

BOARD OF COMMISSIONERS:

*Cynthia Shepard, Chair
Lisa L. Cotten, Vice Chair
Robert Lapin, Secretary
Thomas Clark
Jermaine L. Johnson, Sr.
Donzetta Lindsay
Stephen Venugopal*



ADMINISTRATIVE OFFICE:
Lakita Watson, Executive Director
7473 Parklane Road
Columbia, SC 29223
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www.richlandcountyrecreation.com

**Richland County Recreation Commission
Special Call Board Meeting Agenda
7473 Parklane Road, Columbia SC
September 9, 2019
6:30PM**

1. Call to Order:

Chair Cotten is scheduled to call the meeting to order.

2. Adoption of Agenda: (Action)

3. Minutes: (Action)

Chair Cotten will request the Board to approve minutes from the July 15, 2019 Regular Board Meeting.

4. Other Business:

- Executive Director will present Policy No. 9005 Cash Handling Policy Update **(Action)**
- Executive Director will present Policy No. 1055 Smoke-Free and Tobacco-Free Facilities **(Action)**
- Executive Director will present Policy No. 1060(A) Travel Reimbursement **(Action)**
- Executive Director will present Proposed Fee Revisions **(Action)**
- Executive Director will present Tennis updates

5. Executive Session:

- Personnel Matters
 - Executive Director Evaluation
 - RCRC Foundation
 - Compensation Study
 - Administrative
- Contractual Matters
 - Richland School District Two Deed
 - Tailgating Lease Perrin Thomas
 - Easement COMET Bus Shelter at Parklane and Springtree
 - Agreement between Richland County & RCRC Candlewood Neighborhood Park
 - Carolina School For Inquiry Request

6. Adjournment

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**Richland County Recreation Commission
Regular Board Meeting Minutes
July 15, 2019
6:00PM**

Commissioners in Attendance:

Lisa Cotten
Robert Lapin
Donzetta Lindsay
Thomas Clark
Stephen Venugopal
Jermaine Johnson

Others in Attendance:

Bob Coble, Parliamentarian
Joseph Dickey, Attorney
Rick Morgan, Attorney
Charles Boykin, Attorney

1. Call to Order:

Commissioner Cotten called the meeting to order at 6:01p.m.

2. Adoption of Agenda:

Motion to adopt the agenda made by Commissioner Johnson and second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Venugopal, Johnson and Cotten.

3. Minutes:

Motion to approve minutes from June 17, 2019, Regular Board Meeting and June 26, 2019 Special Call Board Meeting made by Commissioner Lapin and second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Venugopal, Johnson, and Cotten.

4. Public Input:

Donald Caldwell, Sr., President of the Summerhill Homeowners Association, voiced concerns in reference to the Summerhill neighborhood park.

Charles Eubanks, RCRC employee, voiced concerns regarding the Longevity Policy.

Motion to amend agenda to add Legal Matter/longevity pay to Executive Session made by Commissioner Venugopal, second by Commissioner Lindsay. Motion approved unanimously by all members present; Cotten, Venugopal, Lindsay, Clark, Johnson and Lapin.

5. Financial Report:

Brandy James, Chief Financial Officer, presented financial reports included in the handout and answered questions.

6. New Business:

Ms. Watson, Executive Director, presented Proposed Fee Revisions for discussion and action at the next meeting.

Commissioner Johnson weighed in on summer camps with suggestions for next year stating his concern for sign up dates and his recommendation that registration fees should be paid by all, including RCRC employees and Commissioners.

Ms. Watson acknowledged his concern and advised his recommendations are noted.

7. Other Business:

Ms. Watson presented Policy No. 9005 Cash Handling Policies and Procedures for action.

Motion made by Commissioner Venugopal to accept Cash Handling Policy as presented, second by Commissioner Johnson. The motion was approved unanimously by all members present: Cotten, Clark, Lapin, Lindsay, Johnson and Venugopal.

Ms. Watson presented Policy No. 1055 Smoke-Free and Tobacco-Free Facilities for review and discussion.

Ms. Watson presented Policy No. 1060(A) Travel Reimbursement for review.

Executive Director Report – Ms. Watson presented and answered questions.

