



AMENDED
EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE
July 9, 2021 – 9:00 AM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29204

Bill Malinowski	Yvonne McBride	Jesica Mackey	Cheryl English	Chakisse Newton, Chair
District 1	District 3	District 9	District 10	District 11

- 1. **CALL TO ORDER** The Honorable Chakisse Newton
- 2. **APPROVAL OF THE MINUTES** The Honorable Chakisse Newton
 - a. **June 22, 2021 [PAGES 2-6]**
- 2. **ADOPTION OF AGENDA** The Honorable Chakisse Newton
- 3. **ITEMS FOR DISCUSSION**
 - a. **Update on the County Attorney Search [EXECUTIVE SESSION]**
 - b. **Clerk to Council Search [PAGES 7-12]**
 - c. **County Administrator Evaluation**
- 4. **ADJOURNMENT**

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) 576-2068, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County
Employee Evaluation and Oversight Ad Hoc Committee
June 22, 2021 – 2:00PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

MEMBERS PRESENT: Chakisse Newton, Chair, Bill Malinowski, Yvonne McBride, Jesica Mackey and Cheryl English

OTHERS PRESENT: Paul Livingston, Gretchen Barron, Michelle Onley, Angela Weathersby, Tamar Black, Leonardo Brown, Mike Maloney, Randy Pruitt, Lori Thomas, Jennifer Wladischkin and Dwight Hanna

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 2:00PM.
2. **APPROVAL OF MINUTES**: Ms. Newton noted the agenda was mislabeled.
 - a. May 18 2021 –Ms. McBride moved, seconded by Mr. Malinowski, to approve the minutes as distributed.

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

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. Newton requested to move Item 4(c): “Update on the County Attorney Search” to the first item and to change the title of Item 4(b): “Evaluation Process for the Clerk to Council” to “Clerk to Council Search.”

Ms. McBride moved, seconded by Mr. Malinowski, to approve the amended agenda.

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

The vote in favor was unanimous.

4. **ITEMS FOR DISCUSSION**
 - a. Update on the County Attorney Search – Ms. Frank noted they received 21 applications, 8 women and 13 men. She did her best to determine minority status without asking, since they cannot ask that question unless the committee wants the applicants to fill out an EEO form. There are potentially 2 minority males and 1 minority female applicants. She noted they have received completed questionnaires from all but 2 of the 12 candidates. She and Mr. Sladen will go over the questionnaires, rate them, and determine which candidates would be placed on the semi-finalist list. The semi-finalist list will be provided to the committee for review. She requested that Council members not contact the candidates or friends that may know the candidates before the committee

**Employee Evaluation & Oversight Ad Hoc Committee
June 22, 2021**

-1-

determines finalists. Once someone becomes a finalist they will start backgrounds, and Council can begin talking to people about them as we start the interview process. It was suggested some interviews take place via Zoom, before conducting face-to-face interviews. Rating forms will be provided to Councilmembers, which will then be tallied to determine the ranking. She recommended selecting 5-6 finalist in the event we lose a candidate. Interviews will tentatively be scheduled July 19-30.

Ms. Newton restated that Ms. Frank has received 21 applicants, and provided 12 candidates questionnaires. After the questionnaires and applications are processed, they will be forwarded to the committee. She requested Ms. Frank to coordinate with herself and the Clerk's Office the distribution of the information to Council.

Ms. Mackey inquired if the job posting was closed.

Ms. Frank responded she received applications after the screening date of June 13th. If she receives a great application she will definitely forward it along.

Ms. Mackey stated she would like to know if any other resumes come in.

Ms. McBride stated she does not need to know if an applicant is white, black or a person of color. She wants to ensure there is diversity within the pool of applicants and she is not sure if that was done.

Ms. Frank responded they did outreach that was diversified. They sent out 900 emails to women in the South Carolina Women's Lawyers Association. An additional 4,000 emails were sent to the South Carolina Bar with people over 3 years of experience. The Careers in Government did a diversity boost and sent it out to 8 organizations that were diverse. The problem is, as consultants, they are not allowed to ask applicants if they are minorities.

Ms. McBride inquired if that is their policy.

