

RICHLAND COUNTY
RULES & APPOINTMENTS
COMMITTEE AGENDA



Tuesday, MAY 15, 2018

4:00 PM

ADMINISTRATION CONFERENCE ROOM

The Honorable Bill Malinowski, Chair

County Council District 1

The Honorable Gwendolyn Kennedy

County Council District 7

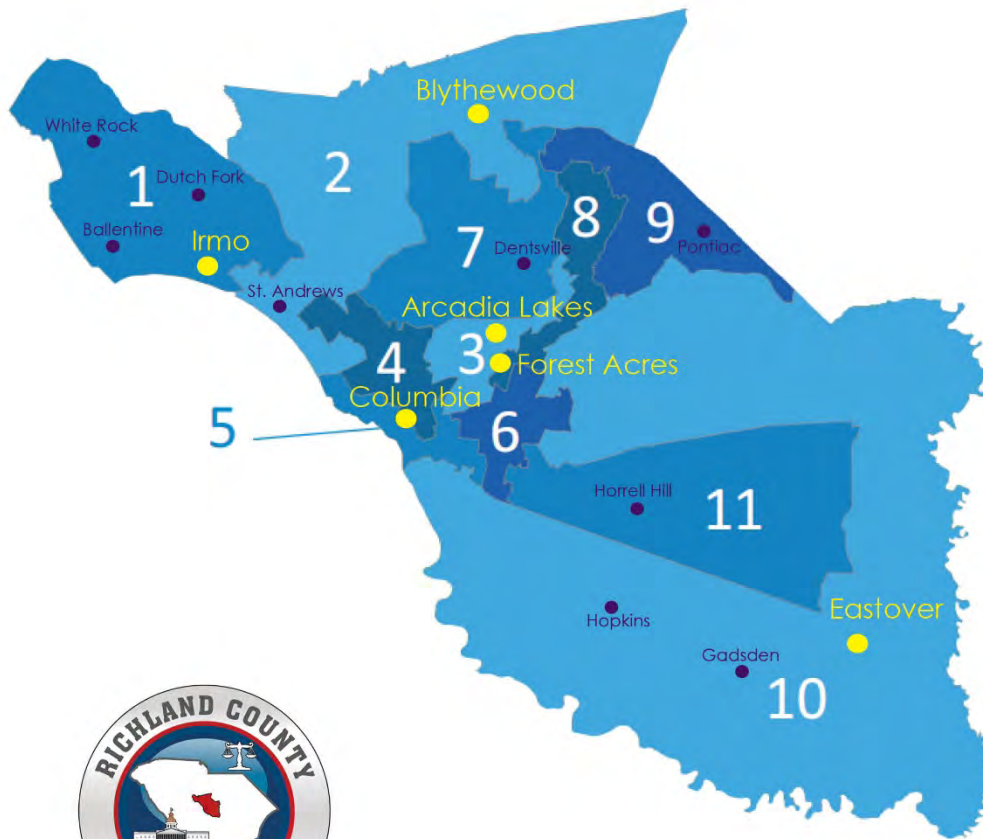
The Honorable Norman Jackson

County Council District 11

The Honorable Yvonne McBride

County Council District 3

RICHLAND COUNTY COUNCIL 2017-2018



VICE CHAIR
Bill Malinowski
District 1



CHAIR
Joyce Dickerson
District 2



Yvonne McBride
District 3



Paul Livingston
District 4



Seth Rose
District 5



Greg Pearce
District 6



Gwendolyn Kennedy
District 7



Jim Manning
District 8



Calvin "Chip" Jackson
District 9



Dalhi Myers
District 10



Norman Jackson
District 11



Richland County Rules & Appointments Committee

May 15, 2018 - 4:00 PM
Administration Conference Room
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski

2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
 - a. May 1, 2018 [PAGES 7-9]

3. **ADOPTION OF AGENDA** The Honorable Bill Malinowski

4. **INTERVIEWS**
 - a. Transportation Penny Advisory Committee - 2
 1. William Baker [PAGES 10-11]
 2. J. Thomas Lanham [PAGES 12-13]
 3. Cyril B. Busbee, Jr. [PAGES 14-15]