Motion to go into Executive Session to receive legal updates and discuss personnel matter made by Commissioner Johnson, second by Commissioner Clark. The motion was approved unanimously by all members present; Cotten, Venugopal, Clark, Lapin, Johnson and Lindsay.

Entered Executive Session at 6:38p.m.

8. Executive Session:

Executive Session ended at 7:48p.m.

Chair Cotten stated that no votes were taken in Executive Session.

Motion to adjourn meeting made by Commissioner Johnson, second by Commissioner Lapin. Motion approved unanimously by all members present; Cotten, Clark, Johnson, Lapin, Lindsay, and Venugopal.

Pursuant to legal counsel, Attorney Bob Coble, enclosed in the minutes are emails and disclosures from Commissioner Robert Lapin.

10. Adjournment

Meeting adjourned at 7:48 p.m.

Lisa Cotten, Chair

Minutes approved on this _____ day of _____ 2019.

Cornelia Watts

From: Coble, Robert D. <BCoble@nexsenpruet.com>
Sent: Wednesday, July 3, 2019 8:42 AM
To: Cornelia Watts
Cc: Lakita Watson; Lisa Long Cotten; Robert Lapin
Subject: RE: COI Letters for Lapin File
Attachments: SC Code Section 8-13-700.PDF

I wanted to follow up on the process for handling Commissioner Lapin's two written statements of potential conflicts of interest in his role as a Commissioner for the Richland County Recreation Commission. The process is outlined in SC Code Section 8-13-700 which I have attached and would be as follows:

- Commissioner Lapin has prepared the required written statement of the potential conflicts. The statements fully meet the requirements of the statute. The statements have been presented to the presiding officer of the RCRC, Chairwoman Cotton, by the attached email as required by the statute;
- Ms. Watts should reference the statements in the minutes of the next RCRC meeting and attach the statements along with this email from me;
- If the RCRC is required to vote or take other action on any matter connected to the two areas of potential conflicts of interest during a RCRC meeting, then Commissioner Lapin should reference the written statements as being in the minutes and recuse/excuse himself from any deliberations or votes on the matters. I would suggest he actually leave the room until the matter is handled. Ms. Watts should note the statements by Commissioner Lapin and his leaving the room in the minutes; and
- Of course Commissioner Lapin should not discuss the areas of potential conflicts of interest with any other Commissioner or RCRC staff- other than the above declaring of the conflict.

Call or email with any questions. Thanks

From: Cornelia Watts <cornelia@rcrc.state.sc.us>
Sent: Tuesday, July 2, 2019 3:46 PM
To: Coble, Robert D. <BCoble@nexsenpruet.com>
Cc: Lakita Watson <Lakita@rcrc.state.sc.us>; Lisa Long Cotten <llong9598@hotmail.com>; Robert Lapin <lapin-board@rcrc.state.sc.us>
Subject: FW: COI Letters for Lapin File

Good Afternoon,

Please see attachments and advise.

Cornelia Watts
Executive Assistant
7473 Parklane Road
Columbia, SC 29223
803-741-7272 Ext. 153
cornelia@rcrc.state.sc.us

From: Lisa Long Cotten [<mailto:llong9598@hotmail.com>]
Sent: Tuesday, July 2, 2019 3:13 PM

To: Cornelia Watts <cornelia@rcrc.state.sc.us>

Subject: Fw: COI Letters for Lapin File

From: Rob Lapin <rlapin@trinity-partners.com>

Sent: Monday, July 1, 2019 8:50 AM

To: Lisa Long Cotten

Subject: COI Letters for Lapin File

Lisa, here are the two COI Letters that I wanted placed into my file and passed along to whomever you find it necessary to have in regards to Conflict of interests related to Perrin Thomas and SCUFC.

RL

Robert (Rob) Lapin | Director of Brokerage Services

T: 803-567-1536 | **M:** 803-513-1518 | rlapin@trinity-partners.com

1556 Main Street, Suite 200 | Columbia, SC 29201 | trinity-partners.com



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HISTORY: 1991 Act No. 248, Section 3, eff January 1, 1992 and governs only transactions which take place after December 31, 1991; 2016 Act No. 282 (H.3184), Section 15, eff April 1, 2017.

