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Members of the Richland County Legislative Delegation

Columbia, South Carolina 29201

Senators
Senator Joel Lourie
Senator John Courson
Senator Thomas McElveen

Representatives
Representative Beth Bernstein
Representative James Smith
Representative Nathan Ballentine
Representative Kirkman Finlay
Representative Mary Gail Douglas
Representative Joe McEachern
Representative Mia McLeod

October 13, 2016

VIA HAND DELIVERY AND
EMAIL TRANSMISSION: Swatipatel@gov.sc.gov

The Honorable Nikki R. Haley
Office of the Governor
South Carolina State of House, First Floor
Columbia, South Carolina 29201

RE: Richland County Recreation Commission ("RCRC")

Dear Governor Haley:

We, the undersigned members representing a majority of the Richland County Legislative Delegation, respectfully request that you utilize your powers pursuant to SC Code Section 1-3-240(A)(3) to remove certain members of the Richland County Recreation Commission Board on the grounds that these members have committed "acts of malfeasance, incompetence, misconduct and persistent neglect of duty" in complete disregard of the office they hold. The following Board Commissioners have put their own interests above the interests of the citizens of Richland County and should be removed, *effective immediately*: J. Marie Green, Chair; Barbara Mickens, Vice Chair; Weston A. Furgess, Jr., Secretary; George D. Martin, Jr.; and Joseph B. Weeks (hereinafter referred to jointly as "Five Commissioners").

The Commission has received several complaints about RCRC Director James Brown, III over the past couple of years. In fact, as a result of the ensuing complaints of wrongdoing by Director Brown, Gignillat, Savitz, and Bettis, an employment law firm, was hired by the Board Commissioners at the beginning of this year to investigate allegations of misconduct at RCRC.

The Five Commissioners expended in excess of $35,000 for this report. We believe this report provides conclusive evidence of Director Brown's wrongdoing. Nevertheless, after reviewing the report, the Five Commissioners, on a recorded vote of 5-2, voted in executive session in favor of Director Brown and put his interests above the welfare of the employees and citizens of Richland County who use the parks and recreational centers. A copy of these minutes are attached hereto as Exhibit A and incorporated herein by reference.

On numerous occasions, we attempted to reach out to the Five Commissioners to ascertain what's been happening at the commission, to no avail. Recently, in order to get answers to our most basic questions, we were left with no alternative but to institute a FOIA request to obtain certain documentation. Unfortunately, most of the information we requested was not provided or made available to us. Specifically, we wanted a copy of the investigative report prepared by Gignillat, Savitz and Bettis, which they refused to make available to us. Obviously, we believe this report is germane to our inquiry.

In fact, the only communication taken on their initiative is a FOIA request by Board Chair Green, in her capacity as Chairman, to both the Clerk of the House and Senate requesting information as to any and all Senators and/or House members who have family members who are employed by their respective chambers. Rather than concentrating on the mounting issues at RCRC, Ms. Green reacts with pettiness and immaturity by focusing on irrelevant matters. This is yet another example of the Five Commissioners inability to oversee RCRC.

Especially in light of RCRC Director James Brown's indictment yesterday on charges related to him using his position to coerce and attempt to coerce female employees into having sexual contact with him over a period of several years, we believe that the Five Commissioners have committed significant acts of malfeasance and other wrongdoing by, among other things, (1) disregarding the hostile work environment for the employees of RCRC; (2) allowing blatant abuses of nepotism; (3) approving irresponsible compensation; (4) overlooking numerous allegations of sexual harassment and other inappropriate behavior by RCRC Director James Brown, III; (5) incurring excessive litigation costs and expenses; and (6) failing to provide adequate oversight over RCRC.

GROUND ONE
DISREGARDING HOSTILE WORK ENVIRONMENT FOR THE EMPLOYEES OF RCRC

Since Director Brown's promotion to Director of RCRC, the 160+ employees at RCRC have been subjected to a hostile, offensive, and unprofessional work environment in contravention to its Harassment Policy and Whistleblower Policy. Copies of which are attached herewith as Exhibit B and incorporated herein by reference. Many of the employees are constantly in fear of being fired or demoted and are continually being intimidated and harassed.

In one specific example, Mr. Brown makes threats throughout a mandatory staff meeting regarding disciplinary actions which do not appear to relate to any actual policies. A CD recording of this meeting can be forwarded to you, if necessary, or you may listen to it by going to https://youtu.be/r3hKGdM8MI0.

In the recording, you can hear Mr. Brown berating staff with threats and innuendo. He threatens to revoke raises, deny overtime pay by changing staff work schedules without notice or consideration, and threatens to fire people who do not agree with him.

The Human Resource Division Head, David Stringer, also offers no assistance to aggrieved employees. He (*allegedly*) has repeatedly taken no action on behalf of the employees and instead conveys any negative information directly to Mr. Brown, who then intimidates the employees through confrontation and/or threatening their employment or firing them. All of this is happening with actual knowledge and implied consent of the Five Commissioners.

Zenethia Brown, a former employee, had this to say about her experience working at RCRC, in her own words:

> "As a former Richland County Recreation Commission employee who was mistreated, retaliated against and eventually fired, I want to thank you . . . . My final years at the Commission can only be described as miserable. I would wake up each morning dreading going to work, because I didn't know from one day to the next what to expect. I have a Bachelor's degree in English and my Master's in Public Administration. For years, I was the Director of Community Relations in charge of special events, marketing and PR, and community involvement. Then one day - the day Mr. Brown refers to as "the day of reckoning" - I come in to work and I am told that my position had been eliminated and I was being reassigned as an assistant park director; an entry level position that required me, a mother of two, to work from 2:00 – 9:00 pm and every other weekend. I hardly got to see my boys from that point on. My oldest almost failed Language Arts because I (an English major) was not home to help him with his homework. I endured all of this, because Mr. Brown thought that I had something to do with the letters that had been written to County Council. I DID NOT write the letters. However, because Mr. Brown thought that I did, I was defamed, ostracized and demoted. He told my friends that I was a troublemaker and forbade them to go out to lunch with me or hang out with me. We had to meet at out of the way places just to go to lunch together. I'm sharing this with you so that you understand how happy you are making people like myself by continuing the fight to remove Mr. Brown and the Commissioners. It's vital that you understand importance of continuing the fight. I've heard members of the Delegation talk about the health of the Commissioners, while completely disregarding the health issues that have befallen the RCRC employees. I for one, had to go on blood pressure medication for the first time in my life after passing

> out at the park. Fortunately, I have a wonderful job now and no longer have to take that medication. I've known at least two employees who had to go on anxiety medication. This is not something to be taken lightly as I fear some of your colleagues are doing. This situation is destroying people's well-being."
>
> "I was fortunate enough to finally secure a job that I love. . . . I didn't realize it at first, but . . . I realized that I was suffering from a mild form of PTSD. I couldn't make simple decisions without feeling sick. I woke up nervous every morning like the rug was about to be pulled out from under me. I got terrified every time a board member called me. Once I realized what was going on, I sought help and now I am much better. It is important that you understand this, because this is what the current RCRC employees are experiencing every day. Once this is all over, they are going to need some form of counseling. PTSD is a by-product of living in fear each day. RCRC employees are constantly on edge and afraid of what is going to happen to them. They are terrified that Mr. Brown is not only coming back, but that he is keeping a list and will punish people at will. This is a horrible way to live and it takes some time and professional help to get over."

GROUND TWO
ALLOWING BLATANT ABUSES OF NEPOTISM

Mr. Brown's son, James A. Brown, his daughter, Tiffani Brown, and his brother Jeff Brown, all work at the commission and fall within the definition of 'family member' under state ethics law. RCRC's nepotism policy, which is a broader policy than the state's, includes nephews, nieces and domestic partners and unrelated associates "engaged in an apparently romantic relationship" and their families. Under this broader definition, the nepotism policy has been even more severely violated. Further abuses of nepotism also spread to Commissioners' families. Commission Board Chair J. Marie Green has several relatives working at the agency. Her niece, Jasmine Duckett is a part-time administrative assistant, and her nephews, Charles Duckett and Robert Davis, are interim facility repair manager and site manager, respectively. Commission Vice-Chair Barbara Mickens' nephew, Antwane Litte, and her sister-in-law, Devra Thompson, are both site managers at the agency. For a complete listing of all the family members who work at RCRC, refer to Exhibit C, which is attached hereto and incorporated by reference.

Mr. Brown's friends and those of his family also benefit from his role as Director. His son's fiancée's father, Calvin McDonald, Sr., and brother, Calvin McDonald, Jr., both work at the commission as park custodians. His friend Willie Washington's son, Gerard, was hired at the Commission in 2014 at a salary of $20,800. Another Brown friend, Alex Wright, earns $50,822 managing Meadowlake Park, one of the agency's lowest-revenue producing parks, in contrast to Shaunta Cleveland, who makes $35,787 as manager of Polo Road Park, one of the agency's highest-revenue parks.

GROUND THREE
APPROVING IRRESPONSIBLE COMPENSATION

At least 10 employees who are related or connected to Mr. Brown and/or his family or related to the Five Commissioners have received significant pay raises since their hiring, all of which were approved and reviewed by the Five Commissioners pursuant to RCRC's compensation policy, which is attached hereto as Exhibit D and incorporated herein by reference. Since Mr. Brown took over as Director in 2010, the raises and promotions of all 'family members' have totaled $128,272. In the year before Brown took over, the highest raise given was $2,884.

Since 2010, all three relatives of Board Chair Green have received raises worth a total of $34,997, with Charles Duckett receiving the most with an $18,836 increase in pay. Board Vice-Chair Mickens' nephew also has received $5,000 in raises since 2010. Friends also received promotions and raises. Gerald Washington was hired at $20,800 in 2014 and has received $11,005 in raises since then, bringing his current salary up to $31,805

Just in the last year, Mr. Brown received a raise of more than $30,000, bringing his annual salary to $151,800. His salary is far more than any other county recreation chief across the state. Of the big-county salaries listed, only one other was as high as six figures, Greenville County director, with a mean salary of $131,520.

Other employees receiving raises over $5,000 in FY 2015-16 were: Marta Cleary, Director of Property Management, $7,448; Andrea Fripp-James, Finance Division head, $5,000; Senita Carter, Administrative Assistant, $5,000; Takequita Lewis, Administrative Assistant, $5,000; Andrew Scott, Adaptive Recreation Director, $7,789; and Chris Santino, Safety Manager, $10,000. A redacted copy of the employment compensation of the employees at the Commission is attached as Exhibit E and incorporated herein by reference.

GROUND FOUR
OVERLOOKING NUMEROUS ALLEGATIONS OF SEXUAL HARASSMENT AND OTHER INAPPROPRIATE BEHAVIOR BY RCRC DIRECTOR JAMES BROWN, III

It is considered a common occurrence when Mr. Brown makes inappropriate comments of a sexual nature in the workplace. Numerous complaints have been filed against him alleging sexual harassment and other inappropriate behavior by him. The complaints claim Brown sexually and racially harassed employees and terminated employees who spoke out against him. The complaints further allege that Mr. Brown paid recreation commission board members to protect him. Copies of those complaints are enclosed herewith.

One visual account of what has been happening at RCRC as recounted by a whistleblower to Wach Fox news, is as follows:

> "We're scared. I mean, we've heard that he carries a gun in the office.. so we're.. we never know when he will flip and turn on us because he has said many times that if he goes down, he's taking all of us with him."
>
> "He has bragged about having sexual relations in the bathroom at the job, and he's also bragged saying he only needs to throw fifty dollars to certain people- you know, out of his pocket, to get what he wants."
>
> "The whistleblower says people at the commission are having trouble doing their jobs, and the agency is suffering because of it."
>
> "The people he puts in these positions have no clue what they need to do, and they are even told they don't have to do anything. So other people have to take on major responsibilities just to keep up with what he does."

GROUND FIVE
INCURRING EXCESSIVE LITIGATION COSTS AND EXPENSES

Although the legal budget for 2015-16 was $15,000, RCRC exceeded its legal-expense budget by $90,445 since July of last year in connection to costs related to lawsuits and independent investigations. The agency spent $105,445 from July of 2015 to July 2016 with three law firms, McNair ($53,572), Gignilliat, Savitz & Bettis ($35,278.25) and Robinson McFadden & Moore ($16,594).

In the past five years, the Insurance Reserve Fund has paid a total of $172,500 in judgments and $81,039 in attorney fees unsuccessfully fighting discrimination and defamation lawsuits the RCRC and its Director have lost.

GROUND SIX
FAILING TO PROVIDE ADEQUATE OVERSIGHT OVER RCRC AND ITS DIRECTOR

Change can only come from the top. It is clear that the Five Commissioners have failed to adequately oversee what's been happening at RCRC. At a minimum, their inaction makes them complicit in these bad acts.

Based upon the aforementioned grounds, the Five Commissioners have committed several acts of malfeasance, especially in light of Mr. Brown's indictment. They have turned a blind eye to what has been happening there. Moreover, we recently were informed by several

current and former employees that they have repeatedly over several years reached out to the Five Commissioners about the inappropriate conduct happening at the Commission to which the Five Commissioners ignored and/or questioned the victims' stories. One commissioner went so far as to question the victim as to why she would complain since she is "gainfully employed and making good salary." For the women who are victims of sexual harassment, this leaves them with a sense of betrayal and embarrassment and is an unacceptable response by those appointed to protect them.

Since you are the only person with the authority and power to remove these Commissioners and demand their accountability, we would respectfully request that you utilize your powers pursuant to SC Code Section 1-3-240(A)(3) and have these Five Commissioners removed, *effective immediately*.

Thanking you for your kind attention to this matter,

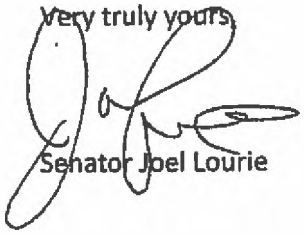
We remain,

Sincerely yours,

Senator Joel Lourie
Senator John Courson
Senator Thomas McElveen
Representative Nathan Ballentine
Representative Mary Gail Douglas
Representative Beth Bernstein
Representative James Smith
Representative Kirkman Finlay
Representative Joe McEachern
Representative Mia McLeod

(Signatures following herewith by separate pages)

Very truly yours,



Senator Joel Lourie

Very truly yours,

Beth E. Bernstein

Representative Beth Bernstein

Very truly yours,

James E. Smith

Representative James Smith

Very truly yours,

John Courson

Senator John Courson

Very truly yours,

Thomas McElveen

Senator Thomas McElveen

Very truly yours,

Kirkman Finlay

Representative Kirkman Finlay

Very truly yours,

Joe McEachern

Representative Joe McEachern

Very truly yours,

Nathan Ballentine

Representative Nathan Ballentine

Very truly yours,

Mary Gail Douglas

Representative Mary Gail Douglas

Very truly yours,

Mia McLeod

Representative Mia McLeod

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BOARD OF COMMISSIONERS:
J. Marie Green, Chair
Barbara Mickens, Vice Chair
Weston A. Furgess, Jr., Secretary
Thomas Clark
Wilbert Lewis
George D. Martin, Jr.
Joseph B. Weeks

Richland County Recreation COMMISSION

"Enriching Lives. Connecting Communities."

October 17, 2016

Via Hand Delivery and E-Mail
The Honorable Nikki R. Haley
Office of the Governor
South Carolina State House, First Floor
Columbia, South Carolina 29201

Re: Letter from Certain Members of the
Richland County Legislative Delegation
Dated October 13, 2016

Dear Governor Haley,

We regret the necessity to write to you at a time when we are under a state of emergency in our State of South Carolina, additionally having had the President most recently declare that a major disaster exists for our state. However, we feel compelled to address you expeditiously in response to the above referenced letter you received October 13, 2016 from certain members of the Richland County Legislative Delegation. This letter was authored by ten of the seventeen members of Richland County Delegation (these particular individuals referred hereafter as Certain Delegation Members). However with the one-sided, incomplete and inaccurate information that the Certain Delegation Members have published, RCRC feels it can no longer be silent.

The Executive Director, James Brown, III retired on October 14, 2016 after 34 years of public service. But with the many inaccuracies we wish to give you a fuller picture of those things we can discuss without impacting the legal rights of the Commission and the individuals involved.

As you know, the Richland County Recreation Commission is comprised of a seven-member Board whose appointments are first recommended by the Richland County Delegation and second, confirmed by you - the Governor. The Commission Board members serve in a non-paid voluntary capacity because of their love for Richland County and its citizens and their passion for recreation. Each member serves a five (5) year term. Please see EXHIBIT 1 – Current Board Members and Terms of Office.

Certain Delegation Members, apparently unhappy with the majority decisions of the Richland County Recreation Commission Board, are now requesting that you, our State Governor, would utilize your governing powers in order to remove certain members by way of demanding the resignation of five Recreation Board Members. They wish to retain only two of the existing seven-member board - two Board members whose voting just happens to be more to their liking. These two members just like the full Board are public servants of Richland County all of whom make conscientious decisions and are voluntary and duly-appointed members. The Board has (appropriately) not spoken about pending legal matters, but with the multiplicity of inaccurate allegations Certain Delegation Members have submitted for publication, we feel we can no longer remain quiet.

Highlights of Inaccurate Statements and Misrepresentations

- As you can see from EXHIBIT 1 some members such as Joseph Weeks and Thomas Clark were appointed in February 2016 (after the period of time the allegations and unproven incidents in question occurred). Yet the Certain Delegation Members are calling for the removal of only Joseph Weeks simply because they disapprove of his voting record. If the same scrutiny was placed on these Certain Members' voting record none would currently be serving.
- Contrary to their contention, the Commission has taken action when complaints have been received by the agency's Human Resources Department or the Board. Actionable complaints were addressed immediately. Complaints not received by Human Resources or the Board cannot be investigated.
- One such complaint was received by the Board on December 9, 2015. Due to the nature of this complaint, RCRC engaged the legal services of an outside impartial attorney to review the complaint and advise the Board of legal risks. This firm has provided legal services to legal services to RCRC since about 1994. The attorney is a certified specialist in employment and labor law. She trained all employees on harassment in the workplace including protocols for bringing concerns or claims for internal review and investigation after the Commission's receipt of an anonymous letter in August 2014.
- On only ONE occasion did the Certain Delegation Members "reach out" to the Commission - in a letter addressed to the Board Chair. They sent a letter to the Commission Board on July 13, 2016 requesting among other things the employment status of a specific employee and asking if the Insurance Reserve Fund was handling the civil lawsuits. The Board immediately addressed the questions fully as they were presented in an effort to demonstrate urgency and mutual concern and cooperation. However, the Certain Delegation Members went to local media characterizing the response as untruthful rather than asking RCRC for clarifying or additional explanation. For Example the Certain Delegation Members letter asked who was paying the costs of defending current lawsuits. All governmental officials know that the Insurance Reserve Fund covers the cost of litigating lawsuits. With regard to this civil litigation, since it is ongoing active litigation, despite the plaintiff's attorneys choosing to

litigate the cases in the media and Certain Delegation Members commenting to the press about the litigation, RCRC chose to litigate the matter, as required by ethics rules, in the courts, and not in the local media. Certain Delegation Members chose to misrepresent the over-budgeted legal fees as being associated with the current litigation, when in fact some of the fees were for the bond project, related construction and other issues. The media and Certain Delegation Members continually reference "inside sources". Those "inside sources" provided inaccurate information that was then used for the "narrative" the Certain Members wished to advance.

- On a SECOND occasion the Certain Delegation Members felt the need to send an unnecessary FOIA request at a time when the Commission was totally transparent with requested information. After submitting documents totaling 730 pages and going back five (5) years of history, again, rather than open dialogue with the Commission regarding concerns, the Certain Members of the Delegation spun the information negatively in the media by making derogatory comments in the media and calling press conferences. The Commission Board acted responsibly and ethically by refraining from adjudicating the matter in the press and allowing the legal process to follow its proper course.
- The Certain Delegation Members requested a copy of the work product produced by the independent counsel. This was the work product of the independent attorney. As you are aware legal matters are discussed in executive session and this legal matter followed that process. Any material that is covered under the attorney-client privilege, attorney work product privilege, or materials prepared by counsel in anticipation of the ongoing civil litigation against the RCRC has and will be treated accordingly. The Certain Delegation Members' characterization of the work product providing "conclusive evidence of Director Brown's wrong doing" is speculative. As this matter is in civil litigation the work product and related privileges will not be waived.
- The assertion that the "Five Commissioners expended in excess of $35,000 for the report" is misleading. The legal review included the approval and involvement of the entire Board and agency administration. The independent attorney was not hindered in any way and included all appropriate individuals in her interviews.
- The RCRC and the individuals' rights to have legal counsel cost money and the assistance of counsel should be protected as a

cornerstone of our legal system. We trust that RCRC and the individuals will continue to be provided the same rights, privileges and protection afforded every citizen to have and receive legal advice and counsel.

- While RCRC has fully cooperated with the criminal investigation, it is our understanding that the current indictment came from independent sources not previously known by the Board or RCRC staff.
- There is a political overlay wherein the County has for years tried, unsuccessfully (Davis et al v. Richland County, South Carolina Supreme Court 2007) to change the method by which Board members are appointed. This effort appears to have resurfaced as a result of the recent allegations in the civil suits and other charges. Politics should not undercut the hard work over a period of years of the RCRC employees. See EXHIBIT 2 – RCRC's National Accreditation Award where the agency passed 150 of 151 standards (and trust me – we are working on the 1 missed standard – an Employee Education Plan).
- Mr. Brown asked for and was granted a paid leave of absence at a point in his 34-year career where he has no written disciplinary actions – not one. Subsequently, upon a formal indictment being issued on October 12, 2016 – See EXHIBIT 3, the Chair took immediate action on that day of suspending the Executive Director without pay – See EXHIBIT 4 - and asking for an Executive Session on October 17, 2016 to discuss the matter further with the Full Board. Mr. Brown submitted his retirement on the morning of October 14, 2016 prior to the new allegations cited against him by the Richland County Sheriff's Department.

The Commission Board categorically denies the so called six "significant acts of malfeasance and other wrong doing" and will address each in the remainder of this letter.

ONE

The Commission did not disregard allegations of a hostile work environment as these allegations were never brought to the Board prior to December 9, 2015 - the date a formal complaint was submitted to the Board Chair. The Assistant Executive Director, Division Head of Parks and the CFO – the THREE highest ranking officials in charge of the day-to-day operations of the agency and who in court documents are accused of a variety of malfeasants are either on LOA or terminated.

TWO

The Board approved the attached **Employment of Relatives Policy**, after much discussion, research and Ethics Commission review. No hiring of any relatives to our knowledge was contrary to policy or Ethics Law.

THREE

Compensation of the Executive Director was in fact approved by the Board by way of a three-year contract in order to have a more accountable and responsible compensation package. The Executive Director's compensation is commensurate with other agency heads with 34+ years of experience and education. At the time of the salary approval he was the head of the only accredited agency in South Carolina.

FOUR

The ONE formal complaint against the Executive Director was previously discussed.

FIVE

Again, we would like to express that the RCRC and the individuals' rights to have legal counsel's advice and work with them protected is a cornerstone of our legal system. The Certain Delegation Members' reported to you that $105, 445 was spent to defend lawsuits between July 2015 and July 2016. This in fact is not the case – as the first lawsuit was not received by RCRC until March 2, 2016. Not having its own internal counsel, the agency appropriately uses outside attorneys for legal matters including but not limited to employment matters, contract review, land purchases, bond projects, etc. And what the Certain Members of the Delegation don't tell you is in prior budget years legal expenses have been negligible. During the budget crisis in 2009, State agencies experienced budget shortfalls. Therefore RCRC implemented a large reduction in force. Three employees chose to file suits rather than accept a fair severance package (which was their right and our duty to defend). The Assistant Executive Director, CFO and Executive Director selected positions to be eliminated at that time. The budget shortfall was outside of the control of RCRC.

SIX

For the past 10 years The Richland County Recreation Commission was the only accredited agency in South Carolina - leading the way in the highest level of professionalism and oversight any agency has ever subjected itself to. 2016 was the second time the agency was reaccredited (this takes place every five years). RCRC received the CAPRA award at the National Recreation and Park Association's annual conference in St. Louis. Despite passing 150 of 151standards (including some new standards for 2016), members of the press chose to question whether we deserve the honor, while others chose to attempt to sabotage the agency. This honor does not fit with the script they have tried to portray. They have even gone as far as to inappropriately criticize the agency for not openly discussing matters that are in litigation with the CAPRA Commission. Matters that are in litigation are currently not one of the 151 Standards to be met. It should be noted that through this tumultuous time there have been little to no service complaints from the citizens we serve. And as always, complaints received are handled with urgency and expeditiously.

SPECIFIC REBUTTLES TO THE SO CALLED GROUNDS LISTED THE LETTER

GROUND ONE

Other than the ONE complaint previously addressed in this letter - no other formal reports have been made by employees to the Human Resources Department or the Board. Reports not made cannot be acted upon. The argument that employees had no one to report sexual harassment allegations to does not hold up under scrutiny. The agency has a legal obligation to act upon sexual harassment allegations when received. The quoted former employee on page 3 in the Certain Delegation Members letter is an out spoken critic of the agency. Very little of the information in her letter is factual. Normally we would not comment regarding former employees, however since she has opened the dialogue by reporting false information, we will review the situation. She was treated fairly over her career with the Richland County Recreation Commission receiving no less than nine (9) documented salary increases over her 10-year career. During an agency reorganization in the early part 2015 she was transferred (out of business necessity) to a park position at the same salary as her previous position. She was not happy with the transfer and felt it was a demotion that was in some way beneath her. The transfer was at the same salary - no reduction in pay and during the hours 2:00pm to 9:00pm. The park positions are the foundation of recreation delivery at the Richland County Recreation Commission. Park Managers and Assistant Managers are held in the highest regard and all work the same 2:00pm to 9:00pm schedule. The employee failed to report to the Certain Delegation Members that she terminated herself by inappropriate misconduct reviewed by the S.C. Department of Workforce Development who responded in this way:

"You were discharged from your job with your most recent bona fide employer for improper actions on the job. Your actions were contrary to what an employer has a right to expect. You were discharged for misconduct connected with the employment under the South Carolina Code Section 41-35-10(2)(a).The Certain Delegation Members made absolutely no attempt to ascertain the work history of this employee prior to publishing the rhetoric as fact.

GROUND TWO

The Executive Director's son (currently on suspension without pay), his brother and his daughter do work for the Commission. Two were hired prior to his promotion to Executive Director and the other worked her way up to a full-time position from part-time (she was originally hired part-time in 2011). None are supervised by the Executive Director. The Executive Director's brother was originally hired in 1989 by the former Executive Director Mr. Pat Connolly. The Executive Director's son was originally hired in 1999 also by Mr. Pat Connolly. Both individuals were hired prior to Mr. Brown's promotion to the leadership role as full-time Executive Director on November 4, 2010. Relatives of the Board Chair are two nephews whose employment does not go against any nepotism policy or Ethics Law. Both nephews were hired prior to Mr. Brown becoming the Executive Director (2008 and 2009 respectively) and Board Members have no hiring authority and no control over day-today operations per the Board By-laws. The agency has repeatedly informed the Certain Delegation Members that the Vice-Chair does not have relatives employed within the agency. However, they rely on reports from questionable online media information and continue to incorrectly identify our staff members as being her relatives and embarrass agency staff by PUBLISHING NAMES AND SALARY INFORMATION CONTRARY TO THE FREEDOM OF INFORMATION ACT (FOIA). This is illustrated in their EXHIBIT E Attachment in the letter to you. They continue to coerce employees over and over into providing confidential information – in most respects inaccurate. Two exemplary custodians are repeatedly reported by the Certain Members of the Delegation as relatives of Mr. Brown despite being advised that no current relationship exists under the nepotism policy. The Certain Members of the Delegation compare the salary of a long-tenured (14 years) employee to a short-tenured (5 years) employee – again reporting names and actual salary which is contrary to FOIA. The final employee referenced is not a relative of Mr. Brown and worked his way up from a part-time assistant manager position to a Site Manager and perhaps mentioned because Mr. Brown is an honored graduate of Benedict College and Benedict College is a strong supporter of the Commission as RCRC is of them. While these Certain Delegation Members purport to want to help employees they continually published confidential and

inappropriately gathered information and embarrass innocent staff members – all to meet their ends.

GROUND THREE

Mr. Brown's salary was benchmarked against peer data throughout the state and his salary is commensurate with 34 years of experience and education. The salary and contract are Board approved.

GROUND FOUR

The complaints cited in Ground Four are hearsay. The quotes of the so-called whistleblower are unfounded. Those employees who the "Whistleblower" claims had no clue as to what they should be doing are no longer with the Commission.

GROUND FIVE

As previously addressed - again we would like to express that RCRC and the individuals' right to have legal counsel's advice and work with them is protected and is a cornerstone of our legal system.

GROUND SIX

Commissioners can only act on what they are made aware of.

In order to assist employees through this difficult time, RCRC will be exploring the availability of an anonymous Employee Assistant Program (EAP) services and will assist with benefits if budgeted funds are available.

Finally, in closing the Certain Delegation Members do not cite any precedents for removal of Commissioners for disagreement with their voting records. All actions are voted on during regular or special meetings and are matter of public record.

The information in this report was prepared by the Richland County Recreation Commission staff in order to assist the Board in responding to the letter authored by Certain Members of the Delegation and submitted to the Governor on October 13, 2016.

EXHIBIT 1

Richland County Recreation Commission
Board of Commissioners
As of February 27, 2016

Title	Commissioner	Initial Appt.	Current Term Expiration	Reappointments
Ms.	J. Marie Green, Chair	February 27, 2002	February 27, 2017	February 27, 2012
Ms.	Barbara Mickens, Vice Chair	March 3, 2008	February 27, 2019	February 27, 2014
Mr.	Weston A. Furgess, Jr. Secretary	February 27, 2010	February 27, 2020	February 27, 2015
Mr.	Wilbert Lewis	February 27, 2007	February 27, 2017	February 27, 2012
Mr.	George D. Martin, Jr.	February 27, 2008	February 27, 2018	February 27, 2013
Mr.	Thomas Clark	February 27, 2016	February 27, 2021	
Mr.	Joseph B. Weeks	February 27, 2016	February 27, 2021	

EXIHIBT 2

Commission for Accreditation of Park and Recreation Agencies

Let it be known that the

Richland County Recreation Commission

has fully demonstrated its commitment to the park and recreation field by complying with a body of standards deemed essential to the quality of services delivered and the professionalism of its operational system, and having accomplished best management practices is hereby, upon recommendation by the members of the Commission for Accreditation of Park and Recreation Agencies, conferred

Agency Accreditation

effective on this 4th of October, 2016
and recognized as an accredited park and recreation agency
for a period of five years.

EXIHIBT 2

EXHIBIT 3

News Release

OFFICE OF ATTORNEY GENERAL ALAN WILSON
STATE OF SOUTH CAROLINA

For Immediate Release
Oct. 12, 2016

Contact: Hayley Thrift Bledsoe
(803) 734-3670
hthrift@scag.gov

Richland County Grand Jury Indicts Richland Co. Recreation Commission Director James Brown III

(COLUMBIA, S.C.) South Carolina Attorney General Alan Wilson announced a Richland County Grand Jury has returned an indictment against Richland County Recreation Commission Executive Director James Brown, III.

Brown was indicted on Oct. 12, 2016 on 1 count Misconduct in Office. The offense is a misdemeanor, punishable by up to 10 years in prison.

The indictment alleges that from 2012 to 2015, Brown used his position as Executive Director to coerce and attempt to coerce female employees into having sexual contact with him.

The investigation was a collaborative effort by the Richland County Sheriff's Office, the South Carolina Law Enforcement Division, the FBI, the U.S. Attorney's Office and the Attorney General's Office.

The case will be prosecuted by the Attorney General's Office.

Attorney General Wilson stressed all defendants are presumed innocent unless and until they are proven guilty in a court of law.

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BOARD OF COMMISSIONERS:
J. Marie Green, Chair
Barbara Mickens, Vice Chair
Weston A. Furgess, Jr., Secretary
Thomas Clark
Wilbert Lewis
George D. Martin, Jr.
Joseph B. Weeks

Richland County Recreation COMMISSION

"Enriching Lives, Connecting Communities."

EXECUTIVE DIRECTOR
James Brown, III
7473 Parklane Road
Columbia, SC 29223
Phone: (803) 741-RCRC (7272)
Fax: (803) 741-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

EXHIBIT 4

October 12, 2016

The Commission has denied all allegations against the agency and note that there are no charges against the Commission. Based on today's action by the Richland County Grand Jury, Executive Director, James Brown III, has been suspended without pay. As this is a legal matter, the Richland County Recreation Commission has no further comment other than Mr. Brown is entitled to defend these allegations and under our system of law is presumed innocent until proven guilty.

J. Marie Green
Richland County Recreation Commission Board Chair

Nationally Accredited: *The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.*

Equal Opportunity Statement: *The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment pratices or in the participation policies for its facilities.*

IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.

Richland County Recreation COMMISSION

EXHIBIT 5

Employment of Relatives

Human Resources
Policy No. 070

Review Date: March 21, 2016
Last Revised: June 15, 2015

Policy Statement

Relatives, Household or Close Family members of current Richland County Recreation Commission employees may not be hired, promoted or reassigned to a position in which the current Richland County Recreation Commission employee directly supervises or manages. This policy is adopted to prevent the appearance of favoritism by a supervisor and to prevent potential safety, security and employee morale issues.

1. Definition of Relative, Household or Close Family Member:

A relative, Household or Close Family member is an individual who is a spouse, parent, brother or sister (and their spouse or children), child (and their spouse), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, first cousin, or step-parents or step-children of a current Richland County Recreation Commission employee. Additionally, unrelated associates residing together or otherwise engaged in an apparently romantic relationship (such as a domestic partner, co-habitant or significant other) are treated as being Close Family members for purposes of this policy.

2. Marriage

If employees marry, become Household or Close Family members after employment and a conflict of interest or a management problem of supervision, safety, security or morale result (determined at the sole discretion of the Richland County Recreation Commission) or, if a reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, the Richland County Recreation Commission may require one or both of the employees to transfer or resign.

3. **South Carolina Ethics Act:**

The Richland County Recreation Commission complies with all aspects of the South Carolina Ethics Act as it relates to employment of relatives in Section 8-13-750, and any other applicable Sections. See attached Addendum A.

4. Additional information

Additional information regarding the State Ethics Act including how to file a claim can be obtained online at Ethics.sc.gov

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: March 21, 2016
(Date Approved)

APPROVED: L. Marie Green

Employment of Relatives – Addendum A

Human Resources
Policy No. 070

Review Date: March 21, 2016
Last Revised: June 15, 2015

1. South Carolina Ethics Act – January 1, 1992. SECTION 8-13-700

(A) No public official, public member, or public employee may knowingly use his official office, membership, or employment to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated. This prohibition does not extend to the incidental use of public materials, personnel, or equipment, subject to or available for a public official's, public member's, or public employee's use that does not result in additional public expense.

(B) No public official, public member, or public employee may make, participate in making, or in any way attempt to use his office, membership, or employment to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest. A public official, public member, or public employee who, in the discharge of his official responsibilities, is required to take an action or make a decision which affects an economic interest of himself, a family member, an individual with whom he is associated, or a business with which he is associated.

2. South Carolina Ethics Act – October, 1991. SECTION 8-13-750 Employment, promotion, advancement, or discipline of a family member, of a public official, member, or employee.

(A) No public official, public member, or public employee may cause or participate in the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

Respectfully submitted,

J. Marie Green, Chair

Respectfully submitted,

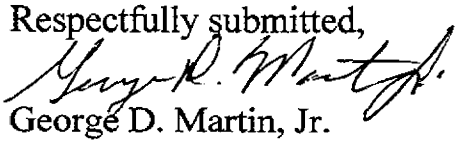
Barbara Mickens, Vice Chair

Respectfully submitted,

Weston A. Furgess, Jr, Secretary

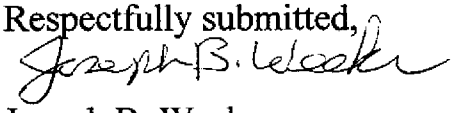
Weston A. Furgess Jr.

Respectfully submitted,



George D. Martin, Jr.

Respectfully submitted,



Joseph B. Weeks

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State of South Carolina
Office of the Governor

NIKKI R. HALEY
GOVERNOR

1205 PENDLETON STREET
COLUMBIA 29201

October 19, 2016

Dear Richland County Recreation Commissioners,

As you are aware, a majority of the Richland County Legislative Delegation ("Delegation") has asked me to remove five Commissioners from the Richland County Recreation Commission ("RCRC") Board based on a series of allegations, which can be summarized as follows: engaging in nepotism, ignoring complaints of a hostile work environment, approving irresponsible compensation, overlooking complaints of sexual harassment and inappropriate conduct, incurring excessive litigation costs, and failing to provide adequate oversight of the RCRC.

While I believe that county issues, such as this, should be handled locally, the law has created a vacuum of accountability, which I have been asked to fill. Current law authorizes the Delegation to *nominate* Commissioners, but the Delegation does not have the authority to *remove* Commissioners. Accordingly, I have asked the Delegation to pass legislation that adds removal authority where appropriate to cure these types of instances moving forward at the local level.

With regard to the matter that has been presented to me, state law does provide a governor with general removal power pursuant to Section 1-3-240(A)(3) of the South Carolina Code of Laws: "Any officer of the county … who is guilty of malfeasance, misfeasance, incompetency, absenteeism, conflicts of interest, misconduct, persistent neglect of duty in office, or incapacity must be subject to removal by the Governor upon any of the foregoing causes being made to appear to the satisfaction of the Governor."

Accordingly, on October 3rd and 4th, I met with members of the Delegation to discuss their concerns, and then on October 13th, a majority of the Delegation submitted a letter requesting that I remove five Commissioners, asserting claims of "malfeasance, incompetence, misconduct and persistent neglect of duty." Following, on October 18th, five Commissioners sent a letter to me addressing the Delegation's allegations. After reviewing all submitted documents, I am now requesting additional information from all seven Commissioners as outlined in the attached "Request for Response."

In the interest of resolving this matter with finality and transparency, please provide the requested information to me no later than October 28, 2016.

My very best,

Nikki R. Haley

cc: Members of the Richland County Legislative Delegation

Request for Response

A. **Harassment Report:** Please provide a copy of the investigation of the December 9, 2015, complaint alleging sexual harassment by the Executive Director James Brown III. The RCRC *Harassment Policy*, Item 3, states that an employee should direct complaints against the Executive Director to the Chairman of the Commission Board. Item 6 of the *Harassment Policy* also states that harassment allegations that are reported will be investigated. As such, there should be a report, witness statements, or other records indicating that RCRC investigated the employee complaint. A report pursuant to this policy would not be subject to the attorney work client product.

B. **Nepotism:** The RCRC Board Minutes indicate several meetings beginning in December of 2015 to discuss the RCRC *Employment of Relatives Policy*. Please provide the following:

1. RCRC Employment of Relatives Policy prior to the changes made by the Board in 2016.
2. A copy of the hiring paperwork (interview packet, hiring documents) for Mr. Brown's daughter in 2011 and of the organization chart for that time period indicating to whom his daughter reported.
3. A copy of the hiring paperwork (interview packet, hiring documents) for the relatives of Commissioner Green's relatives.
4. A copy of the records showing raises given to relatives of Mr. Brown and who at the RCRC or Board approved the raises.
5. A copy of all records of Mr. Brown's family members hired, promoted, or provided a raise at RCRC since Mr. Brown became Executive Director through the present.
6. A copy of all records of family members of a Commissioner who were hired, promoted, or provided a raise by the RCRC since the Commissioner was appointed to the RCRC Board through the present.

C. **Intimidation:**
1. Copies of any written complaints the RCRC Board has received regarding Mr. Brown from employees or former employees since December of 2015.
2. The date, if any, the RCRC Board met to discuss the publicly released recorded staff meeting where the Executive Director addressed the RCRC staff.

D. **Compensation:** Mr. Brown was promoted on November 3, 2010, to the position of Executive Director with a salary of $110,000. He allegedly received a raise increasing his salary to $151,800. The Board stated it signed a three year contract for Mr. Brown and reviewed information supporting his raise. Please provide a copy of this contract and information reviewed in order to determine the appropriate salary.