5. **APPOINTMENTS**
 - a. Transportation Penny Advisory Committee - 2
 1. Nicholas J. Galante [PAGES 16-17]
 2. Marcus J. Brown [PAGES 18-20]
 3. John P. Epting [PAGES 21-22]
 4. Charles E. Offutt [PAGES 23-27]
 5. William Baker
 6. J. Thomas Lanham

7. Cyril B. Busbee, Jr.

6. ITEMS FOR DISCUSSION/ACTION

- a. CMRTA Term Limits
- b. Move that the Rules & Appointments Committee review the current County Council Rules and offer amendments for consideration by Council that would clarify exactly how County Council voting will occur with specific reference to how a non-vote (i.e. not a "yes", "no" or "abstain" vote) from a member present at the meeting shall be counted or not counted [PEARCE]

7. ADJOURNMENT

The Honorable Bill Malinowski



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



Richland County Council
Rules and Appointments Committee
May 1, 2018 – 4:00 PM
4th Floor Conference Room
2020 Hampton Street, Columbia 29204

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

OTHERS PRESENT: Michelle Onley, Kimberly Williams-Roberts

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 4:00 PM
2. **APPROVAL OF MINUTES**
 - a. April 17, 2018 – Ms. McBride moved, seconded by Mr. N. Jackson, to approve the minutes as distributed. The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Ms. McBride moved, seconded by Mr. N. Jackson, to adopt the agenda as published. The vote in favor was unanimous.
4. **INTERVIEWS**
 - a. Transportation Penny Advisory Committee (TPAC) - 2 – Mr. Malinowski stated over the weekend he left a message for Kim regarding the interviews of the Transportation Penny Advisory Committee applicants. He was under the impression that we appoint for unincorporated Richland County because the City of Columbia, Town of Irmo, Forest Acres and etc. appoint theirs. He wanted to make sure we were interviewing applicants from unincorporated Richland County. Kim went and got the ordinance and said we appoint five (5) people from unincorporated Richland County; therefore, she believed the other two (2) had to be from incorporated Richland County. So, he had Kim call the applicants from unincorporated Richland County and tell them there are no openings for the unincorporated area. He stated, about 30 minutes ago, he got a copy of the makeup of the committee and it says the TPAC will consist of fifteen (15) members: Richland County will have seven (7) members, with a minimum of five (5) coming from unincorporated Richland County. Which means you can have all 7 if you want to, but you have to have a minimum of five. Therefore, it was not proper to tell the other people because they were from unincorporated Richland County not to show up for the interview.

Mr. N. Jackson stated there is so many things we told them, if they are from the incorporated area, we do not want them (i.e. Planning Commission).

Mr. Malinowski stated according to the ordinance we have seven (7) members on the TPAC. A minimum of 5 have to come from unincorporated, which means 2 can be from municipalities. We have to interview all of them. We have told the ones from unincorporated, you cannot be considered this time because we only need from the municipalities. It turns out the way this was worded they can be. After reading this this afternoon, we will interview the ones that are scheduled to be interviewed. We will have to contact the ones we told do not come in

Rules and Appointments Committee
May 1, 2018

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and tell them we read the ordinance, there was a mistake, so you need to come in May 15th for an interview. At the May 15th Council meeting, we will appoint to TPAC.

Ms. Roberts stated, for clarification, TPAC is listed under the Notification of Vacancies; therefore, this may affect the advertisement.

Mr. Malinowski stated the TPAC vacancies need to be removed from the proposed advertisement.

Mr. Nicholas J. Galante, Mr. Marcus Brown, and Mr. John P. Epting were interviewed for the Transportation Penny Advisory Committee.

