



Richland County Council

EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE

October 20, 2020 – 1:00 PM

Zoom Meeting

COMMITTEE MEMBERS PRESENT: Chakisse Newton, Chair; Paul Livingston, Joe Walker and Bill Malinowski

OTHERS PRESENT: Allison Terracio, Michelle Onley, Leonardo Brown, Angela Weathersby, Larry Smith and Tamar Black

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at 2:30 PM.

2. **APPROVAL OF MINUTES**

a. July 21, 2020 – Mr. Livingston moved, seconded by Mr. Walker, to approve the minutes as distributed.

In Favor: Malinowski, Livingston, Walker and Newton

Not Present: McBride

The vote in favor was unanimous.

3. **ADOPTION OF THE AGENDA** – Mr. Livingston moved, seconded by Mr. Malinowski, to adopt the agenda as published.

In Favor: Malinowski, Livingston, Walker and Newton

Not Present: McBride

The vote in favor was unanimous.

4. a. **Clerk to Council Search Update** – Ms. Mack, Find Great People, stated they have been conducting their listening sessions with the Councilmembers to get their opinions about the job description, as well as the qualities of a candidate. Once, the listening session are completed they will provide a final version of the job description for consideration and approval. She anticipates the final version could be ready for distribution to Council by the end of the week. As they are finalizing the job description, they are also preparing to start reaching out to candidates to try to generate interest. After that they will start the vetting process. Then, a candidate plate will be presented to Council for consideration, and begin direct interaction.

Mr. Livingston inquired if the feedback from Council helpful in developing the job description.

Ms. Mack responded the feedback was helpful, and most seemed aligned with what Find Great People is looking for.

Mr. Livingston inquired if they have developed a timeframe for the process.

Ms. Mack responded, based on her earlier discussions, it seemed as if there was a lot of interest in having the process finalized by the end of the year.

Mr. Malinowski stated, based on Mr. Livingston's question, he does not believe we want to sacrifice speed for quality. He does not know where the information came from that we have to have, or desire to have the process, completed by a specific time. In his opinion, you take the time necessary to obtain the qualified candidate(s).

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

In Favor: Malinowski, Livingston, Walker and Newton

Not Present: Kennedy

The vote in favor was unanimous.

Mr. Malinowski moved, seconded by Mr. Livingston, to come out of Executive Session.

In Favor: Malinowski, Livingston, Walker and Newton

Not Present: Kennedy

The vote in favor was unanimous.

- b. **Compensation for Interim Clerk to Council [EXECUTIVE SESSION]** – Mr. Livingston moved, seconded by Mr. Walker, to have the Interim Clerk's salary calculated, as discussed in Executive Session, and have a follow-up conversation with the Interim Clerk.

In Favor: Malinowski, Livingston, Walker and Newton

Not Present: McBride

The vote in favor was unanimous.

- c. **2020 County Administrator Evaluation Next Steps [EXECUTIVE SESSION]** – Mr. Malinowski moved, seconded by Mr. Walker, to request information from the Human Resources Department, as discussed in Executive Session, and have it brought back to the next committee meeting.

In Favor: Malinowski, Livingston, Walker and Newton

Not Present: McBride

The vote in favor was unanimous.

- d. **2021 County Administrator Evaluation Process** – Ms. Newton stated, when we had the evaluation last year, we talked about the need to establish clear criteria for the 2021 evaluation process. Some of the Council members suggested that we consider a particular methodology. Mr. Jackson had suggested that we look at 360° feedback.

Mr. Livingston moved, seconded by Mr. Malinowski, to defer this item until the next committee meeting.

- e. **County Attorney Draft Position Description** – Received as information.
5. **Other Items** – There were no other items.
 6. **ADJOURNMENT** – The meeting adjourned at approximately 2:00 PM.