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BOARD OF COMMISSIONERS:
Marie Green, Chair
Barbara Mickens, Vice Chair
Weston A. Furgess, Jr., Secretary
Thomas Clark
Wilbert Lewis
George D. Martin, Jr.
Joseph B. Weeks

Richland County
Recreation
COMMISSION
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Fax (803) 741-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

October 28, 2016

Via Hand Delivery

The Honorable Nikki R. Haley
Office of the Governor
South Carolina State House, First Floor
Columbia, South Carolina 29201

Re: Request for Response - dated October 19, 2016

Dear Governor Haley:

The Richland County Recreation Commission Board is enclosing the information requested in your October 19, 2016 letter (attached for ease of reference). For clarification, we are also enclosing the Commission By-laws which indicate in Section 2 "an Executive Director of the District shall be appointed by the Commission." The Executive Director is the Board's sole employee.

The Richland County Recreation Commission generally does not provide specific employee names and other requested information that is confidential. However, in an effort to be transparent and to fully address your questions, we are enclosing a complete copy of all employee records you requested.

We trust this clears up any remaining concerns you may have. However, if you have any questions which need follow-up please let us know and we will do our best to gather the information expeditiously.

Best regards,

Richland County Recreation Commission Board

Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

5

State of South Carolina

Executive Department

FILED

NOV 10 2016

Mark Hammond
SECRETARY OF STATE

Office of the Governor

EXECUTIVE ORDER NO. 2016-45

WHEREAS, pursuant to Section 1-3-240(A)(3) of the South Carolina Code of Laws, when it appears to the satisfaction of the governor that a county officer is guilty of malfeasance, misfeasance, incompetency, absenteeism, conflicts of interest, misconduct, persistent neglect of duty in office, or incapacity, the county officer is subject to removal by the governor after having been informed in writing of the specific charges brought against him or her and after having been given an opportunity on reasonable notice to be heard; and

WHEREAS, I have been asked by members of the Richland County Legislative Delegation to remove members of the Richland County Recreation Commission ("RCRC") Board for the foregoing causes by letter dated October 13, 2016, allegations to which the RCRC Board responded by letter dated October 18, 2016; and

WHEREAS, although I believe that local matters should be resolved at the local level and thus have encouraged the Delegation to initiate legislation to give removal authority of RCRC Board members to local officials, Section 1-3-240(A)(3) authorizes the governor to remove RCRC Board members for cause; and

WHEREAS, upon receiving information from the Delegation and the RCRC Board, I requested additional information from the RCRC Board by letter dated October 19, 2016, to which a response with documentation was sent by the RCRC Board by letter dated October 28, 2016; and

WHEREAS, from the information presented to me from the Delegation and from the RCRC Board, I find that sufficient evidence exists to move forward under Section 1-3-240(A)(3) in further consideration of removal by providing written notice of specific charges brought against individual members and by providing an opportunity on reasonable notice to be heard.

NOW, THEREFORE, pursuant to the authority vested in me by the Constitution and Laws of the State of South Carolina, I hereby provide written notice to all members of the Richland County Recreation Commission ("RCRC") Board of the specific charges

brought against them showing cause for removal from office. I hereby provide reasonable notice of an opportunity to be heard at a public hearing to be held on November 30, 2016 in Columbia, South Carolina at a specific time and location to be determined.

FURTHER, I hereby declare that I shall appoint a three-person panel to preside at the hearing to serve as hearing officers for the limited purpose of taking testimony and receiving additional evidence in order to find facts and make recommendations to me.

FURTHER, I hereby present in writing specific charges brought against all seven members of the RCRC Board as follows with additional details included in the attached "Charges" report:

Charge I — Neglect of Duty and Incompetency Section 1-3-240(A)(3): The Board neglected its duty to review nepotism complaints involving the Executive Director James Brown III and had knowledge he had family members working at the RCRC.

Charge II — Neglect of Duty Section 1-3-240(A)(3): The Board neglected its duty in making compensation decisions regarding the Executive Director James Brown III.

Charge III — Neglect of Duty, Misfeasance, and Malfeasance, Section 1-3-240(A)(3): The Board neglected its duty and was misfeasant and malfeasant by failing to investigate claims of harassment, retaliation, and intimidation and in improperly delegating its duty to investigate Brown to Brown's subordinate.

FINALLY, I hereby order that any member of the RCRC Board not exercising his or her opportunity to be heard shall accordingly be removed from office on December 1, 2016.

This Order shall take effect immediately.

GIVEN UNDER MY HAND AND THE GREAT SEAL OF THE STATE OF SOUTH CAROLINA, THIS 10th DAY OF NOVEMBER, 2016.

NIKKI R. HALEY
Governor

ATTEST:

MARK HAMMOND
Secretary of State

CHARGES

Against Members of the Richland County Recreation Commission
As set forth pursuant to Section 1-3-240(A)(3) of the South Carolina Code of Laws
In accordance with Executive Order 2016-45 issued November 10, 2016

Summary of Events

On October 13, 2016, a majority of the Richland County Legislative Delegation[1] requested the Governor exercise her power of removal under Section 1-3-240(A)(3) of the South Carolina Code of Laws to remove five commissioners from the Richland County Recreation Commission (RCRC). The five Commissioners are J. Marie Green, Chairman; Barbara Mickens, Vice-Chairman; Weston A. Furgess, Jr., Secretary; George D. Martin, Jr.; and Joseph B. Weeks. The Delegation did not request the removal of Commissioners Wilbert Lewis and Thomas Clark, who are also Commissioners on the RCRC Board. On October 18, 2016, the five Commissioners responded. On October 19, 2016, the Governor requested additional documents from all seven Commissioners. The RCRC Commissioners provided a response on October 28, 2016. All documents have been reviewed and the Governor has determined that sufficient facts exist to find that all seven members of the RCRC Board are subject to removal under Section 1-3-240(A)(3) of the South Carolina Code of Laws for the causes of neglect of duty in office, malfeasance, misfeasance, and incompetency.[2]

Charge I

Neglect of Duty, Incompetency under Section 1-3-240(A)(3)
The Board neglected its duty to review nepotism complaints involving Executive Director James Brown III and had knowledge he had family members working at the RCRC.

Facts

The RCRC has a Nepotism Policy that does not allow family members to supervise or manage other family members. The RCRC employs several relatives of James Brown III, the former Executive Director. As the Executive Director, Brown supervises and manages all employees. Brown approved decisions promoting and giving raises to various family members. A list of the family members and their promotions and raises is attached as Exhibit A.

The RCRC Board knew or should have known of the nepotism indicated by the facts on Exhibit A. First, the RCRC Board received a letter from a Richland County resident on

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[1]Ten of the seventeen members of the Richland County Legislative Delegation signed the letter: Senators Joel Lourie, John Courson and Thomas McElveen, and Representatives Beth Bernstein, James Smith, Nathan Ballentine, Kirkman Finlay, Mary Gail Douglas, Joe McEachern, and Mia McLeod.
[2]The Governor has determined that all seven RCRC Board members are subject to removal for cause because, upon information and belief, the Board as a whole has taken actions or failed to take actions, as set forth in the Charges Report.

June 24, 2014 stating that Brown's children are working at RCRC. Second, in August of 2014, the RCRC Board received an anonymous complaint stating that Brown's family members worked at RCRC and received promotions and pay raises despite not having the qualifications. Third, in January of 2015, three employees grieved terminations, and the grievances stated that Brown's children were being unfairly advanced through the organization. Last, in May of 2016, Brown's son, James Anthony, was arrested and it was publicly reported by the media that Brown's son held a high-level position at the RCRC.

The documents show the RCRC Board knew of these nepotism complaints against Brown and continued to allow Brown to employ family members. First, the Nepotism Policy was revised on June 15, 2015. The documents indicate the RCRC Board added the word "directly" to the policy at this time so that the policy stated "family members could not *directly* supervise or manage relatives and immediate family members." The January 2016 RCRC Board Minutes show a review of the Nepotism Policy again in January of 2016. Although consulting with the Ethics Commission on the policy, there is no indication the RCRC Board explained the Executive Director had family members working at the RCRC Board. There is no indication the RCRC Board reviewed the records of family members working for Brown in making these decisions. Brown violated the Nepotism Policy prior to the June 15, 2015 change, and, even with the addition of the word "direct" continued to have a direct chain of command over all RCRC employees[3].

Conclusion

The evidence shows the RCRC Board neglected its duty or showed incompetence in reviewing nepotism complaints involving former Executive Director James Brown III.

Charge II

Neglect of Duty, Section 1-3-240(A)(3)
The Board neglected its duty in making compensation decisions regarding Executive Director James Brown III.

Facts

The RCRC Board gave the former Executive Director James Brown III, a 60% raise over the course of five years. The documents show that the RCRC Board reviewed what it deemed comparable salaries, which included state-wide and county directors, and set Brown's salary well-above those comparators. The RCRC Board continued to provide Brown large raises without justification as provided by Exhibit B.

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[3]The records show Chairman Marie Green had relatives working at the RCRC, all of whom started since she became a Board member. Many of these relatives received pay raises and promotions. Whether Chairman Green encouraged family members to apply or went as far as influencing hiring decisions is irrelevant as Chairman Green is not technically subject to the Nepotism Policy. However, this information supports that the Chairman of the Board did not understand the reason and spirit of the Nepotism Policy.

Conclusion

The evidence shows that the RCRC Board showed a neglect of its duty in making compensation decisions of the Executive Director of the RCRC.

Charge III

Neglect of Duty, Misfeasance, and/or Malfeasance, Section 1-3-240(A)(3)
The Board neglected its duty and was misfeasant and malfeasant by failing to investigate claims of harassment, retaliation, and intimidation and in improperly delegating its duty to investigate Brown to Brown's subordinate.

Facts

The RCRC Board had a duty to investigate claims that the Executive Director intimidated, harassed, and retaliated against employees. The record is replete with concerns and complaints voiced by employees. The record indicates the Human Resources Director reviewed and responded to some of the individual complaints. The complaints indicate that James Brown III also questioned employees regarding complaints received and retaliated against those he believed authored an anonymous complaint. Notably the Human Resources Director who responded and investigated complaints reported to Brown. There is no indication the RCRC Board met with Brown or itself investigated the truth of these matters until receiving a formal lawsuit in December of 2015. A timeline of matters pertaining to the investigation of complaints is detailed in Exhibit C.

Conclusion

The RCRC Board showed a neglect of duty, misfeasance, and/or malfeasance in failing to investigate claims of harassment, retaliation, and intimidation and in improperly delegating its duty to investigate Brown to Brown's subordinate.

EXHIBIT A

RELATIVES EMPLOYED AT THE RICHLAND COUNTY RECREATION COMMISSION

Relatives of JAMES BROWN III, former executive director:

All actions, except for those italicized, occurred after James Brown III was promoted to Interim Executive Director on March 21, 2010.

JEFFERY A. BROWN (brother):

-3/19/10 Hired as part-time Assistant Park Manager $8/hr;

-5/30/10 Became Park Manager with a salary of $31,786.92;
-3/06/11 Pay Increase of 12.58% to $35,786.92;
-7/1/11 Received cost of living increase of 3% to $36,860.46;
-5/27/12 Received pay increase of 8.14% to $39,860.60;
-9/2/12 Changed departments and became Program Coordinator;
-7/21/13 Received pay increase of 6% to $45,860.10;
-11/24/13 Received title change from Program Coordinator to Program Manager;
-10/14/14 Received title change to Manager of Adult Activity Center Parklane;
-10/1/15 Promoted to Site Manager with a pay increase of 8.72% to $49,860.20.

JAMES ANTHONY BROWN (son):

-Aug. 2002 Hired as Assistant Park Director;
-1/13/08 Received pay increase of 5.06% to $27,372.28;
-3/08/09 Promoted to Athletic Compliance Officer with a pay increase of 4.415% to $31,787.34;
-6/14/09 Promoted and received pay increase of 5% to $33,376.72;
-7/01/09 Received cost of living increase 3% to $34,377.98;

-1/09/11 Promoted to Director of Programming with a pay increase of 39.62% to $48,000.16;
-7/1/11 Received cost of living increase of 3% to $49,440.04;
-11/13/11 Received pay increase of 17% to $58,000;
-6/09/13 Promoted to Director of Recreation with a pay increase of 20% to $70,000.06;
-5/27/16 Suspended without pay.

JEWEL BROWN (niece):

-5/18/2010 Hired as seasonal counselor;
-Feb. 2012 Hired as seasonal counselor at $8/hr;
-5/22/12 Hired as Counselor with a pay raise to 9.50/hr;
-6/22/14 Became Assistant Director with a raise to 10.50/hr as job was no longer seasonal;
-5/24/15 Promoted to After School/Summer Camp Director with a pay raise to $11.50/hr.

JADA BROWN (niece):

-6/4/15 Hired as part-time Counselor, Seasonal at $9/hr.

JENAI BROWN (niece):

-6/4/15 Hired as Seasonal Counselor $9/hr.

TIFFANI BROWN (niece):

-1/9/11 Hired as part-time Technology Center Administrative Coordinator at $10/hr;
-6/12/11 Hired into full time position as Administrative Assistant at $25,000;
-6/30/11 Received cost of living increase of 3% at $25,750;
-5/27/12 Received pay increase to $28,750.14;
-7/1/13 Promoted to Technology Center Manager with pay increase to $36,000;
-2/1/15 Received pay Increase to $42,000.14.

Relatives of J. MARIE GREEN, Chairman:

All actions occurred after J. Marie Green was appointed to the RCRC Board on February 13, 2002.

ROBERT DAVIS (nephew):

-4/12/08 Hired with salary of $24,636 as Assistant Rec Center Director;
-7/16/08 Received increase in pay with no provided explanation to $25,374.96;
-6/14/09 Promoted to Park Manager with 5% increase to $26,643.76;
-7/01/09 Received cost of living increase of 3% to $27,443;
-8/09/09 Received pay increase of 2.03% to $27,999.92;
-1/24/10 Received pay increase of 13.53% to $31,787.60;
-7/01/11 Received cost of living increase of 3% to $32,741.28;
-5/27/12 Received pay increase of 9.16% to $35,741.42;
-9/1/13 Changed facilities and received increase in pay to $40,000.

TODD DUCKETT (nephew):

-5/17/2012 Hired as part-time Counselor at $8.5/hr estimated at $17,680;
-5/24/2015 Hired to full-time position with increase to 9.5/hr estimated at $19,760;
-7/03/16 Promoted to Director Cross Roads Community Center at 11.5/hr estimated at $23,930.

CHARLES DUCKETT (nephew):

-8/24/09 Hired as part-time Assistant Park Manager at $8/hr estimated at $16,640;
-8/09/10 Promoted to Building and Grounds Worker with a salary at $22,485;
-6/12/11 Received pay increase to $24,475.28;
-7/01/11 Received cost of living of 3% at $25,475.588;
-8/25/14 Reassigned Districts;
-10/01/15 Changed job to Facility Repairman with pay increase of 39% to $35,474.70.

JASMINE DUCKETT (niece):

-Hired as part-time Summer Camp Counselor.

EXHIBIT B

PAY RAISES TO JAMES BROWN III, FORMER EXECUTIVE DIRECTOR

Date	Salary	Information on Decision
March 21, 2010	$92,000	Promoted to Interim Director.
December 17, 2010	$114,400	Received pay raise with permanent Executive Director position. Decision based on comparison of comparators. The highest two comparators the Board reviewed were the Director of SC Parks, Recreation and Tourism ($112,504) and the County Director of Parks and Recreation for Greenville County ($107,016).
November 1, 2012	$126,500	Received pay raise. Decision based on a summary of accomplishments provided by Brown.
November 16, 2015	$152,800	Received pay raise. Decision based on the success of $50 Million Bond Project and meeting performance appraisal goals. No documentation provided.

EXHIBIT C

TIMELINE OF MATTERS PERTAINING TO THE INVESTIGATION OF COMPLAINTS

Date	Event	Information
Undated	Anonymous letter	Anonymous letter to RCRC Board stating employees are scared to talk or put their names on things. Complains of nepotism. Alleges Jeff Brown, son of former Executive Director, harasses, "hits," and "touches" staff. Alleges Brown's niece promoted from receptionist to head of Technology Center. Alleges Brown yells and threatens. Alleges employees are afraid and that Brown punishes those who talk.
August 11, 2014	Anonymous letter	Anonymous complaint alleges nepotism, favoritism of pay, intimidation, and bullying by Brown. Alleges low morale.
September 22, 2014	Commission's approval of investigation	RCRC Board voted 5-2 in favor of internal investigation. (Two Commissioners, Chairman Green and Vice-Chairman Mickens, voted against investigation.)
September 24, 2014	Brown's letter to Board	Brown wrote letter to RCRC Board expressing his disappointment at its decision to have internal investigation based on "rumor and innuendo."
October 20, 2014	Special Called Meeting (Reversed decision to conduct internal investigation)	RCRC Board voted to rescind decision to conduct internal investigation. Commissioners Furgess and Martin changed their votes to vote with Chairman Green and Vice-Chairman Mickens. Commissioner Latiff made a motion to "remove Ms. Green as Chairwoman of the RCRC for failure to perform her duties as outlined by the by-laws and support the decision by the Board." Seconded by Commissioner Weiss.
January 27, 2015	Letter alleging retaliation	Letter from Zenethia Brown, RCRC employee, appealing termination. Alleges retaliation by Brown due to his belief she was involved in August 11, 2014 anonymous letter.
January 28, 2015:	Letter alleging bullying, harassment, retaliation, and threats	Letter from Comilla Sampson, RCRC employee, appealing termination. Alleges bullying and harassment by Brown. Also alleges retaliation and threatening behavior due to August 11, 2014 anonymous letter. Alleges her job was changed in retaliation.
February 3, 2015:	Letter alleging harassment, intimidation, and retaliation	Complaint to Chairman Green appealing termination. Alleges harassment. Alleges Brown had intimidating and retaliatory conduct for anonymous August 11, 2014 letter and gave names of staff questioned and threats made. Alleges he has a taped conversation of threats to him and others over the anonymous letter.

December 8, 2015	Complaint filed by Andrea Fripp	Complaint to RCRC Board and Chairman Green on December 8, 2015 by Andrea Fripp, RCRC employee. Formal Complaint with David Stringer, RCRC Human Resources, on December 9, 2015.
December 8-9, 2015	Affidavits of current employees supporting Fripp	Three employees provided Affidavits of support of Andrea Fripp.
December 10, 2015	Hiring of Linda Edwards to investigate	Attorney Linda Edwards of Gignilliat Savitz and Bettis hired on December 10, 2015. Began investigation.
December 10, 2015	David Stringer email to Andrew Fripp	Email from David Stringer to Andrea Fripp on December 10, 2015 states RCRC hired Attorney Linda Edwards to conduct an investigation to address her concerns.
December 11, 2015	Lewis Cromer Letter to Linda Edwards	Attorney Lewis Cromer letter to Attorney Linda Edwards with notice of Fripp lawsuit. Copied RCRC Board.
Undated - Estimated date to be late January 2016		Anonymous Complaint, undated, following grievance by Darrell Davis, RCRC employee, alleges Brown threatened staff and is having persons followed. Alleges low morale.
July 13, 2015		Media released recording of RCRC Staff Meeting allegedly from January 2016. RCRC Board responded they did not receive complaints regarding January meeting so did not review tape.

6

IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.

Richland County Recreation COMMISSION

Employment of Relatives

Human Resources
Policy No. 070

Review Date: June 21, 2010
Last Revised: January 1, 2005

Policy Statement

Relatives or household members of current Richland County Recreation Commission employees may not be hired, promoted or reassigned to a position in which the current Richland County Recreation Commission employee supervises or manages.

1. Definition of Relative:

A relative is an individual who is a spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild of a current Richland County Recreation Commission employee.

2. Definition of Household Member:

2.1. A child residing in the current Richland County Recreation Commission employee's household.

2.2. A spouse of the current Richland County Recreation Commission employee.

2.3. An individual claimed by the current Richland County Recreation Commission employee as a dependent for income tax purposes.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: June 21, 2010
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Vice-Chair

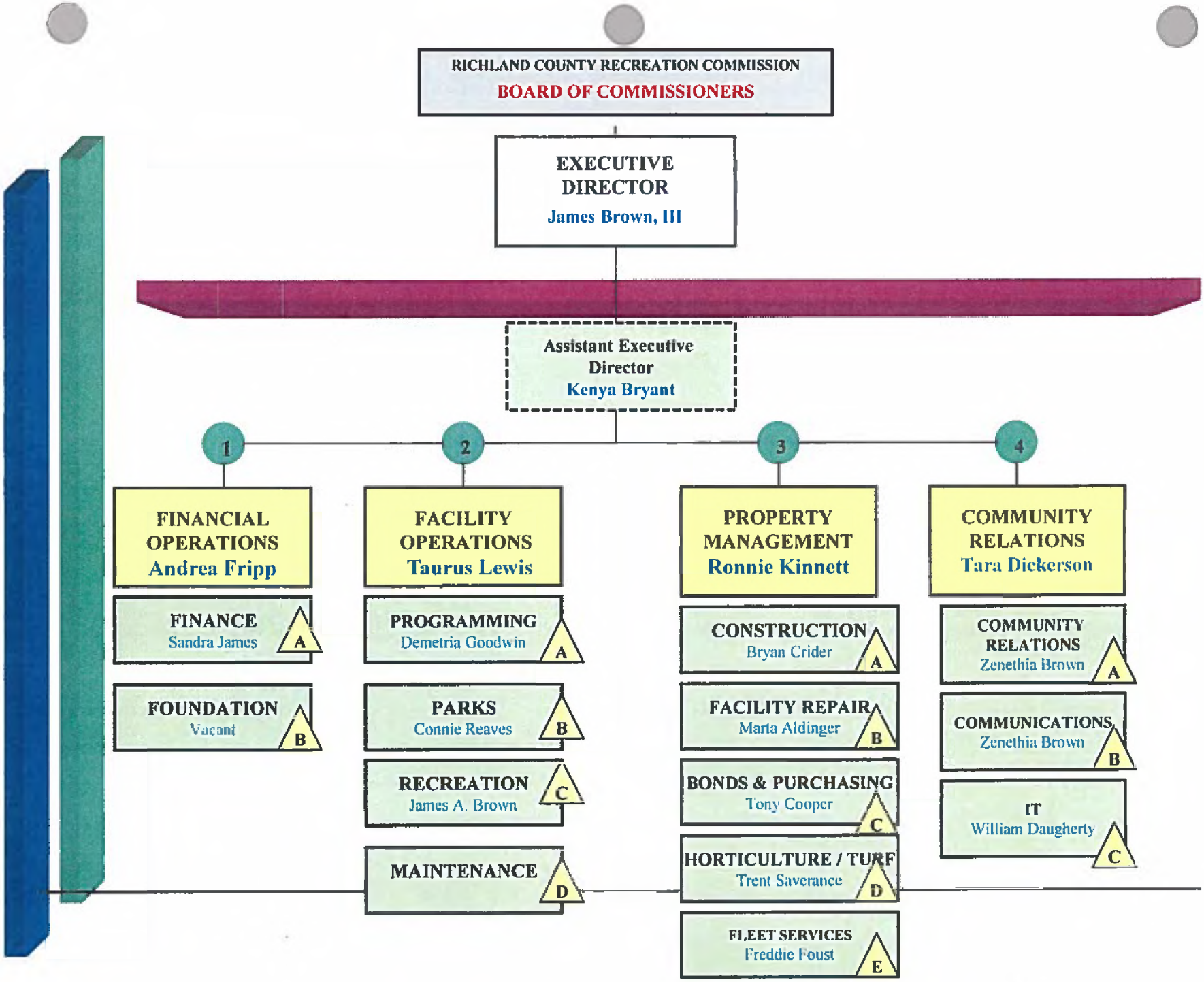
For more information about this policy, contact Human Resources

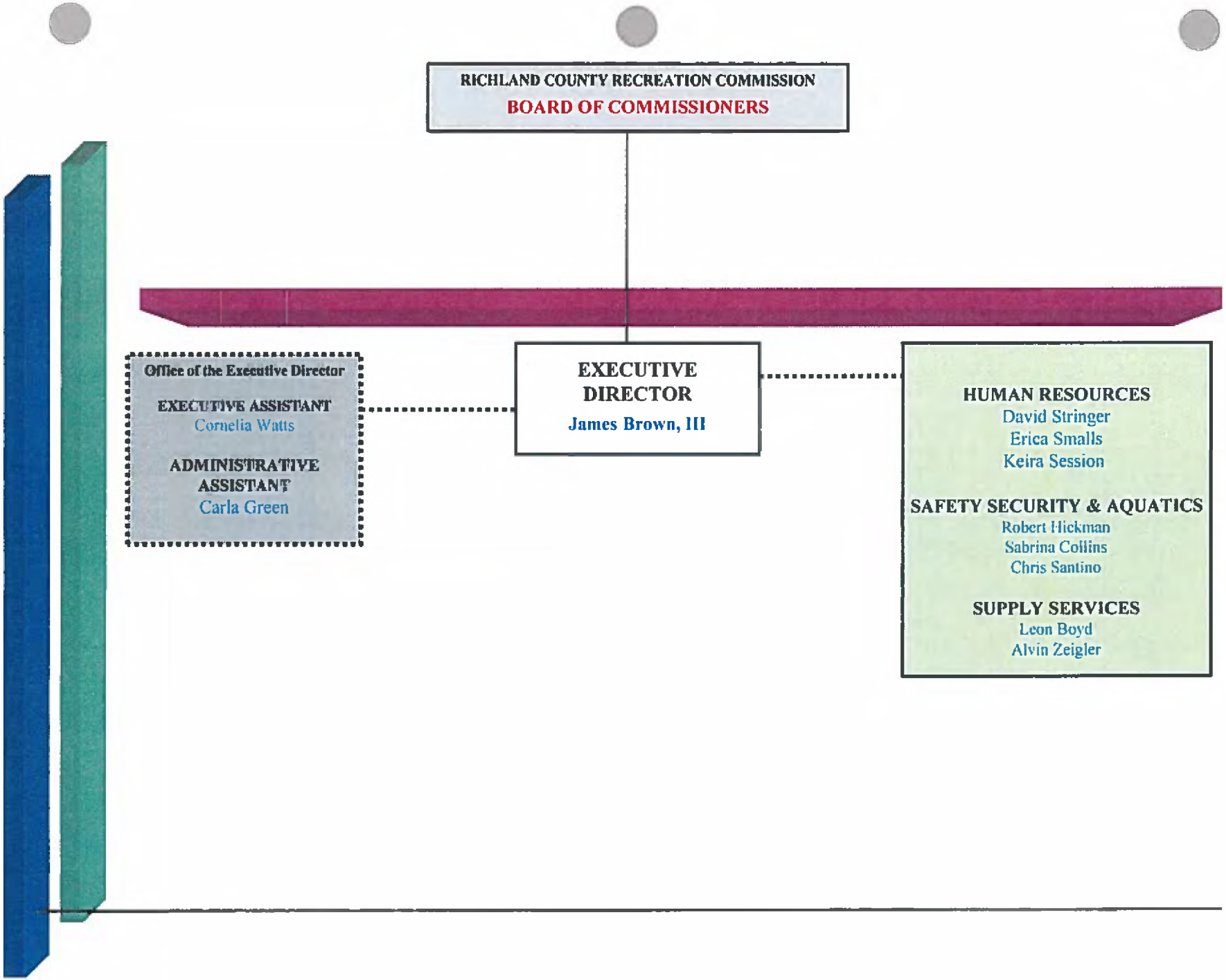
7

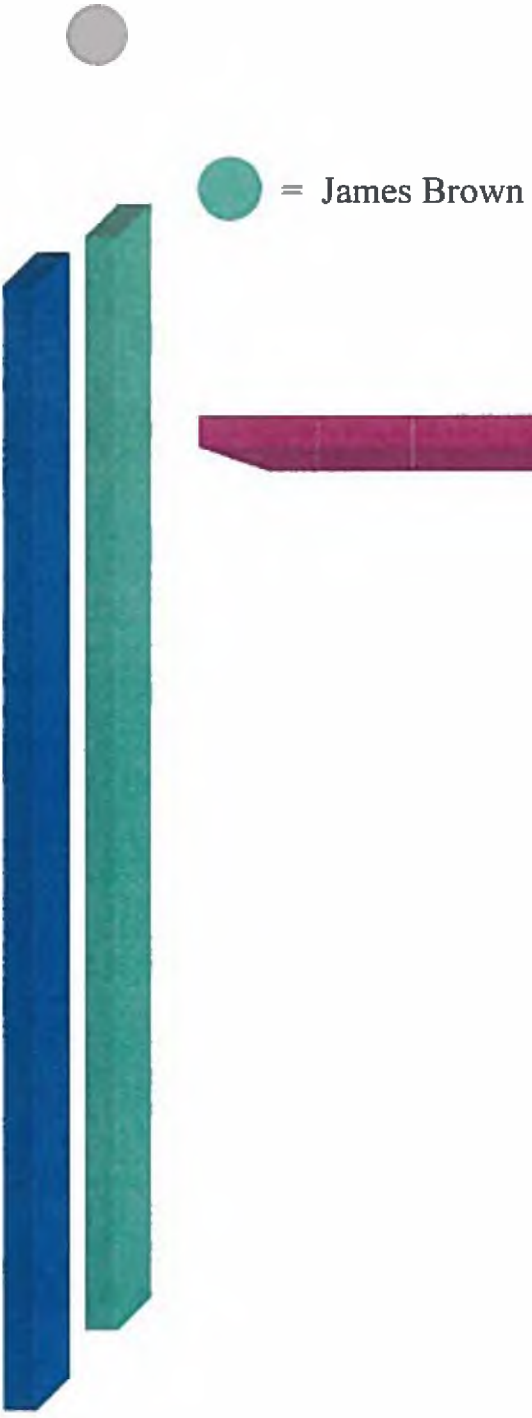
Organizational Chart

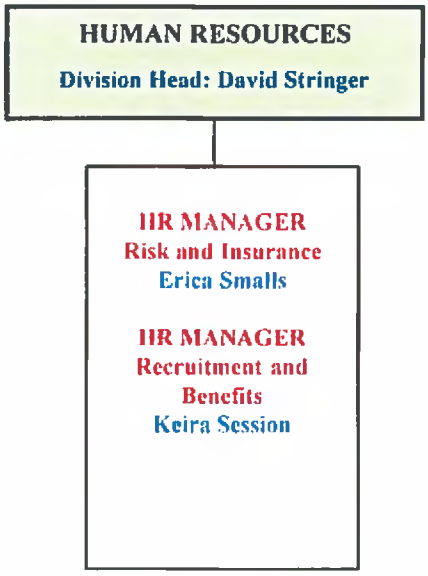
RICHLAND COUNTY
RECREATION COMMISSION

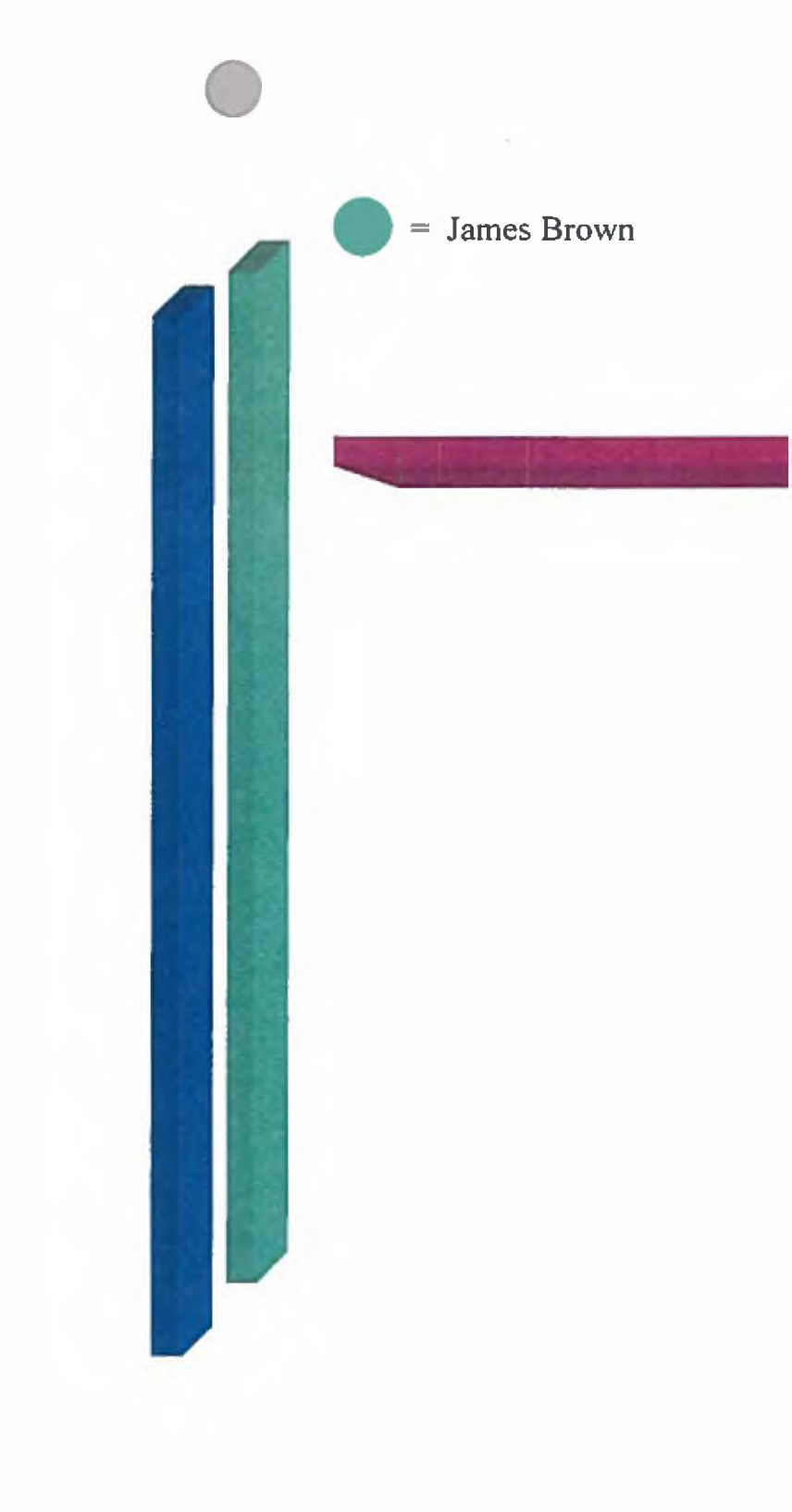
August 1, 2013


RICHLAND COUNTY RECREATION COMMISSION
BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
James Brown, III
Assistant Executive Director
Kenya Bryant
1
2
3
4
FINANCIAL OPERATIONS
Andrea Fripp
FACILITY OPERATIONS
Taurus Lewis
PROPERTY MANAGEMENT
Ronnie Kinnett
COMMUNITY RELATIONS
Tara Dickerson
FINANCE
Sandra James
A
FOUNDATION
Vacant
B
PROGRAMMING
Demetria Goodwin
A
PARKS
Connie Reaves
B
RECREATION
James A. Brown
C
MAINTENANCE
D
CONSTRUCTION
Bryan Crider
A
FACILITY REPAIR
Marta Aldinger
B
BONDS & PURCHASING
Tony Cooper
C
HORTICULTURE / TURF
Trent Saverance
D
FLEET SERVICES
Freddie Foust
E
COMMUNITY RELATIONS
Zenethia Brown
A
COMMUNICATIONS
Zenethia Brown
B
IT
William Daugherty
C


RICHLAND COUNTY RECREATION COMMISSION
BOARD OF COMMISSIONERS
Office of the Executive Director
EXECUTIVE ASSISTANT
Cornelia Watts
ADMINISTRATIVE ASSISTANT
Carla Green
EXECUTIVE DIRECTOR
James Brown, III
HUMAN RESOURCES
David Stringer
Erica Smalls
Keira Session
SAFETY SECURITY & AQUATICS
Robert Hickman
Sabrina Collins
Chris Santino
SUPPLY SERVICES
Leon Boyd
Alvin Zeigler


= James Brown

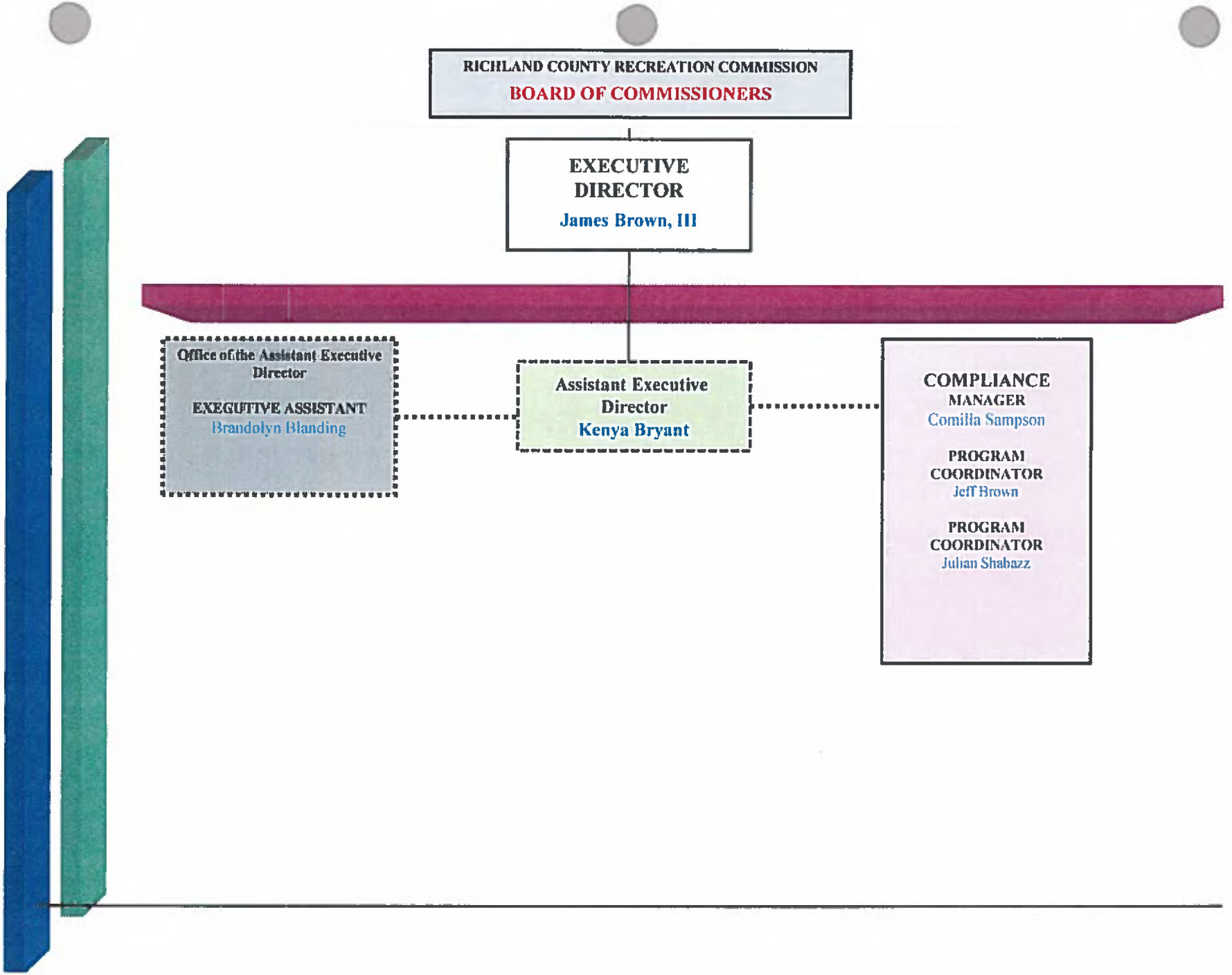

HUMAN RESOURCES
Division Head: David Stringer
HR MANAGER
Risk and Insurance
Erica Smalls
HR MANAGER
Recruitment and
Benefits
Keira Session

