



Richland County
EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE
 September 28, 2021 – 2:30 PM
 4th Floor Conference Room
 2020 Hampton Street, Columbia, SC 29204

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

- 1. **CALL TO ORDER** The Honorable Chakisse Newton
- 2. **APPROVAL OF THE MINUTES** The Honorable Chakisse Newton
 - a. **July 9, 2021 [PAGES 2-5]**
- 3. **ADOPTION OF AGENDA** The Honorable Chakisse Newton
- 4. **ITEMS FOR DISCUSSION** The Honorable Chakisse Newton
 - a. **Clerk to Council Candidates [Executive Session]**
 - b. **County Administrator Evaluation [Executive Session]**
- 4. **Pending Actions** The Honorable Chakisse Newton
- 5. **ADJOURNMENT** The Honorable Chakisse Newton



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Richland County
Employee Evaluation Oversight Ad Hoc Committee
July 9th, 2021 – 9:00AM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

MEMBERS PRESENT: Chakisse Newton, Chair, Bill Malinowski, Jesica Mackey

OTHERS PRESENT: Michelle Onley, Kyle Holsclaw, Tamar Black, Leonardo Brown, Lori Thomas, Randi Frank, Robert Slavin, Jennifer Wladischkin, Paul Livingston, Allison Steele, Dante Roberts, and Cheryl English.

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 9:00AM.
2. **APPROVAL OF THE MINUTES**
 - a. **June 22, 2021** – Ms. Newton moved, seconded to Ms. Mackey, to approve the minutes as distributed.

In Favor: Mackey and Newton

Opposed: Malinowski

Not Present: McBride and English

The vote was in favor.
3. **ADOPTION OF AGENDA** – Ms. Mackey moved, seconded by Ms. Newton, to adopt the agenda as published.

In Favor: Malinowski, Mackey, and Newton

Not Present: McBride and English

The vote in favor was unanimous.
4. **ITEMS FOR DISCUSSION**
 - a. **Update on the County Attorney Search [EXECUTIVE SESSION]** – Ms. Newton stated this was a personnel matter and they would be discussing specific information about candidates for the County Attorney position in Executive Session. She noted when Council has determined three finalist, they would disclose those finalists to the public.

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

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In Favor: Malinowski, Mackey and Newton,]

Not Present: McBride and English

The vote in favor was unanimous.

***The committee went into Executive Session at approximately 9:05AM
and came out at approximately 10:44 PM***

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

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous.

Ms. Newton noted no action was taken during Executive Session.

Mr. Malinowski stated he would like the committee to have a deadline for all Councilmembers to provide their rankings to Ms. Frank and Mr. Slavin, so full Council can decide which ones to interview and when to interview.

Mr. Livingston stated they needed to discuss how they were going to conduct the interviews. He feels like they gain more by conducting the interview in-person.

Ms. Mackey stated they also need to discuss the timeframe for interviews.

Ms. Newton stated the committee previously recommended finalists that went to the next phase for interviews. At that point, Council ranked the candidates. She noted they could do it differently so all Councilmembers could have a say.

Mr. Livingston stated he would like every Councilmember, who wants to play a role in the ranking, be allowed to do so. He noted it may be unfair being that the committee spent more time in detail, when it comes to the candidates versus the Councilmembers that did not participate in the committee meetings.

Mr. Malinowski stated he agreed with Mr. Livingston, any Councilmember could have attended this meeting. He also stated he would recommend having a deadline of July 16th by close of business for submitting rankings to Randi Frank, so the candidates can be ranked and brought back to Council by the July 20th meeting.

Ms. Mackey inquired if they could see the committee's ranking versus full Council because the committee members were more involved and received more information, so there may be a difference of opinions.

Mr. Malinowski stated he agreed with Ms. Mackey, and there should be a list of the Councilmembers not involved in this committee's Executive Session versus those that were. He suggested listing all Councilmembers as numbers and dividing them into two groups: committee members and non-committee members.

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Ms. Frank stated they do not list names, they use a number system.

Mr. Malinowski moved, seconded by Ms. Mackey, to ask all Councilmembers to provide their applicant rankings to Randi Frank Consulting, LLC no later than the close of business on July 16, 2021, and those results be placed on the July 20, 2021 Council meeting agenda.

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous.

Ms. Mackey noted she wanted it to be clear they are going to address all of Mr. Malinowski's concerns regarding the interview process during the July 20th Council meeting.

Ms. Newton responded in the affirmative.

Ms. Newton moved, seconded by Mr. Malinowski, to discuss in-person vs. remote interview, time for the process and if there will be a semi-finalist versus finalist process.

In Favor: Malinowski, Mackey, English, and Newton

Not Present: McBride

The vote in favor was unanimous.

- b. **Clerk to Council Search** – Ms. Newton stated the committee needed to decide if they wanted to repost the job listing as it or if there were any recommendations.

Ms. English moved, seconded by Mr. Malinowski, to move forward as-is.

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous.

- c. **County Administrator Evaluation** – Ms. Newton noted they previously discussed sending out a scope of work to a firm so they could come back to the committee with quotes. She stated there was a scope of work done by the procurement team, and there needs to be a motion to move forward with it before it can be advertised.

Mr. Malinowski inquired if this was the one procurement already had someone, and it would save time and money in letting them do it.

Ms. Newton responded there were firms they could work with, but they did not have a lot of information about those firms, so sending standardized questions allowed them to be evaluated more formally.

Mr. Malinowski moved, seconded by Ms. Mackey, to follow what was previously reported and have

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procurement move forward with hiring someone to conduct and provide an Administrator evaluation form.

Ms. Newton inquired if they were hiring someone or bringing the information back.

Mr. Malinowski responded to bring the information back.

Ms. Mackey inquired about the timeframe of publishing and bring back options.

Ms. Wladischkin responded she could have the information in three to four weeks.

Ms. Newton stated they might want to abbreviate the timeframe to have information before August.

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous.

5. **ADJOURNMENT** – The meeting adjourned at approximately 11:11AM.