Ms. Frank responded in the affirmative.

Mr. Malinowski noted he would like to see applications for all the candidates and have Ms. Frank explain why she felt someone was not qualified.

Ms. Frank responded in the affirmative.

Mr. Malinowski inquired why they cannot research applicants if they know mutual people.

Ms. Frank responded they request people not to contact anyone about the applicants until the finalists were chosen because most applicants are currently employed and it could cause a problem at their current job.

Ms. Mackey inquired when the packets will arrive.

Ms. Frank responded she will try to have the packets out by Monday or Tuesday.

Ms. Mackey inquired if it would be printed or digital.

Ms. Frank responded it will be a hard copy, and a digital copy will be provided to Ms. Newton.

**Employee Evaluation & Oversight Ad Hoc Committee
June 22, 2021**

Ms. Newton inquired if July 19-30 would be the best time for interviews.

Ms. Frank responded they will need to have an Executive Session with Council before that to look at the semi-finalist to reduce the list the week of July 13th. They could then discuss the format to have the interviews in.

Ms. Newton noted it would first have to go through committee to make a recommendation.

Ms. McBride stated she is concerned, at this point, if we will have a diversified pool of applicants.

Ms. Newton inquired if it would be possible for Human Resources to reach out to candidates as a potential avenue to be explored with the search process.

Ms. Frank responded, if Human Resources wants to send out the usual EEO form, she could give Mr. Hanna the candidates' emails.

Ms. Newton inquired if this was something that HR could do, and if Legal needed to be involved in the conversation.

Mr. Hanna responded he would be willing to assist Council, but he noted they normally only send an EEO form to the candidates selected. He would like to confer with Legal to ensure it will be okay to send EEOs to applicants.

Ms. McBride stated she is concerned our HR Department is being asked to send EEO forms. She noted we did not have this issue previously.

Mr. Malinowski inquired why Randi Frank could not send out the forms.

Ms. Frank responded it is not proper and is not normally sent to applicants because of these concerns. She noted it is not done because people sometimes feel like they will be taken off the list because they are a minority and/or female. The firm is looking at skills, abilities and experience.

Ms. English noted asking is not a tracking device of whether a person is qualified. It tracks to see how the employment databases are reaching all the minorities.

Ms. Frank responded people may feel uncomfortable filling out the form.

Ms. Newton noted the way the committee handled other searches has been was the recruiting firm sent the candidate information to the committee and the committee used the information to select finalists. She suggested following the same procedure.

Ms. Mackey stated she was fine with using that process.

Ms. Newton noted if they are going to use this process we would need to meet in advance of the July 13th Council meeting.

Mr. Malinowski noted it could be done the week of July 6th or 12th. It did not have to be right before the Council meeting. He stated we should wait until HR has a discussion with Legal.

Ms. Newton stated we will keep the committee informed as we move forward.

**Employee Evaluation & Oversight Ad Hoc Committee
June 22, 2021**

Ms. English noted the employment pool data is missing by not being provided a breakdown of the ethnicity of the applicants.

Ms. Newton stated she will have additional conversations with Ms. Frank to determine options. She noted, in terms of the recruiting world, this is not the only firm that has this policy. In fact, all of the firms she has worked with has had this same policy, but that does not mean we do not want to find a way to make sure we have a diverse candidate pool. That was one of things stressed with this firm, which is part of the reason they did some of the outreach and we signed up for additional distribution services to reach as many populations as we could.

- b. Evaluation Process for the County Administrator – Ms. Newton noted they used a third-party consulting firm to develop evaluation criteria. Once that was created, there was a self-assessment process that Mr. Brown completed. Then there was an evaluation process that Councilmembers completed. Those materials were compiled and shared with Council. The Chair and Vice-Chair shared that information with Mr. Brown. Mr. Brown’s agreement specified the evaluation process would be facilitated by a third-party firm. There are two HR firms on State contract in the event we want to use one of those firms. Depending on the cost of the work we could either solicit three proposals or issue a solicitation for the work and develop a scope of work for the evaluation process.

Mr. Malinowski inquired why they could not just use one of the two firms on State contract.