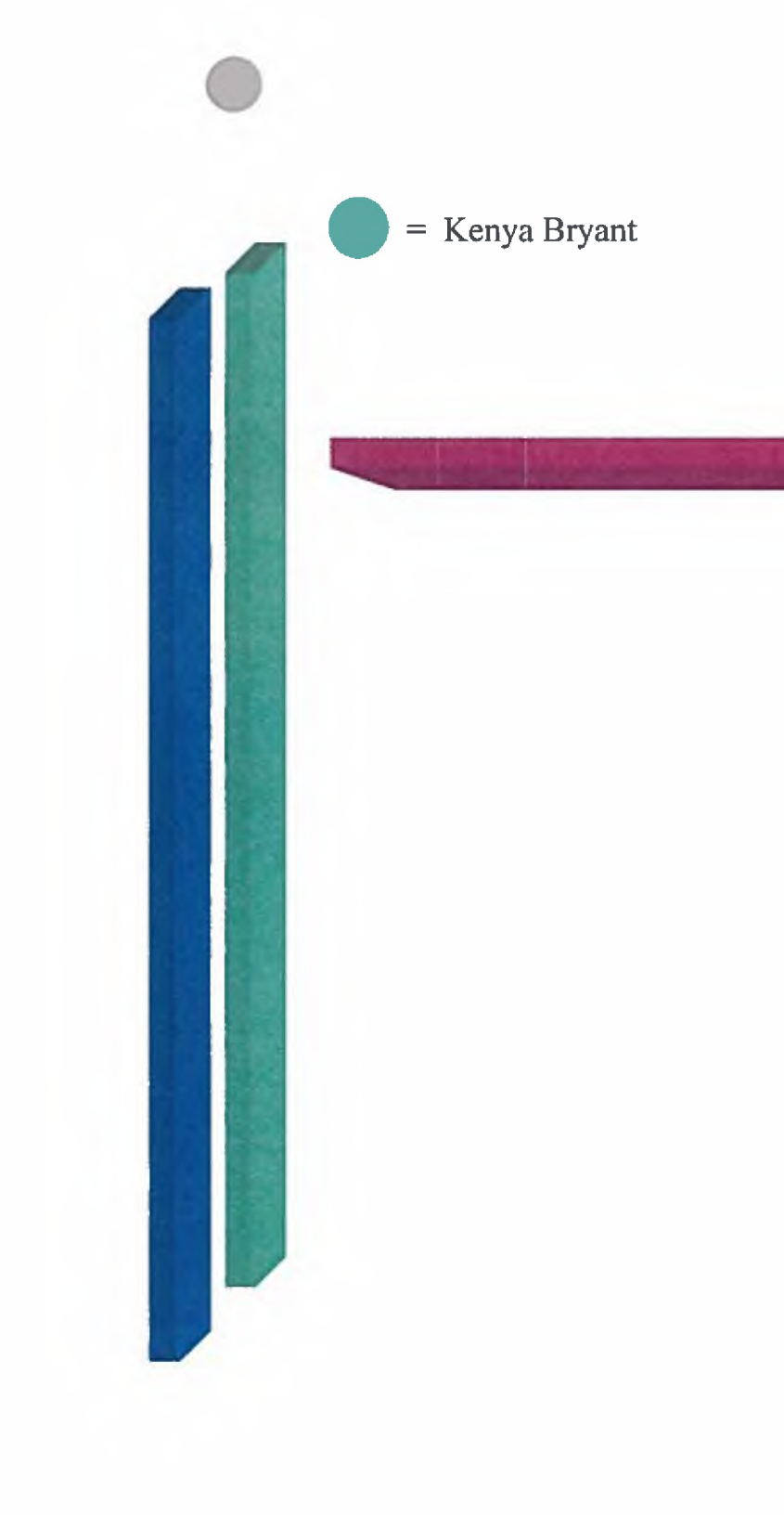

= James Brown

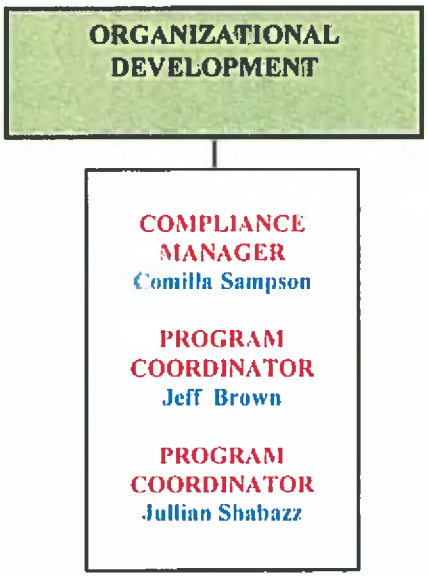
SAFETY, SECURITY & AQUATICS
Division Head: Robert Hickman
RISK MANAGER
Sabrina Collins
SAFETY MANAGER
Chris Santino
RANGERS
Dwight Williams
Andre Dantzler
Dececo Sampay
Willie Minor
AQUATICS
Seasonal Staff

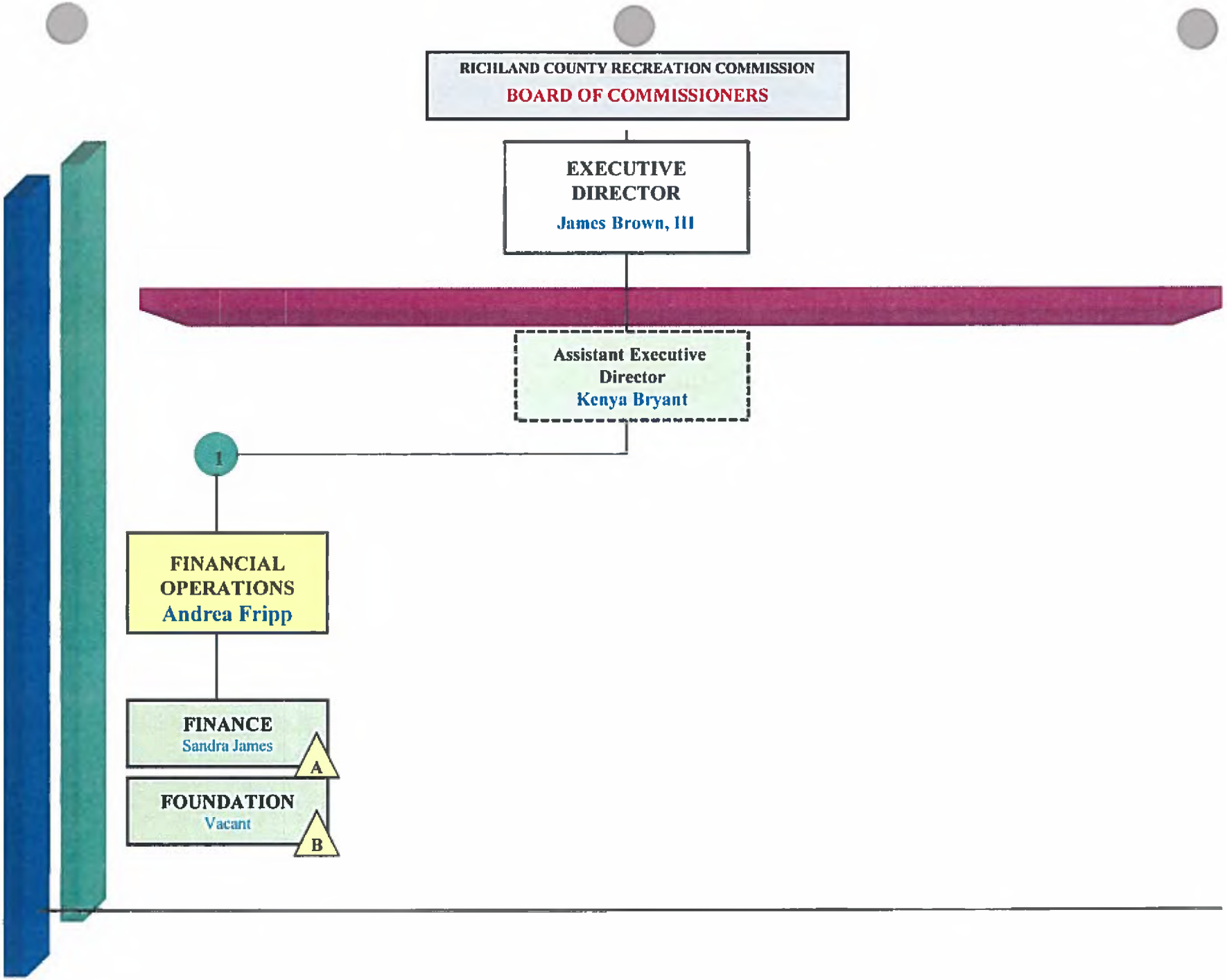
= James Brown

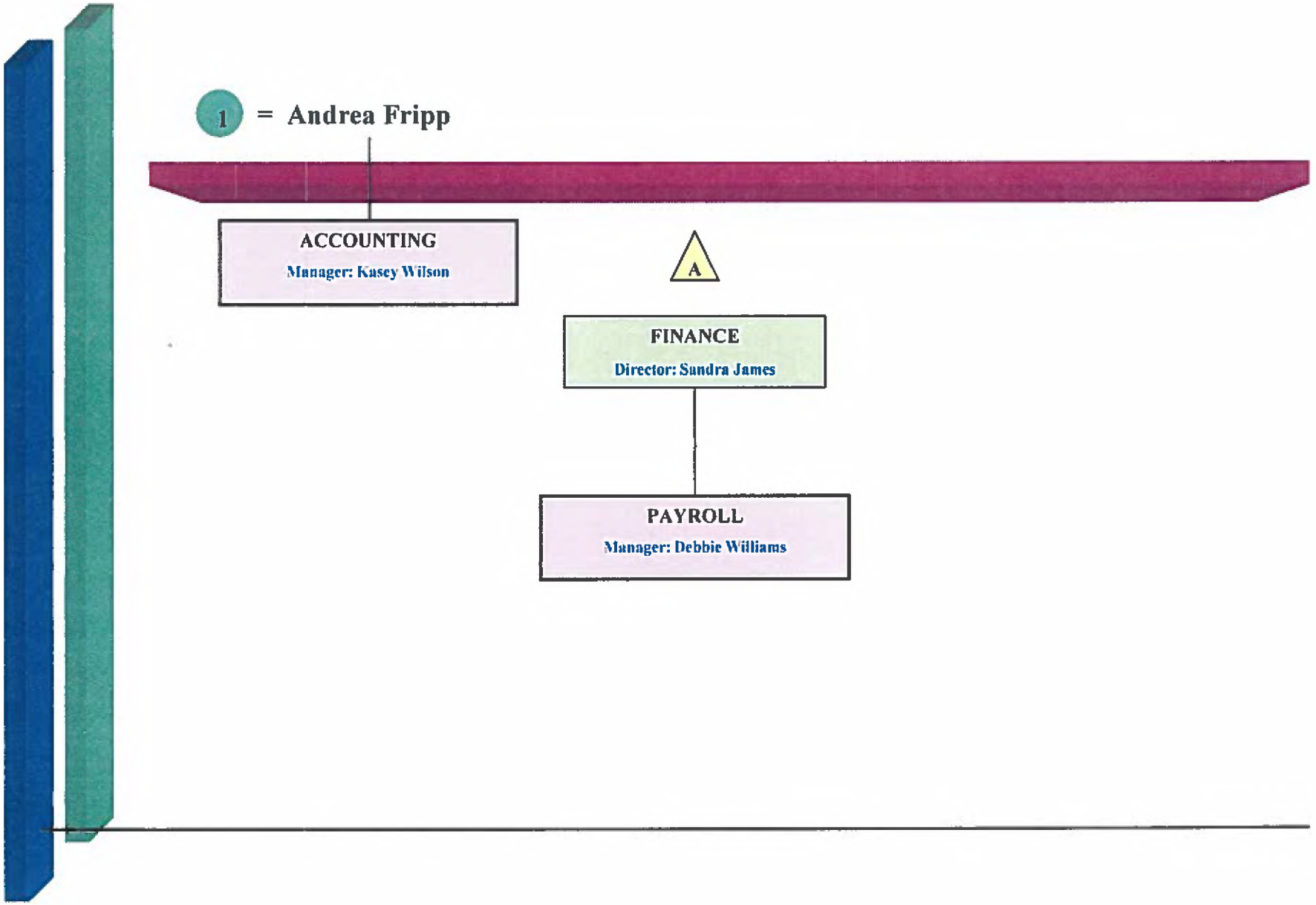
SUPPLY
SERVICES
SUPPLY SPECIALIST
Leon Boyd
PART-TIME
Alvin Zeiger


RICHLAND COUNTY RECREATION COMMISSION
BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
James Brown, III
Office of the Assistant Executive Director
EXEGUTIVE ASSISTANT
Brandolyn Blanding
Assistant Executive Director
Kenya Bryant
COMPLIANCE MANAGER
Comilla Sampson
PROGRAM COORDINATOR
Jeff Brown
PROGRAM COORDINATOR
Julian Shabazz

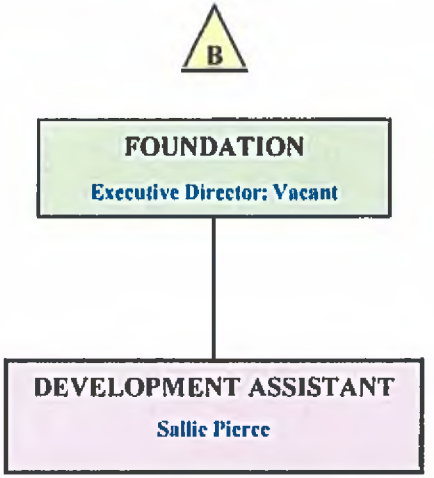

= Kenya Bryant

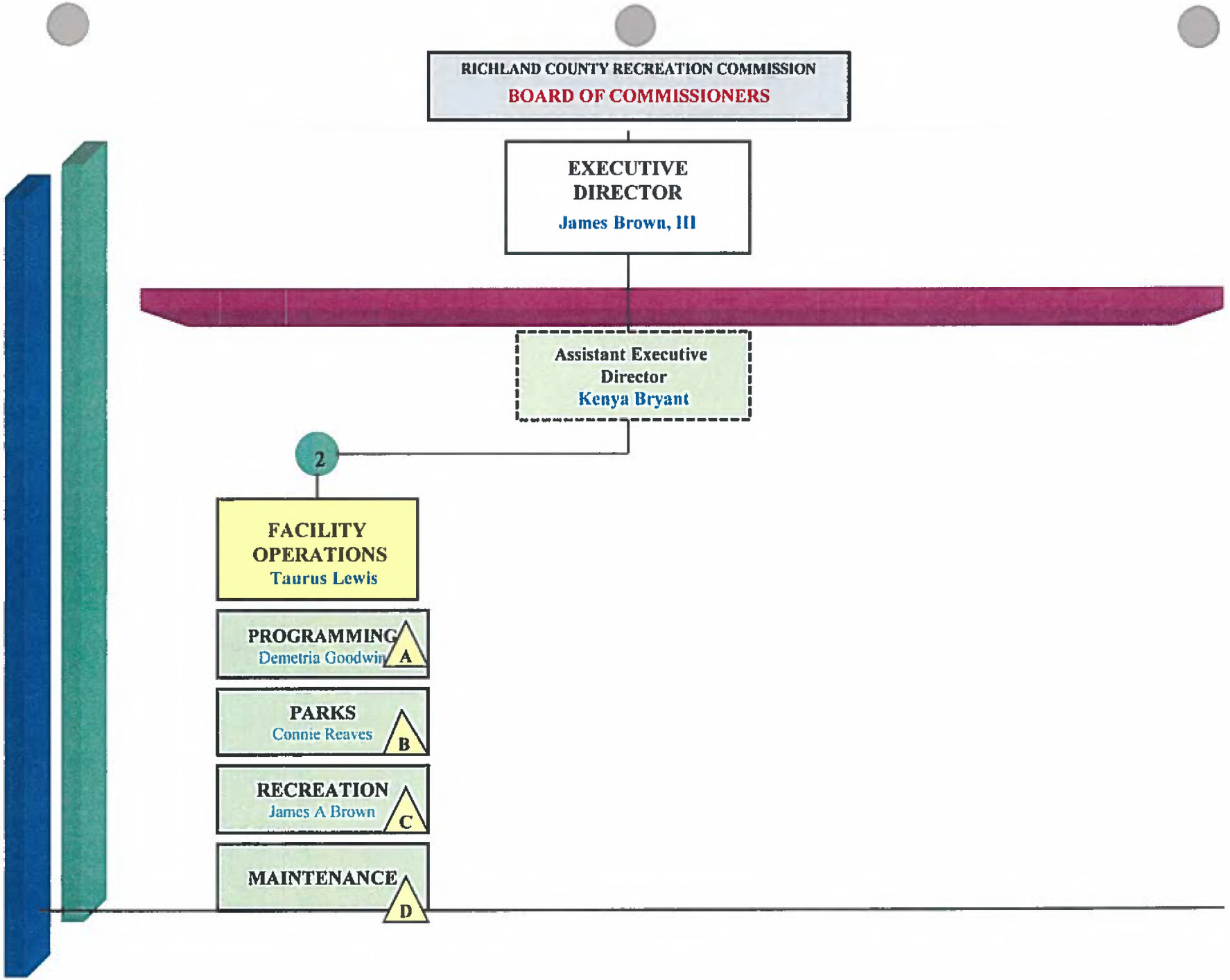

ORGANIZATIONAL DEVELOPMENT
COMPLIANCE MANAGER
Comilla Sampson
PROGRAM COORDINATOR
Jeff Brown
PROGRAM COORDINATOR
Jullian Shabazz


RICHLAND COUNTY RECREATION COMMISSION
BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
James Brown, III
Assistant Executive Director
Kenya Bryant
1
FINANCIAL OPERATIONS
Andrea Fripp
FINANCE
Sandra James
A
FOUNDATION
Vacant
B

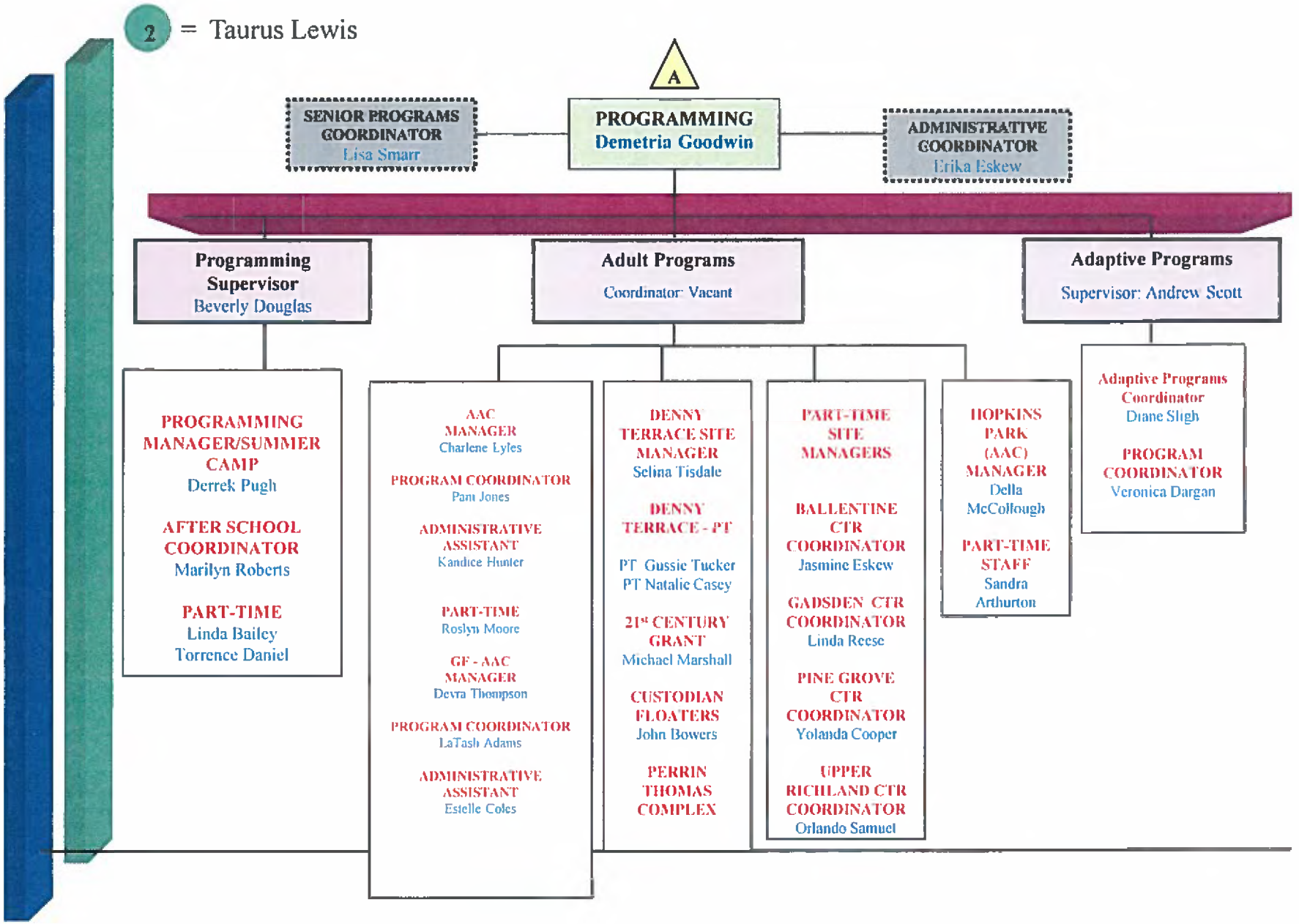

1 = Andrea Fripp
ACCOUNTING
Manager: Kasey Wilson
A
FINANCE
Director: Sandra James
PAYROLL
Manager: Debbie Williams

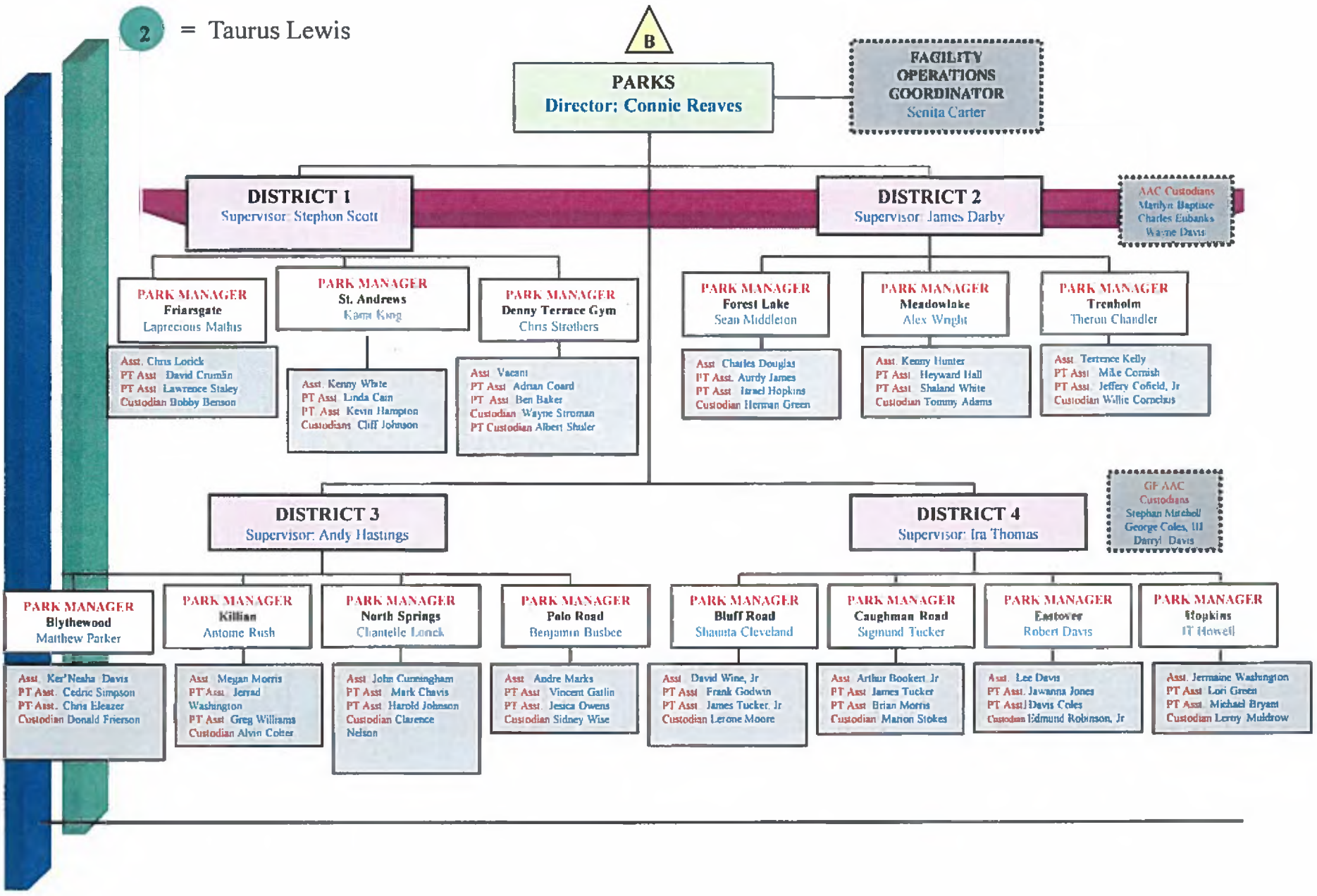
1 = Andrea Fripp


B
FOUNDATION
Executive Director: Vacant
DEVELOPMENT ASSISTANT
Sallie Pierce

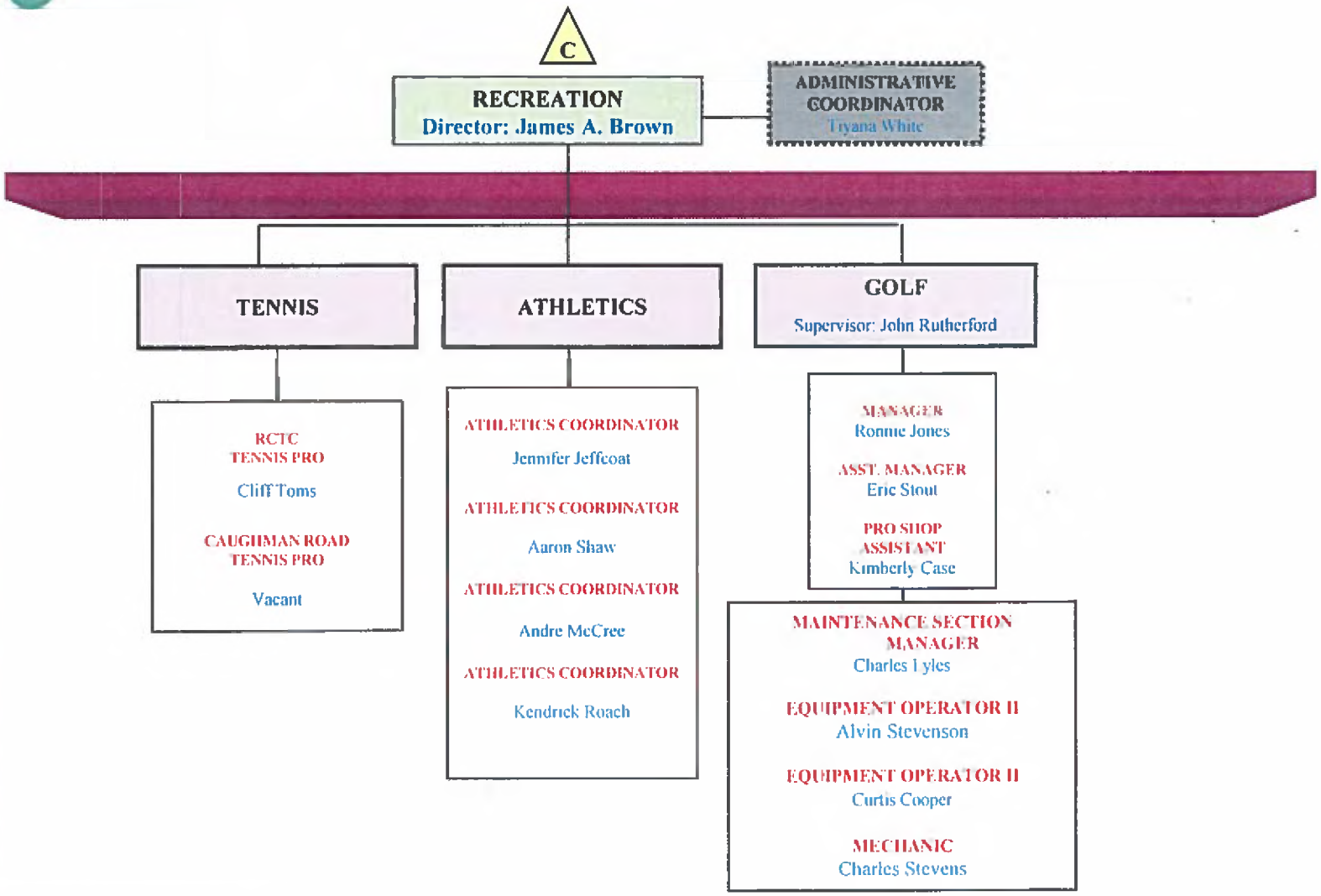

RICHLAND COUNTY RECREATION COMMISSION
BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
James Brown, III
Assistant Executive Director
Kenya Bryant
2
FACILITY OPERATIONS
Taurus Lewis
PROGRAMMING
Demetria Goodwin
A
PARKS
Connie Reaves
B
RECREATION
James A Brown
C
MAINTENANCE
D

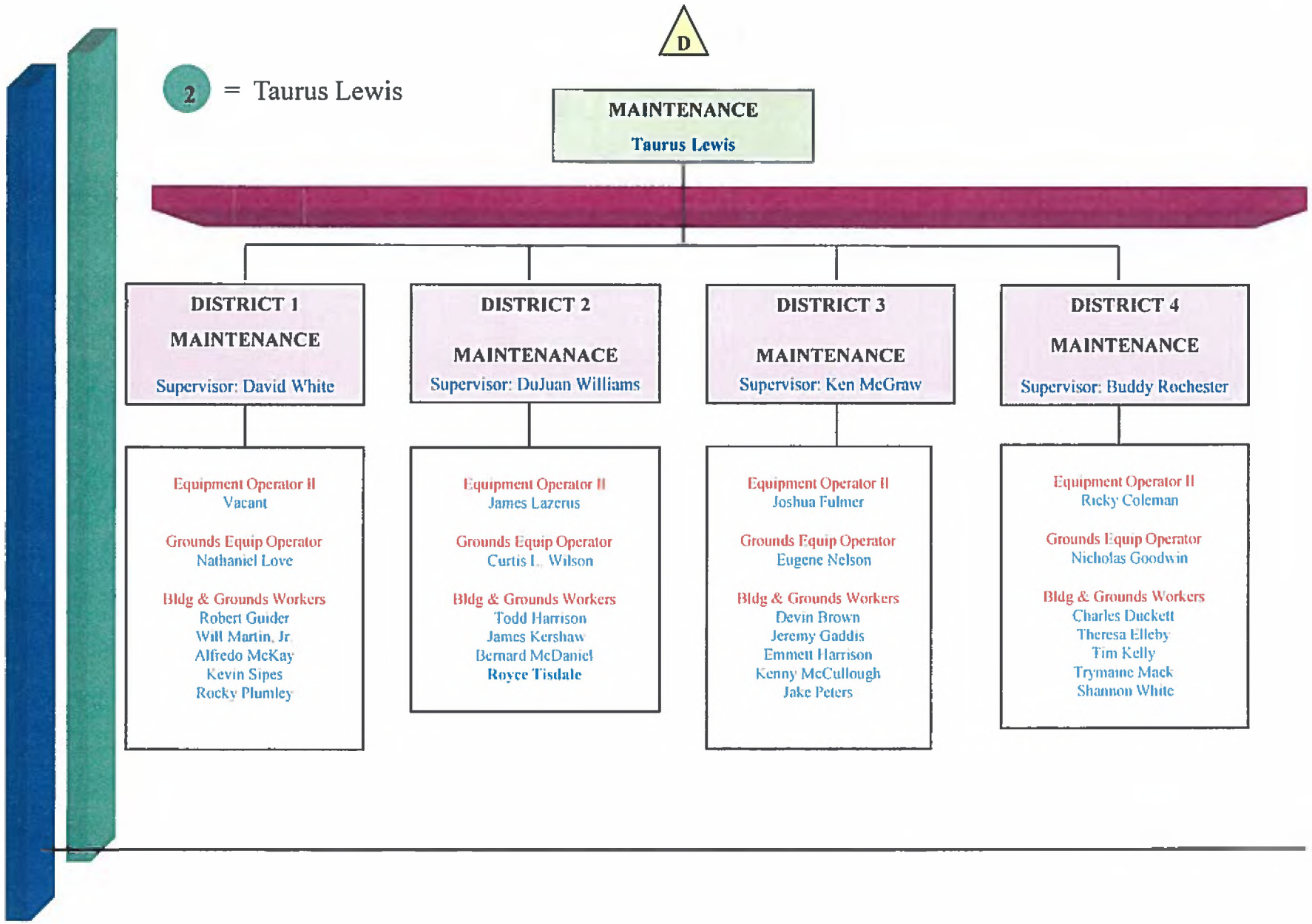
2 = Taurus Lewis

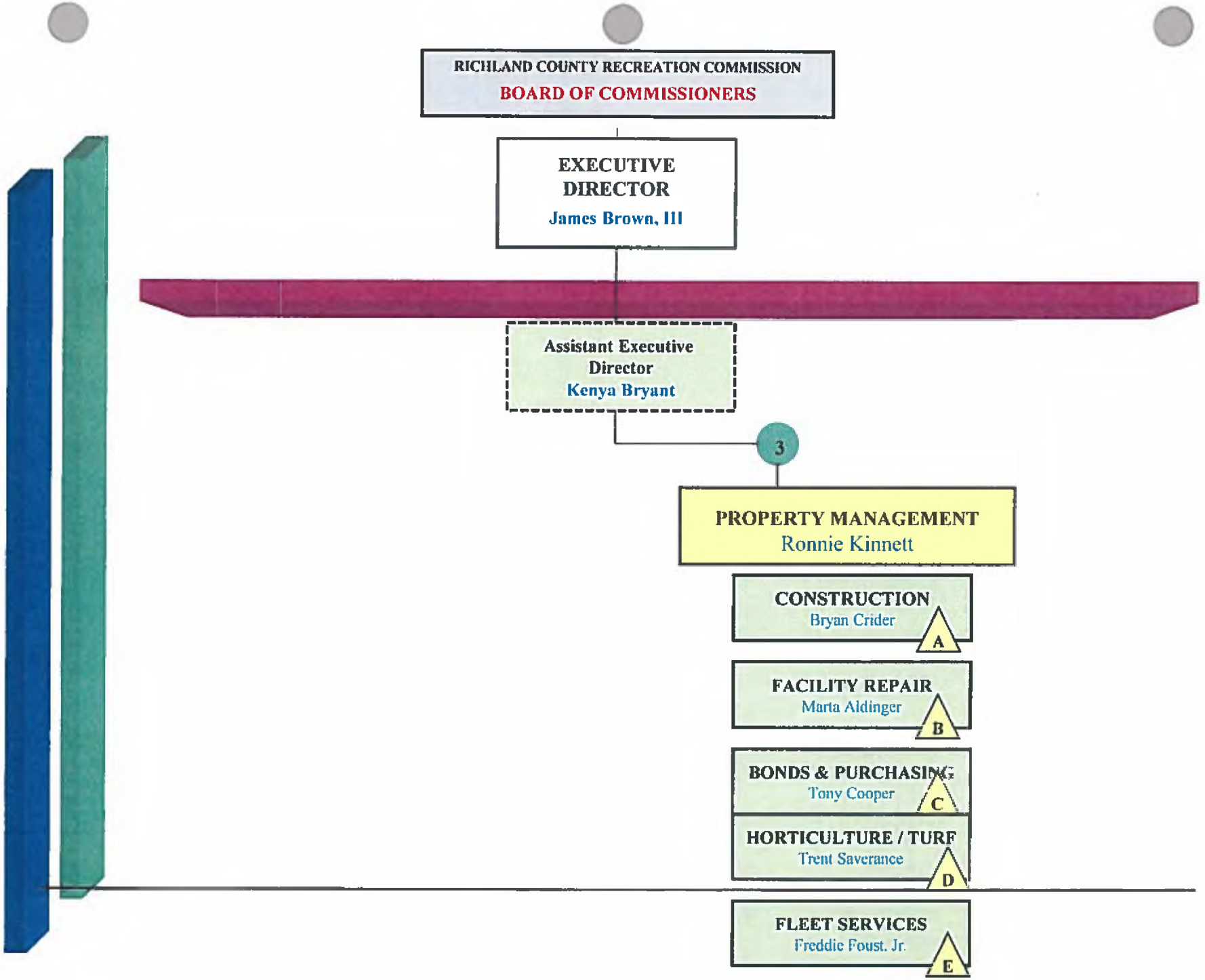



2 = Taurus Lewis
B
PARKS
Director: Connie Reaves
FACILITY OPERATIONS COORDINATOR
Senita Carter
DISTRICT 1
Supervisor: Stephon Scott
DISTRICT 2
Supervisor: James Darby
AAC Custodians
Marilyn Baptiste
Charles Eubanks
Wayne Davis
PARK MANAGER
Friarsgate
Laprecious Mathis
Asst. Chris Lorick
PT Asst. David Crumbin
PT Asst. Lawrence Staley
Custodian Bobby Benson
PARK MANAGER
St. Andrews
Kami King
Asst. Kenny White
PT Asst. Linda Cain
PT Asst. Kevin Hampton
Custodians Cliff Johnson
PARK MANAGER
Denny Terrace Gym
Chris Struthers
Asst. Vacant
PT Asst. Adrian Coard
PT Asst. Ben Baker
Custodian Wayne Stroman
PT Custodian Albert Shuler
PARK MANAGER
Forest Lake
Sean Middleton
Asst. Charles Douglas
PT Asst. Aurdy James
PT Asst. Israel Hopkins
Custodian Herman Green
PARK MANAGER
Meadowlake
Alex Wright
Asst. Kenny Hunter
PT Asst. Heyward Hall
PT Asst. Shaland White
Custodian Tommy Adams
PARK MANAGER
Trenholm
Theron Chandler
Asst. Terrence Kelly
PT Asst. Mike Cornish
PT Asst. Jeffery Cofield, Jr
Custodian Willie Cornelius
DISTRICT 3
Supervisor: Andy Hastings
DISTRICT 4
Supervisor: Ira Thomas
GF AAC Custodians
Stephan Mitchell
George Coles, III
Darryl Davis
PARK MANAGER
Blythewood
Matthew Parker
Asst. Ke'Nesha Davis
PT Asst. Cedric Simpson
PT Asst. Chris Eleazer
Custodian Donald Frierson
PARK MANAGER
Killian
Antome Rush
Asst. Megan Morris
PT Asst. Jerrad Washington
PT Asst. Greg Williams
Custodian Alvin Colter
PARK MANAGER
North Springs
Chantelle Loneck
Asst. John Cunningham
PT Asst. Mark Chavis
PT Asst. Harold Johnson
Custodian Clarence Nelson
PARK MANAGER
Polo Road
Benjamin Busbee
Asst. Andre Marks
PT Asst. Vincent Gatlin
PT Asst. Jessica Owens
Custodian Sidney Wise
PARK MANAGER
Bluff Road
Shaunta Cleveland
Asst. David Wine, Jr
PT Asst. Frank Godwin
PT Asst. James Tucker, Jr
Custodian Lerone Moore
PARK MANAGER
Caughman Road
Sigmund Tucker
Asst. Arthur Bookert, Jr
PT Asst. James Tucker
PT Asst. Brian Morris
Custodian Marion Stokes
PARK MANAGER
Eastover
Robert Davis
Asst. Lee Davis
PT Asst. Jawanna Jones
PT Asst. Davis Coles
Custodian Edmund Robinson, Jr
PARK MANAGER
Hopkins
JT Howell
Asst. Jermaine Washington
PT Asst. Lori Green
PT Asst. Michael Bryant
Custodian Lenny Muldrow

2 = Taurus Lewis




D
2 = Taurus Lewis
MAINTENANCE
Taurus Lewis
DISTRICT 1
MAINTENANCE
Supervisor: David White
Equipment Operator II
Vacant
Grounds Equip Operator
Nathaniel Love
Bldg & Grounds Workers
Robert Guider
Will Martin, Jr.
Alfredo McKay
Kevin Sipes
Rocky Plumley
DISTRICT 2
MAINTENANACE
Supervisor: DuJuan Williams
Equipment Operator II
James Lazerus
Grounds Equip Operator
Curtis L. Wilson
Bldg & Grounds Workers
Todd Harrison
James Kershaw
Bernard McDaniel
Royce Tisdale
DISTRICT 3
MAINTENANCE
Supervisor: Ken McGraw
Equipment Operator II
Joshua Fulmer
Grounds Equip Operator
Eugene Nelson
Bldg & Grounds Workers
Devin Brown
Jeremy Gaddis
Emmett Harrison
Kenny McCullough
Jake Peters
DISTRICT 4
MAINTENANCE
Supervisor: Buddy Rochester
Equipment Operator II
Ricky Coleman
Grounds Equip Operator
Nicholas Goodwin
Bldg & Grounds Workers
Charles Duckett
Theresa Elleby
Tim Kelly
Trymaine Mack
Shannon White


