

**CITY OF COLUMBIA
ADMINISTRATIVE POLICY COMMITTEE REPORT
JANUARY 31, 2012 – 9:00 A.M.
CITY HALL – 1737 MAIN STREET
COUNCIL CONFERENCE ROOM – 2ND FLOOR**



The Columbia City Council conducted an Administrative Policy Committee Meeting on Tuesday, January 31, 2012 at City Hall, 1737 Main Street, Columbia, South Carolina. The Honorable Leona K. Plaugh (Committee Chair) called the meeting to order at 8:59 a.m. and the following committee members were present: The Honorable Tameika Isaac Devine and The Honorable Daniel J. Rickenmann.

COMMITTEE DISCUSSION

1. Ethics Policy Discussion

a. Legislative Update

Mr. John Crangle, Common Cause advised the committee that there are currently three pieces of legislation before the General Assembly. These are the False Claims Act, Whistle Blower Bill, and a bill that allows a release to the public the if the Ethics Commission finds probable cause. The House and Senate have their own ethics commissions.

b. Ethics Reporting Process and Training Proposal

Ms. Pamela Benjamin, Human Resources Director reported there should be ethics training for all employees through a contract with an outside group. It should include a dedicated call center for complaints and an anonymous reporting procedure.

The Review Committee should consist of the Human Resources Director, the City Attorney, the Police Chief (or their designee) and the City Manager who will monitor all reports of violations.

c. Policy Guide

The Employee Handbook section for the Ethics Policy has been revised to include whistleblower protection, more information about reporting complaints and the City Manager's response.

d. Policy Revision

Ms. Pamela Benjamin, Human Resources Director is currently reviewing documents and will provide feedback at the next meeting.

There was a consensus of the committee to:

1. Pam Benjamin will gather budget information for call taker and trainer
2. Refine ethics policy code ad compliance reporting policy
3. add investigation process to document (review committee)
4. present public official document at the next meeting
5. Pam Benjamin to send information regarding residency requirement for employees

The meeting was adjourned at 10:15 a.m.