



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

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

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

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

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

The vote in favor was unanimous.

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

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

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

The vote in favor was unanimous.

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

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

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

Ms. Mackey inquired if the job posting was closed.

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

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

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

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

Ms. McBride inquired if that is their policy.

Ms. Frank responded in the affirmative.

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

Ms. Frank responded in the affirmative.

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

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

Ms. Mackey inquired when the packets will arrive.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ms. Mackey noted she was fine with the job description

Ms. English requested to review it again.

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