

PERSONNEL COMMITTEE

8:00 a.m., Thursday, April 5, 2018

The regular meeting of the Personnel Committee was held at 8:00 a.m., Thursday, April 5, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Moye and Rice, Chair Ferencz, Administrator Tucker, Assistant Administrator Fragoso, Human Resources Officer DeGroot and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Ferencz called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Moye moved to approve the minutes of the regular meeting of March 12, 2018 as submitted; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – None

MOTION: Councilmember Moye moved to re-order the Agenda to take up item C under New Business; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

5. New Business

C. Consideration of recruitment services for open positions of Chief of Police and City Administrator

Ms. DeGroot was asked to join the discussion to inform the Committee of the information she has gathered about recruitment companies and from other local municipalities who have recently filled key positions. Kiawah recently filled two (2) positions, Administrator and Treasurer, and the quote they got from The Mercer Group was twenty-four thousand five hundred dollars (\$24,500), from Strategic Government Resources was twenty-seven thousand dollars (\$27,000) and from Colin Baenziger and Associates was twenty-three thousand two hundred fifty dollars (\$23,250). When The Mercer Group posts a job opening, they create a package with information about the area, the process, the requirements and the job itself. From her research, she found that The Mercer Group was used more frequently than the other recruitment companies referenced here.

Assistant Administrator Fragoso told the Committee that professional services were exempt from the bidding process per the Procurement Code, but she advised that the City might get better pricing if it went out to bid.

Chair Ferencz opined that going through the bidding process would delay action about two (2) months).

Councilmember Moye stated that the Committee needed to decide what services it wanted the recruitment company to do.

Administrator Tucker shared that what she saw from Strategic Government Services were recruitment out of Texas and the Midwest; she seldom sees searches out of South Carolina with them.

The Administrator suggested a first step would be to decide whether the Committee was going to make a motion to recommend to Council that the City go out for bid or to recommend that the City negotiate a contract with one (1) of these companies.

Councilmember Moye suggested that the decision about whether to bid or not should hinge on what the City would want the company to do; if it wanted them to do everything, he would favor the bidding process.

The Administrator said that she had not known either The Mercer Group or Colin Baenziger to simply do sourcing. Each of these companies would put together a beautiful package featuring the town, then they would solicit applicants, thoroughly screen the applicants, interview the applicants and then put together a nice package for Council stating that, based on the information they were given, these are the best five (5) candidates for the job. At this point, they will put together a package containing all of the information they gathered on the individuals, arrange the interviews, and frequently the City would hold a reception or something where residents could meet the candidates, after which would come the interviews and deliberations.

Chair Ferencz noted that funds were allocated in the FY19 budget for this service, but she asked if funds could be found in the FY18 budget if necessary. The Administrator stated that she thought they could be found, but that situations do arise in the course of a year that justify an unbudgeted expenditure.

Chair Ferencz and Councilmember Rice agreed that the City should contract with the recruitment company do all of the work and to present the City with several equally qualified candidates from which to choose.

In addition, the Committee needed to review and likely update the Police Chief's job description.

In summary, Chair Ferencz stated that she would make a motion to City Council recommending that the City not go to bid, but, per the City's Procurement Code for Professional Services, it would negotiate with a couple of the top government recruiting companies. In the interim, Ms. DeGroot was asked to study the job descriptions for the Chief of Police and the City Administrator to make recommendations to the Committee for changes if needed; she was also asked to contact a local government who has used Mercer or Colin Baenziger to obtain a copy of the agreement they had.

MOTION: Chair Ferencz moved for the City to use the professional services section of the Procurement Code to allow for a non-competitive search for a recruitment company in hiring the City Administrator and the Chief of Police; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

4. Old Business

- A. Review City Code, Chapter 3, sections 1-3-31 through 1-3-36
Develop timeline for revisions to City Code as it pertains to:**
- 1. All standing committees – name, responsibilities and meetings**
 - 2. The nomination and voting process for standing committees**

Administrator Tucker stated that staff has not had any time to commit to this assignment since the last meeting. The Chair agreed to defer this item to August because she thought the Committee had a year to complete the task.

