

# **RULES & APPOINTMENTS COMMITTEE**

## **AGENDA**



**TUESDAY JUNE 21, 2022**

**3:00 PM**

**COUNCIL CHAMBERS**

# Richland County Council 2021-2022



Deirek Pugh  
District 2



Bill Malinowski  
District 1



Overture Walker  
District 8  
Chair



Gretchen Barron  
District 7



Yvonne McBride  
District 3



Chakisse Newton  
District 11



Allison Terracio  
District 5



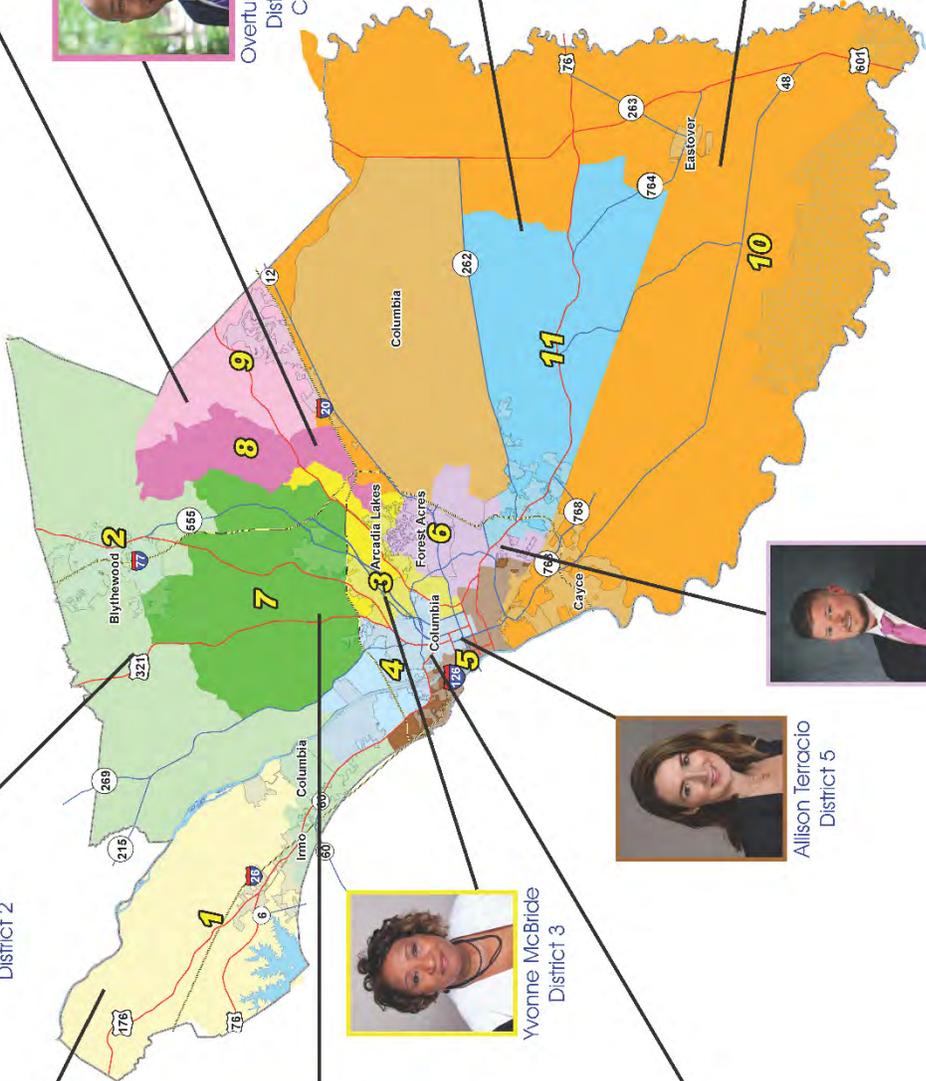
Paul Livingston  
District 4



Cheryl English  
District 10



Joe Walker, III  
District 6





**Richland County  
Rules & Appointments Committee**

**AGENDA**

June 21, 2022 - 3:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

The Honorable Bill Malinowski	The Honorable Gretchen Barron, Chair	The Honorable Jesica Mackey
County Council District 1	County Council District 7	County Council District 9

1. **CALL TO ORDER** The Honorable Gretchen Barron
  
2. **APPROVAL OF MINUTES** The Honorable Gretchen Barron
  - a. June 7, 2022 [PAGES 6-10]
  
3. **ADOPTION OF AGENDA** The Honorable Gretchen Barron
  
4. **INTERVIEWS** The Honorable Gretchen Barron
  - a. Lexington Richland Alcohol and Drug Abuse Council - Two (2) Vacancies
    1. Kimberly Kennedy-Gooden [PAGES 11-16]
    2. Joann Madden [PAGES 17-23]
    3. Lucia Jacobs [PAGES 24-30]
  - b. Internal Audit Committee - Two (2) Vacancies (applicant with CPA preferred)
    1. Vernell Butler [PAGES 31-45]
  - c. Township Auditorium - Two (2) Vacancies
    1. M. Evelyn Fields [PAGES 46-61]
    2. Larry Smith [PAGES 62-67]
    3. Ella Shiver [PAGES 68-73]
    4. Franette Boyd [PAGES 74-80]
  
5. **APPOINTMENTS** The Honorable Gretchen Barron

- a. Lexington Richland Alcohol and Drug Abuse Council -Two (2) Vacancies

- 1. Joshua Douglas Fabel (interviewed June 7, 2022) **[PAGES 81-83]**

- 2. Salley Rickenbacker Robinson (interviewed June 7, 2022) **[PAGES 84-87]**

- 3. Caitlin O'Neal (interviewed June 7, 2022) **[PAGES 88-89]**

- 4. Amanda Halloran (interviewed June 7, 2022) **[PAGES 90-95]**

- 5. Melissa Boylan (interviewed June 7, 2022) **[PAGES 96-100]**

- 6. Kimberly Kennedy-Gooden

- 7. Joann Madden

- 8. Lucia Jacobs

- b. Internal Audit Committee - 2 (Applicant with CPA preferred)

- 1. Vernell Butler

**6. ITEMS FOR DISCUSSION / ACTION**

The Honorable Gretchen Barron

- a. Existing Richland County Council Ad Hoc Committee List **[PAGES 101]**

- b. Animal Care Advisory Committee

**7. ITEMS FOR INFORMATION**

The Honorable Gretchen Barron

- a. Boards, Commissions and Committees Advertisement Schedule **[PAGE 102]**

- b. Applications Currently on File **[PAGES 103-107]**

**8. ADJOURNMENT**

The Honorable Gretchen Barron



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  
**MINUTES**  
June 7, 2022 – 3:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Gretchen Barron, Chair, Bill Malinowski, Jesica Mackey

OTHERS PRESENT: Chairman Overture Walker (arrived @ 4:20 p.m.), Anette Kirylo, Kyle Holsclaw, Justin Landy, Patrick Wright, Angela Weathersby, Michelle Onley and Leonardo Brown

1. **CALL TO ORDER** – Chairwoman Gretchen Barron called the meeting to order at approximately 3:00 PM.
  
2. **APPROVAL OF MINUTES**
  - a. May 17, 2022 –Mr. Malinowski inquired why Ms. Mackey’s vote is not recorded on Items 2, 3 and 4, but has votes recorded once the committee came out of Executive Session.  
  
Ms. Mackey responded she arrived late to the meeting due to the inclement weather.  
  
Mr. Malinowski moved, seconded by Ms. Barron, to approve the minutes as distributed.  
  
In Favor: Malinowski, Barron and Mackey  
  
The vote in favor was unanimous.
  
3. **ADOPTION OF AGENDA** – Ms. Barron noted Mr. John Jacob Loveday withdrew his application for the Lexington Richland Alcohol and Drug Abuse Council.  
  
Mr. Malinowski moved, seconded by Ms. Mackey, to adopt the agenda as amended.  
  
In Favor: Malinowski, Barron and Mackey  
  
The vote in favor was unanimous.
  
4. **INTERVIEWS** – Ms. Mackey moved, seconded by Ms. Barron, to go into Executive Session to conduct interviews.  
  
In Favor: Malinowski, Barron and Mackey

**Rules and Appointment Committee  
June 7, 2022**

-1-

The vote in favor was unanimous.

***The committee went into Executive Session at approximately 3:17 pm  
and came out at approximately 4:14 pm.***

- a. Lexington Richland Alcohol and Drug Abuse Council - Two (2 Vacancies) – Mr. Joshua Douglas Fabel, Ms. Salley Rickenbacker Robinson, Ms. Caitlin O’Neal, Ms. Amanda Halloran and Ms. Melissa Boylan were interviewed for the Lexington Richland Alcohol and Drug Abuse Council vacancies.

Mr. Malinowski moved, seconded by Ms. Mackey, to come out of Executive Session. No actions were taken during executive session.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

**5. ITEMS FOR DISCUSSION/ACTION**

- a. Boards, Commissions and Committees Attendance Records Presentation – Mr. Tim Nielsen, Information Technology Department, gave a brief overview of the board, commission and committee attendance records online form.

Ms. Mackey inquired if there is a way the system can alert individuals of the quarterly reporting requirement.

Mr. Nielsen responded there is a report capability in the software that will make the Clerk aware of the status of the attend records, and a quarterly report could also be generated.

Ms. Mackey inquired about the archival capability of the software.

Mr. Nielsen responded, as a general rule, no data is deleted from the database, unless there is a specific records request to do so.

Ms. Barron stated she would like to see the “Notes” heading changed to “Reason” and make it a requirement, so it cannot be skipped. She noted we are not being informed why these individuals are missing the meetings. She inquired if this is a web-based software, which allows the individual maintaining the attendance records to go to a particular website to log-on.

Mr. Nielsen responded in the affirmative.

Ms. Barron inquired if the online application “talk” to this software.

Mr. Nielsen responded the OnBase software is utilized for the online attendance records and applications.

Ms. Mackey inquired, once a person is appointed, would it be the Clerk’s responsibility to input the appointee information or the staff of the board.

Mr. Nielsen responded the information is updated through the process by the Clerk’s Office.

Ms. Mackey stated, for clarification, the Clerk's Office is the record keeper, and the staff person assigned to the board, commission or committee would be inputting the attendance information.

Mr. Nielsen responded in the affirmative.

Ms. Mackey inquired if there is consideration for staff turnover, and can more than one person have access to the database.

Mr. Nielsen responded from a technical standpoint there is no issue with multiple people having access. It would be more of a business process decision.

Ms. Mackey moved, seconded by Mr. Malinowski, to forward to Council with a recommendation to approve the OnBase Attendance Application System.

Ms. Mackey would like to have a proposed reporting schedule included in the Council packet.

Ms. Barron noted if the board staff needs any technical assistance, they should reach out to the Clerk's Office.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- b. Existing Richland County Council Ad Hoc Committee List – Mr. Malinowski recommended stated the Blue Ribbon Ad Hoc Committee was formed as a result of the 100-year flood, and he believes it is no longer needed. The Transportation Ad Hoc Committee takes up all transportation-related matters; therefore, there is no need for the Dirt Road Ad Hoc Committee. He recommended any committee that is not currently active should be eliminated.

Ms. Barron stated the Council Office Overview Ad Hoc Committee was established last year by Mr. Livingston, and has not had an opportunity to meet.

Ms. Mackey noted for the Council Office Overview and Intern Ad Hoc Committees were recently established. There are Council members assigned to those committees, but a meeting has not yet been called.

Ms. Barron stated the City of Columbia's Mayor has made the decision not to continue with the Famously Hot New Year event; therefore, the Famously Hot Ad Hoc Committee would be obsolete.

Ms. Barron noted the recommendation would be to remove the following ad hoc committees: Blue Ribbon, Dirt Road, Famously Hot New Year, Civil Rights Museum, Ordinance Review, Privatization, and the Office of Small Business. Items for the Pinewood Lake and Sewer Ad Hoc Committees would be referred to the D&S and A&F Committees, respectively. The Council Office Overview, Intern and Renaissance Ad Hoc Committees should be retained.

Ms. Mackey stated she would also like to retain the Office of Small Business Opportunity Ad Hoc Committee. It is her opinion, there are some matters (i.e. the equity study) that need to be discussed in this committee.

Mr. Malinowski stated, it is his recollection, the Intern Ad Hoc Committee was established when the

**Rules and Appointment Committee  
June 7, 2022**

Clerk's Office only had two employees. He suggested combining it with the Council Office Overview Ad Hoc Committee.

Ms. Barron inquired if the Council Chair wishes to retain the Intern Ad Hoc Committee.

Council Chairman, Overture Walker inquired as to why the Intern Ad Hoc Committee has not met, and whether we view the committee as a part of the County's future vision. He stated the committee has to serve a purpose; therefore, what purpose do we see the committee serving.

Ms. Mackey stated there is a good bit of history with the Intern Program. This is one of the initiatives that was started when former Councilman Chip Jackson was on Council. Mr. Livingston restored the committee during his tenure as Chair. She believes there are Councilmembers that are interested in moving this initiative forward.

Mr. Malinowski requested staff to research what the intended purpose was for the Intern Ad Hoc Committee.

Ms. Barron requested to keep this item in committee in order to receive additional information.

- c. Renaming the Sewer Ad Hoc Committee to the Utilities Ad Hoc Committee – This item was taken up with Item 5(b).
- d. Board, Commission and Committee Descriptions – Ms. Mackey moved, seconded by Ms. Barron, to forward to Council with a recommendation to approve as distributed.

Ms. Anette Kirylo, Clerk to Council, stated the responses to Mr. Malinowski's questions from the May 17<sup>th</sup> Rules meeting can be found on p. 38 of the agenda packet. The Richland Library has agreed to adopt the County's re-appointment eligibility language, as follows: "Members shall not serve more than TWO (2) consecutive terms; however, upon service of TWO (2) consecutive terms a member may be eligible for reappointment after ONE (1) year of non-service."

Mr. Malinowski noted the Midlands Workforce Development Board's Executive Director recruits applicants, but it does not address term limits.

Ms. Kirylo stated the Midlands Workforce Development Board is federally mandated and are governed by their guidelines.

Ms. Barron stated she is concerned with how much oversight we can provide, since this is a federally mandated board. She noted the County's sole function is to appoint.

Mr. Malinowski noted the City of Columbia has established a 2-term limit and Lexington County a 3-term limit for the Riverbanks Zoo Commission, but the County does not establish term limits.

Ms. Barron suggested incorporating the County's re-appointment eligibility language for the Riverbanks Zoo Commission, which mirrors the City of Columbia's term limits. In addition, she recommended incorporating the County's re-appointment eligibility language for the Procurement Review Panel.

Mr. Malinowski suggested the Transportation Penny Advisory Committee description include the following language: "Members may be eligible for reappointment after ONE (1) year of non-

**Rules and Appointment Committee**  
**June 7, 2022**

service.”

Mr. Malinowski made a substitute motion, seconded by Ms. Mackey, to forward to Council with a recommendation to approve the descriptions as amended.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

- e. Animal Care Advisory Committee – Mr. Malinowski noted because the Animal Care Advisory Committee has not met in such a long time, but the rules state they should meet annually, we were going to approach them for feedback.

Mr. Leonardo Brown, County Administrator, stated this is an appointed committee; therefore, Council will need to appoint individuals before a meeting can be held.

Ms. Barron suggested finding out if there are individuals currently seated on the committee, so we can determine if the committee needs to be dissolved.

Ms. Kirylo stated there were two people appointed to the committee in 2016.

Ms. Barron directed staff to contact Ms. Sandra Haynes, Animal Services Director, regarding the status of the committee.

Mr. Malinowski suggested to establish term limits, advertise for new members and direct Ms. Haynes to schedule a meeting in March 2023.

Ms. Barron recommended including the vacancies in the next advertisement.

## 6. ITEMS FOR INFORMATION

- a. Boards, Commission and Committees Advertisement Schedule – No action was taken.
- b. Applications Currently on File – Ms. Kirylo stated the last advertisement was published in various locations (County website, County’s social media accounts, and the Women in Leadership website, etc.). She noted we received approximately 50 applications.

Mr. Malinowski suggested, for the public’s knowledge, to include an explanation for why there are highlighted names.

## 7. ADJOURNMENT – Ms. Mackey moved, seconded by Mr. Malinowski, to adjourn.

In Favor: Malinowski, Barron and Mackey

The vote in favor was unanimous.

The meeting adjourned at approximately 4:50 PM.

**Rules and Appointment Committee  
June 7, 2022**

-5-

## Applicant Information

**First Name \***

KIMBERLY

**Last Name \***

KENNEDYGOODEN

**Home Address \***    **Apt**

201 Glenshire  
Dr.

**City \***

Columbia

**State \***

SC

**Zip \***

29203

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \***    **Suite**

180 Turkey Farm  
Rd

**City \***

Blythewood

**State \***

SC

**Zip \***

29016

**Number \***

(803)949-  
7040

**Type \***

Mobil  
e

**Secondary Phone Type**

**Email Address \***

kennedygooden29@gmail.com

**Sex \***

Male    Female

**Age Group**

18 - 25    26 - 50    Over 50

## Background

**Education Level \***

Master's

**Professional Background**

Social Worker Richland County DSS, Therapist DMH, Liason DSS  
and Mental Health , Permant Sub Richland School District2

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes    No

**Name of Committee, Board or  
Commission in which interested: \***

Lexington/Richland Alcohol and  
Drug Abuse Council (6)

**Reason for interest: \***

Previous Board Member and work history serving clients with  
Alcohol and Drug addictions

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

I have a wealth of knowledge in  
serving people with addictions. I  
have a ongoing desire to serve this  
population. I have a outgoing  
personality. I am able to collaborate  
effectively with a diverse group of  
people.