RICHLAND COUNTY RECREATION COMMISSION
BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
James Brown, III
Assistant Executive Director
Kenya Bryant
3
PROPERTY MANAGEMENT
Ronnie Kinnett
CONSTRUCTION
Bryan Crider
A
FACILITY REPAIR
Marta Aldinger
B
BONDS & PURCHASING
Tony Cooper
C
HORTICULTURE / TURF
Trent Saverance
D
FLEET SERVICES
Freddie Foust, Jr.
E

3 = Ronnie Kinnett

CONSTRUCTION / A&E

Bryan Crider

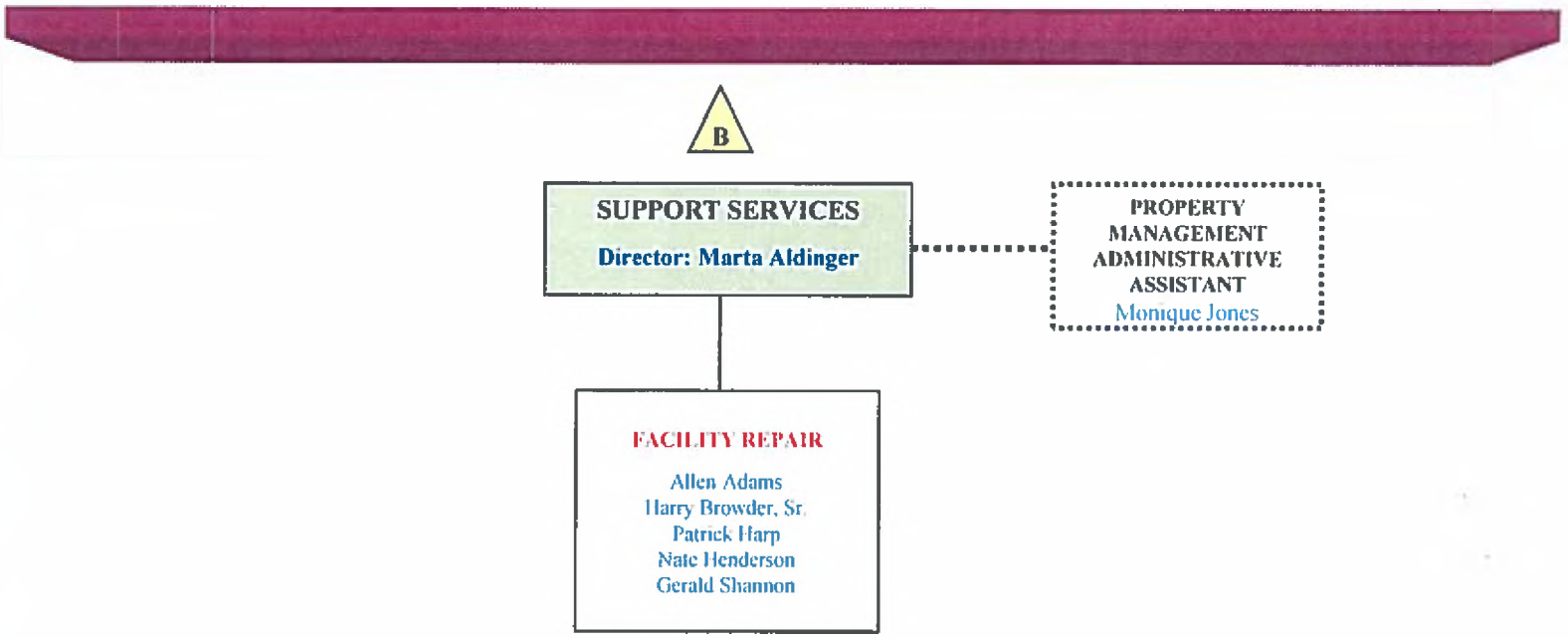
TRADE SPECIALIST V
David Cornwell

HEAVY EQUIPMENT OPERATOR III

Robbie Jackson

TRADE SPECIALIST
Silas Brown Jr.
Jean Edouard
Tommy Cooper

3 = Ronnie Kinnett



3 = Ronnie Kinnett

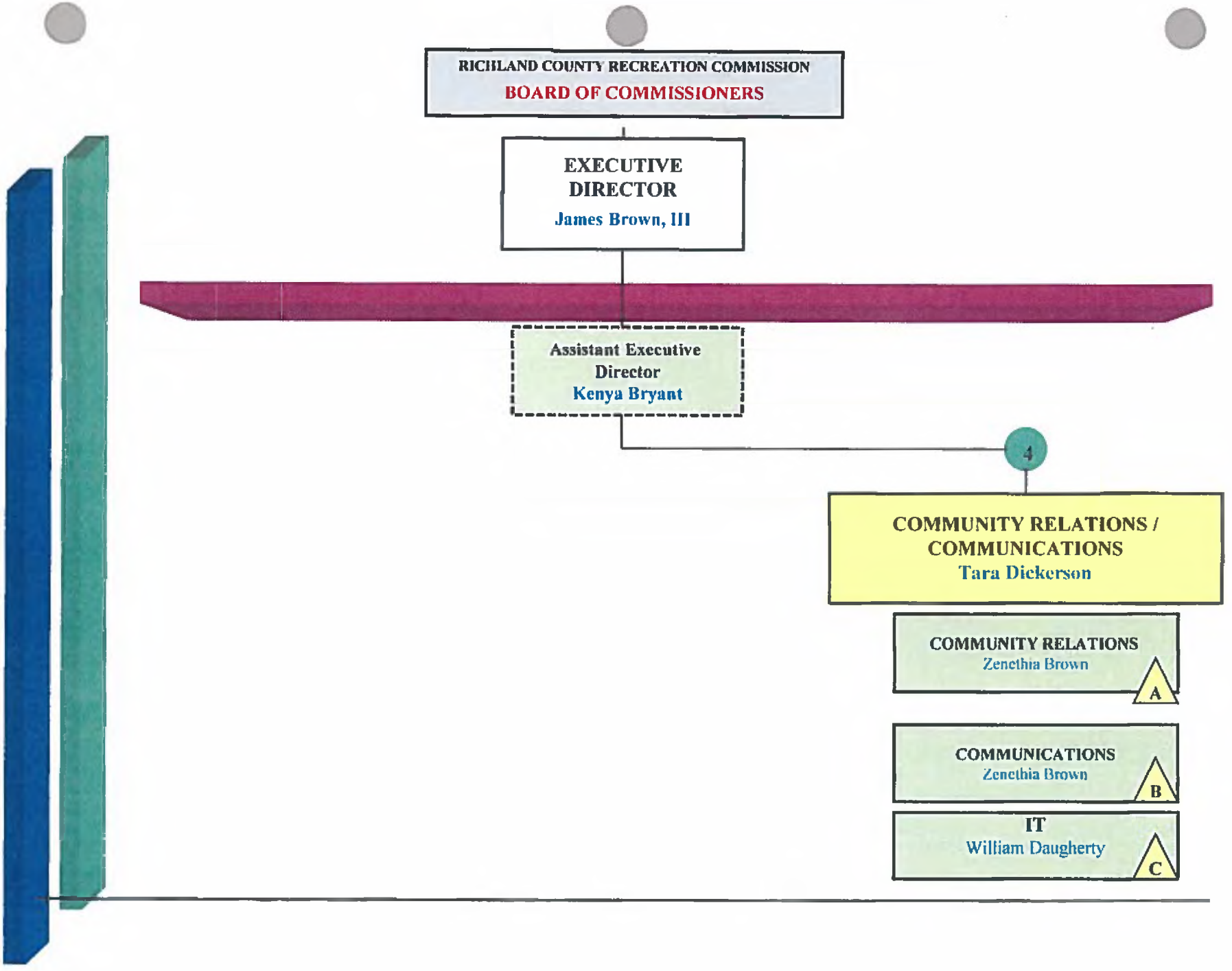
C

BONDS & PURCHASING

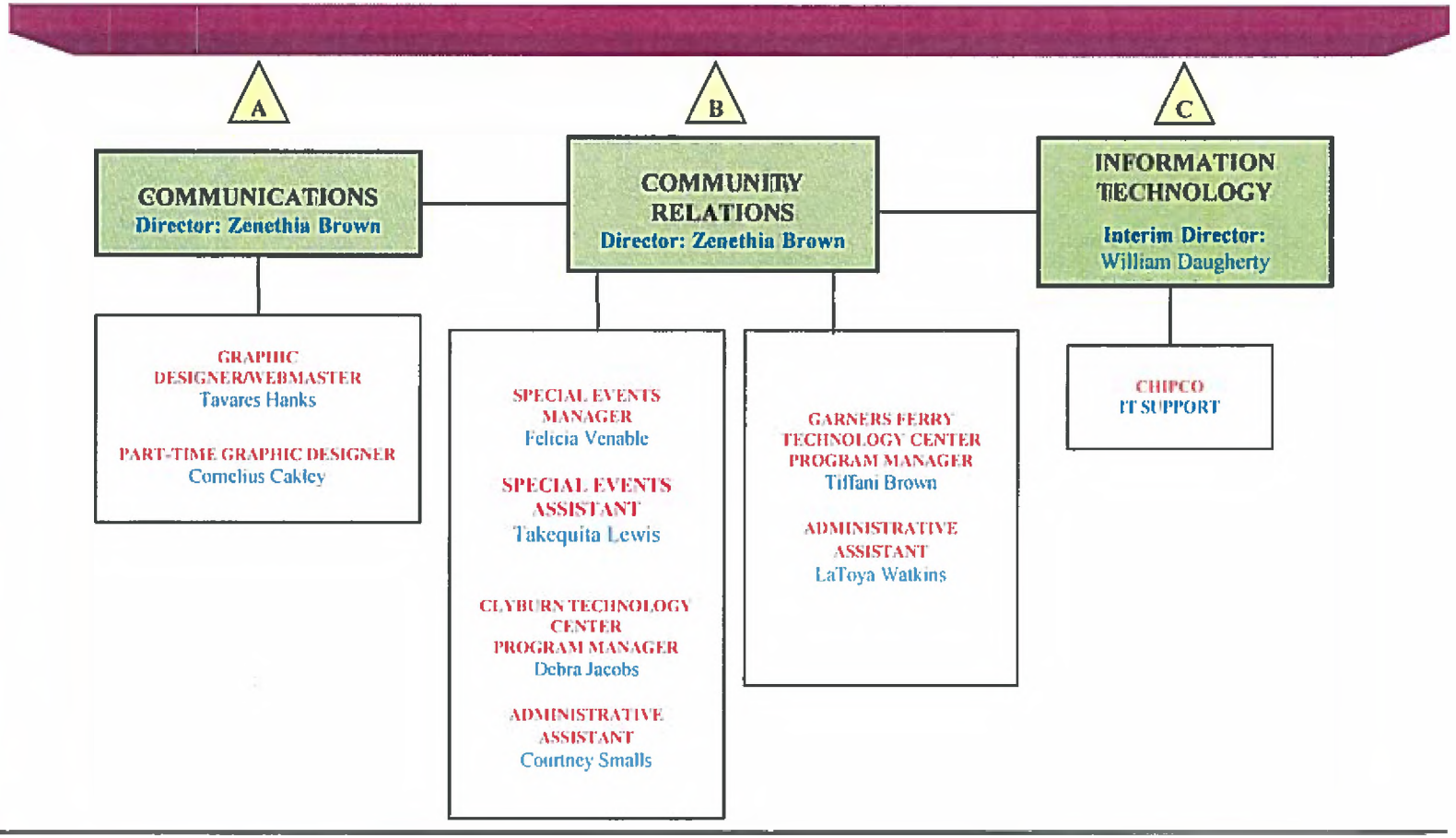
Tony Cooper

HORTICULTURE / TURF
Trent Saverance

FLEET SERVICE
Freddie Foust, Jr.


RICHLAND COUNTY RECREATION COMMISSION
BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
James Brown, III
Assistant Executive Director
Kenya Bryant
4
COMMUNITY RELATIONS / COMMUNICATIONS
Tara Dickerson
COMMUNITY RELATIONS
Zenethia Brown
A
COMMUNICATIONS
Zenethia Brown
B
IT
William Daugherty
C

4 = Tara Dickerson



8

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Richland County Recreation COMMISSION

Employment of Relatives

Human Resources
Policy No. 070

Review Date: June 15, 2015
Last Revised: June 21, 2010

Policy Statement

Relatives, Household or Close Family members of current Richland County Recreation Commission employees may not be hired, promoted or reassigned to a position in which the current Richland County Recreation Commission employee directly supervises or manages. This policy is adopted to prevent the appearance of favoritism by a supervisor and to prevent potential safety, security and employee morale issues.

1. Definition of Relative, Household or Close Family Member:

A relative, Household or Close Family member is an individual who is a spouse, parent, brother or sister (and their spouse or children), child (and their spouse), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, first cousin, or step-parents or step-children of a current Richland County Recreation Commission employee. Additionally, unrelated associates residing together or otherwise engaged in an apparently romantic relationship (such as a domestic partner, co-habitant or significant other) are treated as being Close Family members for purposes of this policy.

2. Exceptions:

2.1 **Recruitment**

In the extraordinary circumstance that the Director of Human Resources determines that the Richland County Recreation Commission is unable to recruit a qualified individual to fill a particular position, the Executive Director may grant an exception to this policy.

2.2 **Marriage**

If employees marry, become Household or Close Family members after employment and a conflict of interest or a management problem of supervision, safety, security or morale result (determined at the sole discretion of the Richland County Recreation Commission) or, if a reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, the Richland County Recreation Commission may require one or both of the employees to transfer or resign.

2.3 **Temporary Employment**

Temporary employees or temporary assignment are not within the purview of this policy.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: June 15, 2015
(Date Approved)

APPROVED: L Marie Green

9

BOARD OF COMMISSIONERS:
J. Marie Green, Chair
Barbara Mickens, Vice Chair
Preston A. Furgess, Jr., Secretary
Wilbert Lewis
George D. Martin, Jr.
G. Todd Weiss
C. Todd Latiff

Richland County Recreation COMMISSION
"Enriching Lives, Connecting Communities"

EXECUTIVE DIRECTOR
James Brown, III
7473 Parklane Road
Columbia, SC 29223
Phone: (803) 741-RCRC (7272)
Fax: (803) 741-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

November 19, 2015

To : James Brown, III
Executive Director

From: David Stringer
Human Resources Division Head

Re: SC Ethics Act / Nepotism

I researched the S.C. Ethics Act of 1991 and how it relates to the Richland County Recreation Commission's Nepotism policy and the issues raised at Winthrop University. The S.C. Ethics Act states:

SECTION 8-13-750. Employment, promotion, advancement, or discipline of family member of public official, member, or employee.

(A) No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

An employee family member is defined as: an individual who is (a) the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild (S.C. Code Ann. Section 8-13-1300), or (b) a member of the individual's immediate family.

Immediate family is defined as follows:

1. A child residing in a candidate's, public official's, public member's, or public employee's household;
2. A spouse of a candidate, public official, public member, or public employee; or
3. An individual claimed by the candidate, public official, public member, or public employee or the candidate's, public official's, or public employee's spouse as a dependent for income tax purposes. (S.C. Code Ann. Section 8-13-1300)

Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

With regard to the Richland County Recreation Commission, a family member of the Executive Director may not be hired into the areas supervised or managed: the Executive Division, the Human Resources Division or the Safety and Security Division.

In the case of Winthrop University, the President hired her husband into a position within the President's office – which appears to be a violation of the act – even though her husband reported to the Chief of Staff. Further compounding the issues, the President allegedly informed her IT Department to delate an e-mail from the system in which she instructed that her husbanded be hired.

Recommendations:

a. The Richland County Recreation Commission Policy was recently updated (June 15, 2015) based on attorney review. However, after a review of the issues brought out in the Winthrop case I think it would be prudent to precisely document the Ethics Act Section 3-13-750 and S.C. Code Ann. Section 8-13-1300 in the Richland County Recreation Policy.

b. Ethics Act Section 8-13-350 indicates that an Ethics brochure is to be provided to public officials, members and employees. The Richland County Recreation Commission should ensure that this is done.

I am attaching a draft policy that I would like to review with attorney Rick Morgan,

Sincerely,

David Stringer
Human Resources Division Head

IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.

Richland County Recreation COMMISSION

Employment of Relatives

Human Resources
Policy No. 070

Review Date: March 21, 2016
Last Revised: June 15, 2015

Policy Statement

Relatives, Household or Close Family members of current Richland County Recreation Commission employees may not be hired, promoted or reassigned to a position in which the current Richland County Recreation Commission employee directly supervises or manages. This policy is adopted to prevent the appearance of favoritism by a supervisor and to prevent potential safety, security and employee morale issues.

1. Definition of Relative, Household or Close Family Member:

A relative, Household or Close Family member is an individual who is a spouse, parent, brother or sister (and their spouse or children), child (and their spouse), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, first cousin, or step-parents or step-children of a current Richland County Recreation Commission employee. Additionally, unrelated associates residing together or otherwise engaged in an apparently romantic relationship (such as a domestic partner, co-habitant or significant other) are treated as being Close Family members for purposes of this policy.

2. **Exceptions:**

2.1 **Recruitment - DELETE**

In the extraordinary circumstance that the Director of Human Resources determines that the Richland County Recreation Commission is unable to recruit a qualified individual to fill a particular position, the Executive Director may grant an exception to this policy.

2.2 **Marriage**

If employees marry, become Household or Close Family members after employment and a conflict of interest or a management problem of supervision, safety, security or morale result (determined at the sole discretion of the Richland County Recreation Commission) or, if a reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, the Richland County Recreation Commission may require one or both of the employees to transfer or resign.

2.3 **Temporary Employment - DELETE**

Temporary employees or temporary assignment are not within the purview of this policy.

3. South Carolina Ethics Act:

The Richland County Recreation Commission complies with all aspects of the South Carolina Ethics Act as it relates to employment of relatives in Section 8-13-750, and any other applicable Sections. See attached Addendum A.

4. Additional information

Additional information regarding the State Ethics Act including how to file a claim can be obtained online at Ethics.sc.gov

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: March 21, 2016
(Date Approved)

APPROVED: _____

Employment of Relatives – Addendum A

Human Resources
Policy No. 070

Review Date: March 21, 2016
Last Revised: June 15, 2015

1. South Carolina Ethics Act – January 1, 1992. SECTION 8-13-700

(A) No public official, public member, or public employee may knowingly use his official office, membership, or employment to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated. This prohibition does not extend to the incidental use of public materials, personnel, or equipment, subject to or available for a public official's, public member's, or public employee's use that does not result in additional public expense.

(B) No public official, public member, or public employee may make, participate in making, or in any way attempt to use his office, membership, or employment to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest. A public official, public member, or public employee who, in the discharge of his official responsibilities, is required to take an action or make a decision which affects an economic interest of himself, a family member, an individual with whom he is associated, or a business with which he is associated.

2. South Carolina Ethics Act – October, 1991. SECTION 8-13-750 Employment, promotion, advancement, or discipline of a family member, of a public official, member, or employee.

(A) No public official, public member, or public employee may cause or participate in the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

10

BOARD OF COMMISSIONERS:
J. Marie Green, Chair
Barbara Mickens, Vice Chair
Weston J. Fingess, Jr., Secretary
Wilbert Lewis
George D. Martin, Jr.
G. Todd Weiss
C. Todd Latiff

Richland County Recreation COMMISSION
"Enriching Lives, Connecting Communities"

EXECUTIVE DIRECTOR
James Brown, III
7473 Parklane Road
Columbia, SC 29223
Phone: (803) 741-RCRC (7272)
Fax: (803) 741-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

December 21, 2015

To : James Brown, III - Executive Director
RCRC Commissioners

From: David Stringer
Human Resources Division Head

Re: SC Ethics Act / Nepotism

I researched the S.C. Ethics Act of 1991 and how it relates to the Richland County Recreation Commission's Nepotism policy and the issues raised at Winthrop University. The S.C. Ethics Act states:

SECTION 8-13-750. Employment, promotion, advancement, or discipline of family member of public official, member, or employee.

(A) No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

An employee family member is defined as: an individual who is (a) the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild (S.C. Code Ann. Section 8-13-1300), or (b) a member of the individual's immediate family.

Immediate family is defined as follows:

1. A child residing in a candidate's, public official's, public member's, or public employee's household;
2. A spouse of a candidate, public official, public member, or public employee; or
3. An individual claimed by the candidate, public official, public member, or public employee or the candidate's, public official's, or public employee's spouse as a dependent for income tax purposes. (S.C. Code Ann. Section 8-13-1300)

CAPRA ACCREDITED

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With regard to the Richland County Recreation Commission, a family member of the Executive Director may not be hired into the areas supervised or managed: the Executive Division, the Human Resources Division, the Finance Division or the Safety and Security Division.

In the case of Winthrop University, the President improperly hired her husband into a position within the President's office. This violated that Ethics Act in that she "participated" in the hiring and it was department in which she managed. Further compounding the issues, it was reported that the President allegedly informed her IT Department to delate an e-mail from the system in which she instructed that her husband be hired.

Recommendations:

a. The Richland County Recreation Commission Policy was recently updated (June 15, 2015) based on attorney review. However, after a review of the issues addressed the Winthrop case I think it would be prudent to specifically document the Ethics Act Section 3-13-750 and S.C. Code Ann. Section 8-13-1300 in the Richland County Recreation Policy.

b. Ethics Act Section 8-13-350 indicates that an Ethics brochure is to be provided to public officials, members and employees. The Richland County Recreation Commission should ensure that this is done. I spoke with Attorney Michael Birchstead at the Ethics Commission and he informed me that there no longer is a brochure but rather they refer individuals to the website: Ethic.sc.gov

I am attaching a draft policy that I have reviewed with attorney Rick Morgan,

Sincerely,

David Stringer
Human Resources Division Head

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Richland County Recreation COMMISSION

Employment of Relatives

Human Resources
Policy No. 070

Review Date: December 21, 2015
Last Revised: June 15, 2015

Policy Statement

Relatives, Household or Close Family members of current Richland County Recreation Commission employees may not be hired, promoted or reassigned to a position in which the current Richland County Recreation Commission employee directly supervises or manages. This policy is adopted to prevent the appearance of favoritism by a supervisor and to prevent potential safety, security and employee morale issues.

1. Definition of Relative, Household or Close Family Member:

A relative, Household or Close Family member is an individual who is a spouse, parent, brother or sister (and their spouse or children), child (and their spouse), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, first cousin, or step-parents or step-children of a current Richland County Recreation Commission employee. Additionally, unrelated associates residing together or otherwise engaged in an apparently romantic relationship (such as a domestic partner, co-habitant or significant other) are treated as being Close Family members for purposes of this policy.

2. **Exceptions:**

2.1 **Recruitment**

In the extraordinary circumstance that the Director of Human Resources determines that the Richland County Recreation Commission is unable to recruit a qualified individual to fill a particular position, the Executive Director may grant an exception to this policy.

2.2 **Marriage**

If employees marry, become Household or Close Family members after employment and a conflict of interest or a management problem of supervision, safety, security or morale result (determined at the sole discretion of the Richland County Recreation Commission) or, if a reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, the Richland County Recreation Commission may require one or both of the employees to transfer or resign.

2.3 **Temporary Employment**

Temporary employees or temporary assignment are not within the purview of this policy.

3. South Carolina Ethics Act:

The Richland County Recreation Commission complies with all aspects of the South Carolina Ethics Act as it relates to employment of relatives in Section 8-13-750, and any other applicable Sections. See attached Addendum A.

4. Additional information

Additional information regarding the State Ethics Act including how to file a claim can be obtained online at Ethics.sc.gov

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 21, 2015
(Date Approved)

APPROVED: _____

Employment of Relatives – Addendum A

Human Resources
Policy No. 070

Review Date: December 21, 2015
Last Revised: June 15, 2015

1. South Carolina Ethics Act – October, 1991. SECTION 8-13-750 Employment, promotion, advancement, or discipline of a family member, of a public official, member, or employee.

(A) No public official, public member, or public employee may cause or participate in the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

11

Richland County Recreation Commission
Regular Board Meeting Minutes
January 25, 2016
6:00PM

Commissioners in Attendance:
J. Marie Green, Chair
Barbara Mickens, Vice Chair
Weston A. Furgess, Jr., Secretary
Wilbert Lewis
G. Todd Weiss

RCRC Staff in Attendance:
James Brown, III
Tara Dickerson
Andrea James
David Stringer
Robert Hickman
Tony Cooper
Cornelia Watts

1. Call to Order:
Chair Green called the meeting to order at 6:00pm and welcomed any special guest.

2. Adoption of Agenda: (Action)
Motion to adopt the agenda made by Commissioner Furgess, second by Commissioner Mickens. Motion approved unanimously by all members present: Green, Furgess, Weiss, Mickens and Lewis.

3. Approval of Minutes: (Action)
Motion to approve the minutes from the December 21, 2015 Special Call and Regular Board Meetings made by Commissioner Furgess, second by Commissioner Mickens. Minutes approved unanimously by all members present; Green, Furgess, Lewis, Mickens and Weiss.

4. Public Input:
No public input

5. Financial Report: (Information)

Ms. Andrea James reviewed financial reports included in the Board's packet.

Commissioner Weiss questioned damage at LinRick from the flood and Mr. Brown stated that there was no major damage.

Chair Green stated that Commissioner Furgess asked her to attend a Foundation Board meeting Thursday because he is not able to attend and she was under the impression that the Foundation was not functioning with a Board for the last two years and also she understood that the Board of Commissioners appoint two people to serve on the Board.

Ms. James stated that Ms. Green was right and that we had some Board members to leave and the auditor is aware of this and we were not able to have regularly scheduled Board meetings, however in terms of the finances we do have a Board treasurer who oversees the finances. There are two signatures on the check per the bylaws over a certain dollar amount and Lisa Lewis stays in constant contact and can provide any records that you may need in terms of her contact with the Board members that we do have; however this year it is our goal to get the Board up and functioning to make sure we stay in compliance with the Secretary of State and thus far we have remained compliant; the auditor is aware of the Board resignations that we have had. Ms. James stated that yes, there are two Commissioners that have to be appointed to the Board, Mr. Furgess was going to be one and Mr. Latiff use to be the other; we were going to come together and another Commissioner would have to be appointed. Ms. James reported that everything is in order and documented and Lisa Lewis has two new Board members that she has put out to the current Board members to be voted on to come onto the Board so that there can hopefully have a constant quorum. Ms. James stated that the Foundation Board probably would not meet monthly because there is not much activity so the meetings would be quarterly.

Chair Green acknowledged that she understood what Ms. James reported but the Board would like to decide which members will serve on the Foundation Board.

Ms. James stated that this will be fine.

Commissioner Furgess requested the names of the 2 new members coming on Board and he added that he would not be at the meeting Thursday, so please give the names to Chair Green; he also requested names of past and present members.

Chair Green asked Mr. Brown about the alignment of the Foundation on the organizational chart.

Mr. Brown stated that he questioned David about it and it was shown to him on the chart that the Foundation Executive Director is supposed to report to him. Mr. Brown stated that it is confusing because when Mr. Curtis Wilson was here, he was under the impression that the Foundation was reporting to Curtis and there was some discussion between him, Kenya and David to try and find out what happened; we're trying to figure it out. Chair Green asked that Mr. Brown follow-up with her before the meeting on Thursday.

Chair Weiss stated that the Foundation is a 5013C so by definition of laws to attain that number it has to be at arms' length.

Ms. James stated that she is aware of the confusion but since she has been here, the Foundation has not reported to the Executive Director and she does not know if that is the way that it should have been, but she has not been made aware of it.

6. Policy Updates: (Action)

Ms. David Stringer presented four polices for action: Policy No. S-098 Grievance Procedure Under the Americans With Disabilities Act, Policy No. S-005 Accessibility and Non-Discrimination Policy, Policy No. 050 Dress Code and Personal Appearance and Policy No. 070 Employment of Relatives.

Mr. Stringer stated that the first two policies are new and deal with the Americans With Disabilities Act which is something that we have been working on as an Agency the last several months in preparation for the upcoming CAPRA visit which are required under CAPRA but something we need to have in place regardless. Mr. Stringer reported that with the complaint procedure, Sabrina Collins, Risk Manager, has been designated as ADA coordinator where all complaints will go in the future. Mr. Stringer stated that Ms. Collins has been to training and is ready to assume the role.

Motion to approve Policy Numbers S-098 and S-005 as set forth by Staff made by Commissioner Weiss, second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Weiss, Furgess, Lewis and Mickens.

Mr. Stringer stated that at the December meeting there was discussion about Policy No. 070 Employment of Relatives and Chair Green asked Mr. Stringer to do a thorough review of Policy. Mr. Stringer stated that the Policy was approved in June but in light of some issues, Staff is recommending some changes to Policy- adding an Addendum that is the actual wording from the South Carolina State Ethics Act and adding in item 4 referral to the website Ethics.sc.gov for additional information on how to file a claim.

Commissioner Lewis stated that one of the things he has asked for, that he would like to have seen on this policy is an opinion from the Ethics Commission about our policy.

Mr. Stringer stated that he did talk to an attorney at the Ethics Commission and this was part of their advice but he does not have it in writing.

Discussion among Commissioners and Staff with input from Mr. Rick Morgan, Attorney regarding Policy No. 070 Employment of Relatives resulted in tabling the Policy.

Motion to table Policy No. 070 Employment of Relatives until such time that we can ask the Ethics Commission to make a ruling, second by Commissioner Lewis. Motion carried 4 to 1 abstained Chair Green.

Commissioner Lewis stated that particularly when you ask that question, the policy would probably be appropriate for everyone except the Executive Director, his issue is with the Executive Director position so make sure they know that this is focus of his concern.

Mr. Stringer presented updates to Policy No. 050 Dress Code and Personal Appearance stating that Chair Green asked that we tighten up the policy by being more detailed.

Commissioner Lewis asked for a summary of what this policy changes from the previous one to how we designate what's appropriate. Tara Dickerson summarized specific changes per the policy. Commissioner Lewis questioned if we anticipate any problems with the policy changes as written interfering with an individual's religious or cultural beliefs. Mr. Stringer and Ms. Dickerson responded with a no.

Motion to approve Policy No. 050 Dress Code and Personal Appearance made by Commissioner Furgess, second by Commissioner Mickens. Motion approved unanimously by all members present; Green, Furgess, Mickens, Lewis and Weiss.

7. <u>Bond Construction Update:</u> (Information)
Mr. Tony Cooper reviewed Bond Projects listed on the Bond Construction Updates included in the Board's package.

Chair Green questioned the funding for Royal Pine to be moved to Kelly Mill and Mr. Cooper explained that Councilwoman Julie Ann Dixon approved moving the funds since no land could be located in her District. Chair Green asked what will the funds be used for and Mr. Brown stated that the funding will be used to upgrading some things at the Kelly Mill Facility and also maybe upgrading the house on the property so that we can use it as a rental.

Commissioner Weiss congratulated Staff on a great job managing the budget for all the projects.

8. Executive Director Report: (Information-Handout)
Mr. James Brown reported Agency Updates as outlined on the handout.

9. Other Business:
Commissioner Weiss asked everyone to rise for a moment of silence in honor of Mr. James Bridgett.

Motion to go into Executive Session to discuss a personnel matter made by Commissioner Lewis, second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Weiss, Lewis, Mickens and Furgess.

10. Executive Session

No votes were taken in Executive Session.

11. Adjournment:
The meeting adjourned at 7:10pm.

J. Marie Green

J. Marie Green, Chair

Minutes approved on this 21st **day of** March **2016.**

David Stringer

To: Burchstead, Michael
Subject: RE: Nepotism Policy

From: Burchstead, Michael [mailto:mburchstead@ethics.sc.gov]
Sent: Monday, February 22, 2016 3:39 PM
To: David Stringer
Subject: RE: Nepotism Policy

1. 8-13-700 addresses, among other things, situations in which public officials use their official position to obtain an economic interest for a family member. Causing a family member to be employed is an action that would fall within 8-13-700, and therefore it needs to be addressed in the policy.
2. 2.1 is an extraordinary circumstance exception that is not supported by the Ethics Act. This should be deleted.
3. 2.3 should be deleted as well. Temporary employees themselves may not be employees subject to the Ethics Act. However, if a person caused a family member to be hired as a temporary employee, this could still violate 8-13-700.

Thanks, and let me know if you have any questions.

Michael
Michael R. Burchstead
General Counsel
SC State Ethics Commission
5000 Thurmond Mall, Suite 250
Columbia, SC 29201
(803) 253-4192
http://ethics.sc.gov/

David Stringer

To: Burchstead, Michael
Subject: RE: Nepotism Policy

From: Burchstead, Michael [mailto:mburchstead@ethics.sc.gov]
Sent: Monday, February 22, 2016 3:39 PM
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12

David Stringer

To: Burchstead, Michael
Subject: RE: Nepotism Policy

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Sent: Monday, February 22, 2016 3:39 PM
To: David Stringer
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Thanks, and let me know if you have any questions.

Michael
Michael R. Burchstead
General Counsel
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Columbia, SC 29201
(803) 253-4192
http://ethics.sc.gov/

13

Richland County Recreation Commission
Regular Board Meeting Minutes
March 21, 2016
6:00PM

Commissioners in Attendance:
J. Marie Green, Chair
Barbara Mickens, Vice Chair
Weston A. Furgess, Jr., Secretary
George Martin
Wilbert Lewis
Thomas Clark
Joseph B. Weeks

RCRC Staff in Attendance:
James Brown, III
Kenya Bryant
Tara Dickerson
Taurus Lewis
David Stringer
Robert Hickman
Bryan Crider
Tony Cooper
Kasey Wilson
Cornelia Watts

1. Call to Order:
Chair Green called the meeting to order at 6:03pm and welcomed Mr. James E. Gray and his family to the meeting for a special presentation.

2. Adoption of Agenda: (Action)
Motion to adopt the agenda made by Commissioner Furgess, second by Commissioner Lewis. Motion approved unanimously by all members present: Green, Furgess, Lewis, Weeks, Mickens, Clark and Martin.

3. Approval of Minutes: (Action)
Motion to approve the minutes with noted correction, from the March 3, 2016 Special Call Board Meeting and January 25, 2016 Regular Board Meeting made by Commissioner Mickens, second by Commissioner Furgess. Minutes approved unanimously by all members present; Green, Furgess, Mickens, Lewis, Clark, Martin and Weeks.

4. Public Input:
No public input.

5. Recognition of Mr. James E. Gray's Contributions to Killian Park:
Senator John Scott expressed that it was with honor and pleasure that he pay special tribute to a very good friend who he met more than twenty five years ago.

Senator Scott stated that Mr. Gray is being honored and recognized for his extraordinary service he has provided his community.

Senator Scott presented the Resolution.

Senator Scott stated that this Resolution will be archived in the history of South Carolina's S1021; this is a concurrent resolution not a House resolution.

Chair Green read the inscription under Mr. Gray's portrait and thanked Mr. Gray for his service and contributions. The portrait will be hung at Killian Park.

6. Financial Report: (Information)
Kasey Wilson, Financial Operations, reviewed financial reports included in the Board's packet.

7. Policy Updates: (Action)
David presented Policy No. 6010 After School Programs, Policy No. 025 Career Development, Policy No. 070 Employment of Relatives, Policy No. 6015 Summer Day Camps and Policy No. 6020 Summer Playground Program included in the Board's packet.

Commissioner Lewis commented that he is glad that he insisted on the review from the Ethics Commission and he's also appreciative of the Board supporting the motion to have it go back before the Ethics Commission and they evidently raised the same issues that he raised in terms of the particular aspects of the policy we were considering. Mr. Lewis added that reflecting back to the minutes of that meeting, he requested particularly that this policy be reviewed in light of the role of the Executive Director and was that brought to their attention that as one Board member, I was primarily concerned that the role of the Executive Director is addressed in whatever policy that we bring forth and put in place.

Mr. Stringer stated that yes, it was and it was the reason we were mainly looking at it and we have gone above and beyond in creating a new internal form, whenever a family member is hired or promoted, the form will be completed and reviewed by HR and also the Chief of Staff for approval.

Commissioner Lewis stated for clarity, what you are bringing back before the Board today, indicates that the Ethics Commission supports the language in the policy that talks about on page 1 of 2 Policy 070, "Richland County Recreation Commission employee directly supervises or manages".

Mr. Stringer responded yes they support that, they had no problem with that and it goes on to say not only directly but it also says manages.

Commissioner Lewis inquired, they were fine from the prospective that he asked in terms of the Executive Director being in that same role, that as long as we define that he is not the direct supervisor or manager, and they support this language. David answered yes, this conforms to the Ethics Act.

Motion to accept Policies 6010, 025, 070, 6015 and 6020 made by Commissioner Furgess, second by Commissioner Mickens. Motion approved unanimously by all members present; Green, Furgess, Mickens, Martin, Weeks, Lewis and Clark.

8. <u>Bond Construction Update:</u> (Information)
Mr. Tony Cooper reviewed Bond Projects listed on the Bond Construction Updates included in the Board's packet.

Commissioner Furgess stated that a couple of years ago at Caughman Road, the community questioned the refurbishing of the tennis courts.

Mr. Cooper reported that under the Bond we did fencing replacement under that project but there were no plans for tennis court resurfacing. Commissioner Furgess asked if there were any plans in the future for the project and Tony stated at this point, not that he is aware of.

Mr. Bryant added that we did St. Andrews last year and looking at Parklane next.

Chair Green asked for a repeat regarding tennis courts.

Mr. Cooper stated that tennis courts were resurfaced at Parklane and Mr. Brown made a correction stating the courts were replaced at St. Andrews and in the near future we will replace the ones on Parklane.

Chair Green questioned if there were any future plans for Caughman Road and Mr. Brown stated that we would have to look at funding in the near future.

9. Construction Auction List: (Action)
Mr. Crider reviewed the handout of the Property Management Equipment and Vehicles for auction. Mr. Crider stated that per our policy, he is requesting to send to listed items to South Carolina Surplus Auction.

Motion to accept the recommendation of Administration for Property Management Equipment and Vehicles for auction made by Commissioner Lewis, second by Commissioner Clark. Motion approved unanimously by all members present; Green, Lewis, Clark, Martin, Mickens, Weeks and Furgess.

10. Executive Director Report: (Information-Handout)
Mr. James Brown reported Agency Updates as outlined on the handout.

Commissioner Lewis questioned a target date for the work to be finished at Pine Grove and Mr. Brown stated by the end of April.

11. Other Business:
Ms. Tara Dickerson recapped the 2014-15 Annual Report and The Team Times Newsletter.

Motion to go into Executive session to discuss a personnel issue made by Commissioner Mickens, second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Furgess, Mickens, Martin, Lewis, Weeks and Clark.

12. Executive Session

Commissioner Furgess stated that no actions were taken in Executive Session.

Motion to come out of Executive Session made by Commissioner Mickens, second by Commissioner Clark. Motion approved unanimously by all members present; Green, Mickens, Clark, Lewis, Furgess, Weeks and Martin.

Chair Green stated that no decisions were made in Executive Session and a Special Called Meeting has been scheduled for April 4, 2016 at 6:00pm to discuss personnel matter.

Motion to adjourn made by Commissioner Mickens, second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Furgess, Mickens, Martin, Weeks, Lewis and Clark.

13. Adjournment:
The meeting adjourned at 8:58pm.

J. Marie Green

J. Marie Green, Chair

Minutes approved on this 18th **day of** April **2016.**

14

IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.

Richland County Recreation COMMISSION

Employment of Relatives

Human Resources
Policy No. 070

Review Date: March 21, 2016
Last Revised: June 15, 2015

Policy Statement

Relatives, Household or Close Family members of current Richland County Recreation Commission employees may not be hired, promoted or reassigned to a position in which the current Richland County Recreation Commission employee directly supervises or manages. This policy is adopted to prevent the appearance of favoritism by a supervisor and to prevent potential safety, security and employee morale issues.

1. Definition of Relative, Household or Close Family Member:

A relative, Household or Close Family member is an individual who is a spouse, parent, brother or sister (and their spouse or children), child (and their spouse), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, first cousin, or step-parents or step-children of a current Richland County Recreation Commission employee. Additionally, unrelated associates residing together or otherwise engaged in an apparently romantic relationship (such as a domestic partner, co-habitant or significant other) are treated as being Close Family members for purposes of this policy.

2. Exceptions:

2.1 Recruitment - DELETE

In the extraordinary circumstance that the Director of Human Resources determines that the Richland County Recreation Commission is unable to recruit a qualified individual to fill a particular position, the Executive Director may grant an exception to this policy.

2.2 Marriage

If employees marry, become Household or Close Family members after employment and a conflict of interest or a management problem of supervision, safety, security or morale result (determined at the sole discretion of the Richland County Recreation Commission) or, if a reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, the Richland County Recreation Commission may require one or both of the employees to transfer or resign.

2.3 Temporary Employment - DELETE

Temporary employees or temporary assignment are not within the purview of this policy.