Ms. Wladischkin responded there is not a reason we could not use of those firms. She noted those firms were selected based on other projects, and not this specific project. They may or may not be the best firm to look at an employee evaluation. She stated she would be willing to get more information about the firms to help the committee determine if they wanted to use them.

Mr. Malinowski stated he would request Procurement to speak with both firms to let them know what the committee was trying to achieve and see if the firms can do it. He noted he was in favor of the 360 evaluation previously discussed.

Mr. Livingston inquired how we did the scope of work the last time.

Mr. Newton responded they used Mr. Brown’s job description and the committee worked with the consultant to determine the most important elements were. She offered to distribute those evaluations to the new Councilmembers.

Mr. Livingston noted Mr. Brown spoke about moving forward on working on a self-evaluation. He noted he was also in favor of the 360 evaluation.

Ms. Mackey noted she was in favor of the 360 evaluation.

Ms. English is also in favor of the 360 evaluation. She inquired about a pay increase.

Mr. Livingston responded an increase and/or continuation of employment would be discussed after the evaluation process was completed.

Ms. Mackey inquired about the proposed timeline of the evaluation.

Ms. Newton stated she hoped to have it completed by September.

**Employee Evaluation & Oversight Ad Hoc Committee
June 22, 2021**

Ms. Mackey inquired about the date of the last review.

Ms. Newton stated she believes the last evaluation was in July 2020.

- c. Clerk to Council search – Ms. Newton noted she forwarded an e-mail to Council from Find Great People about the search. There was a request for input from Council in terms of moving forward, specifically if there are any changes they would like to make to the job description or the process used for candidates. She noted Find Great People is not expecting to receive a large number of applicants.

Mr. Livingston suggested giving the previous process information to the new Councilmembers so they can determine if that is a good process to move forward with.

Mr. Malinowski noted, when he asked where the applicants came from, it seemed to him the majority of the applicants came from applications Find Great People had on file. He was not sure there was an open notice so that anyone could see we were hiring. He wants it to be fair across the board, and to have to have the search expanded.

Ms. Newton inquired if there was any feedback on the job description before moving forward.

Ms. Mackey noted she was fine with the job description

Ms. English requested to review it again.

- 5. **ADJOURNMENT** – The meeting adjourned at approximately 2:58.

About Richland County

Located in the heart of South Carolina, Richland County is made up of 757 square miles of urban and rural areas populated with a vibrant, engaged, and growing community. Home to several institutions of higher education, a growing business community, two military installations, and government institutions, Richland County is a melting pot of cultures, backgrounds, and viewpoints. This makes the area a wonderfully dynamic place to live.

People move to Richland County from all over the country to join the growing economy, nestle into a friendly neighborhood, enjoy a low cost of living and have their children attend excellent schools. Whether rural or urban, Upper Richland or Lower Richland, Blythewood, Eastover, or Irmo, people from all walks of life love Richland County's close-knit communities. From a trip to the farmers' market to a night at the ballet, there are always fun, new places and smiling faces in every corner of Richland County.

Richland County's urban and rural communities, beautiful rivers and lakes, award-winning hospital systems, diverse museums, vibrant music and art scene, strong military presence and numerous higher learning institutions are the reasons more than 409,549 people call it home. Richland County has proven, throughout history, to be a great place to live, work, and play.

Richland County today is a community whose vitality is based largely upon the diversity of its offerings. The County has made significant strides in building a more vibrant and healthy community and strengthening economic opportunity for all residents through groundbreaking collaborations between local governments, businesses, higher education, nonprofit, and civic organizations.





This vitality was recognized in 2006 when Richland County became one of 10 communities across the nation to be selected for the All-America Community Award by the National Civic League. The national award, established in 1949, recognizes communities of all sizes that have made major progress in addressing their community's most pressing needs. The awards jury noted in particular the County's efforts with the Court Appointed Special Advocate (CASA) program, Palmetto Health's Richland Care program, the Richland County GIS, the community's response to Hurricane Katrina victims and the collaborative effort to keep Fort Jackson open during the most recent round of Base Realignment and Closings (BRAC).