**Any additional information you wish to share:**

**Recommended by a Council  
Member? \***

Yes    No

**Council Member name(s):**

**Hours willing to commit each  
month:**

as needed basis

## 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 Interest

*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:**

## Resume (2)

Resume

[CCC - Resume - 5/24/2022 - Lexington/Richland Alcohol and Drug Abuse Council \(6\) -](#)

[CCC - Resume - 5/24/2022 - Lexington/Richland Alcohol and Drug Abuse Council \(6\) -](#)

## Signature

I understand that checking this box and entering my name constitutes a legal signature \*

**First Name \*** **Last Name \***

Kimberly Kennedy-  
Gooden

Submit

**Kimberly A. Kennedy-Gooden**  
**201 Glenshire Drive**  
**Columbia, SC 29203**  
**803-949-7010**  
[\*\*kennedygooden29@gmail.com\*\*](mailto:kennedygooden29@gmail.com)

**Objective: Seeking employment where as I can utilize my executive management experience along with my work executive board appointments, and my advanced levels of education.**

**Experience: Work and Board Agency Appointments**

**Substitute Teacher**  
**Richland School District 2 Columbia, SC**  
**August 2021- Present**

**Responsible for implementing instructed lessons for students.**  
**Responsible for accessing the educational needs of the students to**  
**Ensure their educational needs are met.**

**Stay at Home Mom**  
**The Gooden Family - Columbia, SC**  
**August 2007- Present**

**Responsible for maintaining the household.**  
**Responsible for budgeting, and scheduling of family members.**

**Treasurer (Appointed) Executive Board Member  
Greater Columbia Community Relations Council- Columbia, SC  
July 2010 to September 2012**

**Responsible for meeting and planning events with the organization.  
Responsible for supplying the board with financial aspects of the organization.**

**Human Services Coordinator I/ Mental Health Coordinator  
Department of Mental Health- Rock Hill, SC  
August 2004 to September 2007**

**Supervised the daily operation of the program unit.  
Responsible for providing assessments, referrals and counseling services.**

**LRADAC (Appointed) Executive Board Member  
Lexington/ Richland Alcohol and Drug Abuse Council- Columbia, SC  
June 1998 to August 2004**

**Served on the Board of Directors to ensure policies of the organization were met to the standards of Lexington and Richland County.  
Worked with many organizations and community leaders to ensure that their needs were being kept.**

**Interstate Compact Worker  
Department of Social Services- Columbia, SC  
October 1998 to July 2004**

**Managed and collaborated with other state agencies for the purpose of moving children legally from state to state through the adoption system.  
Managed and monitored assigned caseloads.**

**Child Protective Services  
Department of Social Services- Columbia,SC  
September 1995 to August 1998**

**Provided case management with continued assessment of medical, educational and social needs of the assigned children in my caseload. Advocate for children and families served by the agency.**

**Youth Counselor  
Department of Social Services - Columbia,SC  
August 1994 to August 1995**

**Managed the caseload of children and families enrolled in the Teen Companion program.  
Assessed the needs of children and families at risk of premature pregnancies and alcohol and drug abuse problems.**

## **Education**

**Masters in Human Resource Development  
Webster University- St. Louis, MO  
Jne 2002 to July 2004**

**Masters in Counseling  
Webster University- St. Louis, MO  
August 2000to August 2001**

**Bachelors in Sociology  
South Carolina State University  
August 1989 to June 1993**

## **Groups**

**Delta Sigma Theta Inc. July 2002 to Present  
Greater Columbia Community Relations Council, July 2010 to September 2012  
LRADAC July 1998 to September 2004**

## Applicant Information

**First Name\***

JOANN

**Last Name\***

MADDEN

**Home Address\* Apt**

5 Buckeye Ct.

**City\***

Columbia

**State\***

SC

**Zip\***

29229

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address\***

4444 Broad River Rd.

**Suite**

**City\***

Columba

**State\***

SC

**Zip\***

29210

**Number\***

(803)397-0422

**Type\***

Mobile

**Secondary Phone Type**

**Email Address\***

Madjoann@aol.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Doctoral

**Professional Background**

I have been a Registered Nurse since 1990. I have at the South Carolina Department of Mental Health serving children and adolescents with mental illness and alcohol and drugs concerns. I have also worked in Augusta ,Ga at East Central Regional Hospital serving mentally ill adults. I am currently working at the Department of Corrections.

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or Commission in which interested:\***

Lexington/Richland Alcohol and Drug Abuse Council (6)

**Reason for interest: \***

I have a Doctorate as a Psychiatric Mental-Health Nurse Practitioner. I have been working in Mental Health since 1990. I have experience working in alcohol and and drugs. I am willing to serve Richland County.

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission: \***

I have an understanding of alcohol and drugs having worked with adolescents at William S. Hall Psychiatric Institute. I am a kind, caring and compassion individual who understands the disease process of alcohol and drugs.

**Any additional information you wish to share:**

**Recommended by a Council Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each**

**month:**

negotiable for the needs of the committee/board

**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 Interest**

*Do you have any financial or personal interest in any business or corporation (profit or not-forprofit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

**Resume (1)**

Resume

CCC – Resume – 5/23/2022 – Lexington/Richland Alcohol and Drug Abuse Council (6) –

**Signature**

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \*** **Last Name \***

Joann

Madden

**Date Received**

05/23/2022

Submit



## **Professional Experience**

**South Carolina Department of Corrections**, Columbia, S.C., November 2014- present  
Provide psychiatric/mental health services to adult inmates. Attend and participates in treatment team.

**East Central Regional Hospital**, Augusta, G.A.  
**Psychiatric Nurse Practitioner**, August 2014-November 2019  
Provide psychiatric/mental health services to adults in Forensic and General Mental Health services. Attend and participates in treatment team. Member of the Forensic Review committee and Credentialing committee.

**William S. Hall Psychiatric Institute**, Columbia, S.C.  
**Psychiatric Nurse Practitioner**, August 2010-August 2014  
Provide psychiatric/mental health services to children and adolescents. Attend and participate in treatment team. Attend and participate in probate court hearings.

**University of South Carolina College of Nursing Children and Family Healthcare Center**, Columbia, SC  
**Psychiatric Nurse Practitioner**, August 2007-August 2010  
Provide psychiatric/mental health services to children and adult.

**University of South Carolina College of Nursing**, Columbia, SC  
**Clinical Instructor**, August 2007-May 2008  
**Provided on site psychiatric nursing instruction for junior level nursing students.**

**William S. Hall Psychiatric Institute**, Columbia, South Carolina  
**Resource Nurse II**, October 2002- August 2007  
Provide orientation to nursing personnel. Primary nurse for patients in the Child and Adolescent division. Responsible for trending data received from audits and guiding staff in developing quality improvement plans.

**Providence Hospital Northeast**, Columbia, South Carolina

**Patient Care Coordinator**, June 2001- October 2002

Performed medical and mental health case management to include contacting the insurance companies and discharge planning. Served on the Education committee. American Heart Association CPR Instructor.

**William S. Hall Psychiatric Institute**, Columbia, South Carolina

**Resource Nurse II**, November 1997- June 2001

Responsible for planning, implementing, evaluation, and updating a comprehensive entry level orientation program for nursing service. Taught annual mandatory classes. American Red Cross CPR Instructor.

**G. W. Bryan Psychiatric Hospital**, Columbia, South Carolina

**Resource Nurse II**, May 1997-November 1997

Responsible for planning, implementing, evaluating, and updating a comprehensive entry level orientation program for nursing service. Taught annual mandatory classes.

**Companion Healthcare**, Columbia, South Carolina

**Managed Care Coordinator/Quality Improvement Coordinator**, August 1993- April 1997

Responsible for management of a caseload including admission, concurrent, and retrospective reviews. Performed monthly statistical analysis of data.

**William S. Hall Psychiatric Institute**, Columbia, South Carolina

**Nurse Clinician**, October 1990- August 1993

Provided orientation to nursing staff. Responsible for auditing medical records for quality purposes to ensure compliance.

**Baptist Medical Center**, Columbia, South Carolina

**Staff Nurse**, June 1990- October 1990

Performed primary nursing care duties on the Neurology floor. Served as charge nurse.

## **Skills**

**Computer:** Microsoft Word, Avatar Electronic Medical Record, NextGen Electronic Health Record

**Certification**                      **ANCC- Board Certification Family Psychiatric Mental  
Health Nurse Practitioner**

**Professional  
Affiliation**                      **Chi Eta Phi Sorority, Inc.  
American Nurses Association  
South Carolina Nurses Association**

**References**                      **Available upon request**

## Applicant Information

**First Name \***

LUCIA

**Last Name \***

JACOBS

**Home Address \***

20 Caddis Creek  
Court

**Apt**

**City \***

Irmo

**State \***

SC

**Zip \***

29063

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \***

20 Caddis Creek  
Court

**Suite**

**City \***

Irmo

**State \***

SC

**Zip \***

29063

**Number \***

(803)955-  
6730

**Type \***

Home

**Secondary Phone Type**

**Email Address \***

lckjacobs@gmail.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Master's

**Professional Background**

I am a professional educator for 27 years in the public schools of Columbia, SC. I am also working on my Doctorate.

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

Lexington/Richland Alcohol and  
Drug Abuse Council (6)

**Reason for interest: \***

I would like to lend my experience as an educator to this  
advisory council.

**Your characteristics/qualifications,  
which would be an asset to**

**Committee, Board or Commission: \***

I am able to conduct research and  
analyze data that will support the  
goals and objectives of the advisory  
council. I am also able to make  
presentations on behalf of the  
council to the public.

**Any additional information you wish to share:**

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each  
month:**

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

## Statement of Financial or Personal Interest

*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:**

## Resume (1)

Resume

[CCC - Resume - 5/23/2022 - Lexington/Richland Alcohol and Drug Abuse Council \(6\) -](#)

## Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \*** **Last Name \***

Lucia Jacobs

**Date Received**

05/23/2022

Submit

*Lucía K. Jacobs*

20 Caddis Creek Court  
Irmo, South Carolina 29063

---

## **RESEARCH INTERESTS**

Pre-Service & New Teacher Support, Culturally Relevant Pedagogy, Teacher Leadership, School Culture, Organizational Behavior Management

## **EDUCATION**

### **Doctor of Education in Curriculum and Instruction**

Gardner-Webb University, Boiling Springs, NC, December 2022

Dissertation Topic: SCHOOL STAKEHOLDER PERCEPTIONS OF SCHOOL MISSION STATEMENTS ALIGNMENT TO SCHOOL PRACTICE, PERCEPTIONS AND CULTURAL IDENTIFIERS: AN INTERPRETATIVE PHENOMENOLOGICAL ANALYSIS

Dr. Blanton, Dissertation Chair

### **Master of Education in Educational Leadership**

University of South Carolina, Columbia, SC

### **Bachelor of Science in Physics/Biology**

South Carolina State University, Orangeburg, SC

## **PROFESSIONAL EXPERIENCE**

### **Certified Educator**

Lexington Richland School District Five

Irmo, SC

July 2021 - Present

### **Adjunct Assistant Professor**

Grand Canyon University

College of Education

Dec. 2018 - Present

### **Certified Educator**

Richland School District One

Columbia, SC

2004 – 2021

**Principal/Assistant Principal**

Public Schools of Calhoun County  
2000 – 2003

**Certified Educator**

SC Department of Juvenile Justice  
1995-2000

**RESEARCH / FIELD WORK EXPERIENCE****Virtual Professional Learning Module Co-Author****Title: Student Led Conferences**

Gardner-Webb University, EDCI Program, July 2021

Worked with team in Creating Web Content, Organizing Information for Slides

Link: [Student Led Conferences](#)

**Curriculum Design Project (Creation and Implementation) Columbia High School  
Science Department**

Gardner-Webb University, EDCI Program, May 2021

Lead team in Data analysis, Collaboration, Curriculum Design, Team Leadership,  
Teacher Leadership

**Behavior Change Project**

University of South Carolina, BCBA program Fall 2020

The behavior change project was planned, implemented, monitored, and documented  
the effects of a behavioral intervention on a socially significant target behavior.

**Program Evaluation (Olympia Learning Center – Orientation Program)**

Gardner-Webb University, EDCI Program, December 2019

Leading my team in Data analysis, Evaluation, Action Planning and Creating Executive  
Summary

**Professional Learning Communities Action Plan and Implementation**

Gardner-Webb University, EDCI Program, December 2019

Leadership in Action plan creation, Collaborating with colleagues and Professional  
Learning Communities research

**Family and Community Engagement Action Plan and Implementation**

Gardner-Webb University, EDCI Program, May 2019

Leadership in Action plan creation and implementation

## **Comprehensive Organizational Analysis and Needs Assessment**

Gardner-Webb University, EDCI Program, December 2018

Leadership in SWOT analysis, Organizational analysis, presentation and implementation

## **VOLUNTEER & COMMUNITY SERVICE**

Behavior Analyst Volunteer

Reading Program

University of South Carolina – Columbia

June – July 2021

Coached Pre-Service Teachers

Education Roundtable

University of South Carolina – Columbia

January 2009 - 2018

## **MEMBERSHIPS / AFFILIATIONS**

National Association of Science Teachers

South Carolina Science Council Board Member: Secretary, Newsletter Editor

South Carolina Association of Behavior Analysts

## **PRESENTATIONS/TRAININGS/WORKSHOPS**

### **South Carolina Association for the Education of Young Children**

- Title: Strategies for Enhancing Communication with Parents and Guardians
- Title: Classroom Strategies for Dealing with Students...Yes! All of Them!
- Title: Simple Classroom Management Strategies that Save your Sanity...and Your Voice

### **South Carolina Middle School Association Conference**

- Title: Being Smart With Technology: Your SmartBoard
- Title: Technology Integration for the New Teacher
- Title: Effective Technology Integration---Science Resources
- Title: Special Education “Tips” for General Education Teachers – Inclusion Rocks!

### **South Carolina Science Council Conference**

- Title: Tipping the Technology Scale in Your Favor
- Title: Academic Success in Science: Tips for Teachers of Deaf, ESL, and LD Students

- Title: Using Tweeting, Texting and Free Computer Apps to Enhance Communication with Parents

**National Science Teachers Association Area Conference**

- Title: Ecosystems and Biodiversity Field Study: Environmental Science Coursework

**National Science Teachers Association Area Conference**

- Title: Increasing the Rigor in the Science Education Classroom by Using Literacy Strategies

**South Carolina Alliance of Black School Educators**

- Title: Positive Behavior Intervention and Supports (PBIS) and the Safe and Supportive Schools Grant

## Applicant Information

**First Name\***

VERNELL

**Last Name\***

BUTLER

**Home Address\***

279 Oleander Mill  
Drive

**Apt**

**City\***

columbia

**State\***

SC

**Zip\***

29229

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address\***

5450 Strom Thurmond  
Blvd

**Suite**

**City\***

columbia

**State\***

SC

**Zip\***

29207

**Number\***

(803)569-  
9126

**Type\***

Mobil  
e

**Secondary Phone**

8037515978

**Type**

Hom  
e

**Email Address\***

vernellbutler88@yahoo.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Master's

**Professional Background**

HR SYSTEMS DEPLOYMENT ANALYST

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or  
Commission in which interested: \***

Internal Audit Committee (2)

**Reason for interest: \***

I am an exceptional internal auditor currently

**Your characteristics/qualifications,  
which would be an asset to**

**Committee, Board or Commission: \***

I currently develop and revise  
internal administrative and financial  
plans, policies and procedures in my  
daily duties.

**Any additional information you wish to share:**

**Recommended by a Council  
Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each  
month:**

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

### Statement of Financial or Personal Interest

*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:**

### Resume (1)

Resume  
[CCC - Resume - 12/17/2021 - Internal Audit Committee \(2\) -](#)

### Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \*** **Last Name \***  
Vernell Butler

Submit

“Vernell L. Butler  
279 Oleander Mill Drive, Columbia, SC 29229  
Phone: 803-569-9126  
E-mail: vernellbutler88@yahoo.com

### **Objectives**

To Obtain a position within your organization that will allow me to use my Top-Secret Clearance and enhance overall productivity and knowledge for the welfare of the organization and all employees. My intent is to use my experience to promote growth and the bottom line.

### **Education**

**DBA, Doctorate of Business Administration, Dec 2016**

**MBA, Masters in Business Administration, Jan 2014**

**BS Multi-Disc Studies, May 2011**

“ Human Resources Graduate Certification (Grantham University)

### **Experience**

#### **Human Resources Specialist/ Information Systems / Deployment Analyst Army July 2020- Present**

Develops and/or revises internal administrative plans, policies, procedures, task orders, guidelines and standards to coincide with business processes of Military Pay and Human Resources Information Systems. Initiate, develop, design, modify, enhance, validate, implement, and evaluate training program curricula and components for training programs.

Executes the functional operations of Military Pay and Human Resources Information Systems including workflow, management control, queries, roles, permissions, help desk, and training administrator of the command.

Performs strategic planning and execution of programs, procedures, and activities required to implement Military Pay and Human Resources Information Systems such as the Integrated Personnel and Pay System- Army (IPPS-A).

Conducts comprehensive reviews of missions, functions, organizations, work processes, methods and procedures, and other related criteria in order to determine appropriate manpower for the command. Planning and managing a comprehensive administrative support program that includes the spectrum of administrative support services, e.g., budget, administration, personnel, space management,

purchasing, information technology management, internal controls, mail, records, acquisitions, communication services and supplies.

Supervising through subordinate supervisors a staff of at least 15 administrative, technical and clerical personnel, organized into 3 or more distinct organizational units. Setting goals and priorities. Preparing schedules for completion of work.

Analyzing management issues for the District, developing short and long range plans to ensure office operations are conducted efficiently and effectively and meet mission requirements.

As the designated Operating Plan district, exercising significant autonomy for short and long range budget administration. On behalf of the U.S. Attorney serves as the primary financial manager for the District; responsible for budget formulation, presentation to EOUSA, and execution.

Developing and managing a comprehensive district-level personnel program exercising final authority for personnel planning and management activities to meet the short and long range needs of the office.

Projecting and analyzing space needs based on proposed initiatives, staff changes, and technology improvements. Designing office layouts, schedules alterations and repairs, overseeing building renovation, and directing the relocation of personnel to new space.

Planning and providing for all management services and office support functions in the district which include printing, publications, automation, selection of furniture and equipment, property management, and supplies.

Overseeing the purchasing program to ensure purchases are within delegated authority and guidelines.

Developing District-level Human Resources programs comprised of the following major functions: 1) recruitment, staffing, and placement; 2) jurisdictional policy development; 3) position management and classification; 4) performance management and recognition system; 5) employee benefits, pay and leave; 6) records management and administration and 7) employee training and development.

