

# **RULES & APPOINTMENTS COMMITTEE**

## **AGENDA**



**TUESDAY MARCH 05, 2024**

**3:00 PM**

**COUNCIL CHAMBERS**

# Richland County Council 2024-2025



Deirek Pugh  
District 2  
Vice Chair



Jason Branham  
District 1



Gretchen Barron  
District 7



Yvonne McBride  
District 3



Paul Livingston  
District 4



Allison Terracio  
District 5



Don Weaver  
District 6



Overture Walker  
District 8



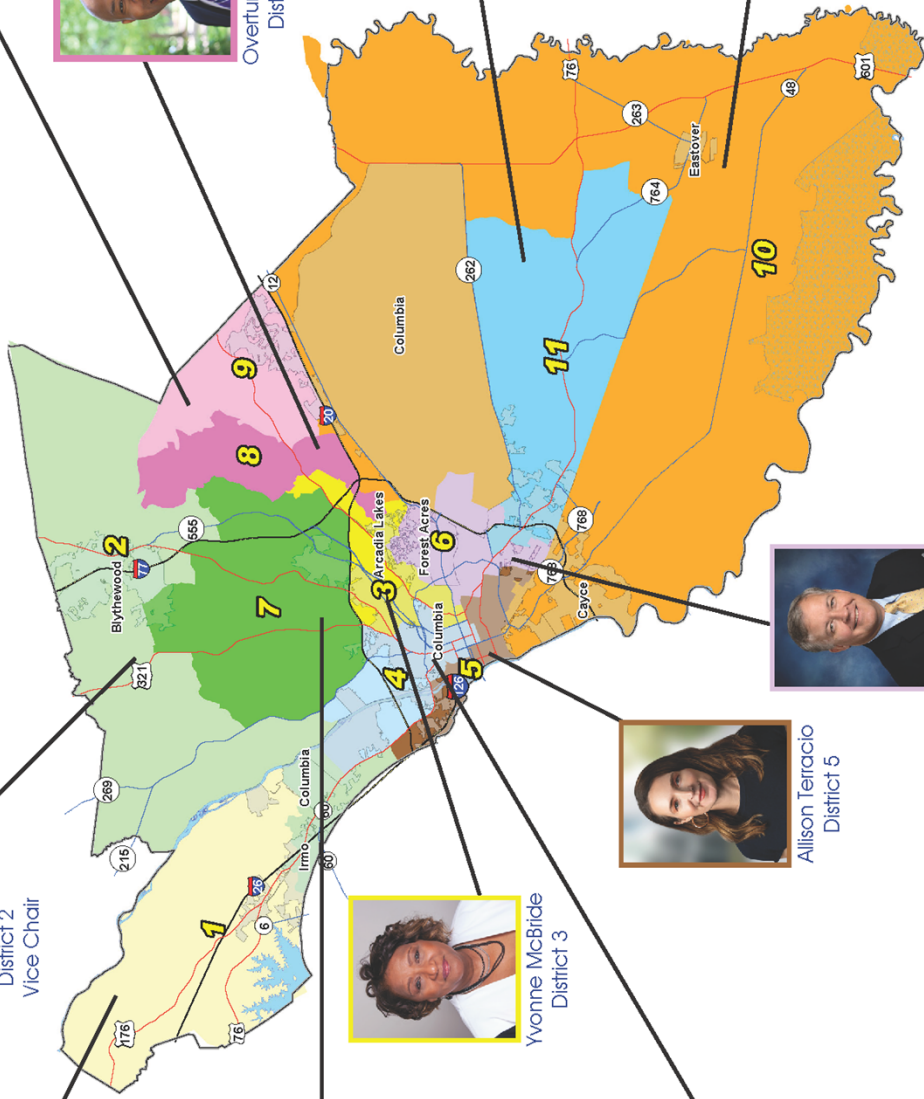
Chakisse Newton  
District 11



Cheryl English  
District 10



Jessica Mackey  
District 9  
Chair





**Richland County  
Rules & Appointments Committee**

**AGENDA**

March 05, 2024 03:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

The Honorable Allison Terracio County Council District 5	The Honorable Don Weaver County Council District 6	The Honorable Gretchen Barron County Council District 7
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1. **CALL TO ORDER** The Honorable Gretchen Barron
  
2. **APPROVAL OF MINUTES** The Honorable Gretchen Barron
  - a. December 5, 2023 [\[PAGES 7-9\]](#)
  