Editor's Note

2016 Act No. 282, Section 17, provides as follows:

"SECTION 17. The provisions of this act are effective as of April 1, 2017 and shall apply to complaints filed on or after April 1, 2017. However, the provisions in Section 8-13-310 regarding the selection of the initial members to serve on the State Ethics Commission as of April 1, 2017, and the termination of terms of the members serving on the commission as of March 31, 2017, take effect after the date of the Governor's signature for the limited purpose of having the initial members of the reconstituted State Ethics Commission begin service on April 1, 2017. The State Ethics Commission, House Ethics Committee and Senate Ethics Committee shall maintain jurisdiction over all open complaints and investigations pending in the appropriate entity on or before March 31, 2017. The reconstituted State Ethics Commission shall have jurisdiction over open complaints and investigations pending within the State Ethics Commission as of March 31, 2017."

SECTION 8-13-560. Suspension of House or Senate member under indictment for particular crime; removal upon conviction; reinstatement upon acquittal.

Unless otherwise currently or hereafter provided for by House or Senate rule, as is appropriate:

(1) A member of the General Assembly who is indicted in a state court or a federal court for a crime that is a felony, a crime that involves moral turpitude, a crime that has a sentence of two or more years, or a crime that violates election laws must be suspended immediately without pay by the presiding officer of the House or Senate, as appropriate. The suspension remains in effect until the public official is acquitted, convicted, pleads guilty, or pleads nolo contendere. In the case of a conviction, the office must be declared vacant. In the event of an acquittal or dismissal of charges against the public official, he is entitled to reinstatement and back pay.

(2) If the public official is involved in an election between the time of the suspension and final conclusion of the indictment, the presiding officer of the House or Senate, or the Governor, as appropriate, shall again suspend him at the beginning of his next term. The suspended public official may not participate in the business of his public office.

HISTORY: 1991 Act No. 248, Section 3, eff January 1, 1992 and governs only transactions which take place after December 31, 1991.

ARTICLE 7 Rules of Conduct

SECTION 8-13-700. Use of official position or office for financial gain; disclosure of potential conflict of interest.

(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 shall:

(1) prepare a written statement describing the matter requiring action or decisions and the nature of his potential conflict of interest with respect to the action or decision;

(2) if the public official is a member of the General Assembly, he shall deliver a copy of the statement to the presiding officer of the appropriate house. The presiding officer shall have the statement printed in the appropriate journal and require that the member of the General Assembly be excused from votes, deliberations, and other action on the matter on which a potential conflict exists;

(3) if he is a public employee, he shall furnish a copy of the statement to his superior, if any, who shall assign the matter to another employee who does not have a potential conflict of interest. If he has no immediate superior, he shall take the action prescribed by the State Ethics Commission;

(4) if he is a public official, other than a member of the General Assembly, he shall furnish a copy of the statement to the presiding officer of the governing body of an agency, commission, board, or of a county, municipality, or a political subdivision thereof, on which he serves, who shall cause the statement to be printed in the minutes and require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause the disqualification and the reasons for it to be noted in the minutes;

(5) if he is a public member, he shall furnish a copy to the presiding officer of an agency, commission, board, or of a county, municipality, or a political subdivision thereof, on which he serves, who shall cause the statement to be printed in the minutes and shall require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause such disqualification and the reasons for it to be noted in the minutes.

(C) Where a public official, public member, or public employee or a member of his immediate family holds an economic interest in a blind trust, he is not considered to have a conflict of interest with regard to matters pertaining to that economic interest, if the existence of the blind trust has been disclosed to the appropriate supervisory office.

(D) The provisions of this section do not apply to any court in the unified judicial system.

(E) When a member of the General Assembly is required by law to appear because of his business interest as an owner or officer of the business or in his official capacity as a member of the General Assembly, this section does not apply.

HISTORY: 1991 Act No. 248, Section 3, eff January 1, 1992 and governs only transactions which take place after December 31, 1991; 2011 Act No. 40, Section 5, eff June 7, 2011.

SECTION 8-13-705. Offering, giving, soliciting, or receiving anything of value to influence action of public employee, member or official, or to influence testimony of witness; exceptions; penalty for violation.