Planning, coordinating, and directing all administrative activities. This work includes personnel management/administration, budgeting and financial management, procurement and contracting, property management, and/or supplies.

Plan and directs a large Civilian Personnel Train the Trainer team providing guidance/advice to General Officer/Senior Commands, staff/ employees on all areas of Civilian Human Resource (HR) policy, regulations and laws.

Develop long and short range civilian personnel program plans and goals.

Produce and implement strategic workforce planning initiatives for CPAC and assist serviced organizations to assess, analyze and forecast talent required by the organization to meet mission requirements, career and developmental program goals.

Orient and promote an understanding and appreciation in staff officials, operating officials, and supervisors of their responsibilities for human resource management.

Brief supported command level officials on major policies, regulations, programs and issues involving human resource matters.

Direct and ensure program quality review and regulatory compliance, to include identification of problem areas, development and implementation of recommendations and corrective procedures.

Participate, as a key representative of supported customers, in conferences and meetings dealing with human resource and mission aspects to include downsizing, realignments, and reorganizations.

Work with the Division leadership on the management and coordination of the Division's financial and contracts portfolio.

Plan, organize, and oversee the Division's resource allocation in support of the activities of the Center's programs.

Serve as manager for a number of budgets activities related to intra-agency funding, and external funding.

Develop, manage, track and analyze budgets and approves funding expenditures.

Direct the design and implementation of internal procedures for contracting, cooperative agreements and other collaborative funding mechanisms.

Provide expert technical advice and recommendations to office leadership on execution of assistance programs and on funding mechanisms to ensure successful program execution.

Represent the Division on interagency and external committee and work groups as the authority on the Office's resource management process.

Perform ongoing analysis of special projects and related budgets to identify trends, gaps, and deficiencies and make recommendations to address them as appropriate

Supervising a subordinate staff of administrative, technical and clerical personnel. Setting goals and priorities. Preparing schedules for completion of work.

Analyzing management issues for the District, developing short and long range plans to ensure office operations are conducted efficiently and effectively and meet mission requirements.

Overseeing recruitment and placement activities to include analyzing projected manpower requirements and developing short and long-range plans.

Forecasting, preparing, and justifying budgetary requirements for funds.

Planning and providing for all management services and office support functions in the district such as: security, space and telecommunications, supply/property/inventory management, purchasing and records management.

**Human Resources Analyst / Doctrine Writer & Developer July 2019 – June 2020 (40 hours a week)**

**U.S. Army Soldier Support Institute, 10000 Hampton Parkway, Fort Jackson, SC 29207**

Writer / Developer for the Adjutant General Basic Officer Leaders Course. Responsible for the review, revision and updating of all Basic Officer Leaders Course lesson plans, POI, test writing, Development and implementation in to the Basic Officer Course. Directly involved with TDC, regulatory changes, information updates, classroom evaluations, After Action Reviews and all QA/ QC for the overall improvement of the structured courseware. Perform filing, typing, entering data, maintaining records, taking shorthand, and using and completing forms in accordance with organizational guidance and regulations. Articulate, present, and promote varied ideas and issues in accordance with organizational guidance and regulations. Prepare written documents for senior leaders on various subjects in accordance with organizational guidance and regulations. Works and communicates with clients and customers to satisfy their expectations. Instruct and advise training teams on current professional practices of adult learning, instructional design processes, and evaluation practices, to include such skills as determining the audience, writing learner-focused objectives, selecting instructional strategies, developing instructional materials, and developing course agendas.

Performs multiple, varying and complex assignments under the minimal direction of a manager, project/program manager, team leader or more experienced professional. May act as a contributing specialist on large work activities or as a project manager or team leader for large projects/programs/activities. Identifies and takes actions designed to eliminate institutional barriers to equal opportunity by possibly investigating and resolving cases of alleged illegal discrimination and/or by developing affirmative actions plans and other similar work products. Performs fact-finding, analyzing, writing and applying equal opportunity principles to identify and/or solve problems. Provides guidance, instructions and training to Federal government agency officials and employees on equal employment opportunity policies and practices. Provides EEO counseling and EEO training. Periodically reviews internal FAA EEO cases and performs other duties as assigned. Applies experience and comprehensive knowledge of EEO to conduct functional activities for projects/programs that often require the development of new and innovative approaches. Maintains reference material, project files and background documents; communicates policies procedures and instructions from the supervisor. Responsible for maintaining current knowledge of EEO and ADR policies, regulations, directives and practices to provide answers questions of other employees. Obtains needed information or decisions from the manager on problems that come up. Provides on the job training to new employees on the technical areas required to accomplish the work of the team, team-building and teamwork in accordance with established procedures and practices. Provides overall leadership, services and support in the following areas: Completes Service Area functions in support of Lines of Business/Staff Offices, Department of Transportation, EEOC, Stakeholders, etc., Communicates the EEO process to FAA applicants, employees, former employees and the general

public; Provides guidance in determining appropriate basis and claim when filing an Informal Pre-Complaint with the FAA; Provides consultation and guidance on the Alternate Dispute Resolution (ADR) - Mediation process to FAA management, employees, aggrieved person (current, former, and/or applicant); communicates the value and benefits of Mediation and reaching resolution at the pre-complaint level; Conducts internal training, coaching and technical assistance in the functional areas of responsibility as Team Lead; Consults and advises on reasonable accommodation requests; Conducts internal policy compliance reviews and internal consultation assessments and compliance with settlements, legal decisions and agreements; Prepares written reports, verifying and documenting complaint information on the required EEO report forms and templates; Oversees requests for Report of Investigations; Reviews ROIs for Settlement discussions and completes Special Projects. Provides guidance and instruction both internally and externally to address diverse, complex issues which often cross multiple projects, programs and/or functional areas.

Planning, coordinating, and directing all administrative activities. This work includes personnel management/administration, budgeting and financial management, procurement and contracting, property management, and/or supplies.

Initiate, develop, design, modify, enhance, validate, implement, and evaluate training program curricula and components for training programs

Serve as the primary HR representative to one or more major units of MACOM. Advise managers and employees on a wide variety of HR management functions and provides or oversees the provision of necessary services for those organizations. Track and follows-up on pending actions to assure that they are accomplished expeditiously and accurately. Assist program managers in applying HR principles in an equitable and consistent manner.

Advise on and conduct recruitment and placement activities for hiring, promoting, and reassigning staff. Determine basic eligibility and legal authority for proposed actions. Prepare vacancy announcements, screens for meeting basic qualifications, and assigns ratings or convenes and guides rating panels.

Assure that performance plans are developed and, as appropriate, advises on the elements in the plan. Ascertain that performance reviews are conducted and that performance issues are addressed including, as necessary, the development of performance improvement plans.

Determine that position descriptions are accurate and appropriate for the assigned employee or for recruitment actions. Initiate action to accomplish revisions or amendments to established PDs or, if necessary, development of a new PD that describes the assigned functions.

Advise on benefits matters, including all forms of leave, paid and unpaid, and the provisions of leave sharing, the Family Friendly Leave Act, and the Family Medical Leave Act; health and life insurance and long term care insurance provisions; and transportation subsidy and parking and shuttle availability. Advise on provisions of the Federal retirement programs and provides or obtains computations.

Work with the Division leadership on the management and coordination of the Division's financial and contracts portfolio.

Plan, organize, and oversee the Division's resource allocation in support of the activities of the Center's programs.

Serve as manager for a number of budgets activities related to intra-agency funding, and external funding.

Develop, manage, track and analyze budgets and approves funding expenditures.

Direct the design and implementation of internal procedures for contracting, cooperative agreements and other collaborative funding mechanisms.

Provide expert technical advice and recommendations to office leadership on execution of assistance programs and on funding mechanisms to ensure successful program execution.

Represent the Division on interagency and external committee and work groups as the authority on the Office's resource management process.

Perform ongoing analysis of special projects and related budgets to identify trends, gaps, and deficiencies and make recommendations to address them as appropriate

**Capabilities Manager, Human Resources, June 2018-July 2019 (45 hours a week)**

**U.S. Army Soldier Support Institute, 10000 Hampton Parkway, Fort Jackson, SC 29207**

Capabilities Manager for the implementation of the Integrated Personnel and Pay System Army. I am the TCM-HR Lead for the development and instruction of all policy and doctrine associated with the courses re-write for the U.S. Army Human Resources Management School. Supervised a staff of 7 military and 12 civilians. Administering the terms and conditions of contracts, including preparing

contract modifications including budgeting, finance, financial analysis and comptroller policy and procedure.

Advise leadership on position classification, position management, and organizational design issues. Provide guidance and render decisions on complex HR determinations. Provide guidance on merit system principles, prohibited personnel practices, and the development and use of valid selection criteria. Assign work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees. Maintain high levels of work production and sustain a high degree of database accuracy on all types of personnel actions. Ensure reasonable equity among individuals and/or teams for performance standards and workload. Counsel subordinates, develop performance standards and individual development plans, and rate staff. Provide guidance to subordinates on complex issues through review of completed work and production goals to attain maximum efficiency, economy, and effectiveness of civilian human resource operations benefit programs in addition to other employment related services, such as temporary employees, search firms, relocation services, etc. Evaluates position management in assigned organizations and provides assistance to supervisors and operating officials on ways to improve structure, work distribution, and the use of employee skills.

Analyzes and classifies individual positions descriptions.

Determines the correct classification by comparison to existing standards related to the work, and prepares necessary evaluation statements.

Studies and advises managers and supervisors on staffing requirements, resources, and problems in assigned offices involving a high degree of complexity.

Advise management on recruitment strategies, sources, special programs, recruitment, relocation, and retention incentive programs.

Provides guidance on merit system principles, prohibited personnel practices, the development and use of valid selection criteria, and other approaches that may help in staffing the organization.

Provides advice and assistance on automated personnel programs such as FASCLASS, and DCPDS.

Inputs and retrieves data from DCPDS, assures accuracy of organization and position data, and initiates corrective action when necessary. Performing position analysis to determine organizational requirements. Determining recruitment strategies and posting job announcements. Reviewing applications and applying qualification standards. Providing advice and assistance on performance management. Providing assistance in the administration of benefits programs. Administering guidance on pay and leave. Identifying training and development needs. Conducting evaluations of human resource program operations.

Planning, coordinating, and directing all administrative activities. This work includes personnel management/administration, budgeting and financial management, procurement and contracting, property management, and/or supplies.

Direct and coordinate all administrative functions within the Health Clinic and ensure subordinate Divisions/Work Centers comply with all applicable policies and procedures.

Analyze and interpret rules, regulations, directives, correspondence and related publications on matters of administration from higher headquarters, and keeps apprised of significant changes and developments.

Coordinate activities with, Fort Jackson, Regional Health Command, the Defense Health Agency, Federal, State and local authorities.

Plan and direct the division activities and coordinates priorities with the Clink executive staff, key military leaders and other departments and Division Chiefs.

Provide guidance and direction to division personnel.

Planning, coordinating, and directing all administrative activities. This work includes personnel management/administration, budgeting and financial management, procurement and contracting, property management, and/or supplies.

Plan and directs a large Civilian Personnel Train the Trainer team providing guidance/advice to General Officer/Senior Commands, staff/ employees on all areas of Civilian Human Resource (HR) policy, regulations and laws.

Develop long and short range civilian personnel program plans and goals.

Produce and implement strategic workforce planning initiatives for CPAC and assist serviced organizations to assess, analyze and forecast talent required by the organization to meet mission requirements, career and developmental program goals.

Orient and promote an understanding and appreciation in staff officials, operating officials, and supervisors of their responsibilities for human resource management.

Brief supported command level officials on major policies, regulations, programs and issues involving human resource matters.

Direct and ensure program quality review and regulatory compliance, to include identification of problem areas, development and implementation of recommendations and corrective procedures.

Participate, as a key representative of supported customers, in conferences and meetings dealing with human resource and mission aspects to include downsizing, realignments, and reorganizations.

Takes all appropriate steps and actions to appoint, promote, detail, reassign, demote, transfer, RIF, etc., in accordance with established policies, regulations and program goals.

Serve as the primary HR representative to one or more major units of MACOM. Advise managers and employees on a wide variety of HR management functions and provides or oversees the provision of

necessary services for those organizations. Track and follows-up on pending actions to assure that they are accomplished expeditiously and accurately. Assist program managers in applying HR principles in an equitable and consistent manner.

Advise on and conduct recruitment and placement activities for hiring, promoting, and reassigning staff. Determine basic eligibility and legal authority for proposed actions. Prepare vacancy announcements, screens for meeting basic qualifications, and assigns ratings or convenes and guides rating panels.

Assure that performance plans are developed and, as appropriate, advises on the elements in the plan. Ascertain that performance reviews are conducted and that performance issues are addressed including, as necessary, the development of performance improvement plans.

Determine that position descriptions are accurate and appropriate for the assigned employee or for recruitment actions. Initiate action to accomplish revisions or amendments to established PDs or, if necessary, development of a new PD that describes the assigned functions.

Advise on benefits matters, including all forms of leave, paid and unpaid, and the provisions of leave sharing, the Family Friendly Leave Act, and the Family Medical Leave Act; health and life insurance and long term care insurance provisions; and transportation subsidy and parking and shuttle availability. Advise on provisions of the Federal retirement programs and provides or obtains computations.

Supervising a subordinate staff of administrative, technical and clerical personnel. Setting goals and priorities. Preparing schedules for completion of work.

Analyzing management issues for the District, developing short and long range plans to ensure office operations are conducted efficiently and effectively and meet mission requirements.

Overseeing recruitment and placement activities to include analyzing projected manpower requirements and developing short and long-range plans.

Forecasting, preparing, and justifying budgetary requirements for funds.

Planning and providing for all management services and office support functions in the district such as: security, space and telecommunications, supply/property/inventory management, purchasing and records management.

**1SG Alpha Company, Allied LANDCOM, May 2017- June 2018 (45 hours a week)**

Responsible for the health, welfare and morale of 174 Soldiers disbursed across three countries. Ensured all personnel, administrative and quality of life requirements were provided in an effort to perpetuate training, mentorship, counseling and discipline. . Perform filing, typing, entering data, maintaining records, taking shorthand, and using and completing forms in accordance with

organizational guidance and regulations. Articulate, present, and promote varied ideas and issues in accordance with organizational guidance and regulations. Prepare written documents for senior leaders on various subjects in accordance with organizational guidance and regulations. Works and communicates with clients and customers to satisfy their expectations. Provides a full range of administrative, technical range, and clerical support services for the local Range Operations Office POC in support of the Operations Center. Working independently, resolves non-recurring problems. Uses judgment and initiative to make on-site decisions to prevent dangerous situations from occurring which could lead to serious injuries and loss of life. Provides Support Services for various key tasks which require detailed understanding of basic knowledge in a variety of range and operations specific areas. Disseminate safety information, i.e., severe weather warnings and watches, heat categories, fire danger status, and aircraft over flight. Assist with in-house training sessions, exercises, and briefings for installation personnel covering such topics as emergency procedures. Ensure control measures to safeguard and prevent the loss of classified material are in place and updated as required. I have provided direct technical and administrative supervision to the Military and Voluntary Service Specialist for the LANDCOM Commanding General compound. Responsibilities included development of performance standards, writing position descriptions, evaluating work performance, counseling of employees whose performance is marginal or unsatisfactory, and initiating disciplinary actions when necessary. Serving as a source of procedural and systemic information on all aspects of docketing functions. Functioned as the docketing system subject matter expert and training other employees on related processes and procedures for all UCMJ and courts martial proceedings. Capacity for maintaining and extracting data from automated docketing databases and systems. Responsible for inputting information into databases and systems and updating records. Developing and maintaining automated records from initial referral to final disposition and case file closures. Receiving and reviewing incoming case files and documents; analyzing content to determine the nature of the office's interest and cause of action.

Served as the Brigade Casualty Notification / Casualty Assistance Officer skilled in Casualty Affairs services such as coordinating with various organizations, resolving conflicts, presenting briefings, delivering study findings, and recommendations to managers; interpret, apply rules, analyze data, and recommend programs or procedural changes to the Casualty Office. Additionally, responsible for casualty case management. More than one year of specialized experience as the 1SG for the Defense Against Terrorism Center for the U.S. Army Allied Land Combatant Command, which includes work that involves managing the efficient and effective coordination of all aspects of law enforcement and fire protection/prevention functions; Manages the current year budgets and forecasts resources for fire, law enforcement and security; Recommends law and ROE enforcement configurations necessary to execute response operations for a military installation; Responsible for developing capable security / law enforcement operational plans and procedures for implementations of directives and service policies/procedures; Coordinated various disciplines such as fire prevention, fire inspection, disaster preparedness, emergency medical services, Chemical, Biological, Radiological and Nuclear response measures and counter-measures with other agencies to ensure the best possible response in times of crisis

**S2/S3 Security Specialist / Manager / Anti-terrorism Officer/Emergency Operations Officer, 369 AG Battalion, Soldier Support Institute June 2015-May 2017 (45 hours a week)**

Responsible for implementing the Battalion security action plan. Serve as Operations Officer and the Battalion Security Manager for the 369<sup>th</sup> AG Battalion. Performs dual duties as the Operations Officer /Battalion S3 in the planning, coordinating, and synchronization of the use of facilities, equipment, and manpower in support of the Battalion. Serves as the Battalion Security Manager with the responsibility

for the management and implementation of personnel, information, JPAS, clearance adjudication, Threat Assessment, disaster preparedness and emergency management, clearance verification as well as automation security programs and training for the battalion. **Duties also include** Ensure control measures to safeguard and prevent the loss of classified material are in place and updated as required. Manage a personnel security program, ensuring that appropriate investigations/re-investigations are submitted and clearances are kept current to meet mission requirements. Conduct inspections and reviews of security processes and trainings to ensure compliance with security policies/procedures. Maintain the Special Access Program (SAP) master database and record files for all indoctrinated and debriefed personnel. Responsible for the daily operations of Special Access Program Facilities (SAPFs) and technical management of the equipment. Provide monthly security metrics to support the Commands security readiness reporting requirements. Provide guidance and information regarding personnel security clearance requirements, Sensitive Compartmented Information (SCI) access, and adjudicative guidelines to internal and external customers. Assess degrees of vulnerabilities and select the appropriate countermeasures that will provide the necessary level of protection. Recommends solutions to complex planning problems related to conflicting factors of land use, development proposals, socioeconomic effects and environmental constraints Conducts, or directs the conduct of, investigations of project sites to determine feasibility of proposed project. Ensure all assigned personnel have the proper background check and access to handle the appropriate level of classified or sensitive information to perform their duties.