3. South Carolina Ethics Act:

The Richland County Recreation Commission complies with all aspects of the South Carolina Ethics Act as it relates to employment of relatives in Section 8-13-750, and any other applicable Sections. See attached Addendum A.

4. Additional information

Additional information regarding the State Ethics Act including how to file a claim can be obtained online at Ethics.sc.gov

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: March 21, 2016
(Date Approved)

APPROVED: _____

Employment of Relatives – Addendum A

Human Resources
Policy No. 070

Review Date: March 21, 2016
Last Revised: June 15, 2015

1. South Carolina Ethics Act – January 1, 1992. SECTION 8-13-700

(A) No public official, public member, or public employee may knowingly use his official office, membership, or employment to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated. This prohibition does not extend to the incidental use of public materials, personnel, or equipment, subject to or available for a public official's, public member's, or public employee's use that does not result in additional public expense.

(B) No public official, public member, or public employee may make, participate in making, or in any way attempt to use his office, membership, or employment to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest. A public official, public member, or public employee who, in the discharge of his official responsibilities, is required to take an action or make a decision which affects an economic interest of himself, a family member, an individual with whom he is associated, or a business with which he is associated.

2. South Carolina Ethics Act – October, 1991. SECTION 8-13-750 Employment, promotion, advancement, or discipline of a family member, of a public official, member, or employee.

(A) No public official, public member, or public employee may cause or participate in the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

David Stringer

To: Burchstead, Michael
Subject: RE: Nepotism Policy

From: Burchstead, Michael [mailto:mburchstead@ethics.sc.gov]
Sent: Monday, February 22, 2016 3:39 PM
To: David Stringer
Subject: RE: Nepotism Policy

1. 8-13-700 addresses, among other things, situations in which public officials use their official position to obtain an economic interest for a family member. Causing a family member to be employed is an action that would fall within 8-13-700, and therefore it needs to be addressed in the policy.
2. 2.1 is an extraordinary circumstance exception that is not supported by the Ethics Act. This should be deleted.
3. 2.3 should be deleted as well. Temporary employees themselves may not be employees subject to the Ethics Act. However, if a person caused a family member to be hired as a temporary employee, this could still violate 8-13-700.

Thanks, and let me know if you have any questions.

Michael
Michael R. Burchstead
General Counsel
SC State Ethics Commission
5000 Thurmond Mall, Suite 250
Columbia, SC 29201
(803) 253-4192
http://ethics.sc.gov/

Richland County Recreation Commission

Nepotism Policy Checklist/Immediate Family Member Worksheet

Applicant Name / Immediate Family Member Name: _____ _____ ____
Last First MI

_____
Position

Are you responsible for the decision to hire, or the supervision, direction, evaluation, or salary recommendation of a member of your immediate family listed above?

□YES □NO

Name:_____ Relationship:_____

Is an immediate family member responsible for the decision to hire, or the supervision, direction, evaluation, or salary recommendation of a member of your immediate family? If so, please provide the name and relationship of the family member. □YES □NO

Name:_____ Relationship:_____

I affirm that the above information is true and complete to the best of my knowledge. I accept responsibility for complying with RCRC policies on Nepotism. I assume responsibility for updating this disclosure in the event my situation changes relative to the Nepotism policy.

Signature of Employee: _____ Date:_____

After signing, please forward to the HR Department

I have reviewed the RCRC Nepotism Policy and the information provided and in my judgment:

- □ No nepotism exists
- □ A nepotism concern may exist, but does not appear significant
- □ A nepotism concern may exist and a written management plan (attached) should be drafted and reviewed regularly
- □ I recommend the following action:

_____

_____

Signature of HR:_____ Date:_____

I have reviewed the RCRC Nepotism Policy and the information provided and in my judgment:

- □ No nepotism exists
- □ A nepotism concern may exist, but does not appear significant
- □ A nepotism concern may exist and a written management plan (attached) should be drafted and reviewed regularly
- □ I recommend the following action:

_____

_____

Signature of COS:_____ Date:_____

DRAFT

15

< CLOSE

HOME RESOURCI

mployer

JB Brown,
AACM - Adı
Home Depa

Show as of 10/

Position

Adult Activity Center Manag

Position Start Date
5/30/2010

Corporate

Privacy Legal

Regular Pay History

Show Changes for:
all

	EFFECTIVE DATE	COMPENSATION...	RATE TYPE	AMOUNT	RATE 2	PAY FREQ...	STAN..	PERCENT CHA...	AMOUNT CHA...	ANNUAL AI
(Current)										
	10/01/2015	PAY IN - Pay Incr...	Salary	1,917 70	23.97...	Biweekly		8.7224	4,000 10	49,860.20
(History)										
	07/21/2013	PAY IN - Pay Incr...	Salary	1,763.85	22.04...	Biweekly	80.00	15 0512	5,999 50	45,860.10
	05/27/2012	PAY IN - Pay Incr...	Salary	1,533 10		Biweekly	80.00	8.1392	3,000.14	39,860.60
	07/01/2011	COST - Cost of L...	Salary	1,417 71		Biweekly	80.00	2 9998	1,073.54	36,860 46
	03/06/2011	PAY IN - Pay Incr	Salary	1,376.42		Biweekly	80.00	12 5841	4,000 10	35,786.92
	05/30/2010	NH	Salary	1,222 57		Biweekly	80.00	910266	15,146.82	31,786 82
	03/19/2010	NH	Hourly	8 0000		Biweekly	80.00		16,640 00	16 640 00

TERMS OF EMPLOYMENT

Name Jeffrey A. Brown SSN [redacted]

Date of Employment or Change in Terms March 19, 2010

Position PT Assistant Park Manager Full-Time _____ Part-Time XX

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. **Method of Payment:** ☒ Wages $ 8.00 per hour

   ☐ Salary $ _____ per year

2. **Payday is bi-weekly. Day of payment is FRIDAY.**
   Time of payment is: ☐ 3:00 p.m. (Parks Division)

   ☒ 5:00 p.m. (All others)
   Place of payment is facility where employed.

3. **Vacation:** Full-time employees receive Annual Leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees receive no annual leave.

4. **Sick Leave Policy:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness in the immediate family. Part-time and temporary employees receive no sick leave.

   Verification: The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave require the certification of a physician or other acceptable documentation describing the disability and giving the inclusive dates.

   Any employee taking (3) or more consecutive days of sick leave may be required to provide a written doctor's statement. If a written doctor's statement is required, failure to do so upon request may result in termination. Sick leave may not be used for vacation and there is no sick leave severance pay.

5. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees receive no paid holidays.

6. **Severance Pay Policy:** Full-time employees will receive any **unused** annual leave pay at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing and at least seven (7) days before they become effective.

Jeffrey A. Brown 19 Mar 2010 Tijana White 3-19-2010

Employee's Signature Date Employer's Signature Date

Revised 10-22-01

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown			**2. Job Title: PT Assistant Park Manager**
3. Department Name: Parks Division	**4. Job Code: PT**	**5. Job Grade: N/A**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$8.00**	To: **$31,787.70**	Percentage Increase:
7. Class Code Change:	New Class Code: **Class Code 1 Full-time (1.0 FTE)**		
8. Job Code / Title Changes:	New Job Code: **545**		Salary Class: **Exempt**
New Job Title: **Park Manager**		New Job Grade: **5**	
9. Department Change:	Old Dept. Name: **Parks Division**		New Department Name: **Parks Division**

10. Reason for change(s) noted above: ***Promoted from part time Assistant Park Manager to Park Manager***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 5/30/2010
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Head Taurus Lewis
(please include dept name & telephone number) Taurus Lewis

Executive Director James Brown
(required for pay changes exceeding normal guidelines and terminations) James Brown

Human Resources Representative Tijuana White

By typing my name in the appropriate area above, I certify this to be my electronic signature.

Richland County Recreation Commission
Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeffrey Brown			**2. Job Title:** Park Manger
3. Department Name:	**4. Job Code:** 545	**5. Job Grade:** 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$31,786.82**	To: **$35,786.82** $1376.42	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

10. Reason for change(s) noted above: ***Job reclassification/additional duties.***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: **3/6/2011**
The effective date should coincide with the start date of a payroll period. Increase / Experience

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	
Division Head	James Lucas 3/15/11
Assistant Executive Director	Kenya Bryant 3/15/11
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	Kenneth Hession 03/17/11

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

1/2011

BOARD OF COMMISSIONERS:
D. Marie Green, Chair
G. Todd Weiss, Secretary
C. Todd LaTiff
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens

"Enriching Lives, Connecting Communities."

EXECUTIVE DIRECTOR
James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

MEMORANDUM

To: Jeffrey Brown

From: James Brown, III JB
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 with the 3% Cost of Living increase is $36,860.53.

Employee's Acknowledgment Signature: Jeffrey Brown

Date: 11 July 2011

Please Sign and Return to Keira Session – Human Resources.

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

CONFIDENTIAL

Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment pratices or in the participation policies for its facilities.

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown			**2. Job Title: Park Manager**
3. Department Name: Parks	**4. Job Code: 545**	**5. Job Grade: 5**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$36,860.46**	To: **$39,860.46**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

10. Reason for change(s) noted above: ***Pay increase***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: **Click Here** 05-27-12 DS
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	
Department Head	Lauren James 6/6/12
Assistant Executive Director	
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Jeff Brown 6/6/12
Human Resources Representative	Sandra James 6/7/12

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

01/2012

Enriching Lives & Connecting Communities

Richland County Recreation Commission

indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☐ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☒ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown			**2. Job Title: Park Manager**
3. Department Name: Parks	**4. Job Code:**	**5. Job Grade:**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$0.00**	To: **$0.00**	Percentage Increase:
7. Class Code Change:	New Class Code: **Class Code 2 Regular Part-time**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name: **Blythwood Park**	New Department Name: **Program Coordinator**	

10. Reason for change(s) noted above:

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 09/02/2012
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	8/31/12
Department Head	9/4/12
Assistant Executive Director	9/4/12
Executive Director (required for pay changes exceeding normal guidelines and terminations)	9/4/12
Human Resources Representative	09-14-2012

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown			**2. Job Title: Program Coordinator**
3. Department Name: Executive	**4. Job Code: 445**	**5. Job Grade: 5**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$39,860.00**	To: **$45,860.00**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:			New Job Grade:
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above: ***Pay increase***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 7/21/2013
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Assistant Executive Director: Kenya Bryant Date: 7/26/13

Executive Director: James Brown III Date: 7/26/13

Human Resources Representative: Keirah Session Date: 07-26-13

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☐ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown			**2. Job Title: Program Coordinator**
3. Department Name: Executive	**4. Job Code: 445**	**5. Job Grade: 5**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From:	To:	Percentage Increase:
7. Class Code Change:	New Class Code: **Class Code 1 Full-time (1.0 FTE)**		
8. Job Code / Title Changes:	New Job Code: **405**		Salary Class: **Exempt**
New Job Title: **Program Manager**			New Job Grade: **6**
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above: ***Job Title Change***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 11/24/2013
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Assistant Executive Director: Kenya V Bryant Date: 12/02/2013

Executive Director : Jeff Brown Date: 12/03/2013

Human Resources Representative: Kyrial Dessin Date: 12/02/2013

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☐ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☒ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeffery A. Brown			**2. Job Title: Program Manager**
3. Department Name: Facility Operations	**4. Job Code: 405**	**5. Job Grade: 6**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From:	To:	Percentage Increase:
7. Class Code Change:	New Class Code: **Class Code 2 Regular Part-time**		
8. Job Code / Title Changes:	New Job Code: **405**		Salary Class: **Exempt**
New Job Title: **Manager - Adult Activity Center Parklane**		New Job Grade: **6**	
9. Department Change:	Old Dept. Name: **Denny Terrace**	New Department Name: **Adult Activity Center - Parklane**	

10. Reason for change(s) noted above: ***Restructuring: Job Transfer / Title Change***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	Kristina A. Cross	10/21/14
Department Head	Dawn Lewis	10/22/14
Assistant Executive Director	Kenya V. Bryant	10/22/14
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Gene Brown	10/22/14
Human Resources Representative	Deirdre J. Brown	10/27/2014

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

Richland County Recreation

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeffrey Brown			**2. Job Title:** Program Coordinator
3. Department Name: Programmin	**4. Job Code:** 505	**5. Job Grade:** 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$45,860.10**	To: **$49,860.20**	Percentage Increase:
7. Class Code Change:	New Class Code: **Class Code 1 Full-time (1.0 FTE)**		
8. Job Code / Title Changes:	New Job Code: **625**		Salary Class: **Exempt**
New Job Title: **Site Manager - AAC**			New Job Grade: **5**
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above: ***Promotion***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: **09/13/2015**
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	Dr. Metra A. Goode	9/14/15
Department Head	Lauren Lewis	9/14/2015
Assistant Executive Director	Kenya V. Bratt	10/19/15
Executive Director (required for pay changes exceeding normal guidelines and terminations)		
Human Resources Representative	Dan D Stryker	10/19/15

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

In Payroll

16

< CLOSE

HOME RESOURCI

Regular Pay History

Show Changes for
All

	EFFECTIVE DATE	COMPENSATION...	RATE TYPE	AMOUNT	RATE 2	PAY FREQ...	STAN...	PERCENT CHA...	AMOUNT CHA...	ANNUAL AI	
(Current)											
	06/09/2013	PROMO Promo	Salary	2,692.31	33.65	Biweekly		20.6897	12,000.04	70,000.06	N
(History)											
	11/13/2011	PAY IN Pay Incr	Salary	2,230.77		Biweekly	80.00	17.3139	8,559.98	58,000.02	N
	07/01/2011	COST Cost of L	Salary	1,901.54		Biweekly	80.00	2.9997	1,439.88	49,440.04	N
	01/09/2011	PROMO Promo	Salary	1,846.16		Biweekly	80.00	39.6247	13,622.18	48,000.16	N
	07/01/2009	COST Cost of L	Salary	1,322.23		Biweekly	80.00	2.9999	1,001.26	34,377.98	N
	06/14/2009	PROMO Promo	Salary	1,283.72		Biweekly	80.00	5.0000	1,589.38	33,376.72	N
	03/08/2009	PAY IN Pay Incr	Salary	1,222.59		Biweekly	80.00	16.1297	4,415.06	31,787.34	N
	01/13/2008	PAY IN Pay Incr	Salary	1,052.78		Biweekly	80.00	5.0595	1,318.20	27,372.28	N

Rows Per Page 10 1 - 10

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department
Full Time Facility/Com

Home Cost Number

Change Reason
DBLOAD

Privacy Legal

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: James A. Brown			**2. Job Title: Athletics Coordinator**
3. Department Name: Athletics	**4. Job Code: 505**	**5. Job Grade: 5**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$34,377.98**	To: **$48,000.00**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title: **Director of Programming**		New Job Grade: **7**	
9. Department Change:	Old Dept. Name: **Athletics**	New Department Name: **Programs**	

10. Reason for change(s) noted above: ***Promotion***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 1/9/2011
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	
Division Head	Lauren Lewis
Assistant Executive Director	Kenya Bryant
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	Kenya Bryant 01/10/11

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

1/2011

BOARD OF COMMISSIONERS:
Marie Green, Chair
G. Todd Weiss, Secretary
C. Todd LaTiff
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens

"Enriching Lives, Connecting Communities."

EXECUTIVE DIRECTOR
James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

MEMORANDUM

To: James Brown

From: James Brown, III
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 with the 3% Cost of Living increase is $49,440.16.

Employee's Acknowledgment Signature: _____

Date: 6-28-2011

Please Sign and Return to Keira Session – Human Resources.

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

CONFIDENTIAL

Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: James A. Brown			**2. Job Title: Director, Programming**
3. Department Name: Programming	**4. Job Code: 250**	**5. Job Grade: 7**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$49,440.00**	To: **$58,000.00**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

10. Reason for change(s) noted above: ***Adjustment for Promotion to Director of Programming***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 11/13/2011
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given? Click Here**
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director		
Division Head	Lauren Lewis	11/21/11
Assistant Executive Director	Kenya Bryant	11/18/11
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Chris Burris	
Human Resources Representative	Reuel Dessau	11/22/2011

When approval is e-mailed: By typing my name in the appropriate area above I certify this to be my electronic signature.

1/2011

Enriching Lives & Connecting Communities

Recreation

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☒ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: James A Brown			**2. Job Title: Director of Programming**
3. Department Name: Programming	**4. Job Code: 250**	**5. Job Grade: 7**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$58,000.00**	To: **$70,000.00**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title: **Director of Recreation**		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

10. Reason for change(s) noted above: ***New Position With Increased Responsibilities***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 06/09/2013
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leaves of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	
Department Head	Tayson Jones 6/5/13
Assistant Executive Director	Kenya Bryant 6/5/13
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Gene Brown 6/5/13
Human Resources Representative	Kerel Jenkins 06-11-2013

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

James Anthony Brown

[redacted]

Summary

Experienced professional skilled in achieving operational efficiency and increasing revenue with over 18 years of experience in the Parks & Recreation industry. Results oriented, decisive leader with proven success in providing programming, external/internal fundraising, and securing sponsorships all while providing a stellar service to the community. Instrumental in developing policies and procedures to improve processes.

Education

WEBSTER UNIVERSITY

- Masters of Arts in Management and Leadership June 2016 Columbia, SC
- 3.22 Cumulative GPA

BENEDICT COLLEGE

- Bachelors of Science in Community Recreation May 2001 Columbia, SC
- Minor in Therapeutic Recreation
- Awarded 4-year Baseball Scholarship

Work Experience

RICHLAND COUNTY RECREATION COMMISSION

Director of Recreation May 2013 - Present

- Supervises the athletic department which organize and oversee all youth and adult leagues.
- Supervises tennis professionals that manage county courts and tennis centers.
- Oversee the Linrick golf course supervisor that manages all staff and course maintenance.
- Plan, organize, and oversee all Kelly Mill Sports Complex operations. (Softball/Baseball tournaments, Canteen operations, field maintenance etc.)
- Manages field rentals and all community league field leases.
- Responsible for monitoring and managing the department's budget for programs/events.

Director of Programs Jan. 2011 – May 2013

- Supervised the programming department that manages the operation of all of the after-school and summer camp programs.
- Supervised the adaptive recreation department supervisor that manages all patient day programs, adaptive sports, and summer camps.
- Supervised all community center staff that oversee all facility rentals, and senior programs.

Athletic Coordinator March 2010 – Jan. 2011

- Organized, implemented, and supervised all adult and youth leagues.
- Served as a liaison between RCRC and the community leagues who lease the athletic fields.
- Assisted park staff with in house programs, camps, and workshops.

Grant Writer — Aug 2009 – March 2010

- Gathered documentation and fulfilled necessary requirements of various funding bodies to formally seek funding on behalf of the agency.
- Secured grants for projects, agency improvements, and program scholarships assigned by the Executive Director of the Richland County Recreation Foundation.

Athletic Compliance Officer — March 2009 – Aug 2010

- Acted as an independent review and evaluation body to ensure that all external and internal athletic programs are following policies/procedures.
- Ensure that compliance issues with external and internal athletic leagues are being appropriately evaluated, investigated, and resolved.

Assistant Park Director — Aug 2002 – March 2009

- Organized, planned, and implemented programs for youth and adults.
- Organized, planned, and implemented community awareness programs.
- Assisted the Park Director with day to day operations.
- Managed facility rental schedules.
- Supervised part-time employees, and managed part-time schedules.

Accomplishments

- Secured a sponsorship from a national brand for 12k annually to be used for mentor groups, program, and athletic sponsorships.
- Established a Golf Tournament that raises between 5k – 7k annually for scholarships and course exposure in addition to donating funds to a pre-selected foundation in an effort to support their awareness.
- Created and implemented a policy change that increased community organization lease revenue over 350% while keeping the fee scale fair and competitive.
- Secured a partnership that provided hot meals for afterschool and summer camp programs.
- Established a volunteer initiative to nourish the agency's volunteer coaches pool to increase quality participation.
- Established a partnership with nationally recognized baseball/softball organizations to bring tournaments to increase hospitality traffic to boost economic growth in Richland County.
- Created a girl's mentor group that operated with a softball foundation that was geared toward helping them create and maintain social relationships while participating in community service projects, workshops, and team bonding activities.

EMPLOYMENT APPLICATION

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Camp Counselor	

RICHLAND COUNTY RECREATION COMMISSION
5819 SHAKESPEARE ROAD
COLUMBIA, SOUTH CAROLINA 29223
Phone 754-PARK

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

Date: 5/11/99 (TYPE OR PRINT IN INK)

A. NAME Brown (Last) Jane (First) Anthony (Middle)

ADDRESS [redacted] (Number and Street or R.F.D.) [redacted] (City) [redacted] (County) SC (State) 29263 (Zip Code)

Social Security Number [redacted] Telephone Number (Home) [redacted]

B. State the salary which you are willing to accept 17.50 When could you begin work? ASAP

Check type of employment you would accept: Part-time ☐ Full-time ☒

(Hours Preferred) 8-4

Do you possess a valid S.C. Driver's License? Yes Chauffeur's License? _____ Number _____

C. PRESENT DRAFT CLASSIFICATION: Have you served in the U.S. Armed Forces? Yes ☐ No ☒

Branch of Service: Army ☐ Navy ☐ Marines ☐ Air Force ☐ Other _____

Date Entered _____ Date Discharged or Separated _____ Type of Discharge _____

Highest Rank Attained _____

RESERVE STATUS: National Guard ☐ Inactive ☐ Ready Reserve ☐ Standby Reserve ☐ Non-Member ☐

ARE YOU REQUIRED TO ATTEND: Summer Training? Yes ☐ No ☐ Weekly or Monthly Drills? Yes ☐ No ☐

Date Active Reserve Obligation Will End _____ Military Branch and Name of Reserve Unit _____

D. In Case of Emergency Notify Annie L Young (Name) [redacted] (Address) [redacted] (Phone) Grandma (Relationship)

Have you every been employed by the Richland Country Recreation Commission? Yes ☐ No ☒

If yes, dates _____

Were you a member of the South Carolina Retirement System? Yes ☐ No ☐

If yes, Retirement Number _____

AN EQUAL OPPORTUNITY EMPLOYER

E. Have you ever been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☒

If yes, give details below: _____

Where Arrested	Date	Nature of Charge	Disposition

F. EDUCATION School	Name and Location of School	Course of Study	Years Attended From To	Circle Last Year Completed	Did You Graduate?	Certificate or Degree Received
Elementary	Glenview Elem		83 to 89	1 2 3 4 5 6 7 8	Yes No	
High	Alexander High		92 to 96	9 10 11 12	Yes No	Diploma
Business, Technical or Trade School				1 2 3 4	Yes No	
College	[illegible]	Recreation	96 to Present	1 2 3 4	Yes No	
Graduate School				1 2 3 4	Yes No	
Other Studies					Yes No	

G. PROFESSIONAL CERTIFICATES OR LICENSES

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration	Check Exam. Reciprocity Yes	No
				☐	☐
				☐	☐

H. List any professional honors, awards, publications, etc.

I. Give details of any special skills, training or apprenticeship Coaching young children, love to work with kids

Indicate types of machines you have operated: ☒ Adding Machine ☐ Bookkeeping Machine ☒ Calculating Machine ☐ Dictaphone

☐ Mimeograph ☐ Other Machines (Type) _____ Shorthand Speed _____ Typing Speed 50 WPM

J. REFERENCES

Give names and addresses of three persons, not relatives, who have known you for at least one year.

Name Nancy King Address 1 Chantry Court Occupation Baseball Coach

Name Vicki Sadler Address Sue Danbury Dr. Occupation Administrative Asst.

Name Magdalene Moton Address 914 Sue Danbury Dr. Occupation Leasing Manager

K. Have you any objections to this agency making inquiry of your PRESENT employer regarding your character, qualifications, etc.?
☐ Yes ☐ No

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job? ☐ Yes ☒ No

EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self-employment. Include military service and part-time employment. Account for your time during any intervals of unemployment other than those when you were attending school. Use additional sheet if necessary

Name of Employer Hope Bevan / Nations Bank Control Center	From (Mo.) July (Yrs.) 95
Address of Employer	To (Mo.) October (Yrs.) 95
Your Job Title Part Operator	Full-time ☐ Part-time ☒
Specific Duties Validate Checks and Balance accounts	Starting Salary $5.25
	Last Salary $6.00
	Supervisor's Name Hope Bevan
Reason for Leaving Basketball Season Started.	Title

Name of Employer Pay 'n Save	From (Mo.) September (Yrs.) 97
Address of Employer	To (Mo.) January (Yrs.) 98
Your Job Title Stocker	Full-time ☐ Part-time ☒
Specific Duties Stock Shelves	Starting Salary $5.00
	Last Salary $5.75
	Supervisor's Name Frank Baldwin
Reason For Leaving Store Closed Down	Title Store Manager

Name of Employer Michelin Tire Factory	From (Mo.) May (Yrs.) 97
Address of Employer	To (Mo.) July (Yrs.) 97
Your Job Title Bldg Material Worker	Full-time ☒ Part-time ☐
Specific Duties Run Runner through machine & inspect	Starting Salary $6.00
	Last Salary $10.00
	Supervisor's name Ken Hunter
Reason For Leaving Laid off from factory Temporary	Title Senior Supervisor

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION.

APPLICANT'S REMARKS

(List any other information that would be pertinent or helpful.)

I love to work with kids and I'm sure this job would help me play a role in a child's life. Also, I am in the Recreational Program in college now so all I think this job could give me the skill and experience I need in future endeavors.

CERTIFICATE OF APPLICANT — READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the F.B.I. I further agree to a physical examination if such examination is required as a condition of employment by an agency.

Applicant's Signature _____ Date 5/11/94

INTERVIEWER'S REMARKS

Interviewed By _____ Date _____

17

Richland County Recreation COMMISSION
5819 Shakespeare Road
Columbia, SC 29223
(803) 754-7275

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Counselor	

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

EMPLOYMENT APPLICATION

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

All qualified applications will be referred to the department where the vacancy is located. That department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview.

Date: May 18, 2010 (TYPE OR PRINT IN INK)

1. Name Brown (Last) Jewel (First) Ariel (Middle)

Address [redacted] (Number and Street or RFD) (City) (County) (State) (Zip Code)

Social Security Number [redacted] Telephone Number (Home) [redacted]

2. State the salary which you are willing to accept $_____ When could you begin work? June 7, 2010

Check type of employment you would accept: Part-Time ☐ Full-Time ☑

Hours Preferred 7:30am-5:30pm

Do you possess a valid S. C. Driver's License? Yes What class? D Number [redacted]

3. Have you served in the U.S. Armed Forces? Yes ☐ No ☑

Branch of Service: Army ☐ Navy ☐ Marines ☐ Air Force ☐ Other_____

Date Entered_____ Date Discharged or Separated_____ Type of Discharge_____

Highest Rank Attained_____

Reserve Status: National Guard ☐ Inactive ☐ Ready Reserve ☐ Standby Reserve ☐ Non-Member ☐

Are you required to attend: Summer Training? Yes ☐ No ☐ Weekly or monthly drills? Yes ☐ No ☐

Date Active Reserve Obligation Will End_____

Military Branch and Name of Reserve Unit_____

4. In case of emergency notify Jackie Brown (Name) [redacted] (Address) (Phone)

Relationship to you Mother

Have you ever been employed by the Richland County Recreation Commission? Yes ☐ No ☑

If yes, dates_____

Were you a member of the South Carolina Retirement System? Yes ☐ No ☑

If yes, Retirement Number_____

Please Print Brown (Last Name) Jewel (First Name)

5. Have you pled no contest or been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☑

**If yes, give details below:

Where Arrested	Date	Nature of Charge	State	Disposition/Status

**NOTE: Report criminal offenses including felonies, misdemeanors and summary offenses. EXAMPLES: Driving under the influence of intoxicating beverages, drugs, fraudulent or bad checks, disturbing the peace, leaving the scene of an accident, robbery, etc. Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. The nature, severity and date of the offense in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered a serious offense by the Recreation Commission and will be grounds for disqualification from consideration and/or termination if employed.

6. EDUCATION

School	Name and Location of School	Course of Study	Years Attended From To	Circle Last Year Completed	Did you Graduate?	Certificate or Degree Received
Elementary	Midd/Rice Creek/Summit Parkway			1 2 3 4 5 6 7 8	Yes No	
High	Ridge View			9 10 11 (12)	(Yes) No	Will graduate Jun 2c
Business, Technical or Trade School				1 2 3 4	Yes No	
College				1 2 3 4	Yes No	
Graduate School				1 2 3 4	Yes No	
Other Studies					Yes No	

7. Professional Certificate or Licenses

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration

8. List any professional honors, awards, publications, etc.

9. Give details of any special skills, training or apprenticeship

Indicate type of machines you have operated ☑ Calculator ☐ Dictaphone ☑ Computer ☐ Heavy Construction Equipment ☐ Light Construction Equipment

List any computer software with which you are familiar Microsoft Word, Excel, Power Point

Shorthand Speed _____ Typing Speed _____

10. References - Please provide names, addresses and phone number of three people, not relatives, who have known you for at least one year.

Name Ms. Doris P. Waddell Address [redacted] Phone [redacted] Occupation Teacher

Name Ms. Donya Atwood Address [redacted] Phone [redacted] Occupation Human Svcs. Specialist

Name Mrs. Cynthia Kelly Address [redacted] Phone [redacted] Occupation Financial Deputy

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? ☐ Yes ☐ No
Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes (No)

EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer V.V. Reid Dance Program
Address of Employer 1005 David St. Cola SC 29203
Phone Number of Employer 803-319-3828
Your Job Title Assistant Teacher (Dance)
Specific Duties Assist dance teacher with ballet classes; help prepare classes for end of year recitals
Reason for Leaving

From (Mo.) (Yr.) 2006
To (Mo.) (Yr.) 2008
Full-Time ☐ Part-Time ☑
Starting Salary Volunteer
Last Salary
Supervisor's Name Ms. Wendi Nance
Supervisor's Title Dance Program Director

Name of Employer S.C. Boys + Girls Club
Address of Employer 1016 Sumter Street Cola. SC 29201
Phone Number of Employer 231-3300
Your Job Title Jr. Counselor Volunteer
Specific Duties Assist with youth participating in summer camp
Reason for Leaving Summer Only

From (Mo.) Summer (Yr.) 2006
To (Mo.) (Yr.)
Full-Time ☐ Part-Time ☑
Starting Salary Volunteer
Last Salary
Supervisor's Name Mrs. Vanessa Hall
Supervisor's Title Camp Director

Name of Employer A+A Youth Community + Learning Center
Address of Employer 6920 N. Main St Suite J Cola. SC 29203
Phone Number of Employer 735-7671 or 4106-4628
Your Job Title Jr. Staff Member
Specific Duties Assisting youth camp members field trips; camp activities
Reason for Leaving Summer Only

From (Mo.) Summer (Yr.) 2005
To (Mo.) (Yr.)
Full-Time ☐ Part-Time ☑
Starting Salary
Last Salary
Supervisor's Name
Supervisor's Title

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

12. **EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND PERSONNEL RESEARCH**

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy equal opportunity reporting and personnel research requirements.

5/18/2010
Date

Name Brown (LAST) Jewel (FIRST) Ariel (MIDDLE)

Social Security Number [redacted] Sex: Male ☐ Female ☑

Date of Birth 2/3/1992 Age 18

Race (Please check one) White/Non-Hispanic ☐ African American ☑ Asian or Pacific Islander ☐
Native American or Alaskan Native ☐ Hispanic ☐

Position applied for Counselor

APPLICANTS PLEASE COMPLETE (This tab is detached by the EEO before application is forwarded for review and evaluation.)

13. List any information that you think would be pertinent or helpful. Please use additional sheets if necessary.

I have worked with several summer camps in the past. I have experience working with youth from ages 5-12 as I have volunteered as a cheerleading coach with the Ruth C. Simons Basketball League; volunteered with the S.C. Boys and Girls Club and other programs. I am also an active member of the Youth Ministry at my church where I serve in several leadership roles.

14. CERTIFICATE OF APPLICATION - READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission (RCRC) is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the FBI and/or the South Carolina Law Enforcement Division (SLED). I further agree to a physical examination and/or a pre-employment drug-screening test, if such examination is required as a condition of employment by the agency.

I hereby consent to authorized representatives of RCRC contacting any of my former employers or educational institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personal records deemed necessary. I also understand RCRC may make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by RCRC in the course of those contacts will be treated with the strictest confidence. However, I understand it is not possible to guarantee total confidentiality.

Applicant's Signature Jamil Brown Date 5/18/10

Interviewer's Remarks

Interviewed By_____ Date_____

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? ☐ Yes ☑ No
Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes No

EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer: V. V. Reid Dance Program
Address of Employer: 10005 David St. Cola SC 29203
Phone Number of Employer: 317-3828
Your Job Title: Assistant Teacher
Specific Duties: Assist dance teacher with ballet classes; help prepare classes for end of year recitals
Reason for Leaving:

From (Mo.)____ (Yr.) 2006
To (Mo.____ (Yr.) 2008
Full-Time ☐ Part-Time ☐
Starting Salary: Volunteer
Last Salary:
Supervisor's Name: Ms. Wendi Nance
Supervisor's Title: Dance Program Director

Name of Employer: S.C. Boys + Girls Club of Cola
Address of Employer: Sumter Street, Cola SC
Phone Number of Employer:
Your Job Title: Jr. Counselor Volunteer
Specific Duties: Assist with youth participating in Summer camp
Reason for Leaving: Summer only

From (Mo.) Summer (Yr.) 2006
To (Mo.____ (Yr.)____
Full-Time ☐ Part-Time ☐
Starting Salary:
Last Salary:
Supervisor's Name: Mr. Allen Smith, Sr.
Supervisor's Tjtle: Owner, Director

Name of Employer: A+A Youth Community + Learning Center
Address of Employer: North Main St., Cola SC
Phone Number of Employer:
Your Job Title:
Specific Duties:
Reason for Leaving:

From (Mo.) Summer (Yr.) 2005
To (Mo.____ (Yr.)____
Full-Time ☐ Part-Time ☐
Starting Salary:
Last Salary:
Supervisor's Name:
Supervisor's Title:

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

12. APPLICANTS PLEASE COMPLETE (This tab is detached by the HRD before application is forwarded for review and evaluation.)

EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND PERSONNEL RESEARCH

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy equal opportunity reporting and personnel research requirements.

6/7/10
Date

Name: Brown (LAST) Jewel (FIRST) April (MIDDLE)

Social Security Number: [redacted]

Sex: Male ☐ Female ☑

Date of Birth: 2/3/92 Age: 18

Race (Please check one) White/Non-Hispanic ☐ African American ☑ Asian or Pacific Islander ☐
Native American or Alaskan Native ☐ Hispanic ☐

Position applied for: Counselor

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☐ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☒ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: **Jewel Brown**			2. Job Title: **Counselor**
3. Department Name: **Programming**	4. Job Code: **100015**	5. Job Grade:	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$8.00**	To: **$8.00**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code: **100066**		Salary Class: **Click Here**
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name: **Blythewood Park**	New Department Name: **Blythewood Park**	

10. Reason for change(s) noted above:

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: **02/19/2012**
The effective date should coincide with the start date of a payroll period

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example, "Tue, Thur, Sat 9a 5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	2-7-2012
Department Head	2/8/12
Assistant Executive Director	2/10/12
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	02/10/2012

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

01/2012

Richland County Recreation Commission
Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☒ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current information: This section must be completed

1. Employee Name: Jewel Brown			**2. Job Title:** Counselor
3. Department Name: Programming	**4. Job Code:** 551	**5. Job Grade:** N/A	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: $8.00	To: $9.50	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:		Salary Class: Click Here
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

10. Reason for change(s) noted above:

11. EFFECTIVE DATE OF THE CHANGE(S) NOTED ABOVE: 05/27/2012
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here		**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	7/9/12
Department Head	7/9/12
Assistant Executive Director	
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	

When approval is e-mailed, By typing my name in the appropriate area above, I certify this to be my electronic signature.

01/2012

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current information: This section must be completed

1. Employee Name: Jewel Brown			**2. Job Title:** Assi. Director
3. Department Name: Programming	**4. Job Code:** 100015	**5. Job Grade:**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: $9.50	To: $10.50	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:			New Job Grade:
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above:

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here 6/22/14
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	Ignetria A. Hodge	6/18/14
Department Head	Tammy Lewis	6/18/14
Assistant Executive Director	Kenya V. Bryant	6/18/14
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Gene Brown	6/18/14
Human Resources Representative	D. P. Stiffler	7/2/14

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

02/2013

Enriching Lives & Connecting Communities

Recreation

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jewel Brown			**2. Job Title: Assistant Director**
3. Department Name: Programming	**4. Job Code: 554**	**5. Job Grade: N/A**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	**From: $10.50**	**To: $11.50**	**Percentage Increase:**
7. Class Code Change:	**New Class Code: Click Here**		
8. Job Code / Title Changes:	New Job Code:		**Salary Class: Non-Exempt**
New Job Title: **After School / Summer Camp Director**			New Job Grade: **N/A**
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above: ***Promotion from Assistant Director to Director***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 05/24/2015
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharges) and Terminations (Involuntary Discharges) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given? Click Here**
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here		**18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")**
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director		
Department Head	Lauren Lewis	5/8/15
Assistant Executive Director	Kenya V. Bryant	5/8/15
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Jim Burns	5/8/15
Human Resources Representative	Dan Shupe	5/15/15

When approval is e-mailed: By typing my name in the appropriate area above I certify this to be my electronic signature.

18

Richland County Recreation COMMISSION

Enriching Lives & Connecting Communities

$9 Coun/NSP

APPLICATION FOR EMPLOYMENT

RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department

7473 Parklane Road, Columbia, SC 29223

Phone: 803-741-RCRC *(7272)* • **Fax: 803-741-2495** • Jobline Website: *richlandcountyrecreation.com*

DATE: 5/26/15

POSITION APPLIED FOR: Counselor

INSTRUCTIONS TO APPLICANT

Please type or print in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. A seperate application must be completed for each vacancy. A resume may be attached but must not be substituted for completing the application. All qualified appliactions will be referred to the department where the vacancy exists. The department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview. Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at the Richland County Recreation Commission, please visit our website at *www.richlandcountyrecreation.com*.

Thank you for your interest in the Richland County Recreation Commission.

PERSONAL DATA

NAME (Last, First, MI) Brown, Jada A.

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX-[redacted]

MAILING ADDRESS: [redacted]

CITY: Columbia STATE: SC ZIP CODE: 29229 COUNTY: Richland

HOME PHONE #: [redacted] CELL PHONE #: [redacted] Email: [redacted]

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES ✓ NO ___

DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES ✓ NO ___

IF YES, NAME(S) / RELATION: Jeffrey Brown / Father ; James Brown III / Uncle

WHAT DEPARTMENT(S): Adult Activity Center (Jeffrey); Corporate Office (James)

DO YOU POSSESS A VALID S.C. DRIVERS LICENSE? YES ___ NO ✓ NUMBER: _____ EXP. DATE: _____

HAVDE YOU BEEN CONVICTED OR PLED NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (E.g. Parking Ticket)? YES ___ NO ✓

**IF YES: CHARGES: _____

WHERE CONVICTED	DATE	DISPOSITION/STATUS

***NOTE:* Criminal Offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: driving under the influence of intoxicating beverages or drugs; fraudulent or bad checks, disturbing the peace; leaving the scene of an accident, robbery, etc. (omit minor vehicle violations and any offenses committed before your 17th birthday, which was ultimately adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar of employment in all cases. The nature, severity and date of the offenses in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered seriously by the Commission and grounds for disqualification from consideration and/or termination if employed.

EDUCATION

Starting with High School, provide COMPLETE information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/Diploma
High School or Equivalent	Ridge View High School Columbia, SC		Yes ✓ No ___	Diploma (2015)
College/Universtiy			Yes ___ No ___	
College/Universtiy			Yes ___ No ___	
College/Universtiy			Yes ___ No ___	
Technical School			Yes ___ No ___	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	(YES)	NO
DO YOU HAVE WORD PROCESSING SKILLS? WPM:	YES	(NO)
DO YOU HAVE DATA ENTRY SKILLS?	YES	(NO)
SUPERVISORY EXPERIENCE/TRAINING?	YES	(NO)
TECHNICAL EXPERIENCE/TRAINING?	YES	(NO)
MILITARY EXPERIENCE/TRAINING?	YES	(NO)

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

Microsoft Office Word, Power Point, Publisher, Google Chrome Applications, Web Page Design

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:
	CPR	February 2014	February 2016

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	(FULL-TIME)	PART-TIME
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	(YES) NO	IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT:	PER	EARLIEST DATE YOU COULD BEGIN WORK: June 2, 2015

EMPLOYMENT RECORD

List ALL work history starting with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. **DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.**

1. Title of present or recent position Jr. Counselor From Month June Year 2014 To Month Aug Year 2014

Employer Richland County Recreation Com Phone (803) 691-9786

Address Blythewood Park, Blythewood, SC

Supervisor's Name Parris Coles Title Director May we contact? Yes

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name

Reason for Leaving Summer camp employment

Duties Leading summer camp group in daily activities to include sports games, arts & crafts, field trips, tutoring with reading & math, etc.