Richland County represents much of South Carolina's heritage with its many contributions to the state itself. As it continues to grow and prosper into the 21st century, Richland County will maintain its role as a center for education, a seat of government, and a crossroads of commerce and culture.

Mission



The mission of the government of Richland County, South Carolina is to provide essential services, efficiently and effectively, in order to improve the quality of life for its citizens. Richland County government shall be accessible to all and shall provide cordial, responsible assistance and information in a prompt, equitable, and fair manner. This mission shall be achieved with minimal bureaucracy, with integrity and within the parameters and power set forth in applicable federal, state, and local laws.

Vision Statement



Richland County Government will be a model community for the state and nation. The County will be a safe, diverse and sustainable community, with a thriving economy that provides opportunities for all residents to live, work, learn, and grow.



Awards & Recognition

Development Services

Government Contract Services Excellence Awards, 2015

- Community of Practice Award, Overall Excellence Award
- Teamwork Excellence Award
- National Associate of Counties, Achievement Award

Community Development Division

- National Community Development Association, John A Sasso Award

Planning Department Division

- SC Chapter, American Planning Association, Outstanding Planning Project – Multi-jurisdictional, 2016 (in conjunction with the City of Columbia)



Information Technology / GIS

- J Mitchell Graham Award, Honorable Mention, 2016
- Government Management Information Sciences
- Elite Achievers Award, Medium Project, 2011
- Elite Achievers Award, Large Project, 2008



Public Information Office

National Association of County Information Officers

- Excellence in Public Education for Richland Renaissance, the capital projects and revitalization project
- Excellence in Video Series for “The Recap”
- Excellence in Logos for Engage Richland
- Excellence in Electronic Communications, The Richland Weekly Review
- Meritorious in two areas – Logos and Public Education – for Returning Home, the County’s flood recovery effort



Emergency Services Department

Emergency Medical Services

- American Heart Association, Mission: Lifeline EMS Gold Award, 2018, 2017, 2016
- American Heart Association, Mission: Lifeline EMS Silver Award, 2015

Fleet Management Division

- “100 Best Fleets in the Americas” - Ranked #15, 2018

Leadership

Richland County is governed under the Council-Administrator form of government. The eleven-member County Council represents the eleven districts of the county, and Council members hold concurrent four-year terms.

District 1: Bill Malinowski

District 2: Joyce Dickerson (term expires December 2020)

District 3: Yvonne McBride

District 4: Paul Livingston, Chair

District 5: Allison Terracio

District 6: Joe Walker III

District 7: Gwendolyn Kennedy (term expires December 2020)

District 8: Jim Manning (term expires December 2020)

District 9: Vacant

District 10: Dalhi Myers, Vice Chair (term expires December 2020)

District 11: Chakisse Newton



Clerk to Council Position Information

Position Overview

The Clerk to Council directly supports the Richland County Council. Under limited supervision, the Clerk to Council performs complex administrative duties coordinating services and official communications to community officials and citizens concerning Richland County Council and County department activities. Ensures the efficient and effective operation of the Richland County Council office in cooperation with other Richland County government offices. Fulfills the legal requirements of the Clerk of County Council as required by Section 4-9-110 of the S.C. Code of Laws and Richland County ordinance. Performs high level administrative duties for the members of Richland County Council (in as such as those duties relate to county business). Reports to the County Council Chairperson.

Primary Administrative Responsibilities

- Responsible for the management and leadership of office operations for the Office of Richland County Council. This may include the development, management, coordination and communication of Richland County related information and materials to Richland County Councilmembers and to the public.
- Schedules and attends meetings and events. Maintains the Richland County Council calendar and notifies Councilmembers of all meetings and events. Prepares Council agenda.
- Coordinates the placement of public hearing notices with selected media consultants. Ensures that all Richland County Council Members are aware of public meetings.