(A) A person may not, directly or indirectly, give, offer, or promise anything of value to a public official, public member, or public employee with the intent to:

(1) influence the discharge of a public official's, public member's, or public employee's official responsibilities;

(2) influence a public official, public member, or public employee to commit, aid in committing, collude in, or allow fraud on a governmental entity; or

(3) induce a public official, public member, or public employee to perform or fail to perform an act in violation of the public official's, public member's, or public employee's official responsibilities.

(B) A public official, public member, or public employee may not, directly or indirectly, knowingly ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value for himself or for another person in return for being:

(1) influenced in the discharge of his official responsibilities;

(2) influenced to commit, aid in committing, collude in, allow fraud, or make an opportunity for the commission of fraud on a governmental entity; or

(3) induced to perform or fail to perform an act in violation of his official responsibilities.

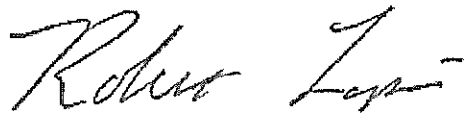
(C) A person may not, directly or indirectly, give, offer, or promise to give anything of value to another person with intent to influence testimony under oath or affirmation in a trial or other proceeding before:

To: RCRC Chair

From Rob Lapin

RE: South Carolina United Football Club Coaching

As I have presented verbally in several Executive Sessions I am an Independent Contractor for South Carolina United Football Club (Soccer). I have been a coach for this Soccer Club for over 17 years, and have worked in coaching for them as well as purchased land for them in the past. As such I will recuse myself from any votes related to this organization.

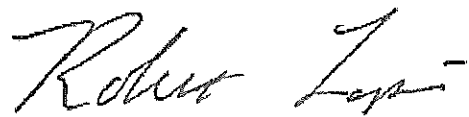
A handwritten signature in black ink, appearing to read "Robert Lapin". The signature is written in a cursive, flowing style with a horizontal line extending from the end.

To: RCRC Chair

From Rob Lapin

RE: Perrin Thomas Parking

As I have presented verbally in several Executive Sessions I have a relationship with the Vendor Alex Waelde. He works at the same Commercial Real Estate Company as I do. I also use him to help run one of my parking lots as well. Please allow this memo to serve as written notice that I am recusing myself from all matters involving this vendor or any parking matters related to Perrin Thomas and Parking.

A handwritten signature in black ink, reading "Rob Lapin". The signature is written in a cursive, flowing style. The first name "Rob" is written with a large, looped 'R' and a small 'o'. The last name "Lapin" is written with a large, looped 'L' and a small 'p'. The signature ends with a short horizontal line.



Enriching Lives & Connecting Communities

CASH HANDLING POLICIES AND PROCEDURES

Finance
Policy No. 9005

Revision Date: May 20, 2019
Last Revised Date: December 16, 2013

Policy Statement

Richland County Recreation Commission (RCRC) receives several forms of payments for services rendered throughout the organization. The organization's goal is to establish a standardized procedure to minimize the risk of financial loss, poor customer service, compliance issues, and fraud. The Cash handling procedures are to ensure proper internal controls, segregation of duties, adequate safeguards of RCRC assets and its components which includes collecting, depositing, and reconciling. Proper cash handling is necessary to reduce risk, includes accountability, performance level monitoring, and balancing for all transactions that are recorded in an accurate, and timely manner.

PETTY CASH

- A. Petty cash handling policy for the department is established to define parameters for authorized uses for minor disbursements. \$500 has been established as funding for the Petty Cash Account RCRC Office.
- B. The Accounts Payable Manager, shall complete the necessary paper work to replenish the petty cash fund as necessary to maintain \$500 for RCRC Office or anytime during the month that the fund has been reduced to less. Original receipts will be attached to the paper work for submission to RCRC Finance Department and charged to the appropriate operation fund account. The amount of the receipts must equal the amount of the disbursements.
- C. A quarterly cash count audit will be conducted by RCRC Finance personnel. The cash will be counted and verified against the receipts.
- D. The Accounts Payable Manager, is responsible for maintaining the security of the Petty Cash Fund.