5. **NOTIFICATION OF VACANCIES**

- a. Accommodations Tax – Five (5) Vacancies (One applicant must have a background in the Cultural Industry; Three applicants must have a background in the Hospitality Industry; One is an at-large seat)
- b. Hospitality Tax – Three (3) Vacancies (At least two applicants must be from the Restaurant Industry)
- c. Employee Grievance Committee – Three (3) Vacancies (MUST be a Richland County employee)
- d. Business Service Center Appeals Board – One (1) Vacancy (Applicant must be an attorney)
- e. Board of Assessment Appeals – Two (2) Vacancies
- f. Board of Zoning Appeals – Two (2) Vacancies
- g. Building Codes Board of Appeals – Four (4) Vacancies (One applicant must be from the Architecture Industry, One from the Plumbing Industry & Two from Fire Industry as alternates)
- h. Procurement Review Panel – Two (2) Vacancies (One applicant must be from the public procurement arena & one applicant must be from the consumer industry)

Mr. N. Jackson moved, seconded by Ms. Kennedy, to advertise for the vacancies. The vote in favor was unanimous.

Mr. N. Jackson stated he was told Richland County has terms, but Lexington County does not abide by the same rules.

Mr. Malinowski stated he thought we eliminated terms because no other municipality had terms.

Ms. Roberts stated, according to her records, our 2 members serve 3-year terms.

Mr. Malinowski stated they serve 3-year terms until replaced, but we have not advertised for replacement because we are trying to keep with those folks.

Rules and Appointments Committee

May 1, 2018

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Mr. N. Jackson stated Lexington is not advertising and people are on there.

Ms. Roberts stated we did advertise. We just filled a seat.

Mr. Malinowski stated we need to change the rule, so we are on an even playing field with Lexington.

Mr. N. Jackson stated Lexington needs to follow the rules. We need to send them a notice that the person's term has expired.

Ms. Onley stated Frannie Heizer is the COMET's legal advisor. There was a discussion about staggering the terms with the City of Columbia, but it was never brought back to the committee for action.

Mr. Malinowski stated to bring it back at the May 15th Committee meeting. We need to have our legal department to review the term limits for CMRTA. Based on what the rules say, can we enforce the other jurisdictions to follow the rules?

6. **ADJOURN** – The meeting adjourned at approximately 4:39 PM

Rules and Appointments Committee

May 1, 2018

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APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: WILLIAM BAKER
Home Address: 3405 YALE AVE COLUMBIA, SC 29205
Telephone: (home) 803-609-4317 (work) 803-252-1300
Office Address: 2142 BOYCE ST. COLUMBIA, SC 29201
Email Address: williamtbaker90@gmail.com
Educational Background: Thomas Sumter Academy, '08, CoFC, '12
Professional Background: LEGAL ASSISTANT

Male

Female

Age: 18-25

26-50

Over 50

Name of Committee in which interested: TRANSPORTATION PENNY ADVISORY COMMITTEE

Reason for interest: I HAVE SOME GREAT, FRESH IDEAS TO BRING TO THE TABLE, REGARDING THE TRANS. PENNY TAX.

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

Commission:

CITY OF COLA TREE & APPEARANCE COMMISSION, MEMBER,
COLUMBIA OPPORTUNITY RESOURCE, SELECTED FOR DOING GOOD COLUMBIA -

Presently serve on any County Committee, Board or Commission? NO RICHLAND LIBRARY

Any other information you wish to give? _____

Recommended by Council Member(s): _____

Hours willing to commit each month: 30

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ✓

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No ✓

If so, describe: _____

Applicant's Signature

William R. [Signature]

Date

08/24/17

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

		Staff Use Only	
Date Received:	<u>8/28/17</u>	Received by:	<u>nhuo</u>
Date Sent to Council:	_____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> On file



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

Applicant must reside in Richland County.

Name: J. Thomas Lanham

Home Address: 228 Rosebank Dr Columbia South Carolina 29209

Telephone: (home) (803) 260-4510 (work) _____

Office Address: 228 Rosebank Dr Columbia South Carolina 29209

Email Address: T.Lanham@att.net

Educational Background: Hammond Academy and University of South Carolina

Professional Background: Farmer in Richland and Kershaw County

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

Name of Committee in which interested: Transportation penny adv comm (TPAC)

Reason for interest: I love serving the citizens of Richland County and South Carolina. I ar
I grow corn wheat and soybeans. I'm a land steward having an in depth knowledge

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

I believe I bring a diverse perspective to the issues surrounding the penny tax projects.