Process Security Background checks through Personnel Security Investigation - Center of Excellence (PSI-CoE) for the subcommand, subordinate elements, assigned foreign nationals, and candidates as required.

Recommend measures and methods to correct security deficiencies; and provides training and guidance to subordinate element security officers in all assigned security disciplines.

Monitor the status of PSIs and provide the results of adjudication.

Plan, formulate, and coordinate Security programs for the subcommand and subordinate elements.

Ensure proper procedures and guidance is provided to all staff and subordinate elements on safeguarding, marking, transmitting, and destroying of classified and unclassified materials.

Develop and implements the unit Information Security program and plans in order to protect critical or sensitive unclassified information and develops a Critical Information List (CIL).

Conduct periodic inspections of facilities and activities to ensure compliance with established policies and procedures.

Conduct staff assisted visits, inspections, reviews of assigned activities.

Conduct security education programs and provide briefings (initial, annual, periodic, special) to assigned personnel.

**Senior Instructor, Human Resources Management School, SSI, May 2014- May 2015 (45 hours a week)**

Responsible for the training of over 120 Instructors in Human Resources Management methodologies, techniques, instructional testing procedures and HR core knowledge. Responsible for instilling skills relevant to complex training programs, providing positive leadership and guidance resulting in over 12,000 professionally trained Human Resources Professionals. Coordinate special programs such as Government travel card program, service based costing and the Management Control Plan. Interprets administrative regulations and policies and implement changes for Command. Administers timekeeping and rating/evaluation programs for the Command. Provides advice and assistance to the Command regarding all administrative matters. Provides a full range of HR services for managers and employees; advises management and employees on complex personnel issues. Assigns, manages and coordinates projects and taskers to ensure all suspense's and data calls are met in a timely manner.

**HR Doctrine Writer, March 2012- May 2014 (45 hours a week)**

Responsible for the integration and implementation of all institutional and instructional knowledge required of all Human Resources Professionals, and revisions to ensure that all relative and pertinent Human Resources policy, doctrine and instruction remains relevant. Ensured that military HR was on a parallel course with civilian HR practices to include an SPHR civilian certification opportunity for all students. Supervised 24 doctrine writers. Writes and edits documents and prepares presentations to communicate program information. Assists with the development of briefing materials and updates to leadership. Presents and discusses a range of subjects as levels and changes in support services provided dictates.

**G1 Plans and Operations NCOIC, April 2010-March 2012 (45 hours a week)**

Managed day-to-day operations in the HR directorate in support of direct operations of over 7,000 Soldiers. Responsible for over 36 direct and indirect reports relevant to operational readiness including procurement, personnel, equipment, compliance and financials. Spearheaded initiatives enabling Division Commanders to be 100% mission capable through decisive Human Capital Management. Responsible for the direct supervision, training and oversight of 48 division staff members. Assist in conducting intake evaluations with individuals and families in need of social services assistance. Performing position analysis to determine organizational requirements. Determining recruitment strategies and posting job announcements. Reviewing applications and applying qualification standards. Providing advice and assistance on performance management. Providing assistance in the administration of benefits programs. Administering guidance on pay and leave. Identifying training and development needs. Conducting evaluations of human resource program operations.

**Army Personnel Talent Recruiter, January 2007- April 2010 (45 hours a week)**

Experience in developing and executing recruiting plans that surpassed all recruiting goals. Managed all phases of the full cycle recruiting requirements from initial sourcing and screening through contract negotiations and recruit job placement. Placed over 160 recruits in meaningful positions in this three-year period. Coordinate special programs such as Government travel card program, service based costing and the Management Control Plan. Creates various monthly and quarterly reports such as manpower reports. Reviews administrative directives and publications and ensures new information is disseminated to Command. Interprets administrative regulations and policies and implement changes for Command.

**Senior Human Resources Sergeant, June 2003- January 2007 (45 hours a week)**

Directed day to day Human Resources Activities for over 5,000 personnel. Overall responsible for all personnel transactions including, promotion, pay, housing, administrative analysis, Equal Opportunity / Sexual Harassment, emergency management and legal issues. Supervised a staff of 31 Personnel. Responsible for records management and mail/file administration for the Command. Coordinate special programs such as Government travel card program, service based costing and the Management Control Plan. Performing position analysis to determine organizational requirements. Determining recruitment strategies and posting job announcements. Reviewing applications and applying qualification standards. Providing advice and assistance on performance management. Providing assistance in the administration of benefits programs. Administering guidance on pay and leave. Identifying training and development needs. Conducting evaluations of human resource program operations.

## Applicant Information

**First Name\***

M. EVELYN

**Last Name\***

FIELDS

**Home Address\* Apt**

4128 Yale Ave

**City\***

Columbia

**State\***

SC

**Zip\***

29205

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address\* Suite**

300 College St

**City\***

Orangeburg

**State\***

SC

**Zip\***

29117

**Number\***

(803)240-9900

**Type\***

Mobile

**Secondary Phone Type**

Work

**Email Address\***

evelyn4128@gmail.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Doctoral

**Professional Background**

Higher Education: Professor and Administrator

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or Commission in which interested: \***

The Township Auditorium (7)

**Reason for interest: \***

I am committed to the Arts and as I contemplate retirement from higher education I am interested in being of more service to my community.

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission: \***

I have extensive experience in serving on Boards. Based on the research, I bring the five essential qualities of an effective Board Member:

- 1: I am always committed and dedicated to any task.
2. I have outstanding leadership skills.
3. I am honest and impartial
4. I am knowledgeable and a life long learner
5. I am trustworthy and discreet

I believe I will be a tremendous asset to the Board. I have extensive experience in effectively working with people of diverse backgrounds as I have worked at international and diverse universities and have traveled extensively.

I also have a financial background as I was the administrator of departments and units in higher education where I oversaw hundreds of thousands of dollars. Additionally I chaired national boards where I was responsible for the organizations' budgets. I also managed the budgets of university grants worth millions of dollars as the principal investigator.

**Recommended by a Council Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each month:**  
25

**Any additional information you wish to share:**

If given the opportunity, I look forward to adding my expertise to the current Board.

**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 Interest

*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:**

### Resume (1)

Resume  
[CCC - Resume - 10/22/2021 - The Township Auditorium \(7\) -](#)

### Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name\*** **Last Name\***  
M. Evelyn Fields

Submit

# Dr. M. Evelyn Fields: Curriculum VITAE/2021

---



**M. Evelyn Fields, Ph.D.**

4128 Yale Avenue

Columbia, S.C. 29205

803-516-4718 (W)      803-240-9900 (C)

[Evelyn4128@gmail.com](mailto:Evelyn4128@gmail.com)

[efields@scsu.edu](mailto:efields@scsu.edu)

**Education:**

2002                      University of South Carolina, Columbia, SC  
Ph.D. Early Childhood Education

**Dissertation:** *Effective Teachers of African American Boys: Examining Teacher Attributes*

**Dissertation Director:** *Dr. Kevin J. Swick*

1999                      University of South Carolina, Columbia, SC  
M.Ed. Early Childhood Education

1985                      University of South Carolina, Columbia, SC  
B.S. Journalism

1984                      University of South Carolina, Columbia, SC  
A.A. Business Administration

# Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

## Relevant Training:

- Institution: SCSU Distance Learning eFellows Training 2020
- Institution: CAEP Trained as Site Visitor 2015
- Institution: NAEYC (Early Childhood) SPA Training 2010
- Institution: NCATE National Board of Examiners Training 2009
- Institution: State of South Carolina Board of Examiners Training 2009
- Institution: ACEI (Elementary Ed.) SPA Training 2009
- Institution: West Ed. Program for Infant and Toddler Standard Caregiving 2005

**Areas of Interest/Research:** Culturally Relevant Teaching; Developmentally Appropriate Practice; Faculty Governance

## Academic and Administrative Experience

### **South Carolina State University Orangeburg, SC**

Located in the heart of Orangeburg, South Carolina State University was founded in 1896 as an 1890 land grant college with a mission to providing education and services to the citizens of the state. SC State University is a senior comprehensive institution of approximately 5000 students and is committed to providing affordable and accessible quality baccalaureate, master's, educational specialist, and doctoral degree programs. South Carolina State University distinguishes itself by having the only undergraduate environmental science field station in the nation; the only undergraduate degree program in nuclear engineering in South Carolina; the only Master of Science degree in transportation in South Carolina; the only Master of Business Administration degree with a concentration in agribusiness in South Carolina; and the only Doctor of Education degree focusing on education administration. SC State is ranked 3rd in the nation in graduating minorities with the Doctor of Education degree.

**06/2016-Present** Professor of Early Childhood Education/Child Development  
Chair of the Graduate Studies Council  
**Graduate Faculty**  
South Carolina State University  
Orangeburg, SC

**1/2015 – 06/2016** Professor of Early Childhood Education/Child Development  
**Chair of the Department of Teacher Education**  
**Graduate Faculty**  
South Carolina State University  
Orangeburg, SC

## **As Department Chair, I was responsible for:**

- Providing administrative leadership for 17 undergraduate and graduate academic programs, 20 fulltime faculty members and approximately 700 students.
- Represent the Department at all College meetings.
- Supervising all faculty and staff within the department
- Developing and implementing the vision for the department
- Providing professional development opportunities
- Aligning and overseeing the implementation of the University's strategic plan within the department
- Providing leadership for the collective work of faculty in the department
- Overseeing short- and long-term curriculum planning and course development in the department
- Coordinating and overseeing the CAEP accreditation process
- Representing the department with the SC Department of Education and the Commission on Higher Education
- Reviewing and approving all new course proposals
- Preparing all teaching schedules in cooperation with program coordinators
- Inputting and managing the department's budget
- Advertising, interviewing, and recommending the hiring of all faculty and staff within the department.
- Conducting annual reviews of all faculty and staff within the department
- Guiding and assisting faculty with tenure and promotion
- Managing facilities

## **7/2012-12/2014      Professor & Interim Associate Provost for Faculty & Programs**

As the Associate Provost I represented the Provost with the following entities and programs and oversaw evaluations:

- The College of Business and Applied Professional Sciences
- The College of Education Humanities and Social Sciences
- The College of Science Mathematics Engineering and Technology
- The School of Graduate Studies
  - These academic units consist of 4 Deans, 15 Chairs and 218 faculty
- The Registrar's Office
- The I.P. Stanback Museum and Planetarium
- The Miller F. Whitaker Library
- International and National Exchange Programs
- Student Success & Retention
- Tenure & Promotion
- Additional program oversight includes:
  - Academic Program Assessments
  - Chair of the Educational Policies Council

## Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

- Managing the Quality Enhancement Program (QEP)
- Overseeing the University Center at Greenville
- Overseeing and Managing Specialized Accreditations
- Overseeing the General Education Committee
- Overseeing Felton Laboratory School
- Overseeing the Faculty Handbook Committee
- Other duties as assigned

**1/1/2008-6/30/2012** Associate Professor of Early Childhood Education/Child Development  
**Chair of the Department of Teacher Education**  
**Graduate Faculty**  
South Carolina State University  
Orangeburg, SC

### **As Department Chair, I was responsible for:**

- Providing administrative leadership for 17 undergraduate and graduate academic programs, 20 fulltime faculty members and approximately 700 students.
- Represent the Department at all College meetings.
- Supervising all faculty and staff within the department
- Developing and implementing the vision for the department
- Providing professional development opportunities
- Aligning and overseeing the implementation of the University's strategic plan within the department
- Providing leadership for the collective work of faculty in the department
- Overseeing short- and long-term curriculum planning and course development in the department
- Coordinating and overseeing the CAEP accreditation process
- Representing the department with the SC Department of Education and the Commission on Higher Education
- Reviewing and approving all new course proposals
- Preparing all teaching schedules in cooperation with program coordinators
- Inputting and managing the department's budget
- Advertising, interviewing, and recommending the hiring of all faculty and staff in the department.
- Conducting annual reviews of all faculty and staff within the department
- Guiding and assisting faculty with tenure and promotion
- Managing facilities

### **Supervising Administrator**

Felton Laboratory School  
South Carolina State University  
Orangeburg, SC 29117

Felton Laboratory School is a public elementary/middle school located on the campus of South Carolina State University. The maximum student enrollment is 250. I was responsible for

# Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

supervising the Principal and her administrative team as well as 35 faculty members. Major accomplishments include SACS Reaffirmation and Annual Yearly Progress.

## **Tenured Associate Professor of Early Childhood Education**

I taught the introductory, methods and graduate courses in the B.S., MAT and M.Ed. programs.

2006-2007 Associate Professor of Early Childhood Education/Child Development  
**Graduate Faculty**  
Program Director - Head Start Education  
Program Coordinator – Child Development  
South Carolina State University  
Orangeburg, S.C.

2000-2006 Assistant Professor of Early Childhood Education/Child Development  
**Graduate Faculty** (2005)  
Program Director - Head Start Education  
Program Coordinator – Child Development  
South Carolina State University  
Orangeburg, S.C.

## **Selected Accomplishments as Program Coordinator of Child Development and Director of Head Start Education:**

- Through recruitment, increased enrollment from 35 students to 180 students
- Coordinated the revision of the Child Development curriculum
- Developed articulation agreements with technical colleges
- Negotiated to be the first four-year institution in the state of SC to receive the TEACH scholarship money for child development/early childhood education students.
- Secured over \$250,000 in scholarship funding for students
- Oversaw the successful matriculation of four co-horts of child development majors

1996-2000 Program Administrator  
University of South Carolina Children’s Center  
Columbia, S.C.

1987-1996 Assistant Director  
University of South Carolina Children’s Center  
Columbia, S.C.

## **As Program Administrator of the USC Children’s Center, I was responsible for:**

- Supervising all teaching and administrative staff employed at the laboratory school.
- Advertising, interviewing, and hiring all personnel.
- Developing and implementing policies.

# Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

- Developing and managing the budget
- Maintaining licensure and accreditation standards

## **Classes Taught at South Carolina State University: All Courses are taught Face to Face/On-Line or Hybrid**

CD 200:	Intro to Child Development
CD 201:	Health and Nutrition for Young Children
CD 310:	Parenting
CD 331:	Creative Activities for Preschoolers
CD 420:	Preschool Organization and Administration
ECE 310:	Assessment in Early Childhood Education
ECE 313:	Early Childhood Curriculum
ECE 514:	Early Childhood Methods and Materials
ED 519:	Multicultural Education
ED 545:	Learning Theories for Teachers
EDHU 250:	Black Issues and Historical Figures in Education
EPSY 250:	Human Growth & Development
EPSY 260:	Principles of Learning
FCS 530:	Supervision and Administration of Programs for Young Children
IFD 532:	Lifespan Human Growth & Development
IFD 575:	Internship/Practicum

## **Professional Service:**

### **2017-2019                      President of the American Association of Blacks in Higher Education**

As President, I facilitated the mission of driving leadership development and access as it related to African Americans in Higher Education

### **2015-2017                      Vice President for Programming and President-Elect of the American Association of Blacks in Higher Education**

As V. President for Programming and President elect of AABHE, I oversaw the membership and administrative aspect of the organization.

### **2011-2013                      President of the South Carolina American Association of University Professors (SC AAUP)**

As President of the SC AAUP Council, I represented the membership of South Carolina with the National organization, presided over meetings and promoted shared governance and academic freedom within the academy.

### **2005- 2011                      President of the Faculty Senate and Chair of the Faculty: South Carolina State University**

As President of the Faculty Senate, I represented the Faculty with administration and the Board of Trustees. I served as an ex-officio member of the Board of Trustees and presided over of the

# Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

monthly Faculty Senate meetings.

## **2009 – 2011                      President of the South Carolina Association for the Education of Young Children (SCAEYC)**

As President of SCAEYC, I represented the membership of South Carolina with the National Association for the Education of Young Children (NAEYC). I coordinated and facilitated the advocacy and legislative agenda for the organization in the state of South Carolina.

### **Funded Projects:**

2021-2023 – Kellogg Foundation. Kellogg Racial Equity 2030. EAA-HBCU in collaboration w/NACADA and Kansas State. **\$1,000,000,000. Submitted.**

2012-2014 – South Carolina State University 1890 Research & Extension Program. Principal Investigator. *Charting a Vision for Academic Excellence: Closing the Achievement Gap.* **\$110,000.00.**

2009-2012 – United Department of Agriculture (USDA). South Carolina State 1890 Research and Extension. Principal Investigator. *The Effectiveness of Community Action Research and Professional Development Activities on the Classroom Roles and Partnership of Rural Pre-Service and In-Service Teachers.* **\$447,000.00**

2008-2010 – Title III Funding, South Carolina State University. *Teacher Education Retention and Success Plan.* Principal Investigator. **146,000.00**

2008-2009 – South Carolina Legislature. *Implementing Culturally Relevant Teaching.* Principal Investigator. **\$100,000.**

2008-2010 – PROJECT CREATE of SC. *Centers for the Re-Education and Advancement of Teachers in Special Education.* South Carolina Department of Education. Principal Investigator. **\$132,000.**

2007-2010 – United States Department of Education. South Carolina *Bridges to Early Learning.* In collaboration with the South Carolina Department of Education. Partner. **2.4 million dollars.**

2001-2004 -- United States Department of Agriculture (USDA). The Sciencprep Project: *Strengthening Scientific Preparation of Diverse Undergraduates.* Collaborative Partner w/Florida State University, South Carolina State University. Co-Principal Investigator. **\$300,000.**

2001-2003 – South Carolina Department of Health and Human Services (DHHS). WestEd. Infant/Toddler Faculty Incentive. Principal Investigator. **\$10,500.**

### **Editorial Board:**

AABHE Conference Proceedings, eVolume (2019)

Journal of African American Learners: Institute of African American Studies (2016)

# Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

## **Books:**

Swick, Kevin J., Williams, Reginald H., Fields, M. Evelyn (2017). *Empowering Homeless Families and Young Children: Educational Strategies for Early Childhood Professionals*. Springer Publications.