3. **ADOPTION OF AGENDA** The Honorable Gretchen Barron
  
4. **ELECTION OF CHAIR** The Honorable Gretchen Barron
  
5. **INTERVIEWS AND APPOINTMENTS**
  - a. Richland Memorial Hospital Board – Four (4) Vacancies
    1. Charles Mills
    2. Lochlan Wooten
    3. William Stec
    4. Andrea Darden
    5. Edwin Garrison (Incumbent)
    6. Fred Stover
    7. Carlton Boyd (Incumbent)
  
  - b. Lexington Richland Alcohol and Drug Abuse Council - Two (2) Vacancies
    1. Crystal Marks
    2. Harold Ward (Incumbent)

- c. Building Codes Board of Appeals – Eight (8) Vacancies (ONE applicant must be from the Architecture Industry, ONE applicant must be from the Gas Industry, ONE applicant must be from the Building Industry, ONE applicant must be from the Contracting Industry, ONE applicant must be from the Plumbing Industry, ONE applicant must be from the Electrical Industry, and TWO applicants must be from Fire Industry as alternates)

- 1. Shaun Jackson (Construction Industry)

- d. Central Midlands Regional Transit Authority – One (1) Vacancy

- 1. Roosevelt Barnwell

## **6. NOTIFICATION OF VACANCIES [PAGE 10]**

- a. 1. Accommodations Tax Committee – Four (4) Vacancies (ONE applicant must have a background in the lodging industry, TWO applicants must have a background in the hospitality industry, and ONE applicant must have a cultural background)

- 2. Board of Assessment Appeals – One (1) Vacancy

- 3. Board of Zoning Appeals – Two (2) Vacancies

- 4. Building Codes Board of Appeals – Eight (8) Vacancies (ONE applicant must be from the Architecture Industry, ONE applicant must be from the Gas Industry, ONE applicant must be from the Building Industry, ONE applicant must be from the Contracting Industry, ONE applicant must be from the Plumbing Industry, ONE applicant must be from the Electrical Industry, and TWO applicants must be from Fire Industry as alternates)

- 5. Business Service Center Appeals Board – Three (3) Vacancies (ONE applicant must be from the Business Industry and TWO applicants must be CPAs)

- 6. Central Midlands Council of Governments – Three (3) Vacancies

- 7. Central Midlands Regional Transit Authority – One (1) Vacancy

- 8. Community Relations Council – Six (6) Vacancies

- 9. Historic Columbia – One (1) Vacancy

10. Hospitality Tax Committee – Four (4) Vacancies  
(TWO applicants must be from the Restaurant Industry)

11. Lexington Richland Alcohol and Drug Abuse  
Council – Two (2) Vacancies

12. Planning Commission – Two (2) Vacancies

13. Richland Memorial Hospital Board – Four (4)  
Vacancies

**7. ITEMS FOR INFORMATION**

- a. Boards, Commissions, and Committee Advertisement  
Schedule [\[PAGE 11\]](#)
- b. Applications Currently on File [\[PAGES 12-13\]](#)

**8. ADJOURNMENT**



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 Appointment Committee  
**MINUTES**  
December 5, 2023 – 3:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Gretchen Barron, Chair, Jason Branham, and Allison Terracio

OTHERS PRESENT: Derrek Pugh, Don Weaver, Michelle Onley, Anette Kirylo, Angela Weathersby, Wayne Thornley, Stacey Hamm, Tamar Black, Jennifer Wladischkin, and Ashiya Myers

1. **CALL TO ORDER** – Chairwoman Gretchen Barron called the meeting to order at approximately 3:00 PM.

2. **APPROVAL OF MINUTES**

a. November 14, 2023 – Ms. Terracio moved to approve the minutes as distributed, seconded by Mr. Branham.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

3. **ADOPTION OF THE AGENDA** – Ms. Terracio moved to adopt the agenda as published, seconded by Mr. Branham.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

4. **INTERVIEW AND APPOINTMENT**

a. Richland County First Steps Partnership Board: Richland Library Appointment – Ms. Barron noted the Richland Library recommends an appointee to the Rules and Appointments Committee. The Rules and Appointments Committee will interview the individual and provide a recommendation to Council. Council reserves the right to appoint or not appoint the individual.