- E. The replenishment of the Petty Cash is subject to the same procedures, review and approval as those for processing invoices for payment. Replenishment shall be by payment voucher with appropriate original receipts attached. Receipts must show the date, purpose, amount and recipient.
- F. Petty cash should be used to make small purchases from vendors that do not have an account with the county nor accept credit cards as payment for purchases, or to make change for patrons when payment is received.
- G. Petty cash purchases exceeding \$500 must be authorized by The Chief Financial Officer or designated person.
- H. Cash will be disbursed by Accounts Payable Manager or other RCRC Finance personnel. Upon receipt of the cash, the recipient must acknowledge receiving the funds by signing and dating the sign-up sheet.
- I. All petty cash purchases must be supported by a receipt and given to the Accounts Payable Manager within 48 business hours. Any unused funds must be returned immediately.
- J. The petty cash fund should not be used for personal cash advances or personal checking cashing purposes.
- K. Under no circumstances will petty cash be mixed with other funds.

SAFEKEEPING OF FUNDS

- A. All forms of cash should be physically protected through the use of safes, locked cash drawers, cash registers, cashier's cages, locked metal boxes, etc.
- B. Personal and employee checks should not be cashed for any reason.
- C. Under no circumstances should money be taken home overnight by staff.
- D. It is the responsibility of each facility to make whatever provisions are necessary to properly safeguard the cash receipts in their area. Cash should not be retained in desk drawers or standard file cabinets since they are easily accessed with minimal force or readily available keys.
- E. Monies should never be unattended. This applies to cash registers, desk tops, and cash drawers. If an employee leaves his or her work station for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- F. Cash funds are not to be used for financing IOUs or Loans.

REVENUE COLLECTION RESPONSIBILITIES

- A. Each Recreation District Supervisor is responsible for insuring all employees

assigned to his/her facility have successfully completed training on cash handling, initiating transactions in the online recreation management software and customer service. The manual and all associated forms can be found in the operations folder on the common server.

- B. All RCRC employees are responsible for the proper handling of all funds received from patrons. This responsibility includes, but is not limited to, verifying cash, checks and credit card transactions received and may be held liable for any loss occurring unless the loss was the result of an act of God, theft, or other reason beyond the control of the employee.
- C. Check Acceptance: In accepting checks, the RCRC employee must verify each check contains the following:
 - i. Name and address printed on the check
 - ii. Driver's License or State Issued ID number recorded on the check
 - iii. Address on check and State Issued ID are the same
 - iv. Two Phone numbers recorded on the check (i.e. home and/or work)
 - v. Check is written for correct amount
 - vi. Check is properly endorsed by patron
- D. Post-dated checks (checks dated after the current date) or stale dated checks (checks that have a date in excess of 180 days prior to the current date) will not be accepted.
- E. Checks will be accepted for the exact amount of service.
- F. Foreign checks are not accepted.
- G. Two party checks are not accepted
- H. RCRC employees are not authorized to make changes to checks written by a customer.
- I. Checks cannot be cashed in excess of service provided.
- J. RCRC Employees will not process payments for family members, acquaintances or themselves.
- K. Endorsement stamps should be applied on reverse of check.
- L. Customers who register and pay for classes, rentals, deposits or any other service provided by RCRC must complete a registration form. These forms should be

completed in their entirety. The bottom of the form indicated by "Office Use Only," should be completed at the time of registration including the initials of the custodian, date, check or credit card number or cash amount.

- M. All transactions should be entered into the online recreation management software by the end of the work day. RCRC employees should ensure all transactions are assigned to the correct budget and/or activity code within the online recreation management system. Each transaction should include a receipt to the payer for their record of payment and a copy of the receipt to be forwarded to the RCRC Finance Department.

RETURNED CHECKS

In order to minimize revenue loss, the following procedures are to be used when checks are returned for non-sufficient funds:

- A. The Finance Department is alerted to any returned checks and will contact the accepting Site/department.
- B. The Finance department will contact the customer and attempt to collect the funds plus an additional \$30 fee. If funds are not received after 30 days, NSF checks are turned over to the Richland County Solicitors' Office for collection. The customer will then have to contact the solicitors' office to make payment. **In addition to RCRC'S \$30 NSF fee, the customer will also be responsible for any fees assessed by the solicitors' office.** If the check is not satisfied the solicitors' office will issue an arrest warrant on the individual.
- C. After two returned checks from a customer, RCRC will no longer accept checks from that specific customer, and subsequent payments must be by cash or money order (guaranteed form of payment). The customer's account in the online recreation management software should be updated to reflect this status.

