

**RICHLAND COUNTY**

**RULES & APPOINTMENTS**

**COMMITTEE AGENDA**



**Tuesday, JULY 09, 2019**

**4:00 PM**

**The Honorable Chakisse Newton, Chair**

**County Council District 11**

**The Honorable Bill Malinowski**

**County Council District 1**

**The Honorable Gwen Kennedy**

**County Council District 7**

# RICHLAND COUNTY COUNCIL 2019



Bill Malinowski  
District 1  
2018-2022



Joyce Dickerson  
District 2  
2016-2020



Yvonne McBride  
District 3  
2016-2020



Paul Livingston  
District 4  
2018-2022



Allison Terracio  
District 5  
2018-2022



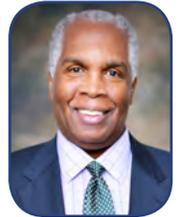
Joe Walker, III  
District 6  
2018-2022



Gwendolyn Kennedy  
District 7  
2016-2020



Jim Manning  
District 8  
2016-2020



Calvin "Chip" Jackson  
District 9  
2016-2020



Dalhi Myers  
District 10  
2016-2020



Chakisse Newton  
District 11  
2018-2022



Richland County Rules & Appointments Committee

July 09, 2019 - 4:00 PM

2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Chakisse Newton
  
2. **APPROVAL OF MINUTES** The Honorable Chakisse Newton
  - a. June 18, 2019 [PAGES 6-7]
  
3. **ADOPTION OF AGENDA** The Honorable Chakisse Newton
  
4. **INTERVIEWS/APPOINTMENTS** The Honorable Chakisse Newton
  - a. Library Board – Four (4) Vacancies:
    1. Katherine Swartz Hilton [PAGES 8-13]
    2. Betty Lumpkin Gregory [PAGES 14-16]
    3. James Shadd, III [PAGES 17-18]
    4. Caroline Baker Hulett [PAGES 19-21]
    5. Cheryl English [PAGES 22-23]
  
5. **ITEMS PENDING ANALYSIS**

I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON] [PAGE 24]
  
6. **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  
June 18, 2019 – 4:00 PM  
4<sup>th</sup> Floor Conference Room  
2020 Hampton Street, Columbia 29204

COMMITTEE MEMBERS PRESENT: Chakisse Newton, Chair and Bill Malinowski

OTHERS PRESENT: Michelle Onley and Kimberly Williams-Roberts

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 4:00 PM
2. **APPROVAL OF MINUTES**
  - a. May 21, 2019 – Mr. Malinowski moved, seconded by Ms. Newton, to approve the minutes as distributed. The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** –  
Mr. Malinowski moved, seconded by Ms. Newton, to adopt the agenda as published. The vote in favor was unanimous.
4. **INTERVIEWS**
  - a. Richland Memorial Hospital Board – Two (2) Vacancies – Mr. Craig Plank and Ms. Judy Cotchett Smith were interviewed for the Richland Memorial Hospital Board.
  - b. Board of Assessment Appeals – Three (3) Vacancies – Ms. Tammy Davis was interviewed for the Board of Assessment Appeals.
  - c. Accommodations Tax – Three (3) Vacancies (2 applicants must have a background in the lodging industry and 1 applicant must have a background in the cultural industry) – Mr. David Erbacher was interviewed for the Accommodations Tax Committee.
  - d. Employee Grievance Committee – Six (6) Vacancies (Must be a Richland County employee; 2 seats are alternates) – Mr. Tony L. Wingard was interviewed for the Employee Grievance Committee.
5. **APPOINTMENTS**
  - a. Richland Memorial Hospital Board – Two (2) Vacancies – Mr. Malinowski moved, seconded by Ms. Newton, to appoint Ms. Judy Cotchett Smith and re-advertise for the remaining vacancy.

The vote in favor was unanimous.

**Rules and Appointments Committee  
June 18, 2019**

**-1-**

- b. Board of Assessment Appeals – Three (3) Vacancies – Mr. Malinowski moved, seconded by Ms. Newton, to appoint Ms. Tammy Davis.

The vote in favor was unanimous.

- c. Accommodations Tax – Three (3) Vacancies (2 applicants must have a background in the lodging industry and 1 applicant must have a background in the cultural industry) – Mr. Malinowski moved, seconded by Ms. Newton, to re-appoint Mr. David Erbacher.

The vote in favor was unanimous.