Mr. Branham moved to go into Executive Session, seconded by Ms. Terracio.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

*The Committee went into Executive Session at approximately 3:02 PM  
and came out at approximately 3:10 PM*

Ms. Terracio moved to come out of Executive Session, seconded by Mr. Branham.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

Ms. Barron indicated the committee entered into Executive Session to hold an interview for the Richland County First Steps Partnership Board: Richland Library Appointee. No action was taken in Executive Session.

Ms. Terracio moved to appoint Ms. Lee Patterson to represent the Richland Library on the Richland County First Steps Partnership Board, seconded by Ms. Barron.

In Favor: Branham, Terracio, and Barron.

The vote in favor was unanimous.

## 5. **NOTIFICATION OF VACANCIES**

- a. Accommodations Tax Committee – Four (4) Vacancies (ONE applicant must have a background in the Lodging Industry, TWO applicants must have a background in the Hospitality Industry, and ONE applicant must have a Cultural background)
- b. Board of Zoning Appeals – One (1) Vacancy
- c. Building Codes Board of Appeals – Eight (8) Vacancies – (ONE applicant must be from the Architecture Industry, ONE applicant must be from the Gas Industry, ONE applicant must be from the Building Industry, ONE applicant must be from the Contracting Industry, ONE applicant must be from the Plumbing Industry, ONE applicant must be from the Electrical Industry, and TWO applicants must be from the Fire Industry as alternates)
- d. Business Service Center – Three (3) Vacancies (ONE applicant must be from the Business Industry and TWO applicants must be CPAs)
- e. Central Midlands Regional Transit Authority – One (1) Vacancy
- f. Hospitality Tax Committee – Three (3) Vacancies (TWO applicants must be from the Restaurant Industry)
- g. Lexington Richland Alcohol and Drug Abuse Council (LRADAC) – Two (2) Vacancies
- h. Richland Memorial Hospital Board – Four (4) Vacancies

Ms. Anette Kirylo, Clerk of Council, noted that the advertisement will run from December 15, 2023-January 12, 2024.

Ms. Terracio moved to advertise for the above-referenced vacancies, seconded by Mr. Branham.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

## 6. **ITEMS FOR DISCUSSION/ACTION**

- a. Richland County First Steps Partnership Board Description – Ms. Barron stated that Council approved the ordinance allowing us to appoint to this board. The board description will be included with the description of the other boards, commissions, and committees approved by this committee.

Ms. Kirylo stated once the committee approves the board description it will be added to the County's website.

Ms. Elizabeth McLean, Chief Deputy County Attorney, indicated this type of description is typically included in the ordinance.

Ms. Barron expressed that the County Attorney said the language was in the ordinance. She did not look at the ordinance to see how it was laid out, but she does remember when we were making edits and modifications; if they were not there, we had to insert them.

Ms. McLean noted nothing in the recently executed ordinance lays out how the members are appointed.

Ms. Barron indicated she would like to forward the document the Clerk's Office provided to the Council for approval.

Mr. Branham stated as he was reading the proposed description the second sentence may need to be more concise about what First Steps does. He noted his understanding is First Steps initiative is to serve the needs of young children and their families.



Ms. Terracio believes it is a school readiness program, which should be reflected in the description. Ms. Barron stated the Clerk's Office indicated the language came from the ordinance. She inquired if this is the way First Steps describes their program. She agrees the second sentence is quite wordy, but if it is how they describe themselves, then the language should reflect that. Since there seems to be some confusion about the language, she suggests this item be deferred until the February 2024 Rules and Appointments Committee meeting. She requested that committee members provide suggestions to the Clerk's Office by Tuesday, December 12, 2023.

- b. I move that Council establishes written guidelines regarding the number of proclamations and acknowledgement resolutions that can be presented at County Council meetings [WEAVER and TERRACIO] – Ms. Kirylo stated she reached out to the South Carolina Association of Counties and the Clerk to Council's Association and requested feedback on their policies and procedures regarding proclamations and resolutions. She expressed that none of the counties that responded have written policies and procedures. The majority do not have limits. The presentation is done onsite and offsite, similar to what Richland County does. There is no time limit for the individual to speak, but if the recipients are allowed to speak, the comments are understood to be brief.

Ms. Barron inquired if Ms. Kirylo had a recommendation.

Ms. Kirylo maintained that when the Clerk's Office reaches out to the individual(s) receiving the recognition, they have about 20 seconds to make remarks. It is up to each Council member to sponsor a proclamation or request Council to approve a resolution. Ultimately, it is how Council wishes to proceed. If Council wishes to set limits, it is crucial to identify how the limits will be set.

