

## **PERSONNEL COMMITTEE**

Isle of Palms, South Carolina

April 4, 2007

The regular meeting of the Personnel Committee was held at 1:00 p.m. on Wednesday, April 4, 2007, in Council Chambers, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Committee members Chairwoman McMackin, Councilman Bettelli, Councilman Buckhannon and Administrator Tucker.

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 Bettilli made a motion to approve the March 1, 2007 minutes as presented; seconded by Councilman Buckhannon; MOTION UNANIMOUSLY PASSED.**

### **3. Old Business.**

**A. Website – status:** Chairwoman McMackin called upon Recreation Director Page to give a report (**Exhibit A**). Director Page indicated the training process is tentatively scheduled for Wednesday, April 18<sup>th</sup> for department heads. Each employee who has been granted access to change the website will be issued a password since there have been legal issues regarding information on websites. The City Administrator will determine who these employees are to be.

**B. Discussion regarding Comprehensive Compensation Study:** Administrator Tucker stated that the City Attorney is in possession of the work plan, and, after he reviews it, the contract can be developed for Archer Company. The study should be completed this fiscal year; a cushion has been built into the budget for any recommendations that might come out of the study.

**C. FY08 Budgets for General Government and Building Departments:** Administrator Tucker highlighted the global changes of the budget. In all departments, a 10% “guess-timate” has been budgeted for health insurance premiums. However, there has been a meeting with the health insurance provider where the premium increase quoted was actually 14%, which is now indicated on the budget. A new city-wide fiscal schedule has been developed for radios.

**MOTION: Councilman Bettelli made a motion to send this budget to the Ways & Means Committee, seconded by Councilman Buckhannon; MOTION UNANIMOUSLY PASSED.**

**D. Status of Assistant Administrator Position and City Clerk:**

Administrator Tucker stated she is still reviewing applications for the Assistant Administrator position and expects there to be five or six finalists. The ideal candidate should be qualified to execute delegated City Administrator tasks. She noted that she did not have a timeline on this project, but hoped to complete the application review as soon as possible. Administrator Tucker is also in the process of conducting interviews for the City Clerk position.

**4. New Business**

**Employee Suggestions and Responses:**

Administrator Tucker stated that many of the suggestions are related to the website; they include the following: (1) place the instructions on how to receive the free Isle of Palms t-shirts on the website; (2) locate the personalized bricks in another section; and (3) place a “you-are-here” layout map on the website. The Police Department submitted a concern that a vehicle might turn through the front beach promenade area. A sketch and recommendation to prevent vehicles from turning in the center crosswalk area were also provided. This has been discussed previously, although not as an employee suggestion, and, at the time, the Committee decided to take a “wait and see” approach. Administrator Tucker noted one solution could be the use of large planters.

**5. Miscellaneous.**

**Set date for next meeting.** The next meeting is scheduled for 1:00 p.m., Thursday, June 7, 2007. A meeting was not scheduled for May.

**6. Executive Session**

**MOTION: Councilman Bettelli made a motion to go into Executive Session for the purpose of discussing a personnel matter; seconded by Councilman Buckhannon; MOTION UNANIMOUSLY PASSED.**

Chairman McMackin indicated that the Committee had returned to regular session. No votes were taken or decisions made during Executive Session.

**7. Closing**

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

Respectfully submitted,

Jane McMackin, Chairwoman