- d. Employee Grievance Committee – Six (6) Vacancies (Must be a Richland County employee; 2 seats are alternates) – Mr. Malinowski moved, seconded by Ms. Newton, to appoint Mr. Tony L. Wingard.

The vote in favor was unanimous.

- e. Midlands Workforce Development Board – One (1) Vacancy (Education seat; must represent education sector) – Mr. Malinowski moved, seconded by Ms. Newton, to appoint Ms. Amy Scully.

The vote in favor was unanimous.

6. **ITEMS PENDING ANALYSIS**

- a. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON] – No action was taken.

6. **ADJOURN** – The meeting adjourned at approximately 4:45 PM.



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

**Applicant MUST reside in Richland County.**

Name: Katherine Swartz Hilton

Home Address: 2825 Earlewood Drive; Columbia, SC 29201

Telephone: (home) 803.979.4097 mobile (work) 803.979.4097 mobile

Office Address: Coax Strategies, LLC effective 7.15.2019; self-employed

Email Address: katswartz@icloud.com

Educational Background: Bachelors, Communications; Masters, Organization Leadership

Professional Background: Nonprofit executive; adjunct faculty; coach and consultant

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

Name of Committee in which interested: Richland Library Board of Trustees

Reason for interest: I believe in giving time, talent and treasure back to the community that has given me and my family so much. I am a strong advocate for our Library.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission:  
My professional experience as a nonprofit and higher education executive provide a unique voice. My servant leadership strengths and philosophies are an asset.

Presently serve on any County Committee, Board or Commission? Richland Library BOT

Any other information you wish to give? Resume & biography attached for consideration

Recommended by Council Member(s): Chakisse Newton, Jim Manning

Hours willing to commit each month: 10

**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 <sup>x</sup> \_\_\_\_\_

**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 <sup>x</sup> \_\_\_\_\_

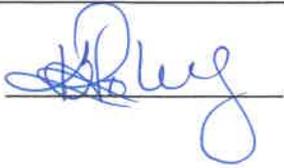
If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Katherine Swartz Hilton (digital)                      6/7/2019  
Applicant's Signature                                      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.**

<b>Staff Use Only</b>	
Date Received: <u>6-7-19</u>	Received by: 
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

# KATHERINE SWARTZ HILTON, M.A.

[linkedin.com/in/katherineswartzhilton](https://www.linkedin.com/in/katherineswartzhilton) | [twitter.com/KatSwartz](https://twitter.com/KatSwartz)  
803.979.4097 Mobile | 2825 Earlewood Drive | Columbia, South Carolina 29201

## **EXECUTIVE SUMMARY**

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Entrepreneurial, innovative and cause-driven executive with 18 years of progressive experience focused on building and growing organizations. Ability to build and lead teams, inspiring professional staff, boards, members and volunteers to drive organizational change and impact. Proven track record managing large budgets, growing and diversifying revenues. Skilled at understanding human behavior, contract negotiations and conflict resolution. Qualification highlights:

- Quantitatively and qualitatively competent administrator, enhancing return on investment and engagement.
- Diplomatic liaison and collaborator, adept at building a wide array of partners, stakeholders and constituents.
- Strategic social, digital and traditional media influencer; frequent speaker, writer and contributor.
- Change agent, driving teams to continuous improvement and increased impact.
- Distinct ability to capture big picture goals and translate into measurable and impactful results.

## **PROFESSIONAL EXPERIENCE**

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- **Executive Director, McNair Center for Entrepreneurism, Community Engagement and Women's Business Center of South Carolina (2017 – present); Director, Center for Leadership and Co-Director, McNair Center for Entrepreneurism & (2013 – 2017)**
  - Reinvigorated existing program portfolio serving college students, girls and professional women:
    - Focus on delivering high-quality and impactful programs, with personalized and proactive client-centered design and continuous improvement strategies.
    - Implemented selection processes and standards guidelines to raise caliber and profile of programs.
    - Lead evaluation and reporting for all programs, including implementing and training staff team on Logic Model tactics to improve program portfolio planning, delivery and assessment.
    - Launched statewide initiative focused on serving women entrepreneurs, serving 1,200 women in first year. Designed and executed statewide educational series, peer mentoring network, comprehensive fellowship program and micro seed fund.
  - Direct annual grant and earned income revenue portfolio of \$639K; 70% success rate with grant proposals; 90% grant renewal rate; increase revenue year-over-year by average of 30%. Co-wrote \$5M endowed gift proposal, the largest gift to the College in recent history.
  - Manage and lead staff team of three, supported by student staff of 25 part-time and seasonal student employees. Reorganized staff team and performance measures to better leverage strengths of team.
  - Launched and managed digital media channels and campaigns for the Centers.
  - Developed unique courses in executive women's leadership, women's entrepreneurship and nonprofit management.
- **Vice President, Talent and Leadership Development, Greater Columbia Chamber (2010 – 2013, dual position)**
  - Built and led broad coalition representing 15 arts, political, professional and civic organizations to better serve young professionals in the Midlands.
  - Served as spokesperson, representing the needs and issues of more than 100,000 regional professionals.
  - Redesigned marketing campaign and member relationship management processes to be able to recruit largest applicant pool to date for Leadership Columbia in 2012, a 33% increase over average pool.
  - Directed three boards comprising of 62 executive leaders concurrently.
  - Launched project and data management tools and implemented time-allocation measures.
  - Direct P&L responsibility for three budgets. Oversaw part-time employee and student intern team.