Mr. Branham asserted he believes we could save some time by limiting the reading of the document to the first and last paragraphs.

Ms. Barron inquired if we need a rule or an understanding with the Clerk's Office.

Ms. Terracio responded that it could simply be Council members and the Clerk's Office establishing a 'norm' for these type of items.

Mr. Branham moved to forward to Council with a recommendation not to establish any rules of procedures related to resolutions or proclamations; however, we have requested the Clerk to Council provide informal guidelines to Council, seconded by Ms. Terracio.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

7. **ADJOURNMENT** – Mr. Branham moved to adjourn the meeting, seconded by Ms. Terracio.

In Favor: Branham, Terracio, and Barron

The vote in favor was unanimous.

The meeting was adjourned at approximately 3:32 PM.



**Richland County Council  
Boards, Commissions and Committees Vacancies**

**Richland County Council will accept applications through April 23, 2024 at 5:00 PM for Service on the following Boards, Commissions or Committees:**

1. Accommodations Tax Committee – Four (4) Vacancies (**ONE** applicant must have a background in the lodging industry, **TWO** applicants must have a background in the hospitality industry, and **ONE** applicant must have a cultural background)
2. Board of Assessment Appeals – One (1) Vacancy
3. Board of Zoning Appeals – Two (2) Vacancies
4. Building Codes Board of Appeals – Eight (8) Vacancies (**ONE** applicant must be from the Architecture Industry, **ONE** applicant must be from the Gas Industry, **ONE** applicant must be from the Building Industry, **ONE** applicant must be from the Contracting Industry, **ONE** applicant must be from the Plumbing Industry, **ONE** applicant must be from the Electrical Industry, and **TWO** applicants must be from Fire Industry as alternates)
5. Business Service Center Appeals Board – Three (3) Vacancies (**ONE** applicant must be from the Business Industry and **TWO** applicants must be CPAs)
6. Central Midlands Council of Governments – Three (3) Vacancies
7. Central Midlands Regional Transit Authority – One (1) Vacancy
8. Community Relations Council – Six (6) Vacancies
9. Historic Columbia – One (1) Vacancy
10. Hospitality Tax Committee – Four (4) Vacancies (**TWO** applicants must be from the Restaurant Industry)
11. Lexington Richland Alcohol and Drug Abuse Council – Two (2) Vacancies
12. Planning Commission – Two (2) Vacancies
13. Richland Memorial Hospital Board – Four (4) Vacancies

The Rules and Appointments committee will tentatively start the interview process in April 2024 with recommendations for appointments following thereafter.

Please visit [www.richlandcountysc.gov](http://www.richlandcountysc.gov) to submit an online application for the board, commission or committee you are interested in serving on. Please note the dates and times that particular board, commission or committee meets to ensure your availability to attend those meetings prior to submitting your application. Once you have submitted the application and resume, the Clerk of Council's Office will contact you to schedule a brief interview with the Rules and Appointments Committee. Interviews take place on Tuesdays afternoon.

You are **strongly encouraged to speak with your Council District Representative** and to visit [www.richlandcountysc.gov](http://www.richlandcountysc.gov) to learn more about the board, commission or committee you are interested in serving on prior to applying. If you need additional information, please contact the Richland County Clerk to Council Office at (803) 576-2060 or by e-mail at [rccoco@richlandcountysc.gov](mailto:rccoco@richlandcountysc.gov).

**BOARDS, COMMISSIONS AND COMMITTEE  
VACANCY AND APPLICATION DEADLINE SCHEDULE**

SUBMIT VACANCY LISTING TO RULES COMMITTEE	PUBLICATION OF AD (Estimate)	APPLICATION SUBMITTAL DEADLINE
March 5, 2024	March 15, 2024	April 23, 2024
June 4, 2024	June 14, 2024	July 12, 2024
September 10, 2024	September 20, 2024	October 18, 2024
December 3, 2024	December 13, 2024	January 10, 2025