2. Title of position _____ From Month _____ Year _____ To Month _____ Year _____

Employer _____ Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? _____

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name

Reason for Leaving _____

Duties _____

EMPLOYMENT RECORD (continued)

3. Title of position _____ From Month_____ Year_____ To Month ____ Year ____

Employer_____ Phone _____

Address_____

Supervisor's Name _____ Title_____ May we contact? _____

Hours per week_____ Salary (weekly, monthly, annual)_____

Name on Employment Record if different from present name_____

Reason for Leaving_____

Duties_____

4. Title of position _____ From Month_____ Year_____ To Month ____ Year ____

Employer_____ Phone _____

Address_____

Supervisor's Name _____ Title_____ May we contact? _____

Hours per week_____ Salary (weekly, monthly, annual)_____

Name on Employment Record if different from present name_____

Reason for Leaving_____

Duties_____

PERSONAL REFERENCES

Give name, address and phone number of three personal references.

Name	Address	Phone Number
Fern Wilson	[redacted]	[redacted]
Cynthia Williams		
Brenda Branic		

Have you ever been asked or forced to resign from any job? Yes_____ No ✓

If yes, what position and reason, please explain: _____

APPLICATION CERTIFICATION

1. I affirm and/or understand all statements on this form are true and cccurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/ or if hired, termination or employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.

2. I agree to conform to the rules and regulations of the Richland County Recreation Commission. According to the State of South Carolina Law, I understand my employment with the Richland County Recreation Commission will be at-will.

3. I hereby consent to authorized representatives of the Richland County Recreation Commission contacting any of my former employers or education institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personnel records deemed necessary. I also understand Richland County Recreation Commission may make inquiries of third parties such as credit bureaus. I further release organizations, educational entities, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County Recreation Commission in the course of those contacts will be treated with strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.

4. I understand and acknowledge that Richland County Recreation Commission requires all applicants who are tentatively selected for employment to submit to and pass a drug test, failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature: Jada A. Brown Date 5/26/15

The Richland County Recreation Commission is sensitive to the needs of qualified applicants and employees with disabilities. The Richland County Recreation Commission is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

The Richland County Recreation Commission is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.

Richland County

Recreation
COMMISSION

Enriching Lives & Connecting Communities

RICHLAND COUNTY RECREATION COMMISSION
Human Resources Department
7473 Parklane Road, Columbia, SC 29223
Phone: 803-741-RCRC *(7272)* • **Fax:** 803-741-9288 • Jobline Website: *richlandcountyrecreation.com*

Applications are accepted and applicants are considered for employment without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applikicant or other status as protected by law.

Richland County Recreation Commission

TERMS OF EMPLOYMENT

Name Jada A. Brown SSN [redacted]

Date of Employment or Change in Terms June 4, 2015 Department Code 100015

Position Counselor Full-Time ☐ Part-Time ☐ Seasonal ☒

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. **Method of Payment:**

   ☒ Wages $ 9.00 per hour ☐ Salary $_____ per year

2. **Work Hours:** ☐ Monday – Friday 10am to 6pm ☐ Monday – Friday 8:30am to 5pm ☐ Monday - Friday 7:00am to 3:30

   ☐ Monday – Friday 2:00 pm to 9pm and Saturday 9:00am to 2:00pm or 2:00pm to 8:00pm and Sunday 1:00 pm to 6:00pm

   ☒ Other Monday – Friday 8:00am to 6:00pm

3. **Payday is bi-weekly. Day of payment is FRIDAY.** (Place of payment is facility where employed)

   Time of payment is: ☒ 3:00 p.m. (Parks Division)

   ☐ 5:00 p.m. (All others)

4. **Annual Leave:** Full-time employees receive annual leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees and temporary receive no annual leave.

5. **Sick Leave:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time employees and temporary employees receive no sick leave.

6. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees and temporary receive no paid holidays.

7. **Severance Pay Policy:** Full-time employees will receive any **unused** annual leave balance up to 360 hours at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing at least seven calendar days before they become effective.

Jada A. Brown 6/4/2015 / Dan A. Styx 6/4/15

Employee's Signature / Date Employer's Signature / Date

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$9 coun/NSP

Richland County Recreation COMMISSION

Enriching Lives & Connecting Communities

APPLICATION FOR EMPLOYMENT

RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department

7473 Parklane Road, Columbia, SC 29223

Phone: 803-741-RCRC *(7272)* • **Fax: 803-741-2495** • **Jobline Website** *richlandcountyrecreation.com*

DATE: 5/26/15

POSITION APPLIED FOR: Counselor

INSTRUCTIONS TO APPLICANT

Please type or print in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. A seperate application must be completed for each vacancy. A resume may be attached but must not be substituted for completing the application. All qualified appliactions will be referred to the department where the vacancy exists. The department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview. Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at the Richland County Recreation Commission, please visit our website at *www.richlandcountyrecreation.com*.

Thank you for your interest in the Richland County Recreation Commission.

PERSONAL DATA

NAME (Last, First, MI) Brown, Jenai, A

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX-[redacted]

MAILING ADDRESS: [redacted]

CITY: [redacted] STATE: SC ZIP CODE: 29229 COUNTY: Richland

HOME PHONE #: [redacted] CELL PHONE #: [redacted] Email: [redacted]

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES ✓ NO___

DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES ✓ NO___

IF YES, NAME(S) / RELATION: Jeffrey Brown (Father); James Brown III (Uncle)

WHAT DEPARTMENT(S): AAC (Father); Corporate Office (Uncle)

DO YOU POSSESS A VALID S.C. DRIVERS LICENSE? YES ✓ NO___ NUMBER:_____ EXP. DATE:_____

HAVDE YOU BEEN CONVICTED OR PLED NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (E.g. Parking Ticket)? YES___ NO ✓

**IF YES: CHARGES:_____

WHERE CONVICTED	DATE	DISPOSITION/STATUS

***NOTE:** Criminal Offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: driving under the influence of intoxicating beverages or drugs; fraudulent or bad checks, disturbing the peace; leaving the scene of an accident, robbery, etc. (omit minor vehicle violations and any offenses committed before your 17th birthday, which was ultimately adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar of employment in all cases. The nature, severity and date of the offenses in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered seriously by the Commission and grounds for disqualification from consideration and/or termination if employed.

EDUCATION

Starting with High School, provide COMPLETE information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/Diploma
High School or Equivalent	Ridge View HS Columbia, SC		Yes ✓ No ___	Diploma (2015)
College/Universtiy			Yes ___ No ___	
College/Universtiy			Yes ___ No ___	
College/Universtiy			Yes ___ No ___	
Technical School			Yes ___ No ___	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	(YES)	NO
DO YOU HAVE WORD PROCESSING SKILLS? WPM:	YES	(NO)
DO YOU HAVE DATA ENTRY SKILLS?	YES	(NO)
SUPERVISORY EXPERIENCE/TRAINING?	YES	(NO)
TECHNICAL EXPERIENCE/TRAINING?	YES	(NO)
MILITARY EXPERIENCE/TRAINING?	YES	(NO)

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

Microsoft Word, Power Point, Publisher, Google Chrome Apps

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:
	CPR	Feb. 2014	

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	(FULL-TIME)	PART-TIME
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	(YES) NO	IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT:	PER	EARLIEST DATE YOU COULD BEGIN WORK: June. 10, 2015

EMPLOYMENT RECORD

List ALL work history starting with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. **DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.**

1. Title of present or recent position Lt. Counselor From Month June Year 2011 To Month Aug Year 2014

Employer PCRC Phone (803) 1091 - 97926

Address Blythewood Park (204 Boney Rd., Blythewood, SC)

Supervisor's Name Paris Coles Title Director May we contact? Yes

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name

Reason for Leaving _____

Duties Providing fun and educational activities for the campers to assist the counselors

2. Title of position _____ From Month _____ Year _____ To Month _____ Year _____

Employer _____ Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? _____

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name

Reason for Leaving _____

Duties _____

EMPLOYMENT RECORD (continued)

3. Title of position _____ From Month_____ Year_____ To Month ____ Year_____

Employer_____ Phone _____

Address_____

Supervisor's Name _____ Title_____ May we contact? _____

Hours per week_____ Salary (weekly, monthly, annual)_____

Name on Employment Record if different from present name_____

Reason for Leaving_____

Duties_____

4. Title of position _____ From Month_____ Year_____ To Month ____ Year_____

Employer_____ Phone _____

Address_____

Supervisor's Name _____ Title_____ May we contact? _____

Hours per week_____ Salary (weekly, monthly, annual)_____

Name on Employment Record if different from present name_____

Reason for Leaving_____

Duties_____

PERSONAL REFERENCES

Give name, address and phone number of three personal references.

Name	Address	Phone Number
Brenda Branic	[redacted]	[redacted]
Cynthia Williams		
Jennifer Davis		

Have you ever been asked or forced to resign from any job? Yes_____ No✓

If yes, what position and reason, please explain: _____

APPLICATION CERTIFICATION

1. I affirm and/or understand all statements on this form are true and cccurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/ or if hired, termination or employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.

2. I agree to conform to the rules and regulations of the Richland County Recreation Commission. According to the State of South Carolina Law, I understand my employment with the Richland County Recreation Commission will be at-will.

3. I hereby consent to authorized representatives of the Richland County Recreation Commission contacting any of my former employers or education institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personnel records deemed necessary. I also understand Richland County Recreation Commission may make inquiries of third parties such as credit bureaus. I further release organizations, educational entities, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County Recreation Commission in the course of those contacts will be treated with strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.

4. I understand and acknowledge that Richland County Recreation Commission requires all applicants who are tentatively selected for employment to submit to and pass a drug test, failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature: Jenni A. Brown Date 5/26/15

The Richland County Recreation Commission is sensitive to the needs of qualified applicants and employees with disabilities. The Richland County Recreation Commission is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

The Richland County Recreation Commission is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.

Richland County
Recreation
COMMISSION
Enriching Lives & Connecting Communities

RICHLAND COUNTY RECREATION COMMISSION
Human Resources Department
7473 Parklane Road, Columbia, SC 29223
Phone: 803-741-RCRC *(7272)* • **Fax:** 803-741-9288 • Jobline Website: *richlandcountyrecreation.com*

Applications are accepted and applicants are considered for employment without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applikicant or other status as protected by law.

Richland County Recreation Commission

TERMS OF EMPLOYMENT

Name Jenai A. Brown SSN [redacted]

Date of Employment or Change in Terms June 4, 2015 Department Code 100015

Position Counselor ☐ Full-Time ☐ Part-Time ☒ Seasonal

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. **Method of Payment:**

   ☒ Wages $ 9.00 per hour ☐ Salary $_____ per year

2. **Work Hours:** ☐ Monday – Friday 10am to 6pm ☐ Monday – Friday 8:30am to 5pm ☐ Monday - Friday 7:00am to 3:30

   ☐ Monday – Friday 2:00 pm to 9pm and Saturday 9:00am to 2:00pm or 2:00pm to 8:00pm and Sunday 1:00 pm to 6:00pm

   ☒ Other Monday – Friday 8:00am to 6:00pm

3. **Payday is bi-weekly. Day of payment is FRIDAY.** (Place of payment is facility where employed)

   Time of payment is: ☒ 3:00 p.m. (Parks Division)

   ☐ 5:00 p.m. (All others)

4. **Annual Leave:** Full-time employees receive annual leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees and temporary receive no annual leave.

5. **Sick Leave:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time employees and temporary employees receive no sick leave.

6. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees and temporary receive no paid holidays.

7. **Severance Pay Policy:** Full-time employees will receive any **unused** annual leave balance up to 360 hours at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing at least seven calendar days before they become effective.

Jenai A. Brown 6/4/15 — Employee's Signature — Date

Dan Story 6/4/15 — Employer's Signature — Date

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Recpt @ Tech Center
PT $10

Richland County Recreation Commission

APPLICATION FOR EMPLOYMENT

RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department

5819 Shakespeare Road
Columbia, SC 29223

Ph: 803-754-7275 . Fax: 803-786-2028 . [illegible]@richlandcountyrecreation.com

DATE: 12 9 10

POSITION APPLIED FOR: T.C. Administrative Assistant

INSTRUCTIONS TO APPLICANT

Please type or print in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. A separate application must be completed for each vacancy. A resume may be attached but must not be substituted for completing the application. All qualified applications will be referred to the department where the vacancy exists. The department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview. Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at the Richland County Recreation Commission, please visit our website at www.richlandcountyrecreation.com.

Thank you for your interest in the Richland County Recreation Commission.

PERSONAL DATA

NAME (Last, First, MI) Brown, Tiffani L

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX-[redacted]

MAILING ADDRESS: [redacted]

CITY: Columbia STATE: SC ZIP CODE: 29206 COUNTY Richland

HOME PHONE #[redacted] CELL PHONE #[redacted] Email: [redacted]

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES ✓ NO__

DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES ✓ NO__

IF YES, NAME(S) / RELATION: James Brown III (father) James A. Brown (brother)

WHAT DEPARTMENT(S): Cultural

DO YOU POSSESS A VALID S C. DRIVERS LICENSE? YES ✓ NO__ NUMBER [redacted] EXP. DATE: _____

HAVE YOU BEEN CONVICTED OR PLED NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (E g. Parking Ticket)? YES __ NO ✓

**IF YES: CHARGES: _____

WHERE CONVICTED	DATE	DISPOSITION STATUS

***NOTE:* Criminal Offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: driving under the influence of intoxicating beverages or drugs; fraudulent or bad checks, disturbing the peace; leaving the scene of an accident, robbery, etc. (omit minor vehicle violations and any offenses committed before your 17th birthday, which was ultimately adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar of employment in all cases. The nature, severity and date of the offenses in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered seriously by the Commission and grounds for disqualification from consideration and/or termination if employed.

EDUCATION

Starting with High School, provide **COMPLETE** information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/ Diploma
High School or Equivalent	W J Keenan	General Studies Diploma	Yes ✓ No ___	diploma
College/University	Strayer Univ.	Accounting	Yes ___ No ✓	
College/University			Yes ___ No ___	
College/University			Yes ___ No ___	
Technical School			Yes ___ No ___	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	(YES)	NO
DO YOU HAVE WORD PROCESSING SKILLS? yes WPM: 34	(YES)	NO
DO YOU HAVE DATA ENTRY SKILLS?	(YES)	NO
SUPERVISORY EXPERIENCE/TRAINING?	YES	(NO)
TECHNICAL EXPERIENCE/TRAINING?	YES	(NO)
MILITARY EXPERIENCE/TRAINING?	YES	(NO)

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

Microsoft Word, Excel, Powerpoint, Office

Fax, Telephone, Copier

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	FULL-TIME ✓	PART-TIME ✓	
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	YES	NO	IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT:	PER		EARLIEST DATE YOU COULD BEGIN WORK:

EMPLOYMENT RECORD

List ALL work history starting with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. **DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.**

1. Title of present or recent position Acct Services From Month 07 Year 09 To Month 07 Year 10

Employer Randstad at Colonial Life Phone 803 798 7000

Address Colonial Life Blvd. Cola, SC 29210

Supervisor's Name Lisa Evans Title Manager May we contact? yes

Hours per week 40 Salary (weekly, monthly, annual) 25,000 Annually

Name on Employment Record if different from present name

Reason for Leaving temporary assignment

Duties balancing group payroll, data entry, obtain info from plan administrators

2. Title of position Customer Service Rep From Month 03 Year 08 To Month 05 Year 09

Employer Verizon Wireless Phone

Address Forest Drive Cola, SC 29204

Supervisor's Name Chester Warren Title CS Supervisor May we contact? yes

Hours per week 40 Salary (weekly, monthly, annual) 28,000 Annually

Name on Employment Record if different from present name

Reason for Leaving Sick child

Duties assisted customers with billing inquiries and calling plans.

EMPLOYMENT RECORD (continued)

3. Title of position Customer Servce Rep From Month 01 Year 2006 To Month 02 Year 2008

Employer SRC Aetna Phone

Address 321 Dawson Rd. Cola SC 29223.

Supervisor's Name Angie Link Title CS Manager May we contact? yes

Hours per week 40 Salary (weekly, monthly, annual) 26,000 Annually

Name on Employment Record if different from present name

Reason for Leaving department phased out

Duties Assisted providers as well as customers with health plan info.

4. Title of position From Month Year To Month Year

Employer Phone

Address

Supervisor's Name Title May we contact?

Hours per week Salary (weekly, monthly, annual)

Name on Employment Record if different from present name

Reason for Leaving

Duties

PERSONAL REFERENCES

Give name, address and phone number of three personal references.

Name	Address	Phone Number
Iris Rosa	[redacted]	[redacted]
Debra Brown	[redacted]	[redacted]
Annie Young	[redacted]	[redacted]

Have you ever been asked or forced to resign from any job? Yes No

If yes, what position and reason, please explain:

APPLICANT CERTIFICATION

1. I affirm and/or understand all statements on this form are true and accurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/or, if hired, termination or employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.

2. I agree to conform to the rules and regulations of the Richland County Recreation Commission. According to the State of South Carolina Law, I understand my employment with the Richland County Recreation Commission will be at-will.

3. I hereby consent to authorized representatives of the Richland County Recreation Commission contacting any of my former employers or education institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personnel records deemed necessary. I also understand Richland County Recreation Commission may make inquiries of third parties such as credit bureaus. I further release organizations, educational entities, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County Recreation Commission in the course of those contacts will be treated with strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.
4. I understand and acknowledge that Richland County Recreation Commission requires all applicants who are tentatively selected for employment to submit to and pass a drug test, failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature: Jyffani Brown Date 12-9-10

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EEO STATEMENT

The Richland County Recreation Commission is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.

RICHLAND COUNTY RECREATION COMMISSION
Human Resources Department
5819 Shakespeare Road
Columbia, SC 29223
Ph: 803-754-7275 . Fax: 803-786-2028 . Jobline Website: richlandcountyrecreation.com

Applications are accepted and applicants are considered for employment without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.

TERMS OF EMPLOYMENT

Name Tiffani L. Brown SS[redacted]

Date of Employment or Change in Terms January 9, 2011

Position Technology Center Administrative Coordinator Full-Time ☐ Part-Time ☒

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. **Method of Payment:** x Wages $ 10.00 per hour

   _____ Salary $_____ per year

2. **Payday is bi-weekly. Day of payment is FRIDAY.** (Place of payment is facility where employed)

   Time of payment is: x 3:00 p.m. (Parks Division)

   _____ 5:00 p.m. (All others)

3. **Vacation:** Full-time employees receive Annual Leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees receive no annual leave.

4. **Sick Leave Policy:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time and temporary employees receive no sick leave.

   Verification: The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave require the certification of a physician or other acceptable documentation describing the disability and giving the inclusive dates.

   Any employee taking (3) or more consecutive days of sick leave may be required to provide a written doctor's statement. If a written doctor's statement is required, failure to do so upon request may result in termination. Sick leave may not be used for vacation and there is no sick leave severance pay.

5. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees receive no paid holidays.

6. **Severance Pay Policy:** Full-time employees will receive any **unused** annual leave pay at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing and at least seven (7) days before they become effective.

T Brown 11/5/2011 Keirell Session

Employee's Signature Date Employer's Signature

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Tiffani Brown		**2. Job Title:** Part-Time Administrative Coordinator
3. Department Name: Community Relations	**4. Job Code:** 552 **5. Job Grade:** NA	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: $10/hr	To: $25,000.00	Percentage Increase: NA
7. Class Code Change:	New Class Code: **Class Code 1 Full-time (1.0 FTE)**		
8. Job Code / Title Changes:	New Job Code 115		Salary Class: **Non-Exempt**
New Job Title: Administrative Assistant		New Job Grade 4	
9. Department Change:	Old Dept. Name: NA	New Department Name: NA	

10. Reason for change(s) noted above: Promotion to full-time

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 6/12/2011
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Supervisor / Manager	
Department Director	
Division Head	
Assistant Executive Director	6/20/11
Executive Director (required for pay changes exceeding normal guidelines and terminations)	

BOARD OF COMMISSIONERS:
J. Marie Green, Chair
G. Todd Weiss, Secretary
C. Todd LaTiff
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens

"Enriching Lives, Connecting Communities."

EXECUTIVE DIRECTOR
James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

To: Tiffani Brown

From: James Brown, III
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 with the 3% Cost of Living increase is $25,750.00.

Employee's Acknowledgment Signature: J. Brown

Date: 6/30/11

Please Sign and Return to Keira Session – Human Resources.

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

CONFIDENTIAL

Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. [illegible] This section must be completed

1. Employee Name: Tiffani Brown			**2. Job Title:** Admin Assistant
3. Department Name: Facilities	**4. Job Code:** 115	**5. Job Grade:** 4	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: $25,750.14	To: $28,750.14	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

10. Reason for change(s) noted above: ***Pay increase***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here 05-27-12 DS
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director		
Department Head	Lauren Lemm	6/6/12
Assistant Executive Director		
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Tiffani Brown	6/6/12
Human Resources Representative	Sandra James	6/7/12

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☒ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Tiffani Brown			**2. Job Title:** Administrative Assistant Clyburn Technology Center
3. Department Name: Community Relations	**4. Job Code:** 115	**5. Job Grade:** 4	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$28,750.00**	To: **$36,000.00**	Percentage Increase:
7. Class Code Change:	New Class Code: **Class Code 1 Full-time (1.0 FTE)**		
8. Job Code / Title Changes:	New Job Code: **405**		Salary Class: **Exempt**
New Job Title: **Technology Center Manager**			New Job Grade: **6**
9. Department Change:	Old Dept. Name: **Community Relations**		New Department Name: **Community Relations**

10. Reason for change(s) noted above: *Job promotion*

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: ~~7/7/2013~~ 07/01/2013 KvB JB
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave Type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	6/28/13
Department Head	6/28/13
Assistant Executive Director	6/28/13
Executive Director (required for pay changes exceeding normal guidelines and terminations)	6/28/13
Human Resources Representative	06-28-2013

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature

02/2013

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occuring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Tiffany Brown			**2. Job Title:** Technology Center Manager - Garners Ferry
3. Department Name: Facility Operations	**4. Job Code:** 625	**5. Job Grade:** 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: $36,000.12	To: $42,000.14	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:			New Job Grade:
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above: *Pay Increase*

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 02/01/2015
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Assistant Executive Director: Kenya V. Bryant 2/18/15

Human Resources Representative: [signature] 2/18/15

When approval is e-mailed: By typing my name in the appropriate area above, I certify this is to be my electronic signature.

21

Dear Mr. Lewis Leopard

Robert Davis here, this is an offical letter stating that I accept the position as assistant Center Director at Eastover Park I would like to thank you for the opportunity to work for Richland County Recreation Commision.

Robert Davis 5/1/08

Richland County Recreation COMMISSION
5819 Shakespeare Road
Columbia, SC 29223
(803) 754-7275

RECEIVED
NOV 16 2007
BY:

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Recreational Coordinator	
Recreational Director / Assistant	

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

RECEIVED
FEB 04 2008
BY:

EMPLOYMENT APPLICATION

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

All qualified applications will be referred to the department where the vacancy is located. That department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview.

Date:_____(TYPE OR PRINT IN INK)

Please Print

1. Name Davis (Last) Robert (First) I (Middle)

Address [redacted] (Number and Street or RFD) [redacted] (City) [redacted] (County) [redacted] (State) [redacted] (Zip Code)

Social Security Number [redacted] Telephone Number (Home) [redacted]

Robert First Name

2. State the salary which you are willing to accept $ 36,858 When could you begin work? ASAP

Check type of employment you would accept: Part-Time ☐ Full-Time ☑

Hours Preferred_____

Do you possess a valid S. C. Driver's License? Yes What class? D Number 011414575

Davis Last Name

3. Have you served in the U.S. Armed Forces? Yes ☐ No ☑

Branch of Service: Army ☐ Navy ☐ Marines ☐ Air Force ☐ Other_____

Date Entered_____Date Discharged or Separated_____Type of Discharge_____

Highest Rank Attained_____

Reserve Status: National Guard ☐ Inactive ☐ Ready Reserve ☐ Standby Reserve ☐ Non-Member ☐

Are you required to attend: Summer Training? Yes ☐ No ☐ Weekly or monthly drills? Yes ☐ No ☐

Date Active Reserve Obligation Will End_____

Military Branch and Name of Reserve Unit_____

4. In case of emergency notify Ivy Davis [redacted] (Name) (Address) (Phone)

Relationship to you Mother

Have you ever been employed by the Richland County Recreation Commission? Yes ☐ No ☑

If yes, dates_____

Were you a member of the South Carolina Retirement System? Yes ☐ No ☑

If yes, Retirement Number_____

5. Have you pled no contest or been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☑

**If yes, give details below:

Where Arrested	Date	Nature of Charge	State	Disposition/Status

**NOTE: Report criminal offenses including felonies, misdemeanors and summary offenses. EXAMPLES: Driving under the influence of intoxicating beverages, drugs, fraudulent or bad checks, disturbing the peace, leaving the scene of an accident, robbery, etc. Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. The nature, severity and date of the offense in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered a serious offense by the Recreation Commission and will be grounds for disqualification from consideration and/or termination if employed.

6. EDUCATION

School	Name and Location of School	Course of Study	Years Attended From To	Circle Last Year Completed	Did you Graduate?	Certificate or Degree Received
Elementary	Hopkins Elementary			1 2 3 4 5 6 7 8	Yes No	
High	Lower Richland		1999-2003	9 10 11 12	Yes No	
Business, Technical or Trade School				1 2 3 4	Yes No	
College	S.C. State University		2003-2007	1 2 3 4	Yes No	B.A. Physical Ed/Activity Mg.
Graduate School				1 2 3 4	Yes No	
Other Studies					Yes No	

7. Professional Certificate or Licenses

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration

8. List any professional honors, awards, publications, etc.

300 hours of Pre-Professional Experience. 96 hours of Professional hours at Lower Richland high School.

9. Give details of any special skills, training or apprenticeship

Indicate type of machines you have operated ☑ Calculator ☐ Dictaphone ☑ Computer ☐ Heavy Construction Equipment ☐ Light Construction Equipment

List any computer software with which you are familiar Microsoft Word, excell, Powerpoint, digital Media and Graphics.

Shorthand Speed _____ Typing Speed _____

10. References - Please provide names, addresses and phone number of three people, not relatives, who have known you for at least one year.

Name Commissioner J Marie Green Address [redacted] Phone [redacted] Occupation Commissioner

Name Julius Miller Address [redacted] Phone [redacted] Occupation Supervisor

Name Martin Westbrook Address [redacted] Phone [redacted] Occupation Engineer A

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? ☐ Yes ☑ No

Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes (No)

EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer: Sauvage O Company
Address of Employer: Glenmore Ferry Rd
Phone Number of Employer: (803) 776-7510
Your Job Title: Supply Associate III
Specific Duties: My responsibilities are Ordering and tracking Million dollar inventory. I mainly do Ordering and tracking for 221 Bleacher and Crandle lines.
Reason for Leaving:

From (Mo.) January (Yr.) 2007
To (Mo.) Present (Yr.)
Full-Time ☑ Part-Time ☐
Starting Salary $12.09 hourly
Last Salary $14.00 hourly
Supervisor's Name: Jackie Miller
Supervisor's Title: Supply Chain Manager

Name of Employer: South Carolina State University
Address of Employer: 300 College St Orangeburg SC.
Phone Number of Employer: (803) 536-7000
Your Job Title: Work Study Student for Physical Ed. department
Specific Duties: Clerical Work, and Assistant Director of Intramural Programs
Reason for Leaving: Helped with Office duties as well as help Implement Intramural Activities for Students

From (Mo.) August (Yr.) 2006
To (Mo.) May (Yr.) 2007
Full-Time ☐ Part-Time ☑
Starting Salary 5.15 hourly
Last Salary 5.15 hourly
Supervisor's Name: Editha Mosley
Supervisor's Title: Dr. Frye

Name of Employer:
Address of Employer:
Phone Number of Employer:
Your Job Title:
Specific Duties:
Reason for Leaving:

From (Mo.) (Yr.)
To (Mo.) (Yr.)
Full-Time ☐ Part-Time ☐
Starting Salary:
Last Salary:
Supervisor's Name:
Supervisor's Title:

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

13. List any information that you think would be pertinent or helpful. Please use additional sheets if necessary.

14. CERTIFICATE OF APPLICATION - READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission (RCRC) is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the FBI and/or the South Carolina Law Enforcement Division (SLED). I further agree to a physical examination and/or a pre-employment drug-screening test, if such examination is required as a condition of employment by the agency.

I hereby consent to authorized representatives of RCRC contacting any of my former employers or educational institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personal records deemed necessary. I also understand RCRC may make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by RCRC in the course of those contacts will be treated with the strictest confidence. However, I understand it is not possible to guarantee total confidentiality.

Applicant's Signature Robert D. Davis Date 10/9/07

Interviewer's Remarks

Interviewed By_____ Date_____

Robert Davis
3-20-08
MA, Gene, Tawna

SECOND INTERVIEW QUESTIONS

1. How do you determine or evaluate success? Give me an example of one of your successful accomplishments.

Success is make when you accomplish a goal.
Overcoming growing up in tough area.
Obtain education + give back to community.

2. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

At Square D - trouble with NW breaker —
I stayed over + waited for truck to come
+ unload it.

3. You are the Director at _____ Park. You have ten children registered and paid for Ballet class all of the children/parents arrive for class at 4PM the instructor does not show up for class, how do you handle the situation.

Try to contact instructor - if doesn't show —
I don't have background in ballet - come up with
Something — refund money.

4. Give me a specific example of something you did that helped build enthusiasm in others.

Substitute teacher - music class - kids singing song —
little boy I put with deep voice - he sat down
because he wanted to sing with higher voices -
I apologized + let him sing with higher voices.
I encouraged him.

5. We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example(s) of how you have done this.

2 guys argue during bball game — I blow whistle — take them to side

6. Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle the situation? How did that make you feel?

Fork lift truck - breakers fell off - I called supervisor + reported it.

7. Tell of the most difficult customer service experience that you have ever had to handle – perhaps an angry or irate customer. Be specific and tell what you did and what was the outcome.

food Lion in high school. Guy came in was real nasty. He threw money at cashier. I was the bagger. He told me not to touch groceries. Manager told me you can't let people like that get you down to their level.

Football HS/College
and Sports
Snyder Elem Co-Sports D

Robert Davis
3-11-08

INTERVIEW QUESTIONS

1. Before we get started, could you tell me your impressions or idea of what this job is about? Asst Rec Director / Direct other Rec everything except Director implement Program TO achieve D.R. Obj duties / Park run smooth. Dual Supervise youth/adult at Park

2. Tell me about your education. What subjects did you enjoy/dislike?
Degree PE/PE Mgt undergrad 4 years
recreational courses
Rec Sports Market
Kinesiology did not enjoy have Stats + Forces

3. Describe the primary job responsibilities of your present job/most current position?
Time Teacher - NW teacher - Branch ~~or~~ Pull order
grad Branches during Park Dept + hand on to Rec
Rec workers put the components in side.
Check Time on Computer.

4. If you were hiring someone for this position what qualities would you look for?
Positive — Qualified Education
Appearance Rec person exp deal w/ children

5. Tell me about a specific situation where you prevented a problem?
Substitute in Morning / Sp D at night /
Last week kids would bleed line in gym
start walking / Playin football Student at wall /
resolve situation.

6. You are supervising the park; two yond men begin to argue about a foul called during a basketball game (pick up game – no referee). How would you handle the situation?
Adults common Some blow whistle - Stop get
attention ask come TO side / resolve Situation
act accordingly ask TO leave - want gone
TO prevent.

7. A park patron has a complaint concerning your weekend part time employee. The patron claims that the employee was rude and impolite while enforcing the gymnasium rules. How would you handle this situation?
gymnasium Meet w/ Parent / PT individual
explain TO her rules Reg of KCKC
Sometimes parents sensitive
PT always bad experts check on it.
deal w/ certain attitudes be relax + explain Sit situation

8. Do you set goals for yourself? yes, I want to achieve by goal working, what does God have us plan
What have you done to reach them? we want to work for the community
Change the way students out they need a role model
American diet home family
Workout, run, eat healthy. Not pregnant

9. Define Cooperation - Self motivated thing
cooperate w/ individual follow direction
+ easy going

10. Why are you interested in the field of recreation? need find out into
community. Good mentality. I want to
need find to the younger generation Kids need out
to be find comfortable more comming w/ give Nationwide

11. How do you take direction? vision of Rec under County WCFSS take
I Think well, Coaching do your best, other Kids to be
appreciate, money Successful grow + blossom.
Play stages Some Kids should do what is asked. Also
from Parents.

12. What kinds of things bother you most about your job? Lot of issues with broken parts malfunction might
Know but we continue running units that seem
Serious to be why just dead Of brand 300 units
W/ the smallest should needs to be reworked might Make more

13. In what ways do you think you can make a contribution to the Richland County instead of
Recreation Commission? Provide longevity increase Quality Product
revenue Children come TO Commission Sports
Learn about body. Fit feel good Produce Children
who can be successful in recreation. Fun - common
desire SO much for me. I want to grow I want to be
President like dy. at at time
younger relate

14. Describe your "dream" job.
Coach of NFL Team
desk job when Sit/Ge
Throw a Sweats go out to Work how hard are using Working

15. What person do you most admire and why? WITH Sports.
Daddy - alot of people my family + family oriented
Worked, never left. Coaching, own on business give
my family something they never had.

16. What are your future plans? Success a job start family
Successful career like American dream
couple more cars

Telephone Reference Verification Form

Applicant Robert Davis

Reference #1 J. Marie Green Person queried [redacted]

Applicant Authorization to Contact	☑ Yes	☐ No
Years Known all his life	☑ Yes	☐ No
Relationship Nephew	☑ Yes	☐ No
Strengths #1 College good	☑ Yes	☐ No
Would you hire in a similar position Sure definitely	☑ Yes	☐ No

3/20/08

Notes: Very smart, College worked full time good Human respect Client Dependable Degree Sport Honest good Ment Qualification Skill asst to Comptr

Reference #2 Jackie Miller Person queried [redacted]

Applicant Authorization to Contact	☑ Yes	☐ No
Years Known 2006	☑ Yes	☐ No
Relationship Immediate Supervisor	☑ Yes	☐ No
Strengths dedicated reliable	☑ Yes	☐ No
Would you hire in a similar position Can not answer	☑ Yes	☐ No

3/20/08

Notes: he doesn't question assignment Well like good people Skills

" Since I do not know what that position entails" Sure asked if this was a full time position

Reference #3 Martin Kershaw Person queried [redacted] ~~776~~ 726

Applicant Authorization to Contact	☑ Yes	☐ No
Years Known 1.2 years at work	☑ Yes	☐ No
Relationship Co-worker	☑ Yes	☐ No
Strengths put up things quickly	☑ Yes	☐ No
Would you hire in a similar position yes would	☑ Yes	☐ No

3/20 LM

3/21 Plant closed

3/24/08

Notes: Self motivated / Reliable Shows up to work placement to respected by Authority any question he will ask

Contacted by: Debbie Date 3/24/08

04/13/01 HRD

< CLOSE

HOME RESOURCI

mployer

RD Davis, I
SM - Site M
Home Depa

Show as of

Position

Site Manager

Position Start Da
3 1 2015

Function

Change Reason
DBLOAD

Class

FLSA

NAICS Workers' Comp
Club / Community Cer

EEOC Job Classification

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department
Full Time Facility/Com

Home Cost Number

Change Reason
DBLOAD

Privacy Legal

Regular Pay History

Show Changes for
all

	EFFECTIVE DATE	COMPENSATION...	RATE TYPE	AMOUNT	RATE 2	PAY FREQ...	STAN...	PERCENT CHA...	AMOUNT CHA...	ANNUAL AI	
	09/0 2013	PROMO Prom	Salary	538 47 19 23	Bweekly			11 9156	4,258 80	40,000 22	N
History											
	5/27 2012	PAY N Pay I v r	Salary	374 67	Bweekly	80 00		91632	3,000 14	35,741 42	N
	07 01 2011	COST Co t fL	Salary	1 259 28	Bweekly	80 00		3 0002	953 68	32,741 28	N
	01/24/201	PAY IN Pay ncr	Salary	1 222 6	Bweekly	80 00		13 5275	3 787 68	31,787 60	N
	08 09 2 9	PAY N Pay In	Salary	1 076 92	Bwee ly	80 00		2 0294	556 92	27,999 92	N
	07/01 2 9	COST Co t of	Salary	1 055 50	Bweekly	80 00		2 9997	799 24	27,443 00	N
	06/14 20 9	PROMO Promo	Salary	1 024 76	Bweekly	80 00		5 0002	1,268 80	26,643 76	N
	08/06/2008	DBLOAD	Salary	975 96	Bweekly	80 00			25,374 96	25,374 96	N
	04/2 /20 8	DBLOAD			Bweekly	80 00			0 00	0 00	N

BOARD OF COMMISSIONERS:
Rev. Charles E. Epps, Chair
Delano R. Boulware, Vice Chair
J. Marie Green, Secretary
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens
Lynn E. Roth

Richland County Recreation Commission

"Enriching Lives & Connecting Communities"

Executive Director
Lewis B. Leopard, CGBA
5819 Shakespeare Road
Columbia, SC 29223
Phone: 803.754.7275
Fax: 803.786.2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

MEMORANDUM

To: Robert I. Davis

From: Lewis Leopard, CGBA
Executive Director

Subject: Employment Confirmation

Date: April 21, 2008

This will confirm your employment as an Assistant Recreation Center Director with the Richland County Recreation Commission (RCRC) effective April 21, 2008. Your position is in a pay band 4 and your annual salary is $24,636.00 for the fiscal year of 2007-2008.

As a new employee you are required to serve a one year introductory period which begins effective April 21, 2008.

Congratulations!

Employee's Signature

Date 5/1/08

CONFIDENTIAL

Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement:
The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status in its employment practices or in the participation policies for its facilities.

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www.richlandcountyrecreation.com

MEMORANDUM

To: Davis, Robert I.

From: David Stringer
Human Resources Director

Subject: **Employment Confirmation**

Date: July 16, 2008

This is to confirm your employment as a Asst Recreation Center Director with the Richland County Recreation Commission. Your annual salary for the fiscal year 2008-2009, as approved by our Board is $25374.96.

Employee's Acknowledgment Signature Robert Davis

Date 7/22/08

P.S. Is it 25,374.96 ?

After signing and dating this acknowledgment, please return in the envelope provided.

CONFIDENTIAL

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The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement:
The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status in its employment practices or in the participation policies for its facilities.

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☐ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☒ Job Reassignment	☐ Other

I. Current Information: This section must be completed

1. Employee Name: Robert I. Davis			**2. Job Title: Assistant Park Manager**
3. Department Name: Park Operations	**4. Job Code:**	**5. Job Grade:**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$25,374.96**	To: **$26,643.70**	Percentage Increase: **n/a**

7. Class Code Change:	New Class Code: **Class Code 1 Full-time (1.0 FTE)**	
8. Job Code / Title Changes:	New Job Code:	Salary Class: **Exempt**
New Job Title: **Park Manager**		New Job Grade:
9. Department Change:	Old Dept. Name:	New Department Name:

10. Reason for change(s) noted above: ***Restructuring***

11. EFFECTIVE DATE OF THE CHANGE(S) NOTED ABOVE: 6/14/2009
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Head (please include dept name & telephone number)
Chief of Staff
Executive Director (required for pay changes exceeding normal guidelines and terminations)
Human Resources Representative

By typing my name in the appropriate area above, I certify this to be my electronic signature.

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www.richlandcountyrecreation.com

MEMORANDUM

To: Robert I. Davis

From: David Stringer
Human Resources Director

Subject: Employment Confirmation

Date: July 1, 2009

This is to confirm your employment the Richland County Recreation Commission (RCRC).

Position: Park Manager

Your annual salary for the fiscal year 2009-2010, as approved by our Board will be:
$27,443.00

If you have any questions regarding this letter please notify Human Resources or Payroll.