Presently serve on any County Committee, Board or Commission? S.C. Dept of Agriculture

Any other information you wish to give? Thank you for considering my appointment

Recommended by Council Member(s): I haven't notified them of my rising interest to serve

Hours willing to commit each month: As many as necessary

CONFLICT OF INTEREST POLICY

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No

If so, describe: _____

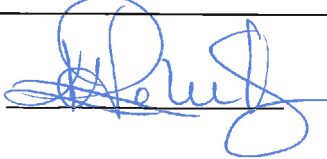

Applicant's Signature

7-25-17
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>7-27-17</u>	Received by: 
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

2



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant MUST reside in Richland County.

Name: Cyril B. Busbee, Jr.

Home Address: 127 Shore Breeze Drive, Irmo, S.C. 29063

Telephone: (home) 803-407-3077 (work)

Office Address:

Email Address: buzbusbee@sc.rr.com

Educational Background: Masters Degree in Civil Engineering

Professional Background: Employed by SCOT for 37 years as District Traffic Eng., District Eng. Admin., District Maint. Eng. Male [x] Female [] Age: 18-25 [] 26-50 [] Over 50 [x]

Name of Committee in which interested: Transportation Penny Advisory Committee

Reason for interest: Highway and bridge background

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

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

Any other information you wish to give?

Recommended by Council Member(s): No

Hours willing to commit each month: As needed

CONFLICT OF INTEREST POLICY

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ✓

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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Yes _____ No ✓

If so, describe: _____

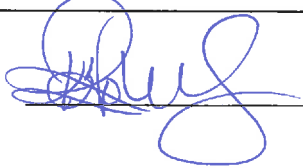

Applicant's Signature

16 January 2018
Date

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

		Staff Use Only	
Date Received:	<u>1-17-18</u>	Received by:	
Date Sent to Council:	_____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> On file



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

Applicant must reside in Richland County.

Name: Nicholas J. Galante

Home Address: 208 King St. Columbia, SC 29205

Telephone: (home) (803) 518-6918 (work) (803) 518-6918

Office Address: _____

Email Address: NJGalante@hotmail.com

Educational Background: The Citadel: BS Bus Admin, MSU: MBA

Professional Background: Finance, Management

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

Name of Committee in which interested: Transportation Penny Advisory Committee

Reason for interest: I care deeply about my community and our core transportation needs.

It seems a fresh perspective would be valuable to the board.

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

Commission:

Organized, dependable, collaborative, and future oriented. President of Board of Dir.

The Animal Mission (501C3), Leadership Columbia c/o 2018

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

Any other information you wish to give? _____

Recommended by Council Member(s): Seth Rose

Hours willing to commit each month: 15 - 20

CONFLICT OF INTEREST POLICY

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

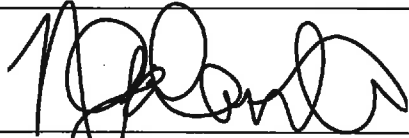
Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No _____

If so, describe: _____



Applicant's Signature

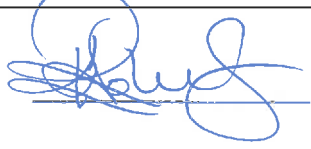
08/09/17

Date

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One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>8-11-17</u>	Received by: 
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



APPLICATION FOR SERVICE ON RICHLAND COUNTY
COMMITTEE, BOARD OR COMMISSION

Applicant **MUST** reside in Richland County.