**APPLICATIONS ON FILE  
February 6, 2024**

Board/Committee/Commission	Name	Municipality	District	Application Received	Interviewed	Notes
<b>Accommodations Tax</b>						
Accommodations Tax	Raquel Felder	Unincorporated	7	1/17/2024		
<b>Airport Commission</b>						
Airport Commission	Robert Luke	Unincorporated	9	5/22/2023	**Currently No Vacancies	
Airport Commission	Tyson Grinstead	Columbia	6	5/31/2023	**Currently No Vacancies	
Airport Commission	Sally McCants	Columbia	5	7/7/2023	**Currently No Vacancies	
Airport Commission	Cynthia Giles	Columbia	1	9/27/2023	**Currently No Vacancies	
Airport Commission	Kendrick Scott	Unincorporated	10	10/17/2023	**Currently No Vacancies	
<b>Board of Zoning Appeals</b>						
Board of Zoning Appeals	Troy Green	Unincorporated	10	7/26/2023		
Board of Zoning Appeals	Alexander Alderan	Unincorporated	7	8/23/2023		
<b>Building Codes Board of Appeals</b>						
Building Codes Board of Appeals	Shaun Jackson	Columbia	6	12/11/2023		
<b>Central Midlands Regional Transit Authority</b>						
Central Midlands Regional Transit Authority	Roosevelt Barnwell	Columbia	9	12/1/2023		
<b>Community Relations Council</b>						
Community Relations Council	Rachel Jeanean Petoskey	Columbia	5	6/28/2023		
Community Relations Council	Lorrie Floyd-Goodson	Unincorporated	11	8/6/2023		
<b>Employee Grievance Committee</b>						
Employee Grievance Committee	Kyle Hughes			12/5/2023	**Currently No Vacancies	
<b>Historic Columbia</b>						
Historic Columbia	Cearra Harris	Columbia	10	7/12/2023		
<b>Hospitality Tax Committee</b>						
Hospitality Tax Committee	Raquel Felder	Unincorporated	7	1/17/2024		
<b>Lexington Richland Alcohol and Drug Abuse Council</b>						
Lexington Richland Alcohol and Drug Abuse Council	Harold C. Ward	Columbia	6	11/15/2023		
Lexington Richland Alcohol and Drug Abuse Council	Crystal Marks	Columbia	6	12/8/2023		
<b>Midlands Workforce Development Board</b>						
Midlands Workforce Development Board	Cordell Brown	Columbia	9	1/11/2024	**Currently No Vacancies	

\*\*Highlighted Applicants have multiple applications on file.

**APPLICATIONS ON FILE**  
**February 6, 2024**

<b>Music Festival Commission</b>					
Music Festival Commission	Natasha Delahunt	Unincorporated	11	1/12/2024	**Currently No Vacancies
<b>Planning Commission</b>					
Planning Commission	Lakesha McKelvey	Unincorporated	11	10/7/2023	
Planning Commission	Tyler Roberts	Unincorporated	2	10/8/2023	
Planning Commission	Neil Devaney	Unincorporated	1	10/20/2023	
Planning Commission	Brittany Sumter	Unincorporated	10	10/31/2023	
<b>Procurement Review Panel</b>					
Procurement Review Panel	Colby Fuller	Columbia	5	2/16/2024	**Currently No Vacancies
<b>Richland Library Board of Trustees</b>					
Richland Library Board of Trustees	Todd Beasley	Unincorporated	10	8/24/2023	**Currently No Vacancies
Richland Library Board of Trustees	Kurt Hamm	Unincorporated	8	12/17/2023	**Currently No Vacancies
<b>Richland Memorial Hospital Board</b>					
Richland Memorial Hospital Board	Lochlan Wooten	Columbia	6	11/15/2023	
Richland Memorial Hospital Board	Fred Stover	Unincorporated	9	11/27/2023	
Richland Memorial Hospital Board	Carlton Boyd	Unincorporated	9	11/29/2023	
Richland Memorial Hospital Board	Charles Mills	Unincorporated	7	11/30/2023	
Richland Memorial Hospital Board	Edwin Garrison	Unincorporated	2	12/5/2023	
Richland Memorial Hospital Board	William Stec	Unincorporated	7	12/14/2023	
Richland Memorial Hospital Board	Andrea Darden	Unincorporated	11	1/7/2024	
Richland Memorial Hospital Board	Damitchell Moore	Unincorporated	9	2/4/2024	
Richland Memorial Hospital Board	Colby Fuller	Columbia	5	2/16/2024	
<b>Transportation Penny Advisory Committee</b>					
Transportation Penny Advisory Committee	Melondy Spivey	Unincorporated	9	11/2/2023	**Currently No Vacancies
Transportation Penny Advisory Committee	Scott Hicks	Unincorporated	1	11/7/2023	**Currently No Vacancies

\*\*Highlighted Applicants have multiple applications on file.