I Acknowledge the Receipt of This Letter (Employee Signature): Robert I. Davis

Date: 7/26/09

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

After signing and dating this acknowledgement, please return to:

Tiyana White, Human Resources
Human Resources Manager

CAPRA Seal of Quality

Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement:
The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status in its employment practices or in the participation policies for its facilities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other

I. Current Information: This section must be completed

1. Employee Name: Robert I. Davis			**2. Job Title: Park Manager**
3. Department Name: Park Operations	**4. Job Code: Pending**	**5. Job Grade: Pending**	

II. Changes in Salary, Job Title, Grade, Department, or Work Hours

6. Salary Change:	From: **$27,443.01**	To: **$28,000.00**	Percentage increase: **n/a**

7. Class Code Change:	New Class Code: **Class Code 1 Full-time (1.0 FTE)**	
8. Job Code / Title Changes:	New Job Code:	Salary Class: **Exempt**
New Job Title:		New Job Grade:
9. Department Change:	Old Dept. Name:	New Department Name:

10. Reason for change(s) noted above: ***Increase in minimum starting pay for Park Manager position***

11. EFFECTIVE DATE OF THE CHANGE(S) NOTED ABOVE: 8/9/2009
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Head (please include dept name & telephone number)	James Brown 6 Aug 2009
Chief of Staff	
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	

By typing my name in the appropriate area above, I certify this to be my electronic signature.

BOARD OF COMMISSIONERS:
Delano R. Boulware, Chairman
Marie Green, Vice Chairman
Rev. Charles E. Epps, Secretary
Wilbert Lewis
George D. Martin, Jr
Barbara Mickens
G. Todd Weiss

Richland County
Recreation
COMMISSION
"Enriching Lives & Connecting Communities"

EXECUTIVE DIRECTOR
Brian J. Devost, M.S.Ed.
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

MEMORANDUM

To: Robert Davis

From: David Stringer
Human Resources Director

Re: Employment Confirmation

Date: January 6, 2010

At the December 21, 2009 Board meeting, the Board approved new State of South Carolina pay band minimums for all positions. Those employees falling below the minimum are being brought up to the minimum of the newly established pay band.

Position: Park Manager Current Annual Salary: $28,000.00

New Pay band: 5

Your new annual salary effective January 24, 2010, as approved by our Board will be:
$31,787.70

If you have any questions regarding this letter please notify Human Resources or Payroll.

I Acknowledge the Receipt of This Letter (Employee Signature): Robert Davis

Date: 1/19/10

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

After signing and dating this acknowledgement, please return to:

Tiyana White, Human Resources
Human Resources Coordinator

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Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment pratices or in the participation policies for its facilities

BOARD OF COMMISSIONERS:
J. Marie Green, Chair
G. Todd Weiss, Secretary
C. Todd LaTiff
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens

"Enriching Lives, Connecting Communities."

EXECUTIVE DIRECTOR
James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

MEMORANDUM

To: Robert Davis

From: James Brown, III
Executive Director

Subject: **Employment Confirmation**

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 with the 3% Cost of Living increase is $32,741.23.

Employee's Acknowledgment Signature: Robert A. Davis

Date: 6/29/11

Please Sign and Return to Keira Session – Human Resources.

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

CONFIDENTIAL

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Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Robert Davis			**2. Job Title: Park Manager**
3. Department Name: Parks	**4. Job Code: 545**	**5. Job Grade: 5**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$32,741.28**	To: **$35,741.28**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:			New Job Grade:
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above: ***Pay Increase***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here 05-27-12 DE
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given? Click Here**
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here		**18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")**
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director		
Department Head	Lauren Lam	6/6/12
Assistant Executive Director		
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Ginger Brown	6/6/12
Human Resources Representative	Sandra James	6/7/12

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

01/2012

Enriching Lives & Connecting Communities

Recreation

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Robert I. Davis			**2. Job Title: Park Manager**
3. Department Name: Parks	**4. Job Code: 545**	**5. Job Grade: 5**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$35,741.42**	To: **$40,000.00**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code: **505**		Salary Class: **Click Here**
New Job Title: **Program Coordinator - GFAAC**			New Job Grade: **5**
9. Department Change:	Old Dept. Name: **Eastover Park**		New Department Name: **Gamers Ferry AAC**

10. Reason for change(s) noted above: ***Change in Position***

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 9/1/2013
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	Shelvia A. Goss	9/3/13
Department Head	Gamers Ferry	8/3/13
Assistant Executive Director	Kenya V. Bryant	9/3/13
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Linus Brown III	9/3/13
Human Resources Representative	Kimel Sebron	09-04-2013

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

02/2013

22

Richland County Recreation COMMISSION

APPLICATION FOR EMPLOYMENT

RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department

5819 Shakespeare Road
Columbia, SC 29223

Ph: 803-754-7275 • Fax: 803-754-9288 • Jobline Website: *richlandcountyrecreation.com*

DATE: 04/12/12

POSITION APPLIED FOR: Summer Counselor - Eastover

INSTRUCTIONS TO APPLICANT

Please type or print in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. A seperate application must be completed for each vacancy. A resume may be attached but must not be substituted for completing the application. All qualified appliactions will be referred to the department where the vacancy exists. The department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview. Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at the Richland County Recreation Commission, please visit our website at *www.richlandcountyrecreation.com*.

Thank you for your interest in the Richland County Recreation Commission.

PERSONAL DATA

NAME (Last, First, MI) Durrett Todd H

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX- 0081

MAILING ADDRESS: [redacted]

CITY: Eastover STATE: SC ZIP CODE [redacted] COUNTY: Richland

HOME PHONE #: [redacted] CELL PHONE #: _____ Email: [redacted]

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES ✓ NO ___

DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES ___ NO ___

IF YES, NAME(S) / RELATION: Charles T. Durrett

WHAT DEPARTMENT(S): Maintenance

DO YOU POSSESS A VALID S.C. DRIVERS LICENSE? YES ✓ NO ___ NUMBER: _____ EXP. DATE [redacted]

HAVDE YOU BEEN CONVICTED OR PLED NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (E g Parking Ticket)? YES ___ NO ✓

**IF YES: CHARGES: _____

WHERE CONVICTED	DATE	DISPOSITION/STATUS

***NOTE:* Criminal Offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: driving under the influence of intoxicating beverages or drugs; fraudulent or bad checks, disturbing the peace; leaving the scene of an accident, robbery, etc. (omit minor vehicle violations and any offenses committed before your 17th birthday, which was ultimately adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar of employment in all cases. The nature, severity and date of the offenses in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered seriously by the Commission and grounds for disqualification from consideration and/or termination if employed.**

EDUCATION

Starting with High School, provide **COMPLETE** information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/Diploma
High School or Equivalent	Lower Richland HS Hopkins, SC	General Edu	Yes___ No✓	
College/Universtiy			Yes___ No___	
College/Universtiy			Yes___ No___	
College/Universtiy			Yes___ No___	
Technical School			Yes___ No___	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	(YES)	NO
DO YOU HAVE WORD PROCESSING SKILLS? WPM: 30	(YES)	NO
DO YOU HAVE DATA ENTRY SKILLS?	(YES)	NO
SUPERVISORY EXPERIENCE/TRAINING?	YES	(NO)
TECHNICAL EXPERIENCE/TRAINING?	YES	(NO)
MILITARY EXPERIENCE/TRAINING?	YES	(NO)

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

Personal Computer

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	(FULL-TIME)	(PART-TIME)
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	(YES) NO	IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT: 8.00 PER Hour		EARLIEST DATE YOU COULD BEGIN WORK: 05/28/12

EMPLOYMENT RECORD

List ALL work history stating with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. **DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.**

1. Title of present or recent position Counselor From Month 06 Year 2011 To Month 08 Year 2011

Employer Richland County Parks & Rec Phone 803-754-6720

Address 6429 Bishop Ave Columbia, SC 29203

Supervisor's Name Ms. Felicia Flemmy Title Camp Coordinator May we contact? Yes

Hours per week 20 Salary (weekly, monthly, annual) $8.00

Name on Employment Record if different from present name

Reason for Leaving Summer Position

Duties Assist Children that attended the Camp With Various Activities, Assist the Camp Coordinator as needed With Various duties

---

2. Title of position _____ From Month _____ Year _____ To Month _____ Year _____

Employer _____ Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? _____

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name

Reason for Leaving _____

Duties _____

EMPLOYMENT RECORD (continued)

3. Title of position _____ From Month_____ Year_____ To Month ____ Year____

Employer_____ Phone _____

Address_____

Supervisor's Name _____ Title_____ May we contact? _____

Hours per week_____ Salary (weekly, monthly, annual)_____

Name on Employment Record if different from present name_____

Reason for Leaving_____

Duties_____

= = = =

APPLICANT CERTIFICATION

1. I affirm and/or understand all statements on this form are true and accurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/or, if hired, termination or employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.

2. I agree to conform to the rules and regulations of the Richland County Recreation Commission. According to the State of South Carolina Law, I understand my employment with the Richland County Recreation Commission will be at-will.

3. I hereby consent to authorized representatives of the Richland County Recreation Commission contacting any of my former employers or education institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personnel records deemed necessary. I also understand Richland County Recreation Commission may make inquiries of third parties such as credit bureaus. I further release organizations, educational entities, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County Recreation Commission in the course of those contacts will be treated with strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.
4. I understand and acknowledge that Richland County Recreation Commission requires all applicants who are tentatively selected for employment to submit to and pass a drug test, failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature: Todd H. Duckett Date 04/12/12

The Richland County Recreation Commission is sensitive to the needs of qualified applicants and employees with disabilities. The Richland County Recreation Commission is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

The Richland County Recreation Commission is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified

RICHLAND COUNTY RECREATION COMMISSION
Human Resoruces Department
5819 Shakespeare Road
Columbia, SC 29223
Ph: 803-754-7275 • Fax: 803-786-2028 • Jobline Website *richlandcountyrecreation.com*

Applications are accepted and applicants are considered for employment without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applikicant or other status as protected by law.

CLOSE

HOME RESOURCE

mployme

TD Ducket
SCD - Sumv
Home Dep

Show as of 10/

Position

Summer Camp
Director

7/3/2016

Job Chan e Re
DBLOAD

FLSA

NAICS Workers Comp
Recreation Centers C

EEOC Job Classification

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department
PT Self Sust AS Camp

Home Cost Number

Change Reason
DBLOAD

Privacy Legal

Regular Pay History

Show Changes for
all

	EFFECTIVE DATE	COMPENSATION...	RATE TYPE	AMOUNT	RATE 2	PAY FREQ...	STAN...	PERCENT CHA...	AMOUNT CHA...	ANNUAL AM
(Current)										
	7/03/2016	PROMO - Promo	Hourly	11.5000	8.0000	Bweek		210526	4.160.00	23.920.00
(History)										
	05/24/2015	PAY IN - Pay Incr	Hourly	9.5000	8.0000	Biweekly	80.00	117647	2.080.00	19.760.00
	05/ 2012	NH	Hourly	8.5000	8.0000	Bweekly	80.00		17.680.00	17.680.00

TERMS OF EMPLOYMENT

Name Todd Duckett SSN _____

Date of Employment or Change in Terms: May 17, 2012 Department Code _____

Position: Counselor Full-Time ☐ Part-Time ☒

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. **Method of Payment:**

   ☒ Wages $8.50 per hour

   ☐ Salary $_____ per year

2. **Payday is bi-weekly. Day of payment is FRIDAY.** (Place of payment is facility where employed)

   Time of payment is: ☐ 3:00 p.m. (Parks Division)

   ☒ 5:00 p.m. (All others)

3. **Vacation:** Full-time employees receive Annual Leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees receive no annual leave.

4. **Sick Leave Policy:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time and temporary employees receive no sick leave.

   Verification: The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave require the certification of a physician or other acceptable documentation describing the disability and giving the inclusive dates.

   Any employee taking (3) or more consecutive days of sick leave may be required to provide a written doctor's statement. If a written doctor's statement is required, failure to do so upon request may result in termination. Sick leave may not be used for vacation and there is no sick leave severance pay.

5. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees receive no paid holidays.

6. **Severance Pay Policy:** Full-time employees will receive any **unused** annual leave pay at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing and at least seven (7) days before they become effective.

Todd Duckett 5-17-12 _____

Employee's Signature Date Employer's Signature

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Todd Duckett			**2. Job Title: Counselor**
3. Department Name: Programming	**4. Job Code: 554**	**5. Job Grade: N/A**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$8.50**	To: **$9.50**	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Non-Exempt**
New Job Title:			New Job Grade: **N/A**
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above: ***Increase for Experience***

11. EFFECTIVE DATE OF THE CHANGE(S) NOTED ABOVE: 05/24/2015
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here		**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p")
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director	Kristina A. Goos 6/2/15
Department Head	Lauren Lewis 6/2/15
Assistant Executive Director	Kenya V. Bryant 6/2/15
Executive Director (required for pay changes exceeding normal guidelines and terminations)	Jim Berry 6/2/15
Human Resources Representative	[illegible] 6/3/15

04/2015

Enriching Lives & Connecting Communities
Recreation

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Todd Dukett			**2. Job Title:** Counselor
3. Department Name: Programming	**4. Job Code:** 100014	**5. Job Grade:**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: $9.50	To: $11.50	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Change:	New Job Code:		Salary Class: **Click Here**
New Job Title: **Director Cross Roads Community Center**		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

10. Reason for change(s) noted above:

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here
The effective date should coincide with the start date of a payroll period. 07-03-2016

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here		**18. Normal work schedule:** (example: "Tue, Thur, Sat 9a-5p"]
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director Kim Stell 7/11/2016

Department Head

Chief of Staff Jean M Dickerson 7/12/16

Executive Director

Required for pay changes exceeding normal guidelines and terminations:

Human Resources Representative Kjerah Semin 07-12-16

When approval is emailed: By typing my name in the appropriate [illegible] rify this to be my electronic signature

23

Richland County Recreation COMMISSION
5819 Shakespeare Road
Columbia, SC 29223
(803) 754-7275

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Part time Park manager	

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

EMPLOYMENT APPLICATION

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

All qualified applications will be referred to the department where the vacancy is located. That department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview.

Date: 8-01-09 (TYPE OR PRINT IN INK)

Please Print Duckett Charles
Last Name First Name

1. Name Duckett (Last) Charles (First) Torano (Middle)
Address [redacted] (Number and Street or RFD) (City) (County) (State) (Zip Code)
Social Security Number 250-67-0849 Telephone Number (Home) [redacted]

2. State the salary which you are willing to accept $ n/a When could you begin work? 8-01-09
Check type of employment you would accept: Part-Time ☐ Full-Time ☑
Hours Preferred
Do you possess a valid S. C. Driver's License? ~~Yes~~ yes What class? D Number [redacted]

3. Have you served in the U.S. Armed Forces? Yes ☐ No ☑
Branch of Service: Army ☐ Navy ☐ Marines ☐ Air Force ☐ Other
Date Entered Date Discharged or Separated Type of Discharge
Highest Rank Attained
Reserve Status: National Guard ☐ Inactive ☐ Ready Reserve ☐ Standby Reserve ☐ Non-Member ☐
Are you required to attend: Summer Training? Yes ☐ No ☐ Weekly or monthly drills? Yes ☐ No ☐
Date Active Reserve Obligation Will End
Military Branch and Name of Reserve Unit

4. In case of emergency notify Viola Duckett [redacted] (Name) (Address) (Phone)
Relationship to you mother
Have you ever been employed by the Richland County Recreation Commission? Yes ☐ No ☑
If yes, dates
Were you a member of the South Carolina Retirement System? Yes ☐ No ☑
If yes, Retirement Number

5. Have you pled no contest or been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☐

**If yes, give details below:

Where Arrested	Date	Nature of Charge	State	Disposition/Status

**NOTE: Report criminal offenses including felonies, misdemeanors and summary offenses. EXAMPLES: Driving under the influence of intoxicating beverages, drugs, fraudulent or bad checks, disturbing the peace, leaving the scene of an accident, robbery, etc. Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. The nature, severity and date of the offense in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered a serious offense by the Recreation Commission and will be grounds for disqualification from consideration and/or termination if employed.

6. EDUCATION

School	Name and Location of School	Course of Study	Years Attended From	Years Attended To	Circle Last Year Completed	Did you Graduate?	Certificate or Degree Received
Elementary	Webber School		77	85	1 2 3 4 5 6 7 8	Yes No	
High			86	90	9 10 11 12	Yes No	
Business, Technical or Trade School	Midlands Technical College	EET			1 2 3 4	Yes No	
College					1 2 3 4	Yes No	
Graduate School					1 2 3 4	Yes No	
Other Studies						Yes No	

7. Professional Certificate or Licenses

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration

8. List any professional honors, awards, publications, etc.

9. Give details of any special skills, training or apprenticeship

Indicate type of machines you have operated ☑ Calculator ☐ Dictaphone ☑ Computer ☐ Heavy Construction Equipment ☑ Light Construction Equipment

List any computer software with which you are familiar

Shorthand Speed _____ Typing Speed _____

10. References - Please provide names, addresses and phone number of three people, not relatives, who have known you for at least one year.

Name Josph Huthan Address Gadsden S C Phone [redacted] Occupation Truck driver

Name Marie Gibson Address Hopkins S C Phone [redacted] Occupation Home Care

Name Curtis Randall Address Columbia S C Phone [redacted] Occupation Lawn Care

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? ☐ Yes ☒ No

Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes No

EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer MEP Electric Address of Employer 466 smallwood dr. Chapin S.C 29036 Phone Number of Employer Your Job Title Electrical helper Specific Duties read an interpret information from blue prints, and terminate panels Reason for Leaving Job was downsized	From (Mo.) 2 (Yr.) 06 To (Mo.) 3 (Yr.) 09 Full-Time ☒ Part-Time ☐ Starting Salary 12 50 Last Salary 13 25 Supervisor's Name mike peters Supervisor's Title owner
Name of Employer Snipes Electric Address of Employer 906 S. Beltline Ave Columbia SC 29205 Phone Number of Employer (803) 252-4140 Your Job Title Helper Specific Duties terminate devices, trouble shooting, and pull wires Reason for Leaving Better opportunity	From (Mo.) 6 (Yr.) 2001 To (Mo.) 2 (Yr.) 2006 Full-Time ☒ Part-Time ☐ Starting Salary 9 50 Last Salary 10 00 Supervisor's Name Harold Snipes Supervisor's Title owner
Name of Employer H. A Sack Co Address of Employer P.O BOX 528 statesboro, GA 30459 Phone Number of Employer Your Job Title helper Specific Duties To lay pvc pipe and braid conduit Reason for Leaving moved back to S.C	From (Mo.) 8 (Yr.) 99 To (Mo.) 4 (Yr.) 2001 Full-Time ☐ Part-Time ☒ Starting Salary 8 00 Last Salary 8 75 Supervisor's Name R. Allred Supervisor's Title Site Supervisor

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

12. **EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND PERSONNEL RESEARCH**

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy equal opportunity reporting and personnel research requirements.

8-01-09
Date

Name Duckett (LAST) Charles (FIRST) Terrance (MIDDLE)

Social Security Number [redacted] Sex: Male ☒ Female ☐

Date of Birth [redacted] Age 36

Race (Please check one) White/Non-Hispanic ☐ African American ☒ Asian or Pacific Islander ☐
Native American or Alaskan Native ☐ Hispanic ☐

Position applied for

APPLICANTS PLEASE COMPLETE (This tab is detached by the HRD before application is forwarded for review and evaluation.)

13. List any information that you think would be pertinent or helpful. Please use additional sheets if necessary.

14. CERTIFICATE OF APPLICATION - READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission (RCRC) is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the FBI and/or the South Carolina Law Enforcement Division (SLED). I further agree to a physical examination and/or a pre-employment drug-screening test, if such examination is required as a condition of employment by the agency.

I hereby consent to authorized representatives of RCRC contacting any of my former employers or educational institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personal records deemed necessary. I also understand RCRC may make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by RCRC in the course of those contacts will be treated with the strictest confidence. However, I understand it is not possible to guarantee total confidentiality.

Applicant's Signature _____ Date 8-21-09

Interviewer's Remarks

Interviewed By _____ Date _____

Charles Duckett

Grounds

- limited maintenance experience
- P.T. assistant manager, electrical work experience (Associate electrical license)
- hard working, ambitious, laid back, easy going
- likes hands-on work, likes to stay busy
- Basic maintenance equipment usage (lawn mower, weedeater, etc)
- Works well with others, no problem working alone
- Starting date: ASAP

GOOD INTERVIEW

A LOT OF ELECTRICAL EXPERIENCE / WANTS TO OWN HIS OWN ELEC. BUSINESS ONE DAY

WORKS HARD - GET THE JOB DONE ATTITUDE

BUDDY / DS OK WITH HIM ON CREW

7/22/01 RSS

9:30am Int
7-22-10

RICHLAND COUNTY RECREATION COMMISSION
EMPLOYEE INTERNAL TRANSFER APPLICATION FORM

Building Maintenance — **Position Applied For**

Hopkins Park — **Location (Park, District, Etc.)**

This form must be submitted in person to Human Resources. Employees are not normally eligible to transfer during their initial one-year introductory period. Employees who incur a disciplinary suspension are not eligible to transfer until six months after the date of the suspension.

Name Charles T. Duckett

Work Phon[redacted] Home Phon[redacted]

Present Position P.T Assistant Manager Department _____

Date of Hire 8-16-09 Length of Service in Present Position 7 months

Specific Duties in Present Position To help patrons with their Community affairs, and also maintain a clean environment

Indicate the specific training, education & experience you possess that qualifies you for the position for which you are applying (use back of form if needed); also attach resume: _____

I understand this application will be considered should a vacancy occur, but it in no way guarantees me the position. I further certify that all statements made on this application are true and I agree and understand that any miss-statements of fact may cause this application not to be considered or my employment to be terminated.

Charles T. Duckett — Signature of Employee

6-10-10 — Date

For the Department with Vacancy (Return to Human Resources)

Hired:____ **Yes** _____ **No** **Effective Date**_____

Department Director's Signature _____

HUMAN RESOURCES USE:

Date submitted by Employee: _____ **Date Forwarded to Department:** _____

× CLOSE

Regular Pay History

Show Changes for
All

	EFFECTIVE DATE	COMPENSATION...	RATE TYPE	AMOUNT	RATE 2	PAY FREQ.	STAN..	PERCENT CHA...	AMOUNT CHA...	ANNUAL AI
(Current)										
	10/01/2015	PAY IN - Pay Incr	Salary	1,364 45	17 05	Biweekly		39 2537	10,000 12	35,475 70
(History)										
	07/01/2011	COST - Cost of L	Salary	979 83	12 24	Biweekly	80 00	3 0001	742 04	25,475 58
	06/12/2011	PAY IN - Pay Incr	Salary	951 29		Biweekly	80 00	10 0012	2 248 74	24,733 54
	08/09/2010	PROMO - Promo	Salary	864 80		Biweekly	80 00	351250	5 844 80	22,484 80
	08/24/2009	NH	Hourly	8 0000		Biweekly	80 00		16,640 00	16,640 00

FLSA

NAICS Workers' Comp
Parks Maintenance

EEOC Job Classification

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department
Full Time Property Management

Home Cost Number

Change Reason
DBLOAD

Privacy Lega

TERMS OF EMPLOYMENT

Name Charles T. Duckett SSN [redacted]

Date of Employment or Change in Terms 8-01-09

Position Part-time Park manager Full-Time _____ Part-Time ✓

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. **Method of Payment:** ✓ Wages $ 8.00 per hr

   _____ Salary $_____ per year

2. **Payday is bi-weekly. Day of payment is FRIDAY.**
   Time of payment is: _____3:00 p.m. (Parks Division)

   _____5:00 p.m. (All others)
   Place of payment is facility where employed.

3. **Vacation:** Full-time employees receive Annual Leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees receive no annual leave.

4. **Sick Leave Policy:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time and temporary employees receive no sick leave.

   Verification: The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave require the certification of a physician or other acceptable documentation describing the disability and giving the inclusive dates.

   Any employee taking (3) or more consecutive days of sick leave may be required to provide a written doctor's statement. If a written doctor's statement is required, failure to do so upon request may result in termination. Sick leave may not be used for vacation and there is no sick leave severance pay.

5. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees receive no paid holidays.

6. **Severance Pay Policy:** Full-time employees will receive any **unused** annual leave pay at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing and at least seven (7) days before they become effective.

Charles T. Duckett 8-01-09 Don C. Strange 8-01-09

Employee's Signature Date Employer's Signature Date

Revised 10-22-01

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☐ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☒ Job Reassignment	☐ Other

I. General Information: This section must be completed

1. Employee Name: Charles Duckett			2. Job Title: PT - Assistant Park Manager
3. Department Name: Parks	4. Job Code:	5. Job Grade:	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: $8h.00	To: $22,485.00	Percentage Increase:
7. Class Code Change:	New Class Code: Class Code 1 Full-time (1.0 FTE)		
8. Job Code / Title Changes:	New Job Code: 160		Salary Class: Non-Exempt
New Job Title: Building and Grounds Worker		New Job Grade: 3	
9. Department Change:	Old Dept. Name: Parks	New Department Name: Grounds Maintenance	

10. Reason for change(s) noted above:

11. EFFECTIVE DATE OF THE CHANGE(S) NOTED ABOVE: 8/9/2009
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leaves of Absence

17. Leave type: Click Here		18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Head (please include dept name & telephone number)	
Division Head	Laurie Jenni 8/9/10
Interim Executive Director (required for pay changes exceeding normal guidelines and terminations)	James Brown
Human Resources Representative	

By typing my name in the appropriate area above, I certify this to be my electronic signature.

BOARD OF COMMISSIONERS:
J. Marie Green, Chair
Rev. Charles E. Epps, Vice Chair
G. Todd Weiss, Secretary
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens

Richland County Recreation Commission

"Enriching Lives, Connecting Communities."

INTERIM EXECUTIVE DIRECTOR
James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

August 3, 2010

Charles T. Duckett
[redacted]

Dear Mr. Duckett:

On behalf of the Richland County Recreation Commission, I am pleased to offer you the position of Building and Grounds Worker in the Property Management Department. The starting salary for this position is $22,485.00 annually. This position is a full-time position with full RCRC benefits.

We have made arrangements for your starting date of employment to be August 9, 2010. Please report to the RCRC 5819 Shakespeare Road Columbia, South Carolina 29223 at 10:00am for new employee orientation. Enclosed is the RCRC benefits information packet for your review prior to orientation.

Please signify your acceptance of this offer by signing and returning to me the enclosed copy of this letter. I hope you will find your employment with RCRC to be a rewarding experience. If you have any questions, you may contact our Human Resources Department at 754-7275.

Welcome to RCRC! It is our pleasure to have you as part of our team.

Sincerely,

James Brown, III
Interim Executive Director

Enclosures: Benefits Information

Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

BOARD OF COMMISSIONERS:
J. Marie Green, Chair
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Barbara Mickens

"Enriching Lives, Connecting Communities"

EXECUTIVE DIRECTOR
James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: *info@rcrc.state.sc.us*
www.richlandcountyrecreation.com

MEMORANDUM

To: Charles Duckett

From: James Brown, III JB
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 is $24,733.28 and with the 3% Cost of Living increase is $25,475.28.

Employee's Acknowledgment Signature: Charles T. Duckett

Date: 6-30-11

Please Sign and Return to Keira Session – Human Resources.

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

CONFIDENTIAL

Nationally Accredited:
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Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

☐ Termination (Involuntary)	☐ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☐ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☒ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Charles Duckett			**2. Job Title: Building and Grounds Worker**
3. Department Name: Property Management	**4. Job Code: 340**	**5. Job Grade: 4**	

II. Change in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From:	To:	Percentage Increase:
7. Class Code Change:	New Class Code: **Click Here**		
8. Job Code / Title Changes:	New Job Code:		Salary Class: **Click Here**
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name: **District 4 - Buddy**	New Department Name: **District 1 - Antonio**	

10. Reason for change(s) noted above: *Job Reassignment*

11. EFFECTIVE DATE OF THE CHANGE(S) NOTED ABOVE: 08/25/2014
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here		**18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")**
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Department Director

Department Head Rudy Curtis

Assistant Executive Director Kenya L. Bryant 8-21-14

Executive Director (required for pay changes exceeding normal guidelines and terminations) Jerry Burns 8/21/14

Human Resources Representative Keirah Jenkins 08/26/2014

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

02/2013

Richland County Recreation Commission

Enriching Lives & Connecting Communities

Richland County Recreation Commission

Indicate what change is occuring (choose all that apply):

☐ Termination (Involuntary)	☒ Salary Change	☐ Leave of Absence
☐ Resignation (Voluntary)	☒ Job Title Change	☐ Scheduled Hours Change
☐ Retirement	☐ Job Reassignment	☐ Other
☐ Seasonal Employee Returning	☐ Seasonal Employee Ending	☐ Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Charles Duckett			**2. Job Title: Interim Facility Repairman**
3. Department Name: Property Management	**4. Job Code: 380**	**5. Job Grade: 5**	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: **$25,475.58**	To: **$35,475.70**	Percentage Increase:
7. Class Code Change:	New Class Code: **Class Code 1 Full-time (1.0 FTE)**		
8. Job Code / Title Changes:	New Job Code: **380**		Salary Class: **Non-Exempt**
New Job Title: **Facility Repairman**			New Job Grade: **5**
9. Department Change:	Old Dept. Name:		New Department Name:

10. Reason for change(s) noted above: ***Salary increase - Job Duties increased***

11. EFFECTIVE DATE OF THE CHANGE(S) NOTED ABOVE: 11/22/2015
The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	**13. Effective Date:**	**14. Proper Notice Given?** Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here		**18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")**
19. Anticipated date leave begins:	**20. Last scheduled work day:**	**21. Planned return date:**

V. Signatures & Date

Assistant Executive Director — 12/7/15

Executive Director (required for pay changes exceeding normal guidelines and limitations) — 12/8/15

Human Resources Representative

When approval is e-mailed: By typing my name in the appropriate area I certify this to be my electronic signature.

In ADP

24

TERMS OF EMPLOYMENT

Name Jasmine Duckett_____ SSN[redacted]_____

Date of Employment or Change in Terms _5/16/13_____ Department Code _100014 _____

Position Summer Camp Counselor_____ Full-Time ☐ Part-Time x☐

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

o

1. **Method of Payment:** ___X__Wages $___8.50_____ per _Hour_____

   _____ Salary $_____ per year

2. **Payday is bi-weekly. Day of payment is FRIDAY.** (Place of payment is facility where employed)

   Time of payment is: _____3:00 p.m. (Parks Division)

   ____x__5:00 p.m. (All others)

3. **Vacation:** Full-time employees receive Annual Leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees receive no annual leave.

4. **Sick Leave Policy:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time and temporary employees receive no sick leave.

   Verification: The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave require the certification of a physician or other acceptable documentation describing the disability and giving the inclusive dates.

   Any employee taking (3) or more consecutive days of sick leave may be required to provide a written doctor's statement. If a written doctor's statement is required, failure to do so upon request may result in termination. Sick leave may not be used for vacation and there is no sick leave severance pay.

5. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees receive no paid holidays.

6. **Severance Pay Policy:** Full-time employees will receive any **unused** annual leave pay at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing and at least seven (7) days before they become effective.

Jasmine Duckett 5/3/13 Beverly Douglas

Employee's Signature Date Employer's Signature

Richland County Recreation Commission

RECEIVED
FEB 15 2013

APPLICATION FOR EMPLOYMENT

RICHLAND COUNTY RECREATION COMMISSION
Human Resoruces Department
5819 Shakespeare Road
Columbia, SC 29223
Ph: 803-754-7275 • Fax: 803-754-9288 • Jobline Website: *richland-countyrecreation.com*

DATE: 2/6/15

POSITION APPLIED FOR: Jasmine C. Duckett

INSTRUCTIONS TO APPLICANT

Please type or print in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. A seperate application must be completed for each vacancy. A resume may be attached but must not be substituted for completing the application. All qualified appliactions will be referred to the department where the vacancy exists. The department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview. Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at the Richland County Recreation Commission, please visit our website at www.richlandcountyrecreation.com.

Thank you for your interest in the Richland County Recreation Commission.

PERSONAL DATA

NAME (Last, First, MI) Duckett Jasmine C.

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX- 0778

MAILING ADDRESS: [redacted]

CITY: [redacted] STATE: S.C ZIP CODE: 29044 COUNTY: Richland

HOME PHONE #: [redacted] CELL PHONE # [redacted]67 Email [redacted]

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES ✓ NO ___

DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES ✓ NO ___

IF YES, NAME(S) / RELATION: Charles Duckett, Jr. (Brother) Marie Green (Aunt)

WHAT DEPARTMENT(S): _____

DO YOU POSSESS A VALID S C. DRIVERS LICENSE? YES ___ NO ✓ NUMBER: _____ EXP. DATE: _____

HAVDE YOU BEEN CONVICTED OR PLED NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (E.g. Parking Ticket)? YES ___ NO ✓

**IF YES: CHARGES: _____

WHERE CONVICTED	DATE	DISPOSITION/STATUS

***NOTE:* Criminal Offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: driving under the influence of intoxicating beverages or drugs; fraudulent or bad checks, disturbing the peace; leaving the scene of an accident, robbery, etc. (omit minor vehicle violations and any offenses committed before your 17th birthday, which was ultimately adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar of employment in all cases. The nature, severity and date of the offenses in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered seriously by the Commission and grounds for disqualification from consideration and/or termination if employed.

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	FULL-TIME	PART-TIME
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	YES (NO)	IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT:	PER	EARLIEST DATE YOU COULD BEGIN WORK:

EMPLOYMENT RECORD

List ALL work history stating with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. **DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.**

1. Title of present or recent position Junior Volunteer From Month June Year 2009 To Month Jul. Year 2009

Employer Bob Hickman Phone

Address 5819 Shakespeare Road Columbia, SC 29223

Supervisor's Name Title May we contact? No

Hours per week 25 Salary (weekly, monthly, annual) Weekly

Name on Employment Record if different from present name

Reason for Leaving Summer Job

Duties Signing In, clean up, monitoring

= = = =

EMPLOYMENT RECORD (continued)

3. Title of position Youth Leadership Institute From Month June Year 2012 To Month Jul. Year 2012

Employer Tondaleya Jackson Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? No

Hours per week 35 Salary (weekly, monthly, annual) monthly

Name on Employment Record if different from present name _____

Reason for Leaving Summer Job

Duties Participation, volunteering

= = = =

EEO Data Reporting Form

Note: The information requested in this section is not used to evaluate your application. This information is needed to satisfy federal government equal opportunity reporting and personnel reserach requirements. **The form will be removed by Human Resources prior to the application being forwarded to the respective department for consideration.**

Today's Date: 2/6/13

A. Last Four Digits of Social Security No.: XXX - XX - _____

B. Last Name: Duckett First Name: Jasmine

C. Position for which you are applying

Title: _____ Department: _____

D. Sex (Check appropriate box) Male ☐ Female ☑

E. Race (Check appropriate box)

White/Non Hispanic	☐
American Indian/Alaskan Native	☐
Black/Non Hispanic	☑
Asian/Pacific Islander	☐
Hispanic	☐

F. Date of Birth: 12/27/94

G. Do you have any disabling conditions for which you desire reasonable accommodation? Yes ☐ No ☑

H. Veteran: Vietnam Era Veteran Yes ☐ No ☑ Date of last separation: _____

Disabled Veteran (Disability of 30 per centum or more administered by the VA; or discharged or release for disability) Yes (No)

I. How did you become aware of this position vacancy?: Family, Ads

Tear Here

EDUCATION

Starting with High School, provide **COMPLETE** information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/Diploma
High School or Equivalent	Lower Richland High		Yes ✓ No ___	
College/Universtiy			Yes___ No___	
College/Universtiy			Yes___ No___	
College/Universtiy			Yes___ No___	
Technical School			Yes___ No___	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	(YES)	NO
DO YOU HAVE WORD PROCESSING SKILLS? WPM:	(YES)	NO
DO YOU HAVE DATA ENTRY SKILLS?	(YES)	NO
SUPERVISORY EXPERIENCE/TRAINING?	(YES)	NO
TECHNICAL EXPERIENCE/TRAINING?	YES	(NO)
MILITARY EXPERIENCE/TRAINING?	YES	(NO)

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

Computer

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:

APPLICANT CERTIFICATION

1. I affirm and/or understand all statements on this form are true and accurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/or, if hired, termination of employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.

2. I agree to conform to the rules and regulations of the Richland County Recreation Commission. According to the State of South Carolina Law, I understand my employment with the Richland County Recreation Commission will be at-will.

3. I hereby consent to authorized representatives of the Richland County Recreation Commission contacting any of my former employers or education institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personnel records deemed necessary. I also understand Richland County Recreation Commission may make inquiries of third parties such as credit bureaus. I further release organizations, educational entities, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County Recreation Commission in the course of those contacts will be treated with strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.
4. I understand and acknowledge that Richland County Recreation Commission requires all applicants who are tentatively selected for employment to submit to and pass a drug test, failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature: Jasmine C. Duckett Date 2/6/13

The Richland County Recreation Commission is sensitive to the needs of qualified applicants and employees with disabilities. The Richland County Recreation Commission is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

The Richland County Recreation Commission is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.

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Senator Joel Lourie
Senate District #22
L. Marion Gressette Building,
Suite 601
Post Office Box 142
Columbia, South Carolina 29202

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06/26/2014
US POSTAGE
$00.90⁰
ZIP 29202
014D1160936

Mr. G. Todd Weiss
Richland County Recreation Commision
7473 Parklane Rd.
Columbia, SC 29223

JOEL LOURIE
SENATOR, RICHLAND COUNTY
SENATORIAL DISTRICT NO. 22

COLUMBIA ADDRESS
P. O. BOX 142
601 GRESSETTE SENATE OFFICE BLDG.
COLUMBIA, SC 29202
PHONE (803) 212-6116
FAX (803) 212-6299
EMAIL JOELLOURIE@SCSENATE.GOV

COMMITTEES
TRANSPORTATION
GENERAL
FINANCE
MEDICAL AFFAIRS
BANKING AND INSURANCE

HOME ADDRESS
P. O. BOX 6212
COLUMBIA, SC 29260

June 24, 2014

Ms. J. Marie Green
Chair, Richland County Recreation Commission
7473 Parklane Road
Columbia, SC 29223

Dear Ms. Green,

Please find attached a letter from Mr. and Mrs. Eric Ruschky regarding the conditions of the tennis courts in the Richland County parks system. They have raised legitimate concerns about the condition and ongoing maintenance of Richland's public tennis courts.

Could you please inquire as to what the maintenance plans are for these facilities and let me know this information at your earliest convenience. Thank you for your assistance in this matter and for your service to our county.

Sincerely,

Joel Lourie

JL/mw

CC: Mr. and Mrs. Eric Ruschky
Mr. Weston A. Furgess, Jr.
Mr. George D. Martin, Jr.,
Mr. Wilbert Lewis
Mr. C. Todd Latiff
Mr. G. Todd Weiss
Ms. Barbara Mickens

WHO HOLDS THE RICHLAND COUNTY RECREATION COMMISSION ACCOUNTABLE?

I have been a resident of Richland County since 1974 and have played tennis on many of the tennis courts in Richland County since 1978. For 30 years, the courts at all of the parks were in good, playable condition. There was a schedule for resurfacing and repairs for each of the 61 courts in the county every 6 years. The condition of tennis courts in the county has deteriorated disgracefully. Because RCRC has such a large geographic area to serve, many districts have two- or four-court complexes. The programs, lessons, camps, and professional attention have disappeared from these courts. The physical problems with court structural deterioration can be seen. The problems with lack of programming and supervision at most of our tennis facilities can be felt even deeper by present and future generations of tennis players. Tennis has been put on the back burner and on hold in Richland County. Five years ago, RCRC elected not to host the Southern 12s tennis tournament. This tournament brought 256 of the South's best 12-year old tennis players, their families and coaches for a week to Richland County. The economic impact was millions of dollars to area businesses, restaurants, amusements, stores, and hotels. There are now no local tournaments held in the county that could contribute money to local charities and bring in revenue to the county. One tournament, the John Newcomb Memorial, raised money for Juvenile Diabetes, cancer research, heart fund, bullet-proof vets for the Richland County Sheriff's Office, and a scholarship fund at Winthrop University. In my opinion, this is just another example of either laziness or fiscal irresponsibility. Finally, there is now only one tennis pro for the county.