Name: Marcus J. Brown ("Marc")

Home Address: 1601 Main St. Apt. 207, Columbia, SC 29201

Telephone: (home) 803-767-8327 (work) 803-255-9593

Office Address: 1320 Main St. 17th fl., Columbia, SC 29201

Email Address: Marcus.Brown@nelsonmullins.com

Educational Background: Univ. of SC, B.S. Psychology; Emory Univ. School of Law, JD

Professional Background: Attorney

Male Female

Age: 18-25 26-50 Over 50

Name of Committee in which interested: Transportation Penny Advisory Committee

Reason for interest: As a citizen of Richland county, I have a vested interest in ensuring that County tax dollars are being properly spent to improve our community

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

I believe my critical thinking, enthusiasm, and knowledge of local laws would be an asset to the committee.

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

Any other information you wish to give? I am most interested in serving a 3-yr term

Recommended by Council Member(s): Paul Livingston

Hours willing to commit each month: 12-15 hours

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No _____

If so, describe: _____

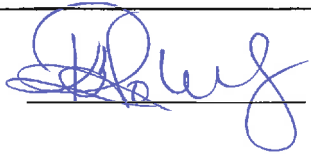

Applicant's Signature

1/5/2018
Date

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Applications are current for one year.

		Staff Use Only	
Date Received:	<u>1-8-18</u>	Received by:	
Date Sent to Council:	_____		
Status of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> On file

MARCUS J. BROWN
1601 Main St., Apt. 207, Columbia, SC 29201
(803) 767-8327
brownmj14@gmail.com

EDUCATION

Emory University School of Law, Atlanta, GA

J.D., *with honors*, May 2014

- Dean's List (Fall 2013 and Spring 2014)
- 2014 American Law Institute/American Bar Association Scholarship and Leadership Award
- Managing Editor, Emory Corporate Governance and Accountability Review
- Vice President, Black Law Students Association
- Pupil, Lamar Inn of Court
- Primary Negotiator, Negotiation Team

University of South Carolina, Columbia, SC

B.S., Psychology and Criminology, August 2009

- Social Chairman, Omega Psi Phi Fraternity, Inc.
-

EXPERIENCE

Nelson Mullins Riley & Scarborough LLP, Columbia, SC

Associate, September 2016 – Present

- Represent automobile manufacturers in various matters, including Volkswagen Group of America, Inc. in litigation related to Volkswagen's sale of certain diesel vehicles
- Defend companies in wage and hour, breach of contract, fraud, and RICO class actions across the country
- Perform legal research and prepare memoranda regarding various complex commercial litigation issues
- Draft pleadings, discovery responses/requests, motions, and briefs in state and federal courts

Carlock, Copeland & Stair, LLP, Atlanta, GA

Associate, April 2015 – September 2016

- Represented insurance companies and employers in the defense of workers' compensation claims
- Drafted briefs, complex settlement documents, and memoranda
- Reviewed medical records, insurance files, employment files, and other documents
- Managed all aspects of discovery, including conducting and defending depositions

Molden & Holley, LLC, Atlanta, GA

Legal Intern, May 2013 – August 2013

- Researched and drafted memoranda regarding various business and employment law issues
- Drafted pleadings, motions, and demand letters
- Conducted client intake interviews to assess damages and liability

Greene Legal Group, LLC, Atlanta, GA

Summer Associate, May 2012 – July 2012

- Researched Title VII employment discrimination and personal injury case law for memoranda
 - Maintained communications with clients regarding case status, concerns, and future actions
-

ADMISSIONS & ORGANIZATIONS

- Admitted in South Carolina, Georgia, and the U.S. District Court for the Northern District of Georgia
- South Carolina Bar; Richland County Bar Association; State Bar of Georgia; Gate City Bar Association; National Bar Association; Communities in Schools of the Midlands (Governance Committee)



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

Applicant MUST reside in Richland County.

Name: John P. Epting, P.E.

Home Address: 411 Maple Street, Columbia, SC 29205 - County Council District 5

Telephone: (home) 864 506-2346 (work) 803 873-9717

Office Address: 250 Berryhill Road, Suite 104, Columbia, SC 29210

Email Address: JPEpting@gmail.com

Educational Background: B.S., Biosystems Engineering, Clemson University

Professional Background: Civil/Environmental Engineer, Brown and Caldwell

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

Name of Committee in which interested: Transportation Penny Advisory Committee

Reason for interest: Very interested in the continued improvement of our community through this program and hope to assist that improvement through the advisory context of this committee.