## **Book Chapters:**

Whitaker, W. Jr., Williams, M. V., Fields, M. E., et al (2009). Historically Black Colleges and Universities: The Development of Family and Consumer Sciences in HBCUs. In African American Women: Contributions to the Human Sciences. Kappa Omicron Nu. East Lansing, MI.

## **Peer Reviewed Journals:**

Swick, K., Fields, M. Evelyn, Williams, R. (2013). Parenting while homeless. Early Childhood Education Journal.

Swick, K., Knopf, H., Williams, R., Fields, M. Evelyn, (2013). Family strategies for responding to the needs of children experiencing chronic stress. Early Childhood Education Journal, V.41, Issue 3, pp.181-86.

Sherman, E.F., Fields, M., Gentry, J.F. (2013). Academic Freedom and Ture: Southern University. V. 99.

Davis K., Ralston, P., Fluellen, V., Johnson, L., Fields, M.E., Young-Clark, I., V., Colyard, & Rasco, M, (2010). Perceptions, experiences and use of resources as selected HBCU students transition to graduate school and professional roles in Family & Consumer Sciences. Family and Consumer Sciences Research Journal. Vol. 39, (1). Pg. 107-118.

McClellan, S. Fields, M.E. (2008). Teaching with differences in mind: What a difference it makes. Teacher Education Journal of South Carolina. Fall 2008. Vol. 8 (1). Pg. 57-60.

McClellan, S. Fields, M.E. (2006). Using African American children's literature as a means of supporting literacy development. Early Childhood and Elementary Literacy Annual Editions. Dubuque, IA: McGraw-Hill.

McClellan, S., Fields, M.E., (2004) Using African American children's literature as a means of supporting literacy development. Young Children. Vol. 59 (3). Pg 50-54.

Ralston, P., Floyd, K., Fluellen, V., Colyard, V., Fields, M.E., Rasco, M, & Bell, J. (2004) The SciencPrep project: Strengthening Scientific preparation of diverse undergraduates: Journal of American Association of Family and Consumer Sciences. Vol. 96(3). Pg. 16-23.

## **Peer Reviewed Monograph**

Fields, M. (2012). How understanding culture helps pre-service teachers effectively teach African American Children. In National Association of African American Studies (Eds.) Solving Social Issues through Multicultural Experiences. 20<sup>th</sup> Annual Conference. Baton Rouge, La.

## **Peer Reviewed Proceedings:**

Fields, M.E., McClellan, S. (2005, January) Effective teachers of African American boys. Paper presented at the Annual Hawaii International Conference, Honolulu, Hawaii.

Fields, E., Ralston, P., Lester, J., et al (2003, June) Successful outcomes of the SciencPrep project: A cooperative effort to provide undergraduate experiences. Paper presented at the annual meeting of American Association of Family and Consumer Sciences, Washington, D.C.

Ralston, P., Fields, E., Fluellen, V., Floyd, K., & Rasco, M. (2002, June) The SciencPrep project: A cooperative effort to provide undergraduate research experiences. Paper presented at the annual meeting of the American Association of Family and Consumer Sciences, Dallas, TX.

## **Peer Reviewed Paper Presentations:**

### **INTERNATIONAL:**

#### ***Hawaii International Conference on Education:***

- Effective Teachers of African American Boys-- Honolulu Hawaii '05

### **NATIONAL:**

#### ***National Association for Multicultural Education (NAME)***

- Effective Teachers of African American Boys in Early Childhood Classrooms – Washington, D.C. '02

#### ***Association for Childhood Education International (ACEI)***

- Enhancing the Academic Achievement of African American Students in Reading, Math and Science – Chicago, Ill. '09

#### ***American Association of Blacks in Higher Education (AABHE)***

- Executive Leadership for Historically Black Colleagues and Universities, Atlanta, GA '13
- Developing Student Leaders: Charting Productive Futures Beyond Higher Education – Atlanta, GA '10
- President's Leadership Academy (PLA): Building the Next Generation of Leaders for Colleges and Universities – Atlanta, GA. '09.
- 

#### ***Conference on Research Directions (CORDS)***

- Historical Solutions to the Historical Problem of Racism; Hilton Head, SC '13
- Preparing Pre-Service Teachers to Teach African American Children – Hilton Head, SC '11

## Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

- Solutions for Supporting the Academic Achievement of African American Children – Hilton Head, S.C. '09.

### ***National Black Child Development Institute (NBCDI)***

- Starting Early, Starting Now: Closing the Achievement Gap – Ft. Lauderdale, FL. '12
- Teaching Black Children Reading, Math and Science; Atlanta, GA, '08
- Effective Teachers of African American Boys: Who Are They? – Chicago, Ill; '07

### ***National Association of Early Childhood Teacher Educators (NAECTE)***

- Supporting the Development of Culturally Sensitive Teachers – Atlanta, GA, '06

### ***National Association for the Education of Young Children (NAEYC)***

- Beyond the Academy; Effectively Teaching African American Children—Washington, DC '13
- Closing the Achievement Gap for African American Children in Kindergarten and Primary Grades – Washington, DC, '09
- Young Children and the World of Work: What Do You Want to be When You Grow Up? – Dallas, TX, '08
- Closing the Achievement Gap: One Teacher at a Time – Miami, FL '05
- Effective Teachers of African American Boys, -- Chicago, IL, '03
- Transforming Candidates into Culturally Sensitive Teachers; Portland OR, '03

### ***American Association of Family & Consumer Sciences: (AAFCS)***

- Successful Outcomes of the SciencPrep project: A cooperative effort to provide undergraduate research experiences, -- Washington, DC '03
- The SciencPrep project: A cooperative effort to provide undergraduate research experiences – Dallas, TX '02

### **STATE:**

### ***The Action Council for Cross Cultural Mental Health and Human Services***

- **Invited Presentation:** The Impact of Poverty on Students' Achievement: Implications for Research Myrtle Beach S.C. Feb. '07

### ***South Carolina Early Childhood Association (SECA)***

- Closing the Achievement Gap—Greenville, S.C. '06.
- Gap Closing teachers – Myrtle Beach, S.C. '09

### ***South Carolina Association of School Administrators***

- **Invited Presentation:** Effective Teachers of African American Boys-- Myrtle Beach, S.C. '05

### ***South Carolina Association of Black School Administrators***

- **Invited Presentation:** Effective Teachers of African American Boys-- Myrtle Beach, S.C. '06:

### ***South Carolina Association for the Education of Young Children (SCAEYC)***

- The Education Summit Part II –Columbia, SC '13
- Child Development and Culture – Columbia, S.C. '11

## Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

- Empowering Homeless Families-Columbia, S.C. '11
- Empowering Homeless Families and Their Young Children – Columbia, S.C. '10
- Empowering Homeless and High-Risk Families During the Early Childhood Years – Columbia, S.C. '09
- Diversity in NAEYC Accreditation – Columbia, S.C. '09
- Effective Teachers of African American Boys: Who Are They? – Columbia, S.C. '08
- Closing the Achievement Gap: Effectively Teaching African American Children-Columbia, S.C. '06
- Closing the Achievement Gap: One teacher at a time- Columbia, S.C. '05
- **Keynote Address:** Closing the Achievement Gap – Charleston, S.C. '04
- Using African American Children's Literature to Support Literacy Development – Charleston, S.C. '04
- The Social Structure of Child Development - Charleston, S.C. '03
- Why Doesn't Anyone Look Like Me? The Importance of African American Children's Literature, Greenville, S.C. '02

### **Media:**

Fields, M.E., Moderator. (2021). Webinar: Critical Issues in Early Childhood Education in a Post Pandemic South Carolina.

Fields, M. E. Panelist. (2020). Webinar: It's a Different World for Faculty and Students: Pivoting, salvaging, and surviving the semester during COVID 19. American Association of Blacks in Higher Education

Fields, M. E. (2008). Language and literacy. Early Learning Standards Video Series. South Carolina Center for Child Care Development.

### **Selected University Academic Service:**

#### **Currently Serving 2019-21:**

- **Chair of the Graduate Studies Council**
- **Member of the Educational Policies Council**
- **Chair of the CEHSS Tenure and Promotion Committee**
- **University Post Tenure Committee**
- **Parliamentarian of the Faculty**
- **Chair of the Faculty Welfare Committee**
- **Editor of the Faculty**

#### **Have Served as:**

- Chair, Faculty Senate, South Carolina State University (SCSU) 2005- 2011
- Secretary/Editor of the Faculty 2011-2012; 2014-Present
- Member (Ex-officio), SCSU Board of Trustees 2005-2011
- Member, Academic Affairs and Faculty Liaison Board of Trustees Subcommittee, SCSU, 2005- 2011
- Chair, SCSU Graduate Studies Council, 2011-2012; Member, 2005 – 2011; Chair 2019-Present
- Member, Educational Policies Council, SCSU, 2003- Present
- Member, University Tenure and Promotion Committee, SCSU, 2008 - 2011
- Member, University Budget Committee, SCSU, 2005 – 2010

## Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

- Member, Faculty Handbook Committee, SCSU, 2006 – 2014
- Chair, SACS Faculty Compliance Committee, SCSU, 2006-2010
- Member, NCAA Certification Steering Committee, SCSU, 2009-2010
- Chair, SACS Quality Enhancement Plan Editorial Committee, SCSU, 2010
- Member, University Intercollegiate Council, SCSU, 2008; 2021-
- Member, Faculty Senate Welfare Committee, SCSU, 2005-Present
- Member, President's Inaugural Committee, SCSU, 2009
- Member, Student Success and Retention Committee, SCSU, 2007-2009
- Member, University Presidential Search Committee, SCSU, 2008
- Member, Vice President for Academic Affairs Search Committee, SCSU, 2009
- Member, Dean of the College of Business and Applied Professional Sciences Search Committee, SCSU, 2004

### **National, State and Professional Service**

- American Association of Blacks in Higher Education National Board (AABHE) 2011-Present
- National Association of African American Studies (NAAAS) 2011-2014
- Chair of Finance and Budget Committee - AABHE
- Chair, National AAUP Committee on HBI's and Scholars of Color 2011-2014
- Chair of the SC AAUP Conference 2011-2013
- Chair of the SC Association for the Education of Young Children (SCAEYC), 2009-2011
- New Program Reviewer, State Department of Education ,2011
- South Carolina Early Childhood Advisory Council, 2010-Present
- Member, South Carolina's 21<sup>st</sup> Century Teaching and Learning Task Force, 2009
- Member, Orangeburg Calhoun Technical College Advisory Board ,2009- 2011
- Member, South Carolina Public Education Accountability and Assessment Taskforce, 2008
- Member, TEACH Advisory Board, SC Center for Child Care Career Development, 2006-2008

### **Professional Memberships:**

- National Association for the Education of Young Children
- American Association of Blacks in Higher Education
- American Association of University Professors
- Association for Childhood Education International
- South Carolina Association for the Education of Young Children

### **Awards/Honors:**

- 2017 University Professor of the Year
- 2013 Golden Key Honor Society
- 2011 Best Paper Award- American Association of Family and Consumer Sciences Research Journal
- 2010 South Carolina State University Faculty Service Award
- 2008 South Carolina Association for the Education of Young Children Ralph Witherspoon Award

## Dr. M. Evelyn Fields: Curriculum VITAE/2021

---

- 2007 Professor of the Year, Department of Family & Consumer Sciences, SCSU
- 2004, 2005, 2007 Who's Who Among America's Teachers
- 2003 South Carolina Association for the Education of Young Children Service Award
- 2003 Professor of the Year, Department of Family & Consumer Sciences, SCSU
- National Scholars Honors Society

### References:

**Dr. Jack Thomas**  
President  
Central State University  
1400 Brush Row Rd # 142  
Wilberforce, OH 45384  
803.376.6390  
[jthomas@centralstate.edu](mailto:jthomas@centralstate.edu)

**Dr. Dereck Rovaris, Sr.**  
Vice Provost for Diversity, Equity & Inclusion  
& Chief Diversity Officer  
Louisiana State University  
135 Baton Rouge, LA 70803  
225-578-5736  
[drovaris@lsu.edu](mailto:drovaris@lsu.edu)

**Dr. Gail Joyner-Fleming**  
Interim Dean, Retired  
1844 Greenmore Dr.  
Charleston, SC 29407  
843-571-3213 (H) 843- 696-7380 (C)  
[fleminggail@bellsouth.net](mailto:fleminggail@bellsouth.net)

## Applicant Information

**First Name \***

LARRY

**Last Name \***

SMITH

**Home Address \***

**Apt**

4306Pine Forest  
Dr.

**City \***

Columbia

**State \***

SC

**Zip \***

29204

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address \***

**Suite**

4306Pine Forest  
Dr.

**City \***

Columbia

**State \***

SC

**Zip \***

29204

**Number \***

(803)033-  
67

**Type \***

Home

**Secondary Phone**

8032133167

**Type**

Cell

**Email Address \***

larry24nccu@gmail.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Doctoral

**Professional Background**

Attorney

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or**

**Commission in which interested: \***

The Township Auditorium (7)

**Reason for interest: \***

For approximately 30 years, I worked in a collaborative manner with the management of the Township Auditorium in my capacity as County and Assistant County Attorney. During that period my office in conjunction with the management of the, secured through the County Council 12 million dollars in bonds for the renovation of the building.

i enjoyed working with the staff and hope that I can continue to work with them as a member of the Board.

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission: \***

30 years of collaboration with the Township management has allowed me to gain a significant amount of corporate knowledge regarding the operations of the building and management of the building.

Further, in my capacity as County Attorney I have worked with the building to address claims, law suites and other legal matters that affected the County as well as the Township

**Any additional information you wish to share:**

In addition, my office along with the Township management, and the funding provided by the Council, were able to purchase 5 lots around the building which is intended to be used for additional parking for the patrons, or expansion of the building. Those projects have not commenced at this point. However, I am hopeful that I can be of continued assistance in seeing those through, as well

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s): \***

Yvonne McBride & Paul Livingston

**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

## Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-forprofit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

## Resume (2)

Resume

[CCC - Resume - 10/26/2021 - The Township Auditorium \(7\) -](#)

[CCC - Resume - 10/26/2021 - The Township Auditorium \(7\) -](#)

Signature

I understand that checking this box and entering my name constitutes a legal signature\*

First Name\* Last Name\*

Larry

Smith

Submit

## Resume

**LARRY C. SMITH**  
4306 Pine Forest Drive  
Columbia, South Carolina 29204  
803-413-3661

### Education

- June 1970      Diploma, C.A. Johnson High School, Columbia, SC
- June 1974      B.A., Political Science, North Carolina Central University, Durham,  
NC
- June 1978      Juris Doctorate, North Carolina Central University School of Law,  
Durham, NC
- August 1981    M.A., Human Resources Management: Pepperdine University,  
Malibu, CA

### Special Coursework

- 1980            Defense Lawyers in Criminal Cases: Northwestern University,  
Chicago, IL
- 1979            Labor Relations Management School, US Air Force,  
Montgomery, AL
- 1979            US Army Procurement School Charlottesville, VA

### Professional Experience

	<p><b>County Attorney, Richland County, Columbia, SC</b> Responsibilities include representation and defense of county and all of its officers in any of the state courts or of the United States, works with county real estate conveyancing, title work and bond issues, brings all actions and proceedings that may be necessary to enforce payment and collection of any claims existing in favor of the county or of any of its officers, boards, or agencies, and advises the county administrator and all county officers and department heads in all matters where they seek advice or counsel. Meets with the council and the county legislative delegation whenever requested.</p>
--	--

	<p>Directly supervises a staff of four attorneys and an administrative staff consisting of an Administrative Assistant, and an Office Manager. Responsible for the management of an annual budget of approximately \$750,000. In addition to county staff responsible for coordination of the legal services of several private law firms that the county has retained.</p>
	<p>Private General Practice of Law, Columbia, SC Practice consisted of domestic, civil, criminal and employment cases.</p>
	<p>Staff Attorney, Richland County Attorney's Office, Columbia, SC Responsibilities included employee related matters, condemnations, EEO complaints, various other civil cases, as assigned</p>
	<p>Legal Office, McEntire Air National Guard, Columbia, SC Responsibilities included representing the South Carolina Air National Guard in various legal matters, as well as making recommendations to Commanders regarding various legal positions.</p>
<p>Nov.1983 30,1984</p>	<p>Assistant Solicitor, Richland County Solicitor's Office. Responsibilities included the administration and prosecution of criminal cases from the authorization of the arrest warrant through the final disposition of the case. This aspect of my job involved maintaining an ongoing relationship with investigators and policemen to provide them with consultation and information regarding ongoing criminal cases.</p>
<p>June 1981 to Aug. 29, 1983</p>	<p>Chief of Civil Law. U.S. Air Force Office of the Staff Judge Advocate, Myrtle Beach, S.C. Responsibilities included representing the government in suits filed against the U.S. Air Force in the areas of contract and labor law, as well as making recommendations to Commanders on a day-to-day basis regarding various other legal matters.</p>
<p>April 1979 to June 1981</p>	<p>Defense Counsel. U.S. Air Force, Homestead, FL Responsibilities included representing Air Force personnel subject to court martial, discharge or other disciplinary action.</p>
<p>Feb 1978 to April 1979</p>	<p>Chief of Civil Law &amp; Military Justice. U.S. Air Force, Homestead, FL Responsibilities included supervising the legal assistance and preventive law program at Homestead Air Force Base. The legal assistance program was designed to assist military members and their dependents with various legal problems. The preventive law program was created to try and minimize the legal problems that military members and their families would be confronted with.</p>
<p>June to August 1977</p>	<p>Neighborhood Legal Assistance Program, Charleston, SC. Responsibilities included representing migrant workers who were victims of illegal labor practices. This job provided an opportunity to explain complex legal issues and proceedings to those underprivileged and illiterate clients.</p>

## Part-time Positions

1983	Instructor. Webster College, Myrtle Beach Air Force Base, SC. Responsibilities included fully independent teaching in the area of constitutional law to classes in Webster College Masters Degree Program.  Instructor. Georgetown-Horry Technical College, Conway, SC. Responsibilities included independent teaching in the area of criminal justice.
<b>Skills and Interests</b>	Reading, tennis, racquetball, jogging, basketball and football.
<b>Honors and Awards</b>	Honorable Discharge, U.S. Air Force U.S. Air Force Commendation Medal U.S. Air Force Longevity Ribbon U.S. Air Force Expert Marksmanship Ribbon U.S. Air Force Commendation Medal (one oak leaf cluster) S.C. Air National Guard Achievement Medal
<b>Professional Organizations</b>	North Carolina Bar Association South Carolina Bar Association American Bar Association Phi Alpha Delta Law Fraternity
<b>Personal Data</b>	Date of Birth: July 30, 1952 Place of Birth: Columbia, SC

References available upon request

## Applicant Information

**First Name \***

ELLA

**Last Name \***

SHIVER

**Home Address \***

305 Blythe Creek  
Dr

**Apt**

**City \***

Blythewood

**State \***

SC

**Zip \***

29016

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address \***

416 Denham  
Avenue

**Suite**

**City \***

West Columbia

**State \***

SC

**Zip \***

29169

**Number \***

(803)790-  
4028

**Type \***

Work

**Secondary Phone Type**

Wor  
k

**Email Address \***

hcateacher4@hotmail.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Master's

**Professional Background**

Master's of Art in Education  
Retired Teacher (34years)  
Tutor/Coach-Reading, Writing & Math  
Director of Summer Enrichment Camp  
Owner/Operator of "SHYVA'S PAINT WITH A TWIST"  
Director of Education, Technology & Arts

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or  
Commission in which interested: \***

The Township Auditorium (7)

**Reason for interest: \***

I possess a wide variety of educational and professional background in the Arts that would be a great asset to the Township Auditorium.