# KATHERINE SWARTZ HILTON, M.A.

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- **Executive Director, COR | Columbia Opportunity Resource (2010 – 2013, dual position)**
  - Launched portfolio of new programs, one highlight of which is the Table for Six Mentoring Initiative: Over six years, served more than 850 young professionals, engaged more than 150 executive mentors and hosted at least 24 sold-out events.
  - Steered partnership volunteer programs resulting in 15,000+ hours and \$250,000+ annual impact.
  - Formalized membership program, recruiting 300 active members in two-year start-up phase to become one of the most active young professional organizations in the Southeast.
  - Developed and deployed Action Team (committee) structure to engage layers of members and ensure leadership pathways and succession planning.
  - Oversaw comprehensive organizational restructure, including staff, board, bylaws, procedures and processes.
  - Led comprehensive organizational rebranding.
- **Member Services Director, South Carolina Association of Certified Public Accountants, Columbia, SC (2006 – 2010)**
  - Managed SCACPA membership development, averaging \$590,000 in dues revenue; increased retention from 93% to 96%; increased dues revenue by at least 2% annually.
  - Launched programs that continue to drive member engagement: Young CPAs Leadership Cabinet, 100% Firm Membership Program and the CPA Candidate Membership Category.
  - Served as staff liaison to eight chapters and six committees.
  - Staff leader of statewide financial literacy outreach program, “Project GED,” in partnership with the SC Department of Education, providing interactive presentations to all 51 GED programs in the state.
  - Managing editor and writer for *The South Carolina CPA Report*.
  - Oversight for the Association’s marketing partner program, increasing sponsorship revenue by 50% in one year. Developed extensive sponsorship guide, featuring bundle sponsorship and advertising packages.
- **Program/Development Director, Camp Kudzu, Inc., Atlanta, Georgia (2005 – 2006)**
- **Member Relations Manager, Greater Atlanta Home Builders Association, Atlanta, Georgia (2004 – 2005)**
- **Director of Member Services, Georgia Utility Contractors Association, Inc., Atlanta, Georgia (2000 – 2003)**

## **FUNCTIONAL AREAS OF EXPERIENCE**

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### **MANAGEMENT, OPERATIONS AND FINANCE**

- Experience directly leading and managing small staff teams supported by large member and volunteer bases.
- Ability to manage and steer boards and committees, including experience managing three boards comprising 62 leaders concurrently. Cumulative experience with more than 25 diverse committees, representing 250-plus leaders.
- Direct P&L responsibility with organizations and programs, budgets ranging from \$50,000-\$500,000.
- Launched multiple web-based project and data management tools and implemented time-allocation measures.

### **OUTREACH, ADVOCACY AND FUNDRAISING**

- Cultivated strategic relationships with hundreds of partners, including private, nonprofit and public entities, connecting organizations to national-level alliances.
- Successfully raised more than \$11 million in revenue 18 years in nonprofit management.
- Proven and seasoned communicator, contributing to more than 120 publications. Conducted more than 50 conference speaking engagements, including keynote presentations.
- Envisioned, built and launched integrated communications campaigns.
- Experienced advocate and lobbyist with government officials, constituents and stakeholders.
- Recognized as a social influencer, having launched and managed dozens of digital media channels.
- Transformed existing earned income and membership programs.

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## **STRATEGIC PLANNING AND PROGRAM ADMINISTRATION**

- Led re-visioning and strategic planning processes for four organizations, including three turnaround strategies.
- Built strategic relationships with hundreds of partners, including private, nonprofit and public entities.
- Launched innovative new programs that continue to stimulate engagement and revenue.
- Developed and deployed customer relations management strategies.