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

Experience as an Engineer and Project Manager provides a unique understanding of pertinent constraints and considerations involved in the successful implementation of complicated infrastructure projects like the ones associated with the Transportation Penny.

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

Any other information you wish to give? No

Recommended by Council Member(s): N/A

Hours willing to commit each month: 8

CONFLICT OF INTEREST POLICY

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Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

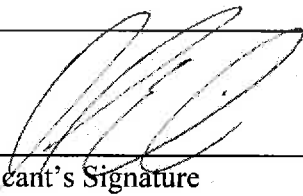
Yes _____ No x _____

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No x _____

If so, describe: _____



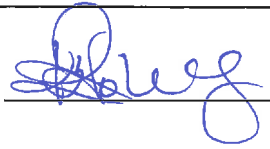
Applicant's Signature

February 5, 2018
Date

**Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.**

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

Staff Use Only	
Date Received: <u>2-5-18</u>	Received by: 
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	



APPLICATION FOR SERVICE ON RICHLAND COUNTY COMMITTEE, BOARD OR COMMISSION

Applicant must reside in Richland County.

Name: CHARLES E. OFFUTT
Home Address: 2 Woodlands Ridge Pt. Columbia SC 29229
Telephone: (home) 803.315.4695 (work) 803.763.8066
Office Address: 17 Technology Circle Columbia SC
Email Address: creo2000@aol.com
Educational Background: see attachment
Professional Background: see attachment

Male [X] Female [] Age: 18-25 [] 26-50 [] Over 50 [X] TPAC

Name of Committee in which interested: ~~Lexington Richland Planning and Zoning Board~~
Reason for interest: I love serving my community and helping others.

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

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

Presently serve on any County Committee, Board or Commission?

Any other information you wish to give?

Recommended by Council Member(s):

Hours willing to commit each month: 40

CONFLICT OF INTEREST POLICY

It is the policy of Richland County to require disclosure of any personal or financial interest that may be influenced by decisions of the Committee, Board or Commission for which any citizen applies for membership.

Such conflict of interest does not preclude service but shall be disclosed before appointment. The Clerk of Council shall be notified of any change on an annual basis and members of all Committees, Boards or Commissions shall be required to abstain from voting or influencing through discussion or debate, or any other way, decisions of the Committee, Board or Commission affecting those personal and financial interests.

All statements so filed shall be signed and verified by the filer. The verification shall state that the filer has used all reasonable diligence in its preparation, and that to the best of his or her knowledge, it is true and complete.

Any person who willfully files a false or incomplete statement of disclosure or no change of condition, or who willfully fails to make any filing required by this article, shall be subject to such discipline, including censure and disqualification from the Committee, Board or Commission, by majority vote of the council.

Have you been convicted or pled no contest of a crime other than minor traffic violations; checking yes does not automatically preclude you from consideration for appointment.

Yes _____ No ✓

STATEMENT OF FINANCIAL OR PERSONAL INTERESTS

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

Yes _____ No ✓

If so, describe: _____

Chris Jones
Applicant's Signature

2-19-2018
Date

Return to:
Clerk of Council, Post Office Box 192, Columbia, SC 29202.
For information, call 576-2060.

One form must be submitted for each Committee, Board or Commission on which you wish to serve.

Applications are current for one year.

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

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

SUMMARY

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

EXPERIENCE

PALMETTO GBA, Columbia, SC

09/02 - PRESENT

Senior Database Administrator

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

SOLCORP CORPORATION, Chicago, IL

10/00 - 08/02

Senior Project Lead

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

Senior Programmer Analyst\ Project Lead

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

United STATE Army

01/74 - 01/95

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

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

Operations Officer (09/85 - 08/92)

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

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

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

Project Leader (01/74 - 12/83)

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

EDUCATION

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

Pass Volunteer Activities

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