

PERSONNEL COMMITTEE
Isle of Palms, South Carolina
February 8, 2007

The regular meeting of the Personnel Committee was held at 1:00 p.m., on Thursday, February 8, 2007, in Council Chambers, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Committee members Chairwoman McMackin, Councilman Bettelli and Councilman Buckhannon (arrived late), City Administrator Tucker, Recreation Director Page, Fire Chief Graham and Public Works Director Pitts.

1. Chairwoman McMackin called the meeting to order and noted that members of the press and public were duly notified of the meeting in accordance with State law. She noted that all members of the Committee were present.

2. **Approval of Previous Month's Minutes.**

MOTION: Councilman Bettelli made a motion to approve the January 4, 2007 minutes as presented; seconded by Chairwoman McMackin; MOTION UNANIMOUSLY PASSED.

3. **Citizens' Comments.** None.

4. **Old Business.**

A. Website Re-design: status. City Administrator Tucker reported that progress continues on the website re-design and Recreation Director Page continues to coordinate modifications with the VC3 representative, with approximately two-third of the corrections complete. She noted that Fire Chief Graham has submitted content for the Fire Department and there is some additional information and/or corrections needed to data on the Administration page. Additionally, Administrator Tucker noted there were some errors in the photo gallery: photographs turned the wrong way, employees pictured who no longer work for the City, pictures of areas not on the Isle of Palms and incorrect content next to pictures. As for the website design, Administrator Tucker noted that, while the design was not her ideal, she was satisfied with it. She expressed hope that the website would be complete by next month.

Councilman Buckhannon arrived during the website re-design report.

B. Discussion regarding possible Comprehensive Compensation Study

Administrator Tucker referenced an information sheet provided to the Committee listing price estimates for a comprehensive compensation study. She noted that she gathered contractor information from contacts through the MASC City Managers/Administrator list serve and from conducting a web search. Administrator Tucker reported that City Clerk Darrow contacted a list of vendors to gather price ranges, the information provided to the Committee in their packets. Administrator Tucker noted that the highest study estimate was \$30,000, with most vendors quoting \$20,000 plus travel and expenses. Administrator Tucker clarified that the price estimates provided to the Committee was a pricing range for budget consideration and this work

would have to be bid through a Request for Proposal (RFP) process. She estimated that the City conducted a compensation study approximately ten (10) years ago.

Councilwoman McMackin submitted the City was overdue for a comprehensive compensation study. The Committee discussed whether the study should be conducted in FY06/07 or FY07/08. The Committee discussed timing of the study, asking for staff to clarify with prospective vendors whether a study could be completed in time for recommendations to be incorporated in the FY07/08 budget.

The Committee discussed employee's expenses for health insurance benefits, with Administrator Tucker clarifying that the existing provider is of good quality and competitively priced. She submitted that the issue might be the employee's cost share portion to provide dependent coverage. She noted that the City has an established policy of providing the employee with health, dental and vision insurance coverage at no cost to the employee. Additionally, she noted that the City provides a stipend, equaling the cost of the employee only insurance coverage, to those employees who need or want to extend insurance coverage to family members. She noted that the employee's cost share might be prohibitive to some employees. She further noted that some other municipalities subsidize dependent health insurance costs, in whole or part, while the City provides full coverage for the employee only.

The Committee continued to discuss this matter for some time.

MOTION: Chairwoman McMackin made a motion to recommend up to \$30,000 for a comprehensive compensation classification study in FY07/08; seconded by Councilman Bettelli; MOTION UNANIMOUSLY PASSED.

C. Discussion regarding annual leave and sick leave for regular part-time employees.

Administrator Tucker reported that she gathered data from neighboring municipalities regarding their policy on leave for regular part-time employees. She noted that many other municipalities do provide some amount of sick and annual leave for regular part-time employees, usually pro-rated. She noted that the City currently had only two (2) part-time employees who would qualify for this benefit.

The Committee discussed the cost of extending this benefit to regular part-time City employees. The Committee decided to include this benefit in the budget for FY07/08 for Council consideration, but no formal motion was made.

D. Approval of new position job description

Administrator Tucker reviewed a proposed job description provided to the Committee, noting that she and Police Chief Buckhannon developed the Livability Officer job description which would be a Sergeant level position within the Police Department. The Committee discussed the position with Administrator Tucker clarifying that the officer would fall under Chief Buckhannon through the regular Police Department chain of command.

MOTION: Councilman Buckhannon made a motion to approve the proposed job description for Livability Officer, Police Department Sergeant, referring this description to the Public Safety Committee for its consideration; seconded by Councilman Bettelli; MOTION UNANIMOUSLY PASSED.

E. Status of Assistant Administrator position

Administrator Tucker reported that the following efforts have been made to advertise the new General Government position, to date: advertisement on CareerBuilder.com, advertisement on the MASC jobs website page, classified ad under Professional/Technical in the *Post and Courier* running Friday – Sunday, February 9-11, 2007 and February 16 – 18, 2007. Additionally, she reported that she has contacted representatives from the Graduate Departments for College of Charleston (Master’s of Public Administration program) and University of South Carolina (Master’s of Public Policy) to solicit assistance in broadcasting the vacancy to alumni. Administrator Tucker reported that she has already begun receiving inquiries for the position from the CareerBuilder.com posting, noting that the job advertisement would close on March 17, 2007. She indicated that she felt that this important job needed to remain open for a few weeks to provide sufficient opportunity for qualified candidates to learn of the position and apply.

5. New Business.

A. Review of Capital Budget for FY07-08

The Committee reviewed the proposed capital budget for General Government and Building Department, with no changes made thereto (**Exhibit A**).

B. Computer use policy

The Committee reviewed the City’s current computer use policy as outlined in the City handbook. It was decided that the City’s current computer use policy needed to be updated to include guidance regarding the use of a work computer to order goods online. Administrator Tucker noted she would draft revised policy for the Committee’s consideration at its meeting next month.

C. Employees Suggestions and Responses – None

D. Employee of the Month Nominations – None.

6. Miscellaneous.

Set date for next meeting. The next meeting will be at 1:00 p.m., Thursday, March 1, 2007.

There being no further business to come before the Committee, the meeting was unanimously adjourned at approximately 2:00 p.m.

Respectfully submitted,
Jane McMackin, Chairwoman