## **EDUCATION**

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- **Masters of Arts in Organizational Change and Leadership**, Columbia College (2015)
- **Bachelor of Arts in Journalism and Mass Communications**, University of SC College of Mass Communications (2000)  
*Major in Public Relations; Cognate in Event Management*

## **CERTIFICATIONS AND ADVANCED COURSEWORK**

- Project Management Institute Boot Camp Course, Midlands Technical College (2018)
- Certified Entrepreneurship Teacher, Network for Teaching Entrepreneurship & YEScarolina (2016 – present)
- Kauffman FastTrac Certified Facilitator & Program Director (2014 – present)
- LeaderSHIFT Women’s Executive Leadership Certificate Program, Columbia College (2014)
- Diversity Leaders Initiative, The Riley Institute at Furman University (Midlands Class IV, 2013)
- Non-Profit Leadership Institute Graduate, Francis Marion University (Class of 2011-2012)
- Certified Association Executive, American Society of Association Executives (2009-2011)

## **PROFESSIONAL AFFILIATIONS AND ACHIEVEMENTS**

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- SC Chamber of Commerce: Workforce Development Committee (2018 – present); Business Week Keynote Speaker (2016); Young Professionals Conference Speaker (2016)
- Society of Human Resources Management Member (2018 – present)
- Project Management Institute Member (2018 – present)
- TogetherSC (SC Association of Nonprofit Organizations): Conference Committee (2016); Membership Committee (2014 – 2016); Conference Presenter (2011)
- Association of Fundraising Professionals Member; Central SC Chapter Member (2016 – present)
- University of SC Women in Leadership Conference: Keynote Speaker (2014); Conference Speaker (2013)

## **AWARDS AND RECOGNITION**

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- 20 Under 40 | Class of 2016, The State Media Company (2016)
- TWIN | Tribute to Women In Industry Awardee, Palmetto Center for Women (2014)
- “Influential Woman in Business – Executive Category” Honoree, Columbia Regional Business Report (2012)
- Leadership Columbia recognized by the Cooperative Ministry as part of its GOOD Night Gala (2011)
- University of South Carolina Community Internship Program Outstanding Employer (2011)
- Best Journal or Magazine for *The South Carolina CPA Report*, SC Society of Association Executives (2008)
- Best Membership Retention and Recruitment Campaign, SC Society of Association Executives (2009)
- “Social Media From 9-5” article reprinted by the Georgia Society of CPAs and Andersen Alumni Association (2009)

## **COMMUNITY INVOLVEMENT**

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- Richland Library Board Trustee (2015 – present); Vice Chair (2018 – present); Secretary (2017 – 2018); Nominations Committee (2015 – 2016)
- Women in Philanthropy Executive Committee Member; Membership Chair (2014 – 2018)
- Palmetto Center for Women Executive Committee; Marketing Chair (2015 – present)
- Girl Scouts Mountains to Midlands Council Women of Distinction Committee; Emerald Circle Member (2014 – present)
- Member-donor for Earlewood Community Citizens Organization and Anita Hill Party

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## BIOGRAPHY

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Katherine Swartz Hilton is a pioneering social entrepreneur. She is passionate about cultivating an entrepreneurial spirit from within organizations – driving change that seeds the growth of the organization’s impact, while supporting long term sustainability.

Katherine serves as executive director of the McNair Center for Entrepreneurism, Community Engagement and Women’s Business Center at Columbia College, a nonprofit liberal arts college in Columbia, SC. Together with her team, Katherine educates, coaches and connects Columbia College students, entrepreneurs and leaders across the state, propelling them from start to sustainability to growth.

The McNair Center, one of six centers of excellence of its kind in the United States with lead investment from The Robert and Janice McNair Foundation, offers prestigious McNair Entrepreneurship Fellows and Micro Seed Fund programs, while cultivating the entrepreneurial spirit and skillset in the Columbia College community.

With Katherine’s vision and leadership, Columbia College opened the Women’s Business Center of South Carolina in spring 2018 to serve the more than 160,000 women business owners in the state, while building alliances among the regional entrepreneurial ecosystems. Seed funding for this center was awarded by Google and the South Carolina Department of Commerce.

Katherine has extensive experience working with professional associations and charitable nonprofit organizations in Columbia and Atlanta over the past 18 years – each position threaded by success in redeveloping and launching programs impacting the organization’s impact and revenue lines, while building partnerships and alliances to magnify success.

