



Richland County Council
EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE
MINUTES
April 19, 2022 – 1:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Chakisse Newton Chair; Bill Malinowski, Derrek Pugh, and Cheryl English

OTHERS PRESENT: Anette Kirylo, Michelle Onley, Tamar Black, Kyle Holsclaw, Justin Landy, Leonardo Brown, Patrick Wright, Jennifer Wladischkin, Lori Thomas, Dwight Hanna and Abhi Deshpande

1. **CALL TO ORDER** – Chairwoman Chakisse Newton called the meeting to order at approximately 1:00 PM.
2. **APPROVAL OF MINUTES**
 - a. December 14, 2021 – Ms. English moved, seconded by Mr. Pugh, to approve the minutes as distributed.

In Favor: Malinowski, Pugh, English and Newton

Not Present: Mackey

The vote in favor was unanimous.
3. **ADOPTION OF AGENDA** – Mr. Pugh moved, seconded by Mr. Malinowski, to adopt the agenda as published.

In Favor: Malinowski, Pugh, English and Newton

Not Present: Mackey

The vote in favor was unanimous.
4. **ELECTION OF CHAIR** – Mr. Pugh moved, seconded by Ms. English, to nominate Ms. Newton for the position of Chair.

Ms. English moved, seconded by Mr. Malinowski, to close the floor for nominations.

In Favor: Malinowski, Pugh, English and Newton

Not Present: Mackey

The vote in favor of closing the floor for nominations was unanimous.

In Favor: Malinowski, Pugh, English and Newton

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Not Present: Mackey

The vote in favor of Ms. Newton's nomination for the position of Chair was unanimous.

5. **ITEM FOR ACTION**

a. **2022 County Administrator Evaluation Process/Contract [Executive Session]**

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

Mr. Malinowski stated he believes we should start in open session, as the agenda states we will be discussing a process, and the public is entitled to know the process we are discussing.

Ms. Newton responded the agreements were delivered "under separate cover" with Council members' agendas, and were not provided to the public. The goal, as it relates to the Administrator, is to discuss the process and select a firm.

Mr. Pugh withdrew his motion.

Mr. Malinowski requested Mr. Wright to inform the committee, when we are no longer discussing the process, but the contracts.

The County Attorney, Patrick Wright, responded because it is a contractual matter, as well as a personnel matter, it would be eligible for Executive Session.

Mr. Malinowski requested to discuss the process.

Ms. Newton stated, per our contract with Mr. Brown, it states we will use an outside firm to conduct his evaluation. Last year, as a part of the process, we sent out a Request for Proposals (RFPs) to several firms to see who would be able to help us conduct a 360° evaluation of Mr. Brown. In the packet, which was sent under separate cover, the Procurement Manager, Jennifer Wladischkin, has included a copy of the RFP, the firms' responses to the RFP, a comparative chart of the firms. As a part of RFP, the vendor will assist Council to develop additional criteria for future evaluations. Additionally, Council members requested we have a conversation with the County Administrator, County Attorney and Clerk to Council to see if there was any input they would like to provide, as it relates to the evaluation process. Mr. Brown was willing to go along with the process Council chose to use. Mr. Brown requested Council ensure there is a feedback mechanism.

Mr. Malinowski inquired if the firms provided to the committee were procured through a RFP.

Ms. Wladischkin responded in the affirmative. She noted, due to the dollar amount, it was informally solicited. We requested proposals from several Human Resource vendors.

Mr. Malinowski inquired if there is a reason the names of the firms cannot be disclosed to the public.

Ms. Wladischkin responded we do not typically release the information. Once we establish a vendor Council would like to move forward with, we would enter negotiations, which could be effected if we released the names of the responsive bidders.

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

In Favor: Malinowski, Pugh, English and Newton

Not Present: Mackey

The vote in favor was unanimous.

*The Committee went into Executive Session at approximately 1:12 PM
and came out at approximately 1:27 PM*

Ms. English moved, seconded by Mr. Pugh, to come out of Executive Session.

In Favor: Malinowski, Pugh, English and Newton

Not Present: Mackey

The vote in favor was unanimous.

- b. **2022 County Administrator Evaluation Process** – Mr. Malinowski moved, seconded by Mr. Pugh, to forward to Council with a recommendation to direct Ms. Wladischkin and Procurement to enter into negotiations with company #2, as discussed in Executive Session.

In Favor: Malinowski, Pugh, English and Newton

Not Present: Mackey

The vote in favor was unanimous.

- c. **County Attorney and Clerk to Council Performance Evaluation Process** – Mr. Malinowski moved, seconded by Mr. Pugh, to forward to Council with a recommendation to direct Ms. Wladischkin and Procurement to enter into negotiations with company #2. The budgeted amount should not exceed the amount discussed in Executive Session.

In Favor: Malinowski, Pugh, English and Newton

Not Present: Mackey

The vote in favor was unanimous.

Ms. Newton stated, for clarification, these items will go to Council for report out, and would not need to come back to committee.

Ms. Wladischkin responded in the affirmative.

Mr. Malinowski stated, for each of the motions, when Procurement has obtained the necessary information it should be placed on the Council agenda for action.

Ms. Wladischkin inquired if she is to move forward with negotiations, and then bring it back to Council.

Mr. Malinowski inquired if we need to reconsider the motions, so they do not have to come back to committee.

Mr. Wright responded, once it goes to Council, it can be reconsidered.

6. **OTHER TOPICS** – There were no additional items for discussion.
7. **ADJOURNMENT** – Mr. Malinowski moved, seconded by Ms. English, to adjourn.

In Favor: Malinowski, Pugh, English and Newton

Not Present: Mackey

The meeting adjourned at approximately 1:32PM

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