- Records, prepares, and maintains accurate minutes during official meetings. Reserves, arranges, and prepares meeting rooms as well as conference call and virtual meeting links when necessary. If necessary, manages travel arrangements for councilmembers and ensures expenses have been reviewed and submitted in a timely manner.
- Researches, collects, and analyzes complex data and information for Richland County Council. Consults with Richland County Council to review operations and makes recommendations based on findings.
- Provides advanced, high level and specialized support for projects and assignments such as: monitoring project timelines, identifying and resolving issues related to administrative support, maintaining confidential records, and compiling and distributing documents.
- Prepares, reviews and maintains paperwork, spreadsheets, databases, applications, forms, reports, or other confidential information related to Richland County Council operations, membership records, boards, commissions, etc.
- Maintains information on behalf of Richland County Council related to board appointments; orientation and continuing education records; and other county records as required.
- Interacts and communicates with various groups and individuals to include Richland County Council Members, Richland County Administrator, and other internal and external stakeholders as needed to support the Richland County Council. Serves as a positive representative of Richland County.
- Maintains a record of leases, contracts, agreements, rights-of-way, grants, and bonds. Performs follow up duties as required.
- Fulfills all requirements outlined in Section 4-9-110 of the SC Code of Laws.
- Fulfills all requirements outlined in county ordinance (Ord. No. 010-17HR, § I, 4-4-17) not specifically listed in this description.
- Maintains custody of the county seal, minutes, and Code of Ordinances.

Management Responsibilities

- Manages office operations and provides leadership to the Office of Richland County Council staff, to include the Assistant Clerk(s).
- Supervises the Office of Richland County Council staff/Assistant Clerk(s). This includes, but is not limited to, managing workflow, providing feedback, assigning duties, making recommendations, etc.
- Develops and monitors budget for operating expenses for the Clerk of Council office and the Richland County Council services budget.

Additional Job Functions

- Responsible for the demonstration of strong skills in both written and oral communication with emphasis on the ability to independently and quickly produce quality composition and analysis.
- Navigates interactions with a variety of internal and external stakeholders with differing personalities with diplomacy and professionalism.
- In partnership with the County Attorney, assists in guiding Richland County Council, Richland County Administrator and public in parliamentary procedure and the application and usage of its basic principles.
- Maintain confidentiality when conducting business when necessary and appropriate.
- Uses sound judgement and experience to provide information and data as needed to advise Richland County Councilmembers.

Qualifications

Required & Preferred Education and Experience

- Bachelor's degree and prior experience with local government is preferred.
- Three or more years of executive administrative support experience is required.
- Associates Degree in business, government, public administration, or related field along with six or more years of direct experience may be considered.
- Equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Required Skills & Abilities

- Excellent communication skills, including exceptional written and verbal communications skills, to interact with a diverse constituency.
- Experience successfully exercising independent judgment in solving and troubleshooting problems in a constructive manner.
- Excellent interpersonal, analytical, and investigative skills to elicit information needed to clarify inquiries and requests.
- Professional skills to handle sensitive and difficult situations with diplomacy and confidentiality.
- Ability to obtain, understand and give adequate consideration to other's priorities, opinions, and concerns, to provide solutions to problems and to assure reciprocal cooperation from others.
- High degree of organizational and time management skills; ability to independently follow through to successfully complete projects within a deadline.
- Ability to multi-task and distribute efforts appropriately among tasks, manage competing deadlines, handle frequent interruptions, and maintain a high level of productivity. Accuracy and careful attention to detail required.
- Demonstrated record of punctuality and attendance required.
- Excellent computer skills and facility with MS Office Suite. Ability to easily learn new software programs as required.
- Ability to successfully work with a team, communicating effectively with team members, collaborating on projects, and supporting team objectives.
- Must have or be able to obtain SC Notary certification.
- Willingness to work nights and weekends for meetings and events; willingness to ensure accessibility in case of emergency is required.

Information for the County Ordinance and State Statutes regarding Clerk to Council positions can be found using the following links:

<https://www.scstatehouse.gov/code/t04c009.php>

https://www.sccounties.org/sites/default/files/uploads/resources/ctc_gen_duties.pdf

https://codelibrary.amlegal.com/codes/richlandcounty/latest/richco_sc/0-0-0-58469

To Apply

Interested candidates should submit a resume and email of interest to the Find Great People search team at clerktocouncilsearch@fgp.com. Please indicate "Application for Richland County Clerk to Council" in the subject line and ensure that contact information is included on the resume attached. Candidates must meet the above requirements to be considered.