



Richland County Council
EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE MINUTES
December 14, 2021 – 1:00 PM
Council Chambers

COMMITTEE MEMBERS PRESENT: Chakisse Newton Chair; Bill Malinowski, Jessica Mackey, and Cheryl English

OTHERS PRESENT: Paul Livingston, Anette Kirylo, Michelle Onley, Tamar Black, Angela Weathersby, Kyle Holsclaw, Justin Landy, Leonardo Brown, Patrick Wright, Jennifer Wladischkin, Ashiya Myers, Steven Gaither and Lori Thomas

1. **CALL TO ORDER** – Ms. Newton called the meeting to order at approximately 1:00 PM.
2. **ADOPTION OF AGENDA** – Ms. Mackey moved, seconded by Ms. English, to approve the agenda as published.

Ms. Newton noted additional information was provided by Procurement for Item 4(a); therefore, she suggested moving it to and action item.

Ms. Mackey inquired if they would still need to go into Executive Session.

Ms. Newton responded in the affirmative.

Mr. Malinowski inquired why they would need to go into Executive Session for a “process” since they are not discussing anything contractual.

Ms. Newton responded it is actually a contractual matter, as there are proposals from several firms.

Ms. Mackey amended the agenda as following: Item 4(a): “2022 County Administrator Evaluation Process/Contract”[FOR ACTION].

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous.

3. **APPROVAL OF MINUTES**

- a. December 27, 2021 – Mr. Malinowski moved, seconded by Ms. Mackey, to approve the minutes as distributed.

Ms. Newton noted there was a typo that needs to be corrected.

In Favor: Malinowski, Mackey, English and Newton

**Employee Evaluation AD HOC Committee
December 14, 2021**

Not Present: McBride

The vote in favor was unanimous.

4. **ITEM FOR ACTION**

- a. **2022 County Administrator Evaluation Process/Contract [Executive Session]** – Ms. Newton noted this item involves several firms that sent proposals to provide the Administrator’s 2022 evaluation. She noted since it is a contractual matter it should be taken up in Executive Session.

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

In Favor: Mackey, English and Newton

Opposed: Malinowski

Not Present: McBride

The vote was in favor.

*The Committee went into Executive Session at approximately 1:04PM
and came out at approximately 1:11PM*

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

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous.

Mr. Malinowski moved, seconded by Ms. Mackey, to hold this item in committee and direct Procurement to obtain information on all of the firms that provided proposals and bring back to the next committee meeting.

Ms. Newton requested staff bring back the chart comparison and information at the next meeting.

In Favor: Malinowski, Mackey, English and Newton

Not Present: McBride

The vote in favor was unanimous.

4. **ITEMS FOR DISCUSSION**

- b. **County Attorney and Clerk to Council Performance Evaluation Process** – Ms. Newton noted she spoke with the County Attorney, Clerk to Council and County Administrator, per Council’s request, to give them an opportunity to provide feedback and/or information they want to about how their evaluation process might look and what some of the criteria might be. Since the County Attorney and Clerk to Council are new hires, it could be helpful if some sample information about how previous

evaluations were handled to give them something to respond to. If that is permissible with the body, she will put together some sample questions for their consideration.

Ms. Mackey noted, last time, it was a two-prong approach, when we discussed the process timeline and what it would look like. She inquired if Ms. Newton receive any feedback on a timeline.

Ms. Newton responded the time we previously discussed was that the processes would be completed by February. Her thought was we would operate in that timeframe, and any additional information we wanted to give would be provided by then. This will still allow us, as a body, to have conversations with each other, and a vendor, if desired.

c. **Other topics** – There were no other topics discussed.

6. **ADJOURNMENT**: The meeting adjourned at approximately 1:16PM