DAILY CLOSING ACTIVITIES

- A. Recreation Supervisors and/or Assistant Recreation Supervisors shall balance their cash drawer, cash register, etc. at the end of their work shift. Balancing requires the counting of all collected monies (including credit/debit card transactions), printing the Income Summary Report and preparing a deposit slip. All counting and/or balancing should occur out of public view in a location away from the collection area.
- B. Recreation Supervisors and/or Assistant Recreation Supervisors shall provide documentation for all corrections of previously recorded transactions, such as voids and cancels. Any correction shall be reported to the Recreation Supervisor and/or Recreation Superintendent for their approval.
- C. Deposits should be independently verified and placed in the facility safe, along with all associated receipts. The safe must be secured at all times.

SAFE PROCEDURES

- A. Only designated persons will have access to the safe combinations. These designated persons shall be Recreation Superintendents, Recreation District Supervisors, Recreation Center Supervisors, Assistant Recreation Supervisors and Finance personnel.
- B. The safe combination should always be kept in a safe place and never given to anyone other than those assigned the combination.
- C. The safe should never be left open.
- D. No one other than those with authority shall be allowed inside the safe or remove any contents from the safe without prior approval from one of the individuals designated.
- E. Safe combinations will be changed as needed when a key employee is replaced.

TRANSFERRING FUNDS

- A. Recreation District Supervisors or their designated employee shall bring all monies received to the Administrative Building by 2 p.m. for deposit. All deposits should be transferred in a locked deposit bag. The Income Summary Report and accompanying receipts should be included with the deposit. These forms should be forwarded to the Finance Department.
- B. Recreation District Supervisors will sign the deposit log indicating date and time the deposit was transmitted to the Administrative Building.
- C. All deposits will be verified by Administrative Support Specialist. The Recreation District Supervisor should be present during the verification of funds. The Administrative Support Specialist should sign the deposit the log indicating the deposit was received and verified. The deposit log should contain the following information:
 - i. Date
 - ii. Time
 - iii. Facility Location
 - iv. Facility Employee Name
 - v. Deposit Amount
 - vi. Recreation District Supervisor Signature
 - vii. Administrative Support Specialist Signature

DEPOSIT PROCEDURES

- A. Funds are retrieved from the safe along with supporting documentation and then sorted by location. The amount of the monies must match the deposit amount that is recorded and printed on the Income Summary Form and deposit slip for each location. Upon agreement of these two processes and copying of all checks, monies are placed in a plastic bag supplied by the bank along with the completed deposit slip. The bag is sealed.
- B. Deposits must be completed in duplicate and distributed as follows:
 - i. Original deposit are obtained by the Finance Department and placed in the bank bag.

- ii. A copy of the original deposit slip and supporting documentation are maintained in the Finance Department.
- iii. The Income Summary forms are delivered to the Finance Department for posting in the General Ledger.
- iv. All funds will be deposited the same business day by Finance Department personnel before 5 p.m.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: _____ (Date Approved)

APPROVED: _____

Lisa L. Cotten, Chair



Smoke-Free and Tobacco-Free Facilities

POLICY TITLE	POLICY NUMBER	DATE OF REVISION
Smoke-Free and Tobacco Free Facilities	1055	August 16, 2019
ADMINISTRATIVE DIVISION	PREVIOUS REVISIONS	
Administration	December 16, 2013	

Policy Statement

Richland County Recreation Commission recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco. In the interest of promoting health, Richland County Recreation Commission is smoke-free and tobacco-free. Smoking by employees, patrons, vendors, volunteers and visitors is not permitted in Richland County Recreation Commission buildings, parking lots, vehicles, outdoor arenas and fields.

Guidance:

- 1. Smoking, smokeless tobacco, e-cigarettes and vaping prohibition:** Smoking, vaping, e-cigarettes and smokeless tobacco (chaw, chew, dip, plug and snuff) are not permitted in Richland County Recreation Commission buildings, outdoor facilities, at covered or uncovered entrances, vehicles, parking lots or storage buildings administratively controlled by Richland County Recreation Commission.
- 2.** When Richland County Recreation Commission property is damaged by someone smoking or vaping, the person responsible for the damage will be held liable.
- 3. Smoking, smokeless tobacco, e-cigarette and vaping materials will not be sold on Richland County Recreation Commission property.**
- 4. Tobacco cessation classes:** Tobacco cessation programs may be a covered benefit under the RCRC medical benefit plan, please consult Human Resources or the Employee Insurance Benefit Guide.