A graduate of the University of SC (BA, Mass Communications), Katherine earned a Masters of Arts in Organizational Change and Leadership from Columbia College. She is an alum of the Diversity Leaders Initiative of The Riley Institute at Furman University, a graduate of the Non-Profit Leadership Institute at Francis Marion University, and is a certified trainer with Kauffman FastTrac and the Network for Teaching Entrepreneurship. She serves as vice chair of the Richland Library Board of Trustees and is a board member of the Palmetto Center for Women.

Her most important roles are wife of fellow entrepreneur Gregory Hilton (SOCO, Period 3, 1 Million Cups) and new mom to Pascal Hilton (born November 2016). They live in historic Earlewood in downtown Columbia.





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

**Applicant MUST reside in Richland County.**

Name: Betty Lumpkin Gregory

Home Address: 1211 Adger Road, Columbia, South Carolina 29205

Telephone: (home) 803-254-0581 (work) cell: 803-206-0759

Office Address: \_\_\_\_\_

Email Address: Bettylgregory@gmail.com

Educational Background: BA – USC: MPA (Masters in Public Administration) - USC

Professional Background Independent Consultant: Greater Columbia Chamber of Commerce, Chernoff

Newman, Banco Bannister in grassroots campaigns, local and state-wide initiatives, coalition building. In

Richland County: campaign coordinator for 2 successful Richland One School Bond Referendums.

Richland County Transportation Penny Campaign, Richland Library Bond Referendum

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

Name of Committee in which interested: Richland Library Board of Trustees

Reason for interest: Richland Library's stated vision is to enhance the quality of life for our entire community through creative programming, outreach, and work force support further enhanced by our new facilities across the county. I am committed to this vision. I would appreciate the opportunity to continue my service on the Board for a second term to further engage our community, implement the strategic plan, and continue our relationships with community leaders and advocates.

Your characteristics/qualifications, which would be an asset to Committee, Board or Commission: As my professional grassroots/advocacy work indicates, I feel a deep commitment to improving the quality of life for all our citizens. I have worked with political, education, business and faith leaders and can bring this relationship building to the table.

Presently serve on any County Committee, Board or Commission? Richland Library Board of Trustees/Executive Committee, Board Secretary

Any other information you wish to give? During the Richland Library bond referendum campaign, I visited every library in the county, saw the needs and now see the absolute transformation after the successful completion of these facilities including Edgewood and a new presence in Lower Richland. Our 3 year strategic plan is possible due to these new spaces, with expanded programming, enhanced customer experience, and lives literally being changed as a result. There is so much we do and I would like to continue my service to tell the story.

Recommended by Council Member(s): Councilman Joe Walker; Councilman Paul Livingston  
Hours willing to commit each month: 15-20 hours

### CONFLICT OF INTEREST POLICY

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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 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: \_\_\_\_\_

Betty L. Gregory  
  
Applicant's Signature

June 3, 2019

\_\_\_\_\_  
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.**

<b>Staff Use Only</b>	
Date Received: <u>6-3-19</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: James Shadd III  
Home Address: 225 Ashley Place Road  
Telephone: (home) 803-419-5317 (work) 803-771-7460  
Office Address: 810 Dutch Square Blvd, Ste 450, Columbia, SC 29210  
Email Address: james@shaddlawfirm.com  
Educational Background: Juris Doctor-University of South Carolina School of Law  
Professional Background: Owner of Shadd Law Firm, LLC  
Male  Female  Age: 18-25  26-50  Over 50   
Name of Committee in which interested: Richland Library Board of Trustee  
Reason for interest: I am looking to continue to serve the citizens as a trustee. We have done gre

Your characteristics/qualifications, which would be an asset to Committee, Board or  
Commission:  
Legal background, prior board service on nonprofits, current service on this board, curren

Presently serve on any County Committee, Board or Commission? Richland Library Board of Trustee  
Any other information you wish to give? N/A  
Recommended by Council Member(s): Jim Manning  
Hours willing to commit each month: 4-8

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Elliott  
Applicant's Signature

6/7/19  
Date

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<b>Staff Use Only</b>	
Date Received: <u>6-7-19</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	



+

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

**Applicant MUST reside in Richland County.**

Name: Caroline Baker Hulett

Home Address: 2050 N Beltline Blvd, 416W, Columbia, SC 29204

Telephone: (home) (803) 728-9843 (work) (803) 777-4016

Office Address: 915 Bull St., Osborne Administration Building, Columbia, SC 29208

Email Address: \_hulett@mailbox.sc.edu

Educational Background: Undergraduate: UofSC B.S. Sport and Entertainment Mangement  
Graduate: Masters in Public Administration ( Spring 2021)

Professional Background: State Employee since 2012: Department of Revenue( 2012-15),  
Department of Administration (2015-2018) and the University of South Carolina (2018- Current)

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

Name of Committee in which interested: Library Board of Trustees

Reason for interest: I have worked in State Government for almost 7 years, and as a public servant I wanted to broaden the ways I could help and give back to the State of South Carolina.