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

I possess a wide range of educational and professional background in the arts that would be a great asset to the Township Auditorium and community. Master's degree in Art, directed numerous plays and headed various committees.

**Any additional information you wish to share:**

**Recommended by a Council  
Member? \***

Yes  No

**Council Member name(s): \***

Cheryl English

**Hours willing to commit each**

**month:**

Any given date/time needed in order to fulfill my duties.

**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 Interest**

*Do you have any financial or personal interest in any business or corporation (profit or not-forprofit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

**If so, describe:**

**Resume (1)**

Resume

[CCC - Resume - 10/27/2021 - The Township Auditorium \(7\) -](#)

**Signature**

I understand that checking this box and entering my name constitutes a legal signature \*

**First Name \*** **Last Name \***

Ella

Shiver

Submit

# Ella M. Shiver

305 Blythe Creek Drive Blythewood, South Carolina 29016 • (803) 409-8785 •  
[ellashiver2@gmail.com](mailto:ellashiver2@gmail.com)

---

## PROFILE

- Thirty-four years of teaching educational experiences in several leading schools and educational establishments
- Solid record of performance-based promotions
- Held lead teaching positions for 14 years within one organization
- Master of Art Education, Curriculum & Instruction with a Bachelor of Science Degree, Child & Family Education
- Smart board and PowerPoint literate with working knowledge of MS Word, and Internet

## PROFESSIONAL EXPERIENCE

### MANAGEMENT

- Directed staff of 7 to 10 associates in high volume environment
- Hired, trained, and evaluated as many as 45 employees throughout career
- Created employee and student incentives, development, and task-monitoring programs
- Oversaw community involved organizations
- Ensured parental satisfaction by inspiring and leading a knowledge and courteous staff
- Completed successful Orton-Gillingham training program Associate Level
- Completed successful Project-Read training program
- Ensured special needs clients with gross motor, independent, social, physical, and personal skills
- Acted in absence of director, effectively owning increased responsibility

## **HUMAN RESOURCE SKILLS**

- Outreach & community service
- Recruited trainees via in-house job postings, advertising campaigns, and job fairs
- Updated training manuals; coordinated and oversaw internal training courses
- Maintained knowledge of changing and safety regulations
- Implemented policies, training, and advisory committees
- Reviewed, updated, and presented character building
- Expanded employee relations and recognition programs
- Coordinated and published informative and morale-building for successful parenting in the 21<sup>st</sup> century manual

## **EDUCATION/ART**

- Instrumental in maintaining annual school accreditations for independent schools
- Consistently met or exceeded annual goals of achieving maximum success in the classroom
- Cultivated and maintained excellent working rapport with administration and faculty
- Direct Summer Enrichment Camps
- Assisted in judging Art award contests for Columbia Housing Authority
- Planned projects and placed Student/Self Paintings in South Carolina State Fair Competitions
- Art instructor/teacher – Sandhills Academy, Hope Christian Academy and Mount Moriah Baptist Church Summer Enrichment Camp
- Director of Education, Technology & Arts Program
- Tutor/Coach of Reading, Writing & Math
- Owner/Operator of “SHYVA’S PAINT WITH A TWIST”



## Applicant Information

**First Name \***

FRANETTE

**Last Name \***

BOYD

**Home Address \***    **Apt**

110 Baysdale  
Drive

**City \***

Columbia

**State \***

SC

**Zip \***

29229

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \***    **Suite**

PO BOX  
290365

**City \***

Columbia

**State \***

SC

**Zip \***

29229

**Number \***

(803)530-  
2276

**Type \***

Mobil  
e

**Secondary Phone Type**

**Email Address \***

boydfranette@gmail.com

**Sex \***

Male     Female

**Age Group**

18 - 25     26 - 50     Over 50

## Background

**Education Level \***

Master's

**Professional Background**

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes     No

**Name of Committee, Board or**

**Commission in which interested: \***

The Township Auditorium (7)

**Reason for interest: \***

I possess a rich history in the arts, and enjoyed the oversight of planning special events and activities for 10+ years. Added to the National Register of Historic Places in 2005, I look forward to an opportunity to assist with the marketing of the auditorium as not simply a theater for fun and entertainment, but sharing its legacy as well (which may also boost funding for the Township Foundation).

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission: \***

I am a graduate of the University of SC with a minor in theater and speech; keen understanding of fundraising and development for theatric structures; very knowledgeable about the historic status the building brings to our city; and I earned my Masters in Business Administration which provided the training to oversee and suggest polices and practices that improve business operations.

**Any additional information you wish to share:**

As a current participant in Leadership Columbia (sponsored by the Columbia Chamber of Commerce), I feel even more prepared to serve in a leadership role in this capacity. We are encouraged to consistently seek out opportunities that encourage growth and leadership.

**Recommended by a Council**

**Member? \***

Yes     No

Council Member name(s):

Hours willing to commit each 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

### Statement of Financial or Personal Interest

*Do you have any financial or personal interest in any business or corporation (profit or not-forprofit) that could be potentially affected by the actions of the Committee, Board or Commission?*

\*

Yes  No

If so, describe:

### Resume (1)

Resume

[CCC - Resume - 3/13/2022 - The Township Auditorium \(7\) -](#)

### Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name\*** **Last Name\***

Franette Boyd

**Date Received**

03/13/2022

Submit



**Accomplished senior administrator with consistent career growth through 4 leadership positions in 10+ years.**

**Demonstrated passion for delivering results** with a proven ability to plan and synchronize the essential details of multiple tasks in an efficient and resourceful manner.

---

### AREAS OF EXPERTISE

---

Fundraising/Marketing	Pre-Planning/Post Program Review	Contract Development/Negotiation
Customer Relationship Management	Forecasting/Tracking/Analysis	Proposal Development & Delivery
Staff Supervision/Training	Budget/HR Administration	Crisis Communication Management

### EXECUTIVE EXPERIENCE/ACHIEVEMENTS

#### **Renaissance Collegiate Academy** COLUMBIA, SC

**2019 - Present**

##### **Director of Operations**

*Under the supervision of the Executive Director, this position is responsible for the successful execution of a newly formed charter school, the efficient implementation of curriculum, faculty/staff/student recruitment and retention, and the completion of special assignments and projects.*

##### **Selected Accomplishments:**

- Negotiated and drafted faculty/staff contracts and salaries
- Serves as the LEA (Local Educational Agency) representative for the Academy, leads all IEP (Individualized Education Program) team meetings, and ensures the Special Education program operates under state/district compliance.
- Supervised the confidential planning and facilitated the execution of meetings and arrangements for the Board of Directors
- Implemented all structures and policies/procedures for faculty/staff on behalf of the Academy
- Designed and directed teacher trainings and facilitated program development for all staff
- Established the process for the maintenance of student records and the storage of confidential documentation
- Supervises the student intake process and the acquisition of student records from transferring districts, including managing enrollment, transfer, discharge, and readmission process for students
- Produced and drafted the plan for the launch of a capital campaign for the Academy
- Designs and drafts all Academy publications, and distributes the monthly Academy newsletter
- Created the process for requisitions, receives and distributes/stores classroom/school/office/work room materials and supplies; and established and maintains the ongoing inventory process
- Monitors and analyzes student performance assessment data – preparing reports as needed for various special projects
- Prepares annual performance audit in collaboration with the Executive Director
- Establishes and maintains professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, district personnel and partners.
- Prepares necessary forms for District Department of Human Resources to hire, upgrade, terminate or authorize special payments to staff

#### **Richland School District II** COLUMBIA, SC

**2013 – 2019**

##### **Rice Creek Elementary School (April 2018 – August 2019)**

##### **Instructional Specialist/Child Development (Special Services)**

*Under the supervision of the Principal, this position was responsible for the successful implementation and instruction of Pre-Kindergarten students, especially those students with emotional disabilities and developmental delays; and the facilitation of afterschool programs and school-wide activities.*

##### **Selected Accomplishments:**

- Assisted in the successful facilitation and planning for the Pre-Kindergarten Promotion Ceremony; including designing diplomas and special awards/certificates

- Designed bulletin boards and the set-up of play areas/centers in concert with the respective curriculum
- Successfully implemented lesson plans and assisted in structuring the daily schedule/discipline system implemented by the lead teacher (with a focus on special education)
- Developed strategies and programs that assisted students with delays perform closer to grade level and become more effective socially

### Joseph Keels Elementary School (August 2013 – April 2018)

#### Interventionist/Instructional Specialist

*Under the supervision of the Principal, this position was responsible for the successful development, implementation and instruction of Mathematics and English/Language Arts lesson plans for second and third tier students; and the facilitation of afterschool programs and school-wide special events and activities.*

#### Selected Accomplishments:

- Voted Staff Employee of the Month (May 2015)
- Supervised and facilitated the set-up of events and designed all event collateral for the Awesome Little Divas Step Team, the JKE-USC Strings Project Consortium, and the 5<sup>th</sup> Grade Promotion Ceremony; including diplomas, guest speaker plaques, and special awards/certificates
- Implemented the Response to Intervention Plan/Curriculum for all students who were identified as performing in Tier 2 and Tier 3; successfully exiting numerous students from their plan.
- Created invitations, place cards and event décor/centerpieces at zero cost for numerous events
- Appointed to provide leadership to numerous event committees, to include: Real Men Read, Grits for Grandparents, and Doughnuts with Dad
- Developed and executed the discipline policy for after school programs
- Served as mistress of ceremony for numerous school-wide programs and events
- Voice of the school greeting and other selected announcements

### Clafin University

2009 – 2012

ORANGEBURG, SC

#### Director, Office of Special Events

*Working for many units within the university, this position was responsible for the development, planning, promotion and execution of high-end special events and programs assigned by the President, First Lady, Vice President for Administration, and Institutional Advancement.*

#### Selected Accomplishments:

- Exceeded fundraising goal for Annual Golf Tournament in consecutive years, raising \$30K and \$40K respectively
- Identified keynote speakers for major university events and facilitated contract negotiations and all arrangements, to include: Ed Gordon, Anchor/Executive Producer, BET Nightly News (2011 Spring Convocation); The Honorable Kasim Reed, Mayor, City of Atlanta (2012 Commencement)
- Directed and implemented all event logistics for high profile visitors to the campus, earning superior evaluations to include: SACS Re-affirmation Committee activities, University Senate of the United Methodist Church, A Visit with The Honorable Andrew Young, Commemoration of the 50th Anniversary of the First Sit-in in the History of Orangeburg with the Honorable James Clyburn, Leo Twiggs Book Signing Celebration, and the James and Dorothy Z. Elmore Chapel Unveiling Program
- Produced, choreographed, directed, and facilitated the planning for the Miss UNCF Scholarship Pageant, including supervising pageant contestants, designing the program, drafting scripts, securing entertainment, and managing all program booklet ads
- Supervised the confidential planning and facilitated the execution of meetings and arrangements for the University Board of Trustees, to include: receptions, retreats, tours and spouses excursions
- Provided leadership for numerous events committees and recruited to represent the institution at various conferences and events
- Managed and trained 6 university interns/work-study students
- Appointed to serve as mistress of ceremony for numerous events and galas
- Improved and enhanced promotional materials, including design of invitations and programs, event scripts/timelines, booklets and presentations
- Designed plaques, certificates and other promotional materials developed in recognition of donors and event sponsors
- Established strong, sustainable relationships with community organizations and vendors to secure in-kind items to support events
- Successfully administrated the office budget in excess of \$100K

**Program Administrator I (Director, University Programs/Events)**

*Under the supervision of the university President, this position was responsible for the successful execution and implementation of special assignments and projects.*

**Selected Accomplishments:**

- Appointed to provide leadership/guidance to the 2008 U.S. Presidential candidates, senior NBC news executives, and over 500 news bureaus nationwide with the successful production of the 2007 Democratic Presidential Primary Debate
- Supervised, facilitated, and established social protocols for the planning for a VIP luncheon for His Excellency Amani Abeid Karume, President of Zanzibar
- Spearheaded the planning and designed all event collateral for a reception honoring the newly-elected House Majority Whip, The Honorable James E. Clyburn
- Oversight of activities for the 2008 Tom Joyner Scholarship Foundation – including recruiting, selecting and meeting with potential scholarship recipients
- Chaired and supervised the planning and fundraising efforts for the 2009 First Lady Scholarship Luncheon – raising over \$14,000.00
- Team Leader, 2009 Inaugural Steering Committee for the Inauguration activities for President George E. Cooper, Ph.D
- Under the Division of Student Retention earned outstanding evaluations as a University 101 instructor – a class designed to introduce incoming students to the university's policies, procedures, and campus life

**National Association for Equal Opportunity in Higher Education (NAFEO)**

**2002 – 2006**

WASHINGTON, DC/MOUNTAIN VIEW, CA

**Program Administrator**

*Under the supervision of the Senior Vice President, this position was responsible for the successful execution of a 7.5 million dollar national program funded by NASA (specifically the NASA-Ames Research Program) and the effective implementation of special assignments and projects.*

**Selected Accomplishments:**

- Designed advertising brochure, print and electronic ads, and negotiated advertising support for 2006 National Conference (Diverse Magazine, Chronicle of Higher Education, Jet magazine, among others)
- Spearheaded PR campaign for 2004 Presidential Peer Seminar generating extensive national coverage (Black Issues in Higher Education, NBC, CNN Headline News, FOX, Washington Post, National Public Radio, South Carolina Educational Radio and Television, CBS, among others)
- Led and organized national press briefings for Bill Cosby and the Honorable Rod Paige during the 2004 Presidential Peer Seminar
- Forecasted and executed banquet within budget for 2004 National Conference attended by 500+ university presidents/dignitaries/guests; including creating, printing and managing ticket distribution while negotiating banquet contracts/costs
- Secured over 5 corporate sponsors for the 2005 National Leadership Summit (Coca-Cola, Sodexo, Chronicle for Higher Education, among others)
- Created collateral marketing materials for; and designed, produced, and facilitated the National Writers of Passage Competition
- Generated public correspondence and moderated Model Institutions of Excellence Joint Forum sessions
- Facilitated placing student interns with faculty mentors and controlled intern pay schedules/travel/housing arrangements at the NASA Ames Research Academy in California
- Supervised and opened a remote office in Mountain View, CA; including the supervision of office equipment/décor
- Presided over orientation programs developed for student interns and faculty participants
- Moderated presidential roundtable discussions on behalf of President/CEO

**WIS-TV NBC NEWS CHANNEL 10**

**1999 – 2002**

COLUMBIA, SC

**News Assignment Editor/Co-Ancor**

*Under the supervision and guidance of the News Director, this position was responsible for the successful execution of news programming, anchor delivery, and the dissemination of sensitive information to the press and general public.*

**Selected Accomplishments:**

- Co-Anchored Holiday Showcase Live: a live news segment/talk show informing viewers about holiday shopping and décor

- Supervised 3 weekend news crews
- Field produced live shots and coordinated interviews with top political officials at Congressman Floyd Spence's funeral
- Led news editorial meetings and newsroom conference calls

## ACADEMIC PREPARATION

American Intercontinental University, Hoffman Estates, IL (2003)

**Degree Earned: Masters (Business Administration)**

University of South Carolina, Columbia (1998-2001)

**Degree Earned: Bachelor of Arts**

**Major: Electronic Journalism and Mass Communications**

**Minor: Theater and Speech**

## PROFESSIONAL AFFILIATIONS

### Leadership Columbia (Class of 2022)

*Leadership Columbia is the region's highly competitive, signature leadership program offered through the Columbia Chamber of Commerce*

### MeetingsNet

*THE meeting industry network providing award-winning, engaging content for decision-makers who plan meetings, incentives and events through integrated solutions*

### Leader in Me (LiM)

*A platform integrating several leadership, social-emotional learning, quality, and educational models and processes from past and current thought leaders including **The 4 Imperatives of Great Leaders** and **The 4 Disciplines of Execution**; with **The 7 Habits of Highly Effective People** a key component of the overall process*

### National Association for Multi-Ethnicity in Communications (NAMIC)

*A trade association whose members are PR, broadcast and new media professionals and entrepreneurs*

**Co-Chair, Membership Committee (Mid-Atlantic Chapter), 2006**

**Interim Chair, Public Relations Committee (Mid-Atlantic Chapter), 2006**

## COMMUNITY LEADERSHIP

**Dr. Joann Boyd-Scotland Foundation**

**2016 – Present**

Columbia, SC

**Secretary, Board of Trustees/Events Coordinator**

**Social Media/Online Content Manager**

**Lead Fundraiser**

**Chris Canty Foundation**

**2011 – Present**

Charlotte, NC and New York, NY

**Lead Volunteer/Events & Media Director**

**Greater Edisto Chapter of the American Red Cross**

**Summer 2007**

Orangeburg, SC

**Heroes Campaign Fundraiser Co-Chair and Press/Marketing Chair**



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

**Applicant MUST reside in Richland County.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve. Applications are current for one year.