5. Compliance with this policy: All employees, contractors, vendors, volunteers and visitors of Richland County Recreation Commission are expected to comply with the policy. Actions for non-compliance may include:

- a. Employees- Violation of this policy by employees may result in disciplinary action as outlined in Human Resources Policy 042 including but not limited to verbal reprimand, written warning placed in personnel file, suspension, recommended enrollment in a cessation program and discharge.
- b. Patrons and Visitors (including volunteers)- Violation of this policy will be addressed through the Facility User Code of Conduct Policy 14025 as a Category III offense including but not limited to verbal requests to not use tobacco, request to leave property, suspension and loss of facility privileges.
- c. Contractors and Vendors – Written notification of policy violation, possible cancellation of contract(s), request to leave property.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: September 16, 2019
(Date Approved)

APPROVED: _____
Lisa L. Cotten, Chair

For more information about this policy, contact the Executive Department.

Enriching Lives & Connecting Communities

Travel Reimbursement

Administration
Policy No. 1060(A)

Revision Date: July 1, 2019
Last Revised: January 27, 2014

Policy Statement

This document establishes Policy governing the reimbursement of travel, meals and incidental expenses, transportation, and entertainment. In general, travel and transportation at the Richland County Recreation Commission's expense will be authorized only when officially justified and by those means which meet Commission requirements consistent with good management practices. It is Richland County Recreation Commission policy to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of RCRC business.

GUIDANCE

RCRC employees and commissioners on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excessive costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment is not considered acceptable as exercising prudence. Reimbursement for expenses that are not in compliance with this Policy requires prior written approval by the Executive Director or designee. RCRC employees are responsible for complying with this Policy. Expenses submitted that are not in compliance with this policy risk delayed, partial, or forfeited reimbursement. For the purposes of this policy, RCRC Commissioners are afforded the same travel reimbursement privileges as regular full-time employees except as noted in the policy.

DOCUMENTATION

Requests for reimbursement of business expenses must be submitted on the appropriate **Travel Reimbursement Request form, herein attached**. Original receipts are required for all **expenses over ten dollars (\$10.00), credit card slips are not acceptable**. Each expense shall be separately identified on expense report(s). Forms shall be dated and signed by the employee before submittal for approval.

Request for exceptions to this policy should document extenuating circumstances and be approved by the Executive Director or designee.

Richland County Recreation Commission adapts policy from Internal Revenue Service (IRS) regulations, which requires that all business expenses be substantiated with adequate records. This

substantiation must include information relating to:

1. The amount of the expenditure
2. The time and place of the expenditure
3. The business purpose of the expenditure
4. The name and the business relationship of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee.

Reimbursement requests shall be promptly submitted, and in no event no more than thirty (30) days after the expense. Reimbursement request more than thirty (30) days old may be rejected.

APPROVALS

Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval. The Executive Director or designee may approve expense reimbursement in the absence of the employee's supervisor.

Supervisors approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this Policy; the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

REIMBURSEMENT EXPENSES

The following are reimbursable expenses, as long as they meet the applicable provisions of this Policy, and are for business purpose:

- Hotel or motel charges and related tips
- Airfare, train fare, taxicabs (Uber, Lyft, etc.), and related tips
- Meals, including tips between 15% and 20 %
- Business telephone calls
- Charges for internet connectivity at the hotel or motel
- Car rental expenses
- Personal mileage, if using own vehicle
- Toll and parking charges
- Conference and Convention fees
- Business center costs (i.e., copying, fax, etc.)
- Reasonable business entertainment expenses
- Laundry and/or dry cleaner expense during trips in excess of five (5) days
- Other reasonable and necessary business expenses, not specifically excluded by this section

The following expenses are **not** reimbursable:

- Airline club dues
- First class airfare
- In-Flight movies/refreshments

- Hotel room movies and other forms of personal entertainment
- Child care costs
- Barbers/hairstylists
- Traffic fines
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- Purchase of Luggage or briefcases
- Alcohol beverages
- Meals including only company employees, unless travelling on company business
- Reimbursement for personal miles in excess of the cost of airfare to the same destination

The above lists are not intended to be all inclusive, upon experience of reasonable and necessary expenses, the Executive Director or designee will use their best professional judgement in determining if an unlisted expense is reimbursable under this Policy.