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

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

Any other information you wish to give?

Recommended by Council Member(s): N/A

Hours willing to commit each month: 15+

**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.*

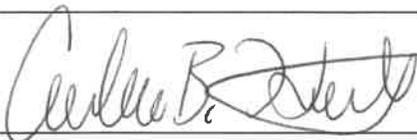
Yes \_\_\_\_\_ No \_\_\_\_\_

**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

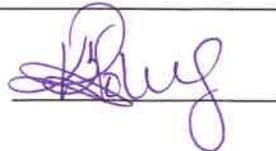
05-28-2019

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.**

<b>Staff Use Only</b>	
Date Received: <u>7-3-19</u>	Received by: 
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

# memo

To: Clerk of Council, Richland County Library Board of Trustees  
From: HULETT, CAROLINE  
Date: May 28, 2019  
Re: Library Board of Trustees membership consideration

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Thank you for your consideration to become a member of the Library Board of Trustees. I have chosen to write an accompanying letter to showcase different characteristics and qualifications I possess.

First and foremost, I have had a passion for reading and writing since I was young girl. My parents instilled these values in me at a young age. They would take my three sisters and I to the local public library in Florence, SC numerous times during the week. This gave us a chance to find new books to read and take advantage of the programs the library had to offer.

Next, I have worked for the State of South Carolina for nearly 7 years. In those years, I have held positions in administration, event coordinating, auditing, and commercial real estate. I am currently working at the University of South Carolina as the Administrative Coordinator for the Vice Provost and Dean of the Graduate School. I am also currently working on my graduate degree in Public Administration.

Finally, I would like to mention that as an adult I am still an avid reader and use the Richland County library for their array of books, whether I find them in the library, eBook or an audiobook. Also, I would like to add that I have a passion for leadership and public speaking skills. I was a member of the Toastmasters organization while working at the Department of Revenue. This program helped to grow my confidence, public speaking abilities and leadership skills as well as brought together a supportive group that helped one another out. This program could be very helpful to individuals who frequent the Richland County Library branches.

Once again, I would like to thank you for taking the time to review my application.

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

**Applicant MUST reside in Richland County.**

Name: Cheryl English

Home Address: 1100 Old Bluff Road

Telephone: (home) 803-353-8767 (work) 803-734-0382

Office Address: 1205 Pendleton Street, Columbia, SC 29201 Suite 372-D

Email Address: cheryl.english@admin.sc.gov

Educational Background: Licensed Master of Social Work - USC

Professional Background: Program Coordinator SC Developmental Disabilities Council

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

Name of Committee in which interested: Library Board

Reason for interest: Continue the efforts in shaping the direction of the "Library as a studio", and working with the community in sharing the vision and encouraging EVERYONE to "Check-Out" the Library!

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

As a social worker, I believe knowledge is power and can unlock potential. The library is a place for all people, all ages and all socio-economic backgrounds; with my knowledge and work with the underprivileged and disability community I will continue to promote the Library!

Presently serve on any County Committee, Board or Commission? Library Board

Any other information you wish to give? I have enjoyed being a part of this amazing team and seeing the transformation

Recommended by Council Member(s): Dalhi Myers

Hours willing to commit each month: 10-20

**CONFLICT OF INTEREST POLICY**

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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 **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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

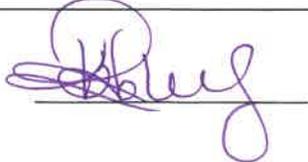
Cheryl English  
Applicant's Signature

05/07/2019  
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.**

<b>Staff Use Only</b>	
Date Received: <u>5-13-19</u>	Received by: 
Date Sent to Council: _____	
Status of Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On file	

## Richland County Council Request for Action

**Subject:**

I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON]

**Notes:**

March 19, 2019 – Motion made by Councilwoman Newton

April 2, 2019 – Councilwoman Newton reported out to Council that she would be forwarding a copy of the updated Council Rules to Councilmembers to review. She has requested Councilmembers submit any proposed rule changes no later than April 15<sup>th</sup>.