Malinowski moved to come out of Executive Session, seconded by Ms. Mackey.

In Favor: Malinowski, Pugh, Mackey, English, and Newton

The vote in favor was unanimous.

Ms. Newton noted they entered Executive Session to discuss confidential employee evaluation, and no action was taken during Executive Session.

- b. 2023 Evaluation Criteria and Process – Ms. Newton noted for the 2022 evaluations of Council direct reports, we utilized a 360 evaluation, which we thought was important so we could receive feedback from others. She inquired if we want to use the same process for next year's evaluations. In addition, how do we want to establish the questions and criteria to be used? She noted we are still under contract with the consultant, and they could help establish the criteria.

Ms. Mackey stated she likes the 360 review and wants to continue to use it. She noted more specific goals would be helpful, so the responses will not be as abstract.

Ms. Newton stated the consultant interviewed the Councilmembers when he created the first set of questions. She suggested in the next cycle; it might be helpful to speak with the consultant to provide feedback and input regarding the previous cycle.

Ms. Mackey thought it would be helpful if the consultant also spoke with the employees being evaluated to see what was missing from the review.

Ms. Newton stated the committee is in agreement with the 360 evaluation. She will reach out to the consultant to schedule times for Councilmembers and staff to address what was discussed.

- c. Internal Auditor Position – Ms. Newton noted in the packet there is information regarding the Internal Auditor position. The information includes sample salaries and job descriptions from other jurisdictions. The original intent for this position was for it to be a direct report to Council, but the state statute prohibits the Internal Auditor from reporting to Council. The position would have to report to the Administrator. Council does have the authority to create the position and the job description. She inquired if there are changes to the job description would the Administrator or Council be responsible for those changes.

Mr. Wright responded for the three positions Council directly hires, it would require a rewriting of the code. For this position, the Administrator would have the ability to change the job description if the description is not included in an ordinance.

Mr. Malinowski stated Council had already approved the position. With the new information from Mr. Wright, he feels the Administrator, in conjunction with the Auditor, Human Resources, and Treasurer, should create the job description for the committee to review. He noted County Code 2-332 details the duties of the Internal Audit Committee and spells out the responsibilities of the Internal Auditor.

Ms. Newton requested County Code 2-332 be shared with the committee.

Ms. Mackey inquired if the Administrator and Human Resources would determine the salary and bring it to Council for approval during the next budget cycle.

Mr. Malinowski responded, based on the Administrator's knowledge, he would recommend a salary for the committee's approval.

Ms. Mackey stated she did not want staff to do all this research regarding the salary, and then we decide we were unable to make room for it in the budget.

Ms. Newton assumed Council had an opportunity, as a body, to discuss what they think is important for the position and then share those qualities with the Administrator. The Administrator would utilize Council's recommendations to craft a job description. She noted we will have to discuss the value the position provides at a later date.

Mr. Malinowski stated he is fine with collaborating with the Administrator. He just noted the Administrator will ultimately be responsible for hiring and firing of the employee(s).

Ms. Mackey inquired about a realistic range for the position so we know what it is going to take to get a qualified individual. She does not think it is wise to do a lot of work to find out later we cannot afford the position.

Ms. Newton inquired if we could be provided a competitive salary range for Richland County.

Mr. Leonardo Brown, the County Administrator, responded in the affirmative.

Ms. Newton inquired if Mr. Brown could briefly explain the role and the value it could provide.

Mr. Brown responded the position is important as it takes a look at how the County does business and how we manage and control the way funds are moved in and out of the County. As a whole, there is value in building a level of transparency and trust in the organization.

Ms. Newton requested to hold this item in committee pending further information.

5. **ADJOURNMENT** – Ms. Mackey moved to adjourn, seconded by Ms. Newton.

In Favor: Malinowski, Pugh, Mackey, English, and Newton

The vote in favor was unanimous.

The meeting adjourned at approximately 3:59 PM.