**Applicant Information**

**First Name**  
JOSHUA

**Last Name**  
FABEL

**Home Address**  
1219 Hinnants Store Rd. Dist.  
2

**Apt**  
  
**City**  
Winnsboro

**State**  
SC  
**Zip**  
29180

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address** Suite

**City**

**State**  
SC  
**Zip**

**Telephone Number**  
(803)807-1122

**Work Phone**  
8035425171

**Email Address**  
jfabel@rcsd.net

**Sex**  
 Male  Female

**Age Group**  
 18 - 25  26 - 50  Over 50

**Background**

**Education Level**

**Professional Background**

**Service Information**

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

**Name of Committee, Board or  
Commission in which interested:**  
Lexington Richland Alcohol and Drug  
Abuse Council (6)

**Reason for interest:**

Your characteristics/qualifications, Any additional information you wish to share:  
which would be an asset to  
Committee, Board or Commission:

Recommended by a Council  
Member?

Yes  No

Council Member name(s):

Hours willing to commit each  
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

## Statement of Financial or Personal Interest

*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**

**Submit**

## Applicant Information

**First Name\***

SALLEY

**Last Name\***

RICKENBACKER ROBINSON

**Home Address\***

101 Village Farm  
Rd

**Apt**

**City\***

Columbia

**State\***

SC

**Zip\***

29223

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address\***

101 Village Farm  
Rd

**Suite**

**City\***

Columbia

**State\***

South  
Carolina

**Zip\***

29223

**Number\***

(303)656-  
0907

**Type\***

Mobil  
e

**Secondary Phone Type**

**Email Address\***

salleyrick@gmail.com

**Sex\***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level\***

Bachelor's

**Professional Background**

Healthcare Administration

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or  
Commission in which interested: \***  
LRADAC

**Reason for interest: \***

Addiction runs in my immediate family, and I am a member of  
Al-Anon. I am willing to be of service to the recovery  
community.

**Your characteristics/qualifications,  
which would be an asset to**

**Committee, Board or Commission: \***

Over 3 decades in health  
administration including disease  
program management, patient  
education, accounting, and  
insurance. In addition, I have  
contributed as a volunteer and board  
member in numerous positions over  
the years. I am an experienced  
professional and a long time  
philanthropic citizen.

**Any additional information you wish to share:**

**Recommended by a Council**

**Member?\***

Yes  No

**Council Member name(s):**

Hours willing to commit each

month:

Any hours

## 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 Interest

*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:**

## Resume (1)

Resume

CCC - Resume - 3/18/2022 - LRADAC -

## Signature

I understand that checking this box and entering my name constitutes a legal signature\*

<b>First Name *</b>	<b>Last Name *</b>
Salley	Rickenbacker Robinson

**Date Received**  
03/18/2022

Submit

# Salley Rickenbacker Robinson

Mobile: (303) 656-0907 Email: [salleyrick@gmail.com](mailto:salleyrick@gmail.com) Address: Columbia, SC 29223

<b>Profile</b>	<b>HEALTH INSURANCE ADMINISTRATOR</b> Analyst with over 20 years expertise in the health insurance and administration. Thorough background in claims processing, insurance billing, benefits analysis and chronic care programs. Strong clinical understanding and superior client service orientation.
<b>Key Skills</b>	<ul style="list-style-type: none"><li>- Medicare Parts A, B &amp; DMERC</li><li>- Telehealth</li><li>- Disease Management</li><li>- Fraud and Abuse</li><li>- Health Insurance Accounting</li><li>- Patient Education</li><li>- Provider Relations</li><li>- Claims Review</li><li>- Call Center Experience</li><li>- Medical Sales</li></ul>
<b>Work History</b>	<p><b>Lexington Medical Center: Business Office Associate (Columbia, SC 2020-2021)</b> Office and clerical operations. Scheduling for appointments, surgeries and admissions. Patient Liaison. Financial counseling as needed.</p> <p><b>Advantage Solutions: Sales Representative (Columbia, SC 2016-2019)</b> Marketing and merchandising consumer packaged goods. Executed go-to-market strategies for retail distributors. Territory doubled in size during tenure.</p> <p><b>Palmetto GBA: Accounting Administrator III (Columbia, SC 2012-2015)</b> Analyzed payment appeals and debt collections for J1 and J11 Medicare contract regions. Placed on ZPIC (Zone Program Integrity Contract) for Part A team as lead processor. Updated rebuttals for all lines of business. 2012 Team of the Year award.</p> <p><b>Backlund &amp; Associates: Business Analyst (Denver, CO 2008-2011)</b> Worked to raise small capital for start-ups in one of the hotbeds of renewable technology. Provided business finance advisement for entrepreneurs.</p> <p><b>Palmetto GBA: Accounting Tech II (Columbia, SC 2006-2007)</b> Daily review of quality control accountability per HCFA government regulatory requirements. Provided seamless transition from implementation to long term support model for regional Medicare Part B contract. Grew staff from one to five team members and oversaw temporary workers to determine optimal coverage.</p> <p><b>American Healthways: Program Administrator (Nashville, TN 1999-2004)</b> Provided strategic support for the care enhancement education program, coordinated meeting logistics, and collaborated with clinical staff. Coached health plan members.</p> <p><b>Bankers Trust: Client Services Administrator (Nashville, TN 1997-1999)</b> Managed account investment portfolio for over 20 clients. Proofed daily financial transactions and balanced year to date statements. Generated lump sum payments.</p> <p><b>Blue Cross/Blue Shield of SC: Customer Service Rep (Columbia, SC 1995-1997)</b> Processed durable medical equipment claims for the largest Medicare Part B government contractor in the country. Performed Secondary Payer casework activities. Consistently exceeded performance quotas, taking over 100 service center phone calls or closing 40 reviews daily.</p>
<b>Education</b>	BA, Geography, May 1991, The University of South Carolina
<b>Volunteer</b>	International Institute for Education Host Family, Symphony League Board, Cherry Creek North Neighborhood Block Captain, Sierra Club Executive Committee, Free Medical Clinic, Crescendo Newsletter Editor, Cherry Creek Theatre Volunteer Recruitment Manager, Junior League, Colorado Governor's Energy Office Education Coordinator

## Applicant Information

**First Name \***

CAITLIN

**Last Name \***

O'NEAL

**Home Address \* Apt**

829 BYRON  
ROAD

**City \***

COLUMBIA

**State \***

SC

**Zip \***

29209

**\*\* Please enter a physical address. No PO Boxes. \*\***

**Work Address \***

2838 DEVINE  
STREET

**Suite**

**City \***

COLUMBIA

**State \***

SC

**Zip \***

29205

**Number \***

(803)351-  
6247

**Type \***

Home

**Secondary Phone Type**

8037999993

Wor  
k

**Email Address \***

coneal@rplfirm.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Bachelor's

**Professional Background**

Teacher and current paralegal

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or Commission in which interested: \***  
Lexington/Richland Alcohol and Drug Abuse Council (6)

**Reason for interest: \***

My husband's brother has been an addict for 15 years in and out of rehab, with no success. I have a 5-year old and with the opioid crisis still hurting our community I want to be an advocate.

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

I am outgoing, organized, and love working with, and helping, people.

**Any additional information you wish to share:**

**Recommended by a Council Member? \***

Yes  No

**Council Member name(s):**

**Hours willing to commit each month:**

4

## 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 Interest

*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:**

### Resume

Resume

### Signature

I understand that checking this box and entering my name constitutes a legal signature\*

**First Name \*** **Last Name \***  
Caitlin O'Neal

**Date Received**  
05/03/2021

Submit

## Applicant Information

**First Name \***

AMANDA

**Last Name \***

HALLORAN

**Home Address \***

4009 Lamar  
Street

**Apt**

2

**City \***

Columbia

**State \***

SC

**Zip \***

29203

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address \***

4009 Lamar  
Street

**Suite**

Apt.  
2

**City \***

Columbia

**State \***

SC

**Zip \***

29203

**Number \***

(803)586-  
7607

**Type \***

Mobil  
e

**Secondary Phone Type**

**Email Address \***

ahalloran.carolina@gmail.com

**Sex \***

Male  Female

**Age Group**

18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Bachelor's

**Professional Background**

2011 - 2015 employed as Director of Operations at NAMI Mid-Carolina; 2015-2017 employed as Executive Director at Justice 360; 2017-2021 employed as National Manager of Growth Initiatives for Genoa Healthcare; employment with ABLE SC to begin in March 2022

## Service Information

**Presently serve on any County Committee, Board or Commission? \***

Yes  No

**Name of Committee, Board or Commission in which interested: \***

Lexington/Richland Alcohol and Drug Abuse Council (6)

**Reason for interest: \***

14 + years of recovery from Alcohol & Drug addiction in addition to years of service & personal recovery in mental health realm

**Your characteristics/qualifications, which would be an asset to**

**Committee, Board or Commission: \***

Personal journey of recovery from addiction & mental illness; numerous years of experience in the non-profit sector; numerous years of experience in the healthcare sector; contacts throughout SC and nationwide beneficial to LRADAC mission and purpose

**Any additional information you wish to share:**

**Recommended by a Council**

**Member? \***

Yes  No

**Council Member name(s):**

Hours willing to commit each

month:

6-8

## 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 Interest

*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:**

## Resume (1)

Resume

CCC - Resume - 2/21/2022 - Lexington/Richland Alcohol and Drug Abuse Council (6) -

## Signature

I understand that checking this box and entering my name constitutes a legal signature \*

**First Name \*** **Last Name \***

Amanda Halloran

**Date Received**

02/21/2022

Submit

# AMANDA HALLORAN MEDLOCK

ahalloran.carolina@gmail.com ◆ 803-586-7607 ◆ Columbia, South Carolina

**Collaborative team member | Community organizer | Empathetic manager |  
Growth-focused leader | Momentum initiator | Motivational messenger |  
Solution provider | Training developer**

## SELECTED ACCOMPLISHMENTS

- Graduate: South Carolina Diversity Leaders Institute, The Riley Institute at Furman University created for leaders united in their commitment in creating social and economic progress across the state.
- S.C. Women in Leadership, Founding Member – a South Carolina non-profit founded to place women in positions of leadership throughout South Carolina.
- Envisioned, coordinated & hosted “Justice, Grace, Mercy” - a citywide awareness-building event featuring Criminal Justice Advocate, Bryan Stevenson of the Equal Justice Initiative.
- Created inaugural “Minds on Main” Awareness and Fundraising event in Columbia S.C. to benefit the local affiliate of the National Alliance on Mental Illness.
- Nominee for the 2012 Jefferson Award – the United States’ most prestigious award in recognition of public service.
- Established sustaining donor programs for both Justice 360 & NAMI Mid-Carolina.

## PROFESSIONAL EXPERIENCE

**Genoa Healthcare  
Manager of Growth  
Initiatives  
November, 2017 - Oct.  
2021**

- Develop monthly / quarterly marketing programs for engagement with consumers & staff in 300+ mental health clinics throughout the U.S.
- Communicate weekly to team of 250+ with marketing, growth & motivational messaging
- Develop & instruct growth focused Continuing Education program for 250+ employees
- Manage & develop “Grand Opening” program for new site openings throughout U.S.
- Lend support, leadership & coaching opportunities to team members in need by:
  - Development & management of Focus Group training - a collaborative, problem solving effort
  - Development & Management of Growth Action Planning
  - Travel to sites throughout U.S. for 1:1 training opportunities
  - 1:1 coaching via Zoom/Teams
- Collaborate, train, & support others on the Leadership Team or their direct reports as requested.

*In my most recent position, I was member of a leadership team focused upon growth, education & motivation for a portion of front line, health care workers of our organization. My contributions led directly to 30% growth year over year.*

# AMANDA HALLORAN MEDLOCK

ahalloran.carolina@gmail.com ◆ 803-586-7607 ◆ Columbia, South Carolina

**Justice 360**  
**Executive Director**  
**July 2015 - October 2017**

- Justice 360 is a South Carolina non-profit founded to abolish the death penalty
- Charged with creating a more consistent, positive Public Relations presence in community and state
- Served as the public face of the Organization
- Developed and maintained positive relationships with community partners
- Managed and coordinated staff activities
- Streamlined and managed financial activities of organization with board oversight
- Diversified and managed yearly fundraising activities for organization
- Served as point of contact and primary coordinator with state legislators and their offices regarding pending legislative changes concerning capital sentencing or death row clients
- Planned, managed, and publicized all community/special events for organization

**National Alliance on Mental  
Illness (NAMI) Mid-Carolina**  
**Director of Operations**  
**July 2011 - July 2015**

- Managed day-to-day operations of regional non-profit organization
- Chaired annual NAMIWalks event from 2012-2014 raising over \$235,000
- Served as primary point of contact with community, press and non-profit partners
- Organized board activities including committee meetings, board of director meetings and annual retreats
- Managed volunteer duties

*As director of two non-profit organizations, both with traditionally stigmatized missions, I helped both organizations gain greater recognition and acceptance in the local community and statewide. Never one to shy from a controversial issue, I lean forward to ensure those I serve and represent have a voice, regardless of the boundaries set before them.*

# AMANDA HALLORAN

ahalloran.carolina@gmail.com ◆ 803-586-7607 ◆ Durham, North Carolina

---

## SELECTED ACCOMPLISHMENTS

- Work in Progress, Board of Directors, member, 2019-current
- Body Brave, Canada, guest panelist/speaker, current
- Speaker, NAMI Crisis Intervention education team, 2015-2019
- Yoga for Everyone – assistant instructor, Yoga class designed for persons living with disabilities.
- Co-host of yearly fundraiser, “Backpack Challenge” to benefit homeless population in the Midlands of S.C. 2014-17
- Women’s Rights Empowerment Network – member
- South Carolina National Action Network – member
- Columbia College Summer Leadership Institute – guest speaker, summers 2015, 16, 17

---

## EDUCATION

1994	Bachelor of Arts, Major in Interdisciplinary Studies University of South Carolina, Columbia, S.C.
2013	Graduate & current Mentee, Mindfulness Based, Stress Reduction Upstream: Center for Mindfulness and Holistic Mental Health
2015	Graduate, Carolina Academy of Non-Profit Leadership, Sisters of Charity
2021	Graduate & Certified in Adult Mental Health First Aid, National Council of Mental Wellbeing

## Applicant Information

**First Name \***

MELISSA

**Last Name \***

BOYLAN

**Home Address \*** Apt6724 Kaminer  
Dr.**City \***

Columbia

**State \***

SC

**Zip \***

29206

\*\* Please enter a physical address. No PO Boxes. \*\*

**Work Address \***6941 N. Trenholm  
Rd.**Suite**Suite  
A**City \***

Columbia

**State \***

SC

**Zip \***

29206

**Number \***(724)544-  
2997**Type \***Mobil  
e**Secondary Phone Type**

8036674190

Wor  
k**Email Address \***

drmelissaboylan@gmail.com

**Sex \*** Male  Female**Age Group** 18 - 25  26 - 50  Over 50

## Background

**Education Level \***

Doctoral

**Professional Background**

I am a graduate of the Palmetto Health-USC Family Medicine Residency Program, after which I practiced in a hospital-owned practice until July 2020, when I opened my own family medicine office, Noretta Family Medicine.

## Service Information

**Presently serve on any County Committee, Board or Commission? \*** Yes  No**Name of Committee, Board or****Commission in which interested: \***Lexington/Richland Alcohol and  
Drug Abuse Council (6)**Reason for interest: \***

I have admired LRADAC's mission since I first learned about the organization during my training at the Palmetto Health Family Medicine Residency Program over a decade ago. I have been in practice in Columbia for 10+ years and many of my patients have greatly benefitted from LRADAC's services. I see the need continuing to grow. I would love the opportunity to be a part of a well-established team that helps to ensure that LRADAC's services will continue to be available to everyone in their service area. As a small business owner, I also would appreciate meeting other professionals who share a desire to help the Midlands community.

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

People tend to say that I am conscientious, reliable, friendly and professional. As a family physician, I have knowledge of the widespread problem of substance misuse in our community and take into account the patient, provider, and community impact of decisions that are made.

**Any additional information you wish to share:**

I don't believe that owning a family medicine office is a conflict of interest, but I would like to disclose this fact to you.

**Recommended by a Council**

**Member?\***

Yes  No

**Council Member name(s):\***

Yvonne McBride

**Hours willing to commit each**

**month:**

Variable

### 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 Interest

*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:**

Please see above.