MEALS AND INCIDENTAL EXPENSES (M&IE)

RCRC employees and commissioners will be reimbursed for meals and incidental expenses while on official Commission business at the per diem rate set by the U.S. General Services Administration (GSA). In accordance with GSA guidelines, per diem for the first day of travel and the last day of travel is calculated at 75%. The GSA establishes per diem rates for the lower 48 continental United States, which are the maximum allowances that RCRC employees and commissioners are reimbursed for expenses incurred while on official travel. **Per Diem shall be reimbursed up to and not to exceed current allowable GSA rates. If reimbursable amount is less than the allowable rates, reimbursement will be paid at that exact amount.** GSA per diem rates are updated each October 1.

For all M&IE expenditures, receipts with details must be submitted, credit card slips will not be accepted as adequate supporting documentation.

RCRC will not reimburse an employee for M&IE cost associated with their spouse or partner.

LODGING:

Prudent judgement should be used when selecting a hotel or motel. A single room with private bath in a moderately priced business class hotel or motel is RCRC standard.

For all lodging expenditures, hotel receipts with details must be submitted; credit card slips will not be accepted as adequate supporting documentation.

RCRC will not reimburse an employee for separate lodging cost associated with their spouse or partner. However, the cost of a shared hotel need not be allocated between an employee and their spouse or partner for purposes of this Policy.

AIR TRAVEL

All employees are expected to travel coach class, and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully-refundable fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded

on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline tickets are to be returned to the CFO promptly. Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

For all air travel expenditures, ticket receipts with details must be submitted; credit card slips will not be accepted as adequate supporting documentation.

RCRC will not reimburse an employee for separate air travel cost associated with their spouse or partner.

AUTOMOBILE USE AND MILAGE

When traveling on official business, employees of the Recreation Commission should use RCRC Motor Pool vehicles. Employees, who travel on official business using a personal vehicle, when a RCRC vehicle is available, will **not** be reimbursed for mileage.

When an RCRC Motor Pool vehicle is not available and an employee of the Richland County Recreation Commission uses their personal vehicle in traveling on necessary official business, mileage will be reimbursed at the rate set for employees of the State of South Carolina or the current standard business mileage rate allowable by the IRS.

Employees who utilize personal vehicles for businesses purposes are to have motor vehicle insurance coverage with the minimum coverage limits required by law. Miles submitted for reimbursement should not include commuting miles (travel directly to and from home to their ("permanent" place of employment). However, when an employee leaves on a business trip directly from their home and does not go by the employee's headquarters ("permanent" place of employment), the employee may be eligible for reimbursement for actual mileage beginning at their residence and when an employee is traveling home from a business trip that did not originate at their headquarters ("permanent" place of employment) the employee may be eligible for reimbursement for travel home.

An employee called back to work for an emergency that has not been issued an RCRC vehicle may be reimbursed for mileage to and from home.

Employees who are required to work at a second work site or attend a meeting after reporting to their primary job location can be reimbursed for mileage with prior approval from the Division Head and signed by the Executive Director or designee. In these instances, employees should make every effort to car pool when practical.

Note: When traveling for necessary official business, Commission Board Members (Members of Committees, Boards, Commissions Established by Act) may be reimbursed for mileage at the rate set for employees of the State of South Carolina or the current standard business mileage rate established by the IRS.

Mileage must be documented on a mileage log and when approved will be reimbursed through Accounts Payable monthly.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

POLICY EXCEPTIONS

Any exceptions to this policy must have the prior written approval of the Executive Director or designee. Request for exceptions should document extenuating circumstances or proposed overall savings to RCRC.

ATTACHMENT

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: _____
(Date Approved)

APPROVED: _____
Lisa L. Cotten, Chair

For more information about this policy, contact the Executive Department.