For the past 5 years, when there has been a serious problem on any court, I have reported it to Mr. James Brown, Sr. at the Richland County Recreation Commission (RCRC). I have not dealt with Mr. Brown's son or daughter who also work for the RCRC. The usual response was to remove the nets, thereby solving the problem. I called him about the drainage problem at TRENHOLM PARK, and the answer was to dig a trench. Most recently, I called about ST. ANDREWS PARK. Less than 2 years ago, the entire park was redone. All the trees were cut, a swimming pool was built, as was a new gym, new fences were put around the tennis courts, the courts were resurfaced, and landscaping was done. However, there was still a drainage problem, which I reported. The answer was to dig a small trench. Less than six months after the courts were resurfaced, cracks began to appear in the courts. I again called Mr. Brown. The answer this time was to put blue paint on the cracks. I do not understand why the company that resurfaced the courts was not called. Did the company not warranty its work? Six months later I again notified Mr. Brown. This time the surface had come up and I was concerned that someone might be injured. Huge sections of the court have completely come off. I called Mr. Brown again, and he told me the following: "That is water over the dam. We will have to start all over. We cannot call

the company that fixed the courts." Again, I do not understand that response. As a taxpayer, I am irate at such fiscal irresponsibility. The Recreation Commission's answer was to take down the nets.

Tennis teams that use the county courts pay at least $200.00 per season. At one time, Richland County had the largest number of players in South Carolina. Currently, as far as I know, this revenue is coming in only from PARKLANE, and possibly a small amount from TRENHOLM. The RCRC is losing a source of revenue, because there are not enough playable courts at other parks in the county.

All the teams that paid money to play on the ST. ANDREWS courts had to find other courts on which to play. This has been going on at ST. ANDREWS since December 2013. Teams now play on courts which Lexington County has allowed them to use that are in poor condition, but Lexington County is replacing these courts with new ones in the fall.

As a result of my frustration in dealing with the RCRC, I started inquiring about tennis court resurfacing in Richland County. I was told by a tennis professional that it was possible that the new surface would not adhere if the materials used for the job were watered down so more area could be covered with less product, or that the foundation needed to be redone. This information has made me suspicious and cynical about the company that did the resurfacing, and about the Recreation Commission, which obviously failed to oversee the work. This exact thing happened to the Richland County Tennis Courts (Parklane) and the resurfacing company was held to task and resurfaced all of the courts.

I was curious about who supervised the RCRC. I called Richland County Council and was told it had no authority over the RCRC, that the RCRC answered to the Richland County Legislative Delegation. I then began calling members of the legislative delegation. One senator's office actually told me to call Richland County Council.

I decided that I would personally check the condition of the 61 tennis courts in the county. Here are the results of my inspection:

On Saturday, May 3, I inspected and photographed tennis courts in Lower Richland County:

EASTOVER PARK

- two courts
- the courts have holes, are covered with mud, rocks, and debris
- there are tire marks from bikes or skates
- the backboards are rotten
- there are no windscreens
- the nets cannot be adjusted
- not sure what color the courts were originally
- paved parking
- gym, swimming pool, and ball fields at this park
- 3 cars in parking lot

There were no indications that tennis had been played on these courts in years.

HOPKINS PARK

- two courts with lights
- the gate across the roadway leading to the courts at the back of the park was locked. thereby limiting access to the courts
- the surface of each court was worn down to the concrete
- there were holes and cracks, as well as water stains, which would indicate standing water from a drainage problem
- there were lights on poles, but the wires appeared to have been cut
- paved parking
- gym, ball fields, and outdoor basketball courts at this park
- 4 adults were in the gym working on a party

There were no indications that tennis had been played on these courts in years.

CAUGHMAN ROAD

- this is the premier tennis center in Lower Richland
- 12 lighted courts
- a pro shop with bathrooms
- a covered picnic area
- stadium seating
- entire tennis center is enclosed by a fence
- the gate was locked, but the air conditioner was running in the pro shop
- five courts had no nets
- grass is growing up through huge cracks on other courts
- gym, ball fields, and playground in this park
- paved parking
- many people in gym and on ball fields

BLUFF ROAD

- 2 courts
- new fences
- no nets
- weeds
- cracks
- no benches
- totally ruined
- paved parking
- gym and ball fields in this park
- 2 cars in parking lot

IN MY OPINION, THERE ARE NO PLAYABLE TENNIS FACILITIES IN LOWER RICHLAND COUNTY.

On May 7, I inspected and photographed **TRENHOLM PARK, PARKLANE, BLYTHEWOOD, MEADOWLAKE, and DENNY TERRACE.**

TRENHOLM PARK

- 8 lighted courts
- nets are down on 3 courts
- there were cracks in the courts
- stains from standing water indicates an obvious drainage problem
- trash has accumulated in the corners of the courts
- the surface is coming up on some of the courts
- the lights on the lower courts have needed replacing for years
- there are marks on the courts from skateboards and roller skates
- paved parking
- access to bathrooms
- park in a highly populated neighborhood
- four courts are not playable
- one net broken
- weeds on courts
- walkway overgrown
- fence covered with vines
- gym, pool, and ball fields in this park

A major problem at Trenholm Park is that the courts cannot be seen by a Recreation Commission employee from inside the recreation building.

PARKLANE

- THE PREMIER TENNIS COMPLEX FOR THE COUNTY
- 12 lighted courts
- paved parking
- fence rusting
- courts are beginning to show wear
- one broken gate
- picnic area
- fantastic new office with bathrooms
- fence on court 6 broken
- courts 9, 10, 11, and 12 have weeds growing on the courts
- cracks in courts
- stadium seating
- new benches on courts
- nothing happening there
- no cars in parking lot

In the central part of the county where courts receive much use, Parklane is usable but needs attention and Trenholm Park needs IMMEDIATE attention.

On May 3, I inspected St. Andrews Park and Friarsgate.

ST. ANDREWS PARK

- 8 lighted courts
- completely redone less than 2 years ago
- nets down on 6 courts
- huge cracks on courts
- surface coming up
- several places the surface is completely up and the old surface is visible
- paved parking
- bathrooms
- new fencing
- new windscreens
- only 1 court is usable but not for team play
- totally ruined
- torn net on the only court that is usable
- stadium seating
- benches on courts
- gym, swimming pool, and ball fields at this park
- no one there

FRIARSGATE

- 4 lighted courts
- TOTALLY RUINED
- 1 net with no center strap
- surface has come up
- holes
- cracks
- weeds
- gorgeous, residential setting
- 40 paved parking places
- gates missing
- fencing coming down
- covered with leaves
- no maintenance in years
- no playable court
- no one around

ACROSS THE RIVER IN RICHLAND COUNTY THERE IS **ONLY ONE** TENNIS COURT THAT IS EVEN USABLE.

UPPER RICHLAND COUNTY

MEADOWLAKE

- 2 lighted courts
- paved parking
- fence rusted
- surface coming up
- cracks
- holes in nets
- has a bench
- courts built in low area prone to flooding
- COURTS NOT USABLE
- one car there
- gym and ball fields in this park

BLYTHEWOOD

- 2 courts
- great location
- paved parking
- bathrooms available
- no benches
- no lights
- major crack across both courts

- one net
- drainage problems
- weeds on courts
- only one court usable
- gym and many ball fields at this park
- one car in parking lot

DENNY TERRACE

- one court
- paved parking
- great fencing but gate torn up with warning tape on it
- cracks
- worn surface
- great access to gym
- no windscreens
- playground adjacent
- bathroom accessible
- water damage on courts
- not usable
- gym at this park

On May 9, I inspected Killian Park, Polo Road, and North Springs.

KILLIAN PARK

- no tennis courts
- gym and ball fields
- the outdoor basketball court appears to have been a tennis court
- 3 cars there

POLO ROAD

- 2 lighted courts
- both courts in use (the only ones being used I saw)
- new fences
- great condition
- benches
- paved parking
- ball fields, gym and soccer fields at this park
- at least 50 cars in the parking lot
- access to bathroom
- great location

NORTH SPRINGS

- 4 lighted courts
- paved parking
- good nets
- windscreens
- deep cracks on court #1
- no benches
- fence rusting
- stadium seating
- great location
- gym and ball fields at this park
- sign up sheet, advertising times for tennis lessons
- banners up for teams and individuals who have won tournaments

My questions are the following:

FIRST: IS THERE ANY NEIGHBORHOOD INVOLVEMENT IN THE DECISION OF WHAT AN AREA WANTS OR NEEDS?

SECOND: WHO MAINTAINS WHAT WE ALREADY HAVE?

THIRD: DO WE INVEST IN FACILITIES THAT CAN BE USED ALL YEAR LONG?

FOURTH: HOW MUCH WILL IT COST TO MAINTAIN AND MANAGE THE NEW PROJECTS RCRC WANTS?

FIFTH: WAS THERE A MASTER PLAN AS TO THE PLACEMENT OF THE PARKS? SOME ARE WITHIN 3 MILES OF EACH OTHER.

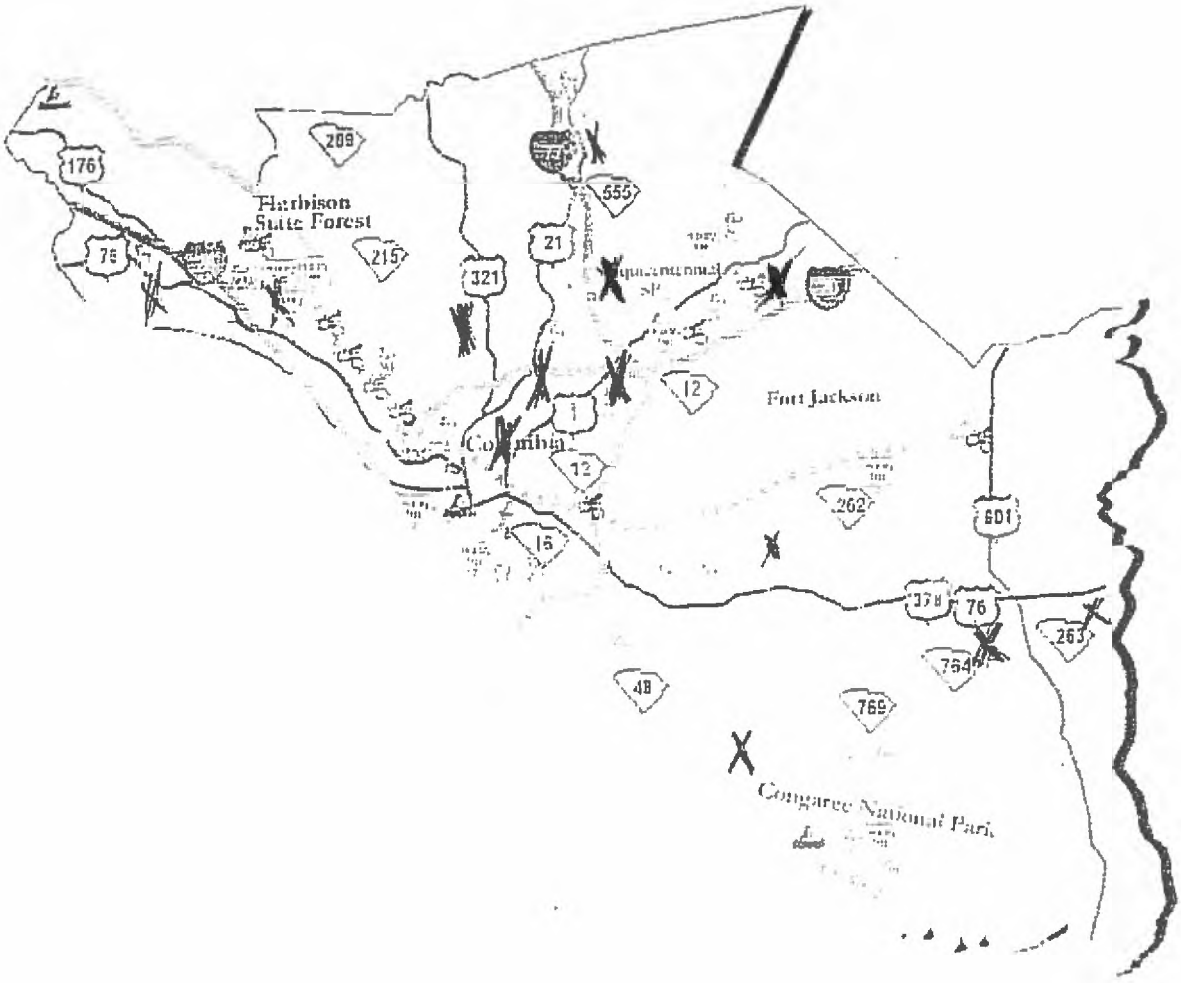
I recently read in THE STATE newspaper that RCRC has asked for a large sum of money to build a water park and amphitheaters, and other things. If the RCRC cannot maintain what we have, why does RCRC ask for more money for new projects? Tennis courts require the least maintenance of any facility that can be built. Net repair, blowing off debris, periodic visits, and a regular schedule for resurfacing is all that is required. If the RCRC has allowed 61 courts to deteriorate, what is the condition of the gyms, pools and ball fields which require much supervision, insurance and maintenance?

I also have enclosed a special section to THE STATE where RCRC advertises all the programs for the summer. With 61 courts, only Parklane is mentioned as a place to go for tennis lessons.

My last pictures are of the Cayce Tennis Center, one of the 2 tennis facilities in Lexington County. There are 30 courts, a workout facility, showers and bathrooms, conference rooms, a pro shop, tennis instructors, and a snack bar in both of the Lexington facilities. There are other courts in Lexington County, but 2 great tennis facilities.

Richland County has 2 premier centers (Parklane and Caughman) but RCRC has neglected to maintain them and the facilities are in poor condition or completely unusable. As a tax payer, I am very upset. I want someone to hold RCRC accountable for the money that is spent and the condition of the existing facilities. Millions of dollars have been spent on tennis courts. Tennis courts require the least maintenance of any athletic facility. Maybe it would be a good idea for someone to inspect the gyms, pools and ball fields that RCRC is supposed to manage. I am opposed to allowing money to be spent on things that cannot be used all year long and require large sums of money to operate. Tennis courts are multi-generational recreation facilities that can be used 12 months a year. Who will hold RCRC accountable for this abuse and mismanagement of tax payer money? If RCRC cannot manage what we already have, why should RCRC receive more money to build more facilities?

Mary D. Buckley



General Location of 13 tennis complexes.

There are also gyms at Batterdine (29063)
Crossroads (Eastover) (29044)
Gadsden (29052)
Pine Grove (29210)
Crane Creek (29203)
Forest Lake Park (29206)

The State
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OPINION
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Rein in Richland pork-barrel park spending

FORGET ABOUT a chicken in every pot. That's small potatoes. What about an Olympic-sized swimming pool or expansive water park or mega-sports facility in each corner of the county?

That's the direction Richland County Council is headed with a proposal to use proceeds from the 2 percent hospitality tax to fund a list of grandiose projects that would in effect establish a duplicative, rogue park system. It's unknown who would operate the proposed facilities or how the county would fund operations. But why let such minor details get in the way?

For years, some County Council members have been itching to spend taxes from prepared foods on big-ticket items in unincorporated areas, whether it makes sense or not. They've tried twice with regional projects — a state farmers market in southeast Columbia and a soccer complex in Northeast Richland — and failed. That didn't stop action on a third, smaller but more unrealistic plan that calls for establishing a 44-acre park to draw tourists to Lower Richland.

It's understandable that council members desire to fund flashy tourist attractions in unincorporated areas; most of the actual attractions the county supports via hospitality taxes are inside the city, which is typical. But Richland officials shouldn't manufacture ways to spend the millions of dollars in unincorporated areas out of some misguided sense of wounded pride.

The grandiose idea of distributing elaborate projects across the county only serves to expose the hospitality tax for what it really is: a slush fund that can be spent only on tourism-related projects, as opposed to basic services.

Recently, consultants outlined five new tourist attractions for Richland County — a water park that would be the largest in South Carolina and an arena with more basketball courts than anywhere else in the southeastern United States are among them — that would be paid for using hospitality taxes.

The $50 million-plus construction package would be the second large recreation expenditure in less than a decade. In 2008, the council approved a $50 million expansion of the Richland County Recreation Commission park system, funded by property taxes.

Why build even more recreation projects when the county is just completing a large parks expansion — and struggling to operate those facilities? Compounding the problem, the county doesn't have a parks department to oversee the proposed facilities, and it's questionable whether the autonomous Recreation Commission would — or should — take on the job.

Frankly, the commission is having a tough enough time managing what it has. While the council authorized the park improvements, it didn't factor in the cost of operating the facilities. Recreation officials were fortunate to get operating funds for facilities that opened last year, when the auditor said growth plus a small increase would suffice. But the commission has even more facilities coming on line, and the county must find money to fund them as well.

We'd prefer lawmakers allow cities and counties to spend hospitality taxes to pay for important service and operational needs rather than force local officials to invent ways to use these public dollars.

Until that day comes, Richland County Council must manage these funds wisely. It's difficult to fathom the council taking on even one project from its grand wish list without knowing who will manage it or how it will pay to operate it. And it's irresponsible to even consider new projects when existing parks aren't properly funded. The county should explore every avenue to use this money to help the Recreation Commission operate its improved facilities.

The bottom line: While the council obviously has put a lot of effort into dreaming, it has put too little thought into what constitutes good stewardship over hospitality taxes.

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August 11, 2014

AN OPEN LETTER CONCERNING THE RICHLAND COUNTY RECREATION COMMISSION

To Whom It May Concern:

Many employees at the agency have been quietly expressing deep concerns about the leadership of the Richland County Recreation Commission. There are serious issues about how employees have been mistreated by the current Executive Director James Brown III and his leadership team. Staff at the agency are reluctant to come forward about their concerns for fear of losing their jobs, which they are often threaten with by Brown in private and at public staff meetings. The agency staff across the board feels repeatedly disrespected, mistreated and verbally abused by Brown. This behavior has taken place throughout his tenure as Executive Director and shows no sign of discontinuing.

The list of complaints regularly expressed by employees include:

Unfair Nepotism in leadership positions

Brown's brother, son and daughter all hold leadership positions above their qualifications
Constant accusations of misappropriation of funds and improper spending by the Brown family
Jeff Brown (brother) has been accused of sexually harassing two young female employees: Kandice Hunter and Jasimin Corley and on both occasions he was only given slaps on the wrist

No staff raises across the board in four years

Only certain individuals that Brown favors receive raises but not the general staff. And those people receiving raises are usually those in leadership positions at the main office, but never the workers at the parks, community centers or maintenance and grounds crews
Exorbitant salaries for people in leadership positions
Exorbitant salaries for people in certain positions like receptionists and secretaries

Pay scale based on favoritism

James Brown Jr. makes a huge salary to lead athletics and he and his staff do not generate any profits comparable to what they make. The Kelly Mills athletic property will not be profitable under his leadership. James Jr. was given the position over more qualified staff. One person BJ Bellville was capable of making athletics profitable with his education and background but he was overlooked and went to Lexington Recreation Commission and is part of the staff operating sports events like the Dixie Youth World Series that brought in money. Richland County will not have anything like that under this leadership. The swimming pools continue to lose money as new pools are being built.
Demetria Goodman was a secretary and was promoted to a director with a huge salary and she had no experience and no qualifications for the position

Leadership is mismanaging agency funds

Brown bought a fleet of cars and trucks then parks them several days a week
People get demoted from high paying positions and the keep the same pay
The agency is very top heavy as far as pay but it doesn't go down to the regular staff

James Brown is a bully, uses foul language when talking to people in the workplace. And his entire leadership staff follows him blindly because they are paid to do so. The agency staff has low morale due to the pay and constant bullying, threatening and mistreatment they receive from James Brown. No one will say it publicly on the record but we need help and have not been getting it from the Board or anyone else and they know what's going on. Please investigate James Brown and the Richland County Recreation Commission.

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Dear Commissioner:

Let me first start by saying that I have the upmost respect for you and the work that you do for the agency. I know that you are a volunteer and do not get paid to serve as a commissioner. You do it because it is your civil duty and you take pride in service. I know that every decision you make, you make with the agency's best interest in in mind. That being said, I and a number of colleagues believe it is time for you to make another important decision and relieve us of our current executive director. We understand that this is a bold request, but we are prepared to lay out the case for his dismissal.

First of all, he is costing the agency too much money. Both in salary and in legal fees. He has made the comment himself to many of us about the number of lawsuits and complaints against him. Also, we keep hearing that the agency is having financial troubles while we are paying Prick a six figure salary for doing nothing. He does nothing. He doesn't go to meetings. He won't sign anything. He won't sign documents and he won't address the public. Whenever there is a grand opening or a public meeting, he doesn't even think enough of the tax payers to get up and thank them for coming and thank them for their support. He just sits in the back like he's too good to talk to people. He serves no purpose except to bully us, threaten us and screw with our lives by moving us around every other week. He is a 6 figure figurehead. While he's trying to fix his screw up by trying to force custodians to retire, he's sitting there collecting a check for doing nothing. He's Terrying. Why are we paying him all that money and trying to get rid of custodians who are just getting by? He creates more problems than he solves. He's supposed to be going out and fighting for the agency. Instead he's just milking this whole bond thing. What has he done new since we got the bond?

Also, he's using the agency as his own personal employment agency and setting a bad example for the entire staff. His family members are the worst employees in the agency. Poocho is hardly ever at work. We have no idea how he still has leave to take. He's out of the office whole weeks at a time, leaving everyone to contact Tiyana who does all of his work. She runs the entire athletics department. He has no idea what he's doing, but makes more than most people at the agency. And as for Jeff, no one knows what he really does, including Jeff. The way we understand it, he comes in the office and gets a vehicle and is gone for the rest of the day. The rumor is that Kenya sends him home until the end of the day to keep him out of trouble. Everybody knows that Jeff hits on all the community center staff and touches them and harasses them. But he doesn't get in trouble for it. They just sweep it under the rug.

Now that the budget is all screwed up, they want to yell at us about revenue. Revenue, revenue, revenue. That's all we hear. Well, check and see how much revenue his daughters center brings in and then see how much she makes compared to the average park director. She has no special training at all, but she makes a lot more. Just a year ago she was a receptionist. They by passed all of us and put her in charge of the Tech Center. They did the same thing with the director of programming. How are we supposed to get ahead and

move up the ladder if you keep promoting secretaries over us. The message to the rest of the staff in the agency is that you don't have to work hard to get ahead, you just have to be related to the executive director or sleep with him.

I understand that as a Commissioner it is difficult to accept an anonymous letter as truth, but I have to tell you that you will never get any staff of RCRC to put their name on a letter. We are way too afraid of retaliation. You may not get fired but you will get moved around. Because that is what he does with his position. He uses it to bully and intimidate. That's all he understands. He's daddy and we have to do as he says because he said so. He doesn't know how to reward, praise or recognize. All he knows how to do is yell and threaten. He even screwed up our way of rewarding each other. We used to be able to nominate other staff members for Employee of the Quarter, but he's taken that over. He uses it to reward his people to justify giving them more money or thank them for being loyal. We all asked around and couldn't find one person who nominated Connie, Demetria or Taurus. Now that everyone has caught on to that they are trying to give us these good job pins. They don't even go on our evaluations.

Again, I understand that it's difficult to accept an unsigned letter, so I offer you this challenge. Strip away the veil of anonymity by talking to us all. Choose 10, 15, 20 key employees that you'd like to hear from. Call them in and guarantee them confidentiality and ask them whatever it is you want to know. People are afraid. They know that he will punish them so they have to feel safe. You have the right as Commissioners to question any employee you like, but you have to protect us. As Commissioners you have the right to even place him on paid administrative leave until you've completed your inquiry. Get him out of the office for a while so that people feel safe.

Commissioner, please know that this is not a threat of any kind. This letter isn't going to the press if you don't act. I'm not trying to force your hand. I'm just asking you to take action and save this agency before things get out of hand and they will if he remains in office. We are desperate for help and that help can only come from you. Please do your do diligence and give us the leader we need and the leader that the tax payers of Richland County deserve. You were put in this job for a reason and when things hit the fan, the people that appointed you are going to want to know what you knew and what you did about it. They are going to want to know what you did to save the Richland County Recreation Commission.

Unfortunately, I was not able to secure addresses of all the Commissioners, so please share this with your colleagues and do what you can to save the agency before it is too late.

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IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.

Richland County Recreation COMMISSION

Staff Reductions

Human Resources
Policy No. 190

New Policy Date: July 21, 2010

Policy Statement

The long-term success of the Richland County Recreation Commission is contingent upon our ability as an agency to manage costs and generate revenue in excess of expenses. Elimination or reduction of funding or work, reorganization or other changing business needs may result in the elimination of one or more regular classified staff positions through a layoff/reduction in force. It is important that separation from the Richland County Recreation Commission be done in a way that preserves the employee's dignity.

GUIDANCE:

1. **Work Force:** The Richland County Recreation Commission retains the right to adjust the number of employees and/or their work hours to a level commensurate with providing the most efficient service possible considering productivity, workload and seasonal fluctuations. This is an ongoing process and in the case of work hours, it is to be applied by supervisors at any appropriate time.

2. **Supporting Circumstances:** The following circumstances may support the need for a staff reduction:

   2.1. Decrease in funding from sources including Richland County Council appropriation
   2.2. Decrease in utilization
   2.3. Poor financial outlook (short-term, long-term)
   2.4. Change in services or organizational structure
   2.5. Poor productivity (overall staffing)
   2.6. Reduction or elimination of grant funding
   2.7. Other indicators of need for reduced staffing

3. **Consideration for Avoiding a Staff Reduction:** All realistic alternatives, including the following, may be explored before proceeding with a staff reduction:

   3.1. Hiring freeze
   3.2. Salary freeze
   3.3. Reduced hours
   3.4. Unpaid Furloughs
   3.5. Reduced pay (temporary or permanent)
   3.6. Reduced benefits
   3.7. Increase User Fees
   3.8. Redeployment: At certain times, the Richland County Recreation Commission may choose to move employees to other positions. This redeployment may occur when the Richland County Recreation Commission desires to reduce staffing levels while maintaining the talent and skills of its incumbent workforce. Human Resources, in collaboration with the department reducing its staff, will match the affected employee(s) with available jobs as approved by administration. It may be necessary to adjust the employees' pay to insure consistency with the pay grade requirements of the alternative position. The identification of employees to be redeployed should utilize the criteria outlined in Section 5 of this policy.
   3.9. Temporary layoff

4. **Needs Assessment**: A needs assessment of personnel requirements for services to be provided will usually be prepared by the responsible Department Heads during the annual budget process to include:

   4.1. Classification (Job Code)
   4.2. Employment category (Full-time, Part-time)
   4.3. Assignment (Department)

5. **Reduction-In-Force or Lay-off Criteria.** Criteria (not necessarily in order of importance) which may be used to reduce the number of agency staff are as follows:

   5.1. **Job Classification and/or Grade:** May be within department or between departments or same job with different classification.

   5.2. **Length of Service:** Continuous employment with the Richland County Recreation Commission apply equally to full-time and part-time employees, not date assigned to the department or job classification. Where all other criteria used to compare two employees appears to be equal, length of service will be the determinative factor.

5.3. **Department or Area:** Critical areas may be exempted

5.4. **Performance/Discipline:** Personnel record review of performance appraisals and disciplinary actions.

5.5. **Employee Skills:** Employee skills, certification and training which might enable the employee to perform more tasks within a department.

5.6. **TERI / Retiree:** TERI and/ or Working Retiree Job Status.

5.7. **Shifting Job Classification:** Displacing "bumping" a less senior employee in a different job classification or department will not be permitted.

6. **Reduction-In-Force and Lay-Off Procedures**:

6.1. **Unemployment Compensation:** Arrangements may be made to have a representative from the S.C. Employment Security Commission available to make the process for filing for unemployment compensation as easy as possible.

6.2. **Outplacement Assistance:** Employees may request assistance through reference checks, referrals, resume assistance, public/private job search methods/assistance etc.

6.3. **Benefit Continuation:** Benefit continuation (i.e., Health Insurance, Life Insurance, etc.) will follow federal and state regulation (i.e. COBRA continuation rights, etc.).

6.4. **Financial and social Assistance:** Every effort will be made to assist employees in their application for assistance from social agencies.

6.5. **Severance Pay:** Severance pay may be awarded during a layoff or reduction in force at the sole discretion of the Board.

6.6. **Leave of Absence:** Employees on leave of absence whose positions would otherwise be eliminated under a reduction in force will be dealt with in accordance with applicable law.

6.7. **Terminal Vacation Pay:** Employees who are laid off or discharged during a reduction in force are deemed to have given the proper notice and to have satisfactorily worked any notice period prerequisite to receiving terminal vacation pay.

7. **Recall Procedure**:

   7.1. In the event that a layoff or reduction in force appears to be of such duration that a recall of employees may be practical and the Richland County Recreation Commission decides to recall employees, the following criteria should be considered:

      7.1.1. Method of Selection of employees to be recalled.
      7.1.2. Process to be utilized to notify recalled employees. (Time limits for acceptance, notification method, etc.)
      7.1.3. Effect of reinstatement on benefits, pay rates, length of service.
      7.1.4. Handling of new vacancies in classifications or departments where no layoff took place.

8. **Employee Information and Responsibilities**: Information and clarification regarding the following issues should be provided to each employee:

   8.1. Benefits (COBRA continuation rights, etc.)
   8.2. Severance pay (if applicable)
   8.3. Unemployment compensation

9. **Appeals Process:** If an employee feels that he has been improperly selected, he must appeal in writing within 10 calendar days after he has been terminated or laid off. All such appeals must be sent to the Director of Human Resources.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: July 21, 2010
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact Human Resources

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Richland County Recreation COMMISSION

Grievances

Human Resources
Policy No. 090

Revision Date: July 18, 2011
Last Revised: June 21, 2010

Policy Statement

It is the policy of the Richland County Recreation Commission to provide a procedure for **regular full-time** employees to present concerns and seek clarification without fear of restraint, interference, coercion, discrimination, or reprisal on certain grievable actions. Regular full-time employees who have not completed their one-year introductory period are not eligible to submit a grievance under this policy but may seek redress arising from acts of discrimination or abuse.

1. Time Limitation:

   If an employee has experienced a grievable action (as define in section 2 below) with the Commission, the employee may, within fifteen (15) workdays after such an action, make appeal through the grievance procedure of the Commission. If an employee has experienced a grievable action of a recurring nature, the appeal will be considered within the time limit if it is filed within fifteen (15) work days following the latest occurrence of the act. If the employee fails to file an appeal within the time limit, he or she may not appeal thereafter. An employee may only file an appeal for the grievable actions listed in section 2 of this policy.

2. Grievable Actions:

   Grievable actions include dismissals, suspensions, involuntary reassignments, and demotions. Involuntary reassignments are only a proper subject for grievance where (1) the reassignment is in excess of fifteen miles from the prior work station and (2) a position of comparable status for which an employee is qualified is available 15 miles or less from the prior work station. The reassignment of an employee by the agency in excess of fifteen miles from the prior work station to the nearest facility with an available position of comparable status for which he or she is qualified is not a grievable matter.

3. Non-Grievable Actions:

3.1 Reclassifications, reassignments, and transfers to the same pay grade are not grievable. Promotions are not grievable. However, where the grievant alleges he was excluded from consideration for promotion to a position for which he was qualified and that was greater than one organizational level above his present level, and the grievant applied or would have applied had he known of the opportunity, the Executive Director may, in his sole discretion, allow the grievance.

3.2 Compensation is not grievable, except as it applies to alleged inequities.

3.3 A reduction in force may be grieved by an affected employee only if the grievance is based on alleged inconsistent or improper application of a reduction in force plan.

3.4 Should it be determined that a grievance filed is not grievable, the employee will be notified of such in writing.

3.5 Part-time employees and temporary employees are not eligible to submit a Grievance under this policy.

4. Matters that are considered grievable are handled according to the process set forth below. An employee who feels that he/she has a grievance should follow this procedure.

5. Grievance Steps (Internal Process):

Step 1. The employee must discuss the grievance with his immediate supervisor. If his supervisor is unable or unwilling to adjust the grievance to the satisfaction of the employee, the employee must take Step 2.

Step 2. The employee must follow the chain of command in his department, presenting his grievance to each successive level of supervision. All Step 1 and Step 2 appeals may be oral. At each level each supervisor has two (2) work days (Saturday, Sunday and Holidays excluded) to render a decision. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee may continue the grievance with the next level of supervision.

Step 3. If the head of the department in which the employee is employed denies the grievance, the employee may present the grievance to the Executive Director's office. <u>This must be done within 10 workdays of the time at which the facts on which the grievance is based became available to the employee.</u>

6. Executive Director Review:

6.1 The written request for an Executive Director review must include the purpose of the grievance and what action is requested of the Executive Director.

6.2 The Human Resources staff may assist in the grievance process, if requested by the employee. The employee should submit along with the grievance request any documents or other things he wishes the Executive Director to review.

6.3 The Executive Director will render a final decision. The Executive Director may, in his sole discretion, review material submitted to him by the employee and/or the department, if any, and he may review any documents contained in the employee's personnel file and any other documents and things deemed relevant. In the Executive Director's sole discretion, he may request interviews with the grieving employee and other commission employees. Such interviews may be conducted by the Executive Director or anyone he designates. The employee may not have the assistance of an attorney during any interviews. The Executive Director may designate someone to render a decision on the grievance should he be unable to do so.

7. Appeal Hearing (Appeal of Final Decision):

7.1 In the event the employee is not satisfied with the final Executive Director decision the employee then has ten (10) calendar days to appeal the final decision to the Richland County Recreation Commission Board by filing a written appeal (one that gives a reason for the appeal) with the Commission Chairman. The Commission shall act on a grievance within forty-five (45) calendar days. At least five (5) Commission members must constitute a quorum for an appeal hearing.

7.2 If the employee is going to be represented by an attorney during the appeal hearing, the employee must inform RCRC at least 5 days in advance of the hearing and furnish the name of the attorney.

7.3 Procedures (Appeal Hearings will normally proceed as follows):

7.3.1 Appeals are personnel matters that will be heard in executive session.

7.3.2 Management Presentation, Present any Witnesses and Board Questions – 15 minute limit;

7.3.3 Employee Presentation, Present any Witnesses, Rebuttal and Board Questions – 15 minute limit;

7.3.4 Brief Rebuttal by Management or Employee – 5 minutes each.

7.4 Board will return from executive session and follows normal motion/note protocol coming out of executive session.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: July 18, 2011
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact Human Resources

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http://www.scnow.com/news/state/article_b54704f4-25a7-11e6-bb43-37f4b1305568.html

Richland County Recreation Commission member arrested

By Sarah Ellis sellis@thestate.com May 29, 2016

A top-ranking official in the under-fire Richland County Recreation Commission, the son of commission's executive director, has been arrested and charged with multiple drug trafficking and possession offenses, including crimes allegedly committed near a school.

James Anthony Brown, 38, director of recreation for the commission, was arrested by Richland County Sheriff's deputies Friday and charged with:

- Trafficking more than 10 pounds of marijuana
- Trafficking more than 400 grams of methamphetamine, a felony carrying 25 to 30 years in prison
- Possession with intent to distribute marijuana
- Possession with intent to distribute Ecstasy
- Possession of a weapon during a violent crime
- Possession with intent to distribute marijuana near a school
- Possession with intent to distribute Ecstasy near a school
- Possession with intent to distribute methamphetamine near a school.

Brown was arrested Friday near Killian Elementary School, at Killian Green Drive and Clemson Road in northeast Richland County. He is being held at Alvin S. Glenn Detention Center.

Brown's arrest grew out of the sheriff's department's investigation into the Recreation Commission, initiated by Richland County legislators after numerous lawsuits and complaints have come against the commission and its executive director, Brown's father, James Brown III.

The FBI and the State Law Enforcement Division also are continuing to probe the commission, which receives more than $13 million in Richland County taxpayer funding each year but operates with little oversight.

Since March, at least four current or former employees of the Recreation Commission have filed lawsuits against the agency, alleging various complaints against Brown III and others associated with the commission. The allegations include sexual harassment and other inappropriate behaviors on the part of Brown III and some staffers and board members.

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Recreation Commission director busted on drug charges

Published: Saturday, May 28th 2016, 4:56 am EST
Updated: Monday, May 30th 2016, 8:58 am EST

By Jack Kuenzie, Reporter CONNECT

RICHLAND COUNTY, SC (WIS) - The Richland County Sheriff's Department has arrested a top manager of the Richland County Recreation Commission on charges including weapon possession and multiple counts of drug trafficking and possession.

38-year-old James Anthony Brown was taken into custody Friday in Richland County, and is being held at the Alvin S. Glenn Detention Center.

Brown is the son of Commission Executive Director James Brown III.

The younger Brown is listed as the agency's Director of Recreation. He is one of several members of Executive Director Brown's family holding management positions at the Commission.

Three of the seven drug charges filed against James Anthony Brown accuse him of distribution or possession near a school.

The arrest comes as the sheriff's department, SLED and the FBI are conducting investigations into a variety of allegations against James Brown III and others linked to the Commission.

Five lawsuits have been filed by current and former employees. The complaints cover a range of allegations from kickbacks and misuse of county resources to harassment and intimidation.

Criticism of the agency and its leadership has also prompted members of the Richland legislative delegation to call for county council oversight of the Commission's operations.

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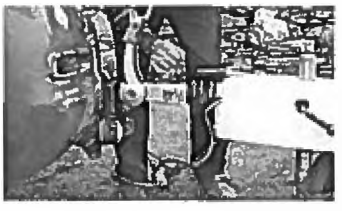
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I Doubt this James Brown is Singing "I Feel Good"

Kevin Fisher Jun 1, 2016

On the one hand, now that the FBI is involved in the investigation of the Richland County Recreation Commission, I suspect the truth is going to come out.

Whether that truth exposes corruption at the commission as alleged in five lawsuits filed against it and executive director James Brown III by former employees remains to be seen. But those lawsuits, along with news pieces featuring employees telling dramatic stories, suggest Brown's days are likely numbered.

And unlike the great soul singer James Brown, I doubt this one is singing "I feel good" as the feds close in.

The FBI is joined by parallel investigations from SLED, the Richland County Sheriff's Department and the 5th Circuit Solicitor's Office.

Even the combination of a notorious state law, a suspect board of commissioners and a look-the-other-way legislative delegation that allowed the Recreation Commission to become Brown's personal fiefdom won't protect him this time.

Now Brown's son, a Recreation Commission employee, has been charged with drug dealing.

If you missed that story over the Memorial Day weekend it's worth looking up, as the younger Brown was charged on Friday with possession with intent to distribute large quantities of meth, ecstasy and pot near a school. An elementary school.

On the other hand, his father, the rec boss, might end up with a nice job and a pay raise at the Richland County Elections Commission.

If only that were just a joke, instead of an historical precedent.

Speaking of the worst election debacle in modern South Carolina history and the lack of consequences associated with it (are you listening U.S. Attorney Bill Nettles, supposed protector of the people's right to vote?), here's state Rep. Leon Howard of Columbia in a 2012 interview with The Nerve: "[H]e has 'complete confidence in Lillian McBride to do that job,' noting that the Election Day problems in Richland County were caused partly by factors outside McBride's control, such as the lack of early voting."

So that's what it was, those damn voters voting on Election Day! Of course, no such problem (or any other significant problems) had occurred with elections in Richland County during the previous 37 years under the watch of executive director Mike Cinnamon, whom the Richland County legislative delegation booted in favor of Lillian McBride in advance of the 2012 election.

But Howard wasn't finished. This is what he went on to tell The Nerve: "(H)e believes the Richland County delegation's appointment authority in certain county areas has been successful, citing the Recreation Commission as an example."

It's hard to know whether to laugh or cry. But it gets better/worse, as Howard finished it off with this comment in favor of the legislative delegation running county commissions: "There are some things we need to keep our hands on."

Howard, of course, is a Democrat. But if you think that matters when it comes to goofball statements, listen to this from his Republican colleague Nathan Ballentine, reported by The Nerve in April: "Ballentine voted to put former director Lillian McBride in charge over longtime director Mike Cinnamon… Speaking to The State, Ballentine said, 'Given the nightmare of 2012, I have to believe they [county leaders] know how important elections are and that they can't fail the voters again.' "

Again, it's hard to know whether to laugh or cry. The article continued: "County Council members said they were appalled at Ballentine's comments. 'When I read that, I was livid,' said a council member who preferred to remain anonymous. 'It was the legislative delegation's failure. Everybody knows that… He knows we don't have the authority to change anything, only they do.' "

That's exactly right, folks. While the FBI and other investigating agencies may take care of the open sewer that is the Richland County Recreation Commission, only the legislative delegation can cap the political sludge and send it to the treatment plant.

Though the delegation cannot fire Brown or even remove the commissioners they appointed, they can change state law to eliminate having this (and other) bastard agencies that answer to no one, placing them under the control of the county governments that fund them.

Any citizen of any party of any color of any age of any sex of any legislative district of Richland County should demand that change, starting right now and to be completed in next year's legislative session.

Fisher is president of Fisher Communications, a Columbia advertising and public relations firm. He is active in local issues involving the arts, conservation, business and politics.