### Resume (1)

Resume

CCC - Resume - 3/17/2022 - Lexington/Richland Alcohol and Drug Abuse Council (6) -

## Signature

I understand that checking this box and entering my name constitutes a legal signature \*

**First Name \*** **Last Name \***

Melissa Boylan

**Date Received**

03/17/2022

Submit

**Contact Information:**

6724 Kaminer Drive  
Columbia, SC 29206  
724-544-2997  
DrMelissaBoylan@gmail.com

# Melissa Emily Boylan, MD, FAAFP

---

## **PROFESSIONAL EXPERIENCE**

- 2020-Present **NORETA FAMILY MEDICINE** Columbia, SC  
Owner and Family Physician
- Run all aspects of this Direct Primary Care office
- 2017–Present **UNIVERSITY OF SOUTH CAROLINA** Columbia, SC  
Clinical Assistant Professor of Family Medicine
- 2017-2020 - Attended in the Family Medicine Residency Clinic one half day/week
  - Participate in teaching medical students on clinical rotation
  - Lecture medical students and residents
- 2011-2020 **PRISMA HEALTH MEDICAL GROUP** Columbia, SC  
Employed Family Physician – Northeast Family Practice
- 2011-2017 **PALMETTO HEALTH CELIA SAXON HEALTH CENTER** Columbia, SC  
Employed Family Physician
- Cared for patients at this hospital-run free medical clinic one day/week
  - Responsible for Nurse Practitioner chart reviews and educational lectures

## **EDUCATION**

- 2008-2011 **PALMETTO HEALTH FAMILY MEDICINE RESIDENCY PROGRAM** Columbia, SC
- 2010-2011 Chief Resident
- 2004-2008 **GEORGETOWN UNIVERSITY SCHOOL OF MEDICINE** Washington, DC  
Doctor of Medicine
- 2000-2004 **UNIVERSITY OF NOTRE DAME** Notre Dame, IN  
Bachelor of Science, Magna Cum Laude
- Major: Science Pre-professional Studies

## **LICENSURE/ CERTIFICATIONS**

- 2011-Present American Board of Family Medicine Certification- Exp. 2021 – Recertification in progress
- 2008-Present South Carolina Medical License- Exp. 6/2023
- 2017-2020 NCQA Heart and Stroke Recognition Program Certification
- 2015-2018 NCQA Diabetes Recognition Program Certification

## **MEMBERSHIPS**

- 2007-Present American Academy of Family Physicians
- 2008-Present South Carolina Academy of Family Physicians

## **PROFESSIONAL ACTIVITIES**

- Fall 2016-2018     *Preceptor*, University of South Carolina Medical School   Columbia, SC
- Led small group medical ethics discussions for first year medical students
- April 2015-2016     *Preceptor*, Institute for Primary Care Education and Practice   Columbia, SC
- Mentored students during an annual retreat and precepted a nurse practitioner student during her family medicine clinical
- Summer 2013 and 2014     *Mentor*, Palmetto Health Shadowing Program   Columbia, SC
- Observed by a medical school candidate in my office
- April 2013     *Delegate*, American Academy of Family Physicians National Conference of Special Constituencies   Kansas City, MO
- Chosen by the SCAFP as the SC New Physician Delegate

## **VOLUNTEER ACTIVITIES**

- 2011-Present     *Physician Volunteer*, Good Samaritan Free Clinic   Columbia, SC
- Provide healthcare for uninsured Spanish-speaking patients
- 2012-2019     *Physician Volunteer*, Women at Heart/Wellfest   Columbia, SC
- Participated in "Ask the Doctor" sessions at this one-day event each year
- 2017     *Physician Volunteer*, National Park Rx Day   Hopkins, SC
- Participated in "Ask the Doctor" sessions during this one-day event
- 2012-2015     *Physician Volunteer*, Healthy Columbia   Columbia, SC
- Reviewed results of individual health screenings with participants at community events
- August 2011-2013     *Physician Volunteer*, SC Mission 2011-2013   Columbia, SC
- Provided healthcare for uninsured and underinsured SC residents during this two-day event each year

## **HONORS/AWARDS**

- 2020-2021     Selected as a *Premier Physician* in the Columbia Metropolitan Magazine
- 2018     Fellow of the American Academy of Family Physicians
- 2011     Palmetto Health Family Medicine Residency Award for Excellence in Maternity Care
- 2011     AFMRD/NAPCRG/CFPC Family Medicine Resident Award for Scholarship

## **PERSONAL ACTIVITIES**

- 2022-Present     *Volunteer*, United Way United Pony Express Pen Pal Program   Columbia, SC
- 2011-Present     *Board Member*, Notre Dame Club of South Carolina/Midlands   Columbia SC
- 2018 - 2020     President
- 2020 - Present     Vice-President
- 2019-2022     *Social Co-chair*, Kaminer Station Homeowners Association   Columbia, SC
- 2014-2016     *Treasurer*, Springwood Lake Individual Property Owners Association   Columbia, SC
- 2013-2014     *Secretary*, Springwood Lake Area United Neighbors   Columbia, SC

## AD HOC COMMITTEES

COMMITTEE	ACTIVE/INACTIVE
<del>Blue Ribbon</del>	Inactive (Last Met: 2020)
<del>Civil Rights Museum</del>	Inactive: (Last Met: 2018)
Coronavirus	Active
Council Office Overview	Inactive (Has Not Met)
Detention Center	Active
<del>Dirt Road</del> (Transportation Ad Hoc vets all transportation-related items)	Inactive (Last Met: 2018)
Employee Evaluation & Oversight	Active
<del>Famously Hot New Year</del>	Inactive (Event Cancelled)
Intern	Inactive (Has Not Met)
Office of Small Business Opportunity	Inactive (Last Met: 2018)
<del>Ordinance Review</del>	Inactive (Last Met: 2018)
<del>Pinewood Lake</del> (Refer items to the D&S Committee)	Active
<del>Privatization</del>	Inactive (Has Not Met)
Richland Renaissance	Inactive (Last Met: 2021)
<del>Sewer</del> (Refer items to the A&F Committee)	Active
Strategic Planning	Active

**BOARDS, COMMISSIONS AND COMMITTEE  
VACANCY AND APPLICATION DEADLINE SCHEDULE**

SUBMIT VACANCY LISTING TO RULES COMMITTEE	PUBLICATION OF AD (Estimate)	APPLICATION SUBMITTAL DEADLINE
July 19, 2022	July 24, 2022	August 19, 2022
October 18, 2022	October 23, 2022	November 18, 2022
February 7, 2023	February 12, 2023	March 10, 2023
May 2, 2023	May 7, 2023	June 2, 2023

**APPLICATIONS ON FILE**

**June 14, 2022**

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed	Status
Accommodations Tax	Alegron Williams	Unincorporated	7	11/10/2021	12/7/2021	Application on file
Airport Commission	Ron Mims	Unincorporated	1	3/15/2021	3/15/2022	Application on file
Airport Commission	Charlton Whipple	Unincorporated	1	1/25/2022		
Airport Commission	D. Michael Kelly	Columbia	6	2/3/2022		
Airport Commission	Brian Gwin	Columbia	5	3/2/2022		
Airport Commission	Frank Caggiano	Columbia	5	4/4/2022		
Airport Commission	Edward Frazier	Columbia	6	5/26/2022		
Airport Commission	Kevin Bland	Unincorporated	2	5/26/2022		
Airport Commission	Carol D. Tyler	Unincorporated	9	5/30/2022		
Board of Assessment Appeals	Mark Cheslak	Unincorporated	8	2/11/2022		
Board of Assessment Appeals	Tasha Thompson	Unincorporated	7	6/3/2022		
Board of Zoning Appeals	David Fulmer	Unincorporated	1	1/2/2022		
Board of Zoning Appeals	Shasai Hendrix	Unincorporated	8	3/14/2022		
Board of Zoning Appeals	Timothy M. Brown	Columbia	5	3/18/2022		
Board of Zoning Appeals	Carol R. DuBose	Columbia	6	5/24/2022		
Board of Zoning Appeals	Brian Harbison	Unincorporated	1	6/3/2022		
Board of Zoning Appeals	Tasha Thompson	Unincorporated	7	6/3/2022		
Board of Zoning Appeals	Timothy M. Brown	Columbia	5	6/3/2022		
Business Service Center	Quadrey Reeves	Columbia	3	3/16/2022		
Business Service Center	Hugh Harmon	Unincorporated	8	3/18/2022		
Business Service Center	Ruth Nagee	Unincorporated	7	6/3/2022		
Central Midlands Council of Governments	Susan Brill	Unincorporated	9	8/24/2021		
Central Midlands Council of Governments	Laticka Smith	Unincorporated	7	12/27/2021		
Central Midlands Council of Governments	Andrew Williamson	Unincorporated	10	1/24/2022		
Central Midlands Council of Governments	Gethro Benn	Unincorporated	2	3/2/2022		
Central Midlands Council of Governments	Carol R. DuBose	Columbia	6	5/24/2022		
Central Midlands Council of Governments	Chelsea Richard	Columbia	5	5/26/2022		

**APPLICATIONS ON FILE**

**June 14, 2022**

Central Midlands Council of Governments	Brenda Amedee	Unincorporated	1	6/3/2022		
Central Midlands Council of Governments	Edward Frazier	Columbia	6	6/3/2022		
Community Relations Council	Caitlin O'Neal	Columbia	6	5/3/2021	6/7/22 - LRADAC	
Community Relations Council	Annette Hammond	Unincorporated	7	8/9/2021		
Community Relations Council	Leticia Wade	Columbia	10	8/17/2021		
Community Relations Council	Gethro Benn	Unincorporated	2	8/26/2021		
Community Relations Council	Tevin Spruill	Columbia	4	8/28/2021		
Community Relations Council	Sharell Sambrone	Unincorporated	9	8/31/2021		
Community Relations Council	Kizzie Smalls	Unincorporated	2	9/8/2021		
Community Relations Council	Darryl Wray	Unincorporated	7	10/25/2021		
Community Relations Council	Sybil Rosado	Columbia	5	11/6/2021		
Community Relations Council	Kabrina Bass	Unincorporated	9	11/16/2021		
Community Relations Council	Ryan Brown	Columbia	6	11/16/2021	5/3/22 - Planning Comm.	Application on file
Community Relations Council	Shandelle Simmons	Unincorporated	7	12/8/2021		
Community Relations Council	Andrew Williamson	Unincorporated	10	1/26/2022		
Community Relations Council	Punam Patel	Columbia	5	2/11/2022		
Community Relations Council	Franette Boyd	Unincorporated	9	3/13/2022	6/21/22 - Township Auditorium	
Community Relations Council	Quadrey Reeves	Columbia	3	3/18/2022		
Community Relations Council	Porscha Gatewood	Unincorporated	9	5/23/2022		
Community Relations Council	Wanda Oliver	Unincorporated	4	5/23/2022		
Community Relations Council	Virginia Crocker	Columbia	6	5/23/2022		
Community Relations Council	Belinda McEachern	Blythewood	2	6/2/2022		
Community Relations Council	Sarah Smith			6/3/2022		
Employee Grievance Committee	Alexander Burton	Transportation		2/7/2022	4/5/2022	Application on file
Employee Grievance Committee	Susan Hairston-Hunt	Public Works		4/14/2022		
Employee Grievance Committee	Tara Smith	Clerk of Court		4/19/2022		
Employee Grievance Committee	Betty Etheredge	Planning		6/3/2022		
Historic Columbia	Jack Ligon	Columbia	3	11/10/2021	Currently No Vacancies	
Hospitality Tax	Tanya Rodriguez-Hodges	Unincorporated	9	6/3/2022		
Internal Audit Committee	Vernell Butler	Unincorporated	8	2/17/2022	6/21/2022	

**APPLICATIONS ON FILE**

**June 14, 2022**

LRADAC	Caitlin O'Neal	Columbia	6	5/3/2021	6/7/2022	
LRADAC	Joshua Douglas Fabel	Unincorporated	2	11/17/2021	6/7/2022	
LRADAC	John Jacob Loveday	Columbia	6	11/18/2021	Withdrawn	
LRADAC	Amanda Halloran	Columbia	4	2/21/2022	6/7/2022	
LRADAC	Melissa Boylan	Arcadia Lakes	3	3/17/2022	6/7/2022	
LRADAC	Salley Rickenbacker Robinson	Unincorporated	10	3/18/2021	6/7/2022	
LRADAC	Joann Madden	Unincorporated	9	5/23/2022	6/21/2022	
LRADAC	Lucia Jacobs	Unincorporated	1	5/23/2022	6/21/2022	
LRADAC	Kimberly Kennedy-Gooden	Unincorporated	7	5/24/2022	6/21/2022	
Midlands Workforce Development	Belinda McEachern	Blythewood	2	6/2/2022		
Midlands Workforce Development	Bonnie Austin	Columbia	6	6/3/2022		
Music Festival Committee	Jean McDowell	Columbia	6	8/27/2021		
Music Festival Committee	Lawrence Terry	Forest Acres	8	11/15/2021		
Music Festival Committee	Lynette Smith	Unincorporated	11	3/11/2022		
Music Festival Committee	Timothy M. Brown	Columbia	5	3/18/2022		
Music Festival Committee	Stephen Rehl	Columbia	6	5/26/2022		
Music Festival Committee	Belinda McEachern	Blythewood	2	6/2/2022		
Music Festival Committee	Justin Swearingen	Forest Acres	6	6/3/2022		
Music Festival Committee	Ruth Nagee	Unincorporated	7	6/3/2022		
Music Festival Committee	Timothy M. Brown	Columbia	5	6/3/2022		
Planning Commission	Sally Saunders Huguley	Arcadia Lakes	8	8/27/2021	4/19/2022	Application on file
Planning Commission	Tamika Daniels	Unincorporated	7	10/24/2021	4/19/2022	Application on file
Planning Commission	Algeron Williams	Unincorporated	7	11/10/2021	12/7/21 -RMH	Application on file
Planning Commission	Ryan Brown	Columbia	6	11/16/2021	5/3/2022	Application on file
Planning Commission	Jennifer Blocker Sanders	Unincorporated	11	3/18/2022	5/17/2022	Application on file
Planning Commission	Timothy M. Brown	Columbia	5	3/18/2022	5/17/2022	
Planning Commission	Bruce Greenberg	Columbia	5	3/30/2021	5/3/2022	Application on file
Planning Commission	Bryan Grady	Columbia	4	5/30/2021		
Planning Commission	Biagio Cerbelli	Unincorporated	1	6/3/2022		
Planning Commission	Timothy M. Brown	Columbia	5	6/3/2022		
Planning Commission	Allen Wilkerson	Forest Acres	6	6/9/2022		

APPLICATIONS ON FILE

June 14, 2022

Richland Library Board of Trustees	Erin Johnson	Unincorporated	9	5/2/2022	
Richland Library Board of Trustees	Nicholaus Outen	Unincorporated	3	5/10/2022	
Richland Library Board of Trustees	Lee Rambo	Columbia	5	5/17/2022	
Richland Library Board of Trustees	William Stork	Forest Acres	6	5/19/2022	
Richland Library Board of Trustees	Burlean Moses	Unincorporated	7	5/23/2022	
Richland Library Board of Trustees	Lucia Jacobs	Unincorporated	1	5/23/2022	6/21/22 - LRADAC
Richland Library Board of Trustees	S. Blakely Copeland Cahoon	Unincorporated	2	5/23/2022	
Richland Library Board of Trustees	Mary Hahn	Forest Acres	6	5/24/2022	
Richland Library Board of Trustees	Chelsea Richard	Columbia	5	5/26/2022	
Richland Library Board of Trustees	Jabari Bodrick	Unincorporated	11	5/27/2022	
Richland Library Board of Trustees	Carol D. Tyler	Unincorporated	9	5/30/2022	
Richland Library Board of Trustees	Constantina Green	Unincorporated	10	6/3/2022	
Richland Library Board of Trustees	Shealy Reibold	Unincorporated	6	6/3/2022	
Richland Library Board of Trustees	Anthony Morgan	Columbia	5	6/3/2022	
Richland Library Board of Trustees	Cynthia Cox	Columbia	5	6/3/2022	
Richland Library Board of Trustees	Jennifer Ford	Unincorporated	8	6/3/2022	
Richland Library Board of Trustees	Johnathan Robertson	Columbia	4	6/3/2022	
Richland Library Board of Trustees	Tamika Washington	Unincorporated	8	6/3/2022	
Richland Library Board of Trustees	Wesley Hickman	Columbia	5	6/3/2022	
Richland Library Board of Trustees	Lashawnte McCray-Sarvis	Unincorporated	8	6/10/2022	
Richland Memorial Hospital Board	Patrick Palmer	Unincorporated	3	3/11/2022	
Richland Memorial Hospital Board	Franette Boyd	Unincorporated	9	3/13/2022	6/21/22 - Township Auditorium
Richland Memorial Hospital Board	Shasai Hendrix	Unincorporated	8	3/14/2022	
Richland Memorial Hospital Board	Quadrey Reeves	Columbia	3	3/16/2022	
Richland Memorial Hospital Board	Kaela Hampton	Columbia	4	5/3/2022	
Richland Memorial Hospital Board	Harry Hardin	Columbia	6	5/23/2022	
Richland Memorial Hospital Board	Virginia Crocker	Columbia	6	5/23/2022	
Richland Memorial Hospital Board	Justin Shinta	Unincorporated	5	6/1/2022	
Richland Memorial Hospital Board	Henry Batts	Columbia	5	6/3/2022	
Township Auditorium	Antjuan Seawright	Unincorporated	11	9/7/2021	6/21/2022
Township Auditorium	M. Evelyn Fields	Columbia	6	10/22/2021	
Township Auditorium	Larry Smith	Columbia	3	10/26/2021	6/21/2022

**APPLICATIONS ON FILE**

**June 14, 2022**

Township Auditorium	Ella Shiver	Blythewood	2	10/27/2021	6/21/2022	
Township Auditorium	Sheila Harris	Unincorporated	7	11/9/2021	12/7/21 -RMH	Application on file
Township Auditorium	Franette Boyd	Unincorporated	9	3/13/2022	6/21/2022	
Township Auditorium	Pamela Bynoe-Reed	Unincorporated	8	3/14/2022		
Township Auditorium	Deborah Tyrues	Unincorporated	7	3/17/2022		
Township Auditorium	Hugh Harmon	Unincorporated	8	3/17/2022		
Township Auditorium	Quadrey Reeves	Columbia	3	3/18/2022		
Township Auditorium	Florence Chretien	Unincorporated	7	4/19/2022		
Township Auditorium	Brandon Glover	Columbia	11	4/27/2022		
Township Auditorium	Catherine Kennedy	Columbia	6	5/20/2022		
Township Auditorium	Ernest Johnson	Columbia	11	5/23/2022		
Township Auditorium	Virginia Crocker	Columbia	6	5/23/2022		
Township Auditorium	Kevin Bland	Unincorporated	2	5/26/2022		
Township Auditorium	Marc Morris	Unincorporated	3	5/26/2022		
Township Auditorium	Carol D. Tyler	Unincorporated	9	5/30/2022		
Township Auditorium	Henry Batts	Columbia	5	6/1/2022		
Township Auditorium	Sara Caudle	Columbia	5	6/2/2022		
Township Auditorium	Belinda McEachern	Blythewood	2	6/2/2022		
Township Auditorium	Ronald Thompson	Columbia	11	6/3/2022		
Township Auditorium	Tasha Thompson	Unincorporated	7	6/3/2022		
Transportation Penny Advisory Committee	Christine Keefer	Unincorporated	2	3/10/2022		