When Assistant Fragoso asked whether the Committee wanted input from the other Committees, Councilmember Rice responded that she thought to do that would be self-defeating because the Committee members would have no objectivity to re-define themselves.

Chair Ferencz said that she was amazed when she looked at the names other local governments have given to their standing committees.

Administrator Tucker said that she has only seen ad hoc committees be effective when they have a specific project to do in a specific amount of timeframe.

- B. Develop timeline to review options related to Public Works staffing**
 - 1. Discuss and determine timeline to review job descriptions**
 - 2. Identify redundancy of staffing**
 - 3. Identify alternatives to increasing the number of regular employees**

Councilmember Rice voiced the belief that the two (2) positions requested for the Public Works Department were vital to the Department's ability to meet the citizens' needs and concerns; no additional personnel have been added to the Public Works Department in ten (10) years. At the forums, residents spoke clearly that drainage on the island is their Number One priority, but Director Pitts cannot stay on top of it when he has so many other responsibilities. She stated that the Department was at a breaking point, that services were going to suffer and residents' complaints were going to increase. The Committee has discussed giving Assistant Director Washington the new title of Sanitation Foreman and has learned that to do so would not create a problem. The Councilmember also stated that, to her, the role of the Personnel Committee was to be supportive of meeting the needs of the department of the City; she also commented that she was not telling the Chair anything new since she was on the Public Works Committee last year.

The Administrator confirmed that the two (2) Public Works positions were the only new positions requested for inclusion in the FY19 budget; the request for the fulltime BSO was accomplished by making one (1) of the ten (10) BSOs in the budget into a forty (40) hour a week person. She pointed out that these two (2) positions were on the separate listing of initiatives for consideration and not in the green version of the budget and that the Public Works Committee reaffirmed its support for the new positions to go into the next version of the budget. Only the fulltime position would receive retirement and benefits, the part-time position would not.

Chair Ferencz stated that she saw the need, but she was concerned about the amount of fixed costs being added to the budget. When she asked if the Public Works Department could do without the part-time position, Director Pitts said it could be done, but would remain much less efficient than residents want. The Chair asked if the Communications Specialists in the Police Department could also answer the calls to the Public Works Department; the Administrator said that only Chief Buckhannon could answer that question.

The Chair then asked if the duties of the fulltime person could be outsourced, and Director Pitts stated that the City's ownership of the underground storage tanks made outsourcing impossible. The Assistant Director would be a certified AB operator, and the AB operator must be an employee of the entity with financial responsibility for the tanks according to DHEC regulations.

Councilmember Moye stated that he saw this new fulltime position as filling two essential needs, i.e. a backup operator for the storage tanks and eyes on the ground for drainage. If Director Pitts had to choose between the two (2) jobs, which one (1) was more important? Without hesitation, Director Pitts answered the storage tanks.

Assistant Fragoso stated that the City Treasurer had done an analysis of the Capital Plan, and the projects that this new position would be involved with amount to approximately two million five hundred thousand dollars (\$2,500,000).

MOTION: Chair Ferencz moved to include the position of Public Works Assistant Director of Maintenance and Facilities at an estimated cost of \$158,779 in the FY19 budget; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY.

C. Consideration of changing the frequency of performance reviews

This item was not time sensitive, but Councilmember Moye asked that Department Managers talk with Wynette so that decisions could be made in the fall.

D. Discussion of the City's current Human Resource processes, protocols and tools

Councilmember Moye said that this was more of a housekeeping item for him and he would defer it to August.

5. New Business

A. Review of General Government and Building Department FY19 Budget for additions and deletions, including personnel requests from all departments, for consideration at the April 11th Budget Meeting

In this meeting as in others, Administrator Tucker started the budget review with further explanation on reading and understanding the fund balance schedules. In the Operating Budget for General Government, the Administrator directed attention to Employee Training that has increased approximately twenty-thousand dollars (\$20,000) for the FY19 budget for tuition reimbursement. The City has twelve or thirteen (12-13) employees now seeking advanced degrees. The Contracted Services referred to on line 56 was for the contract for services provided by an IT company; the City is waiting on their proposal to finalize the amount. In total, the General Government budget for FY19 increased by eight percent (8%) over the FY18 budget.

On the other hand, the Building and Planning Department's operating budget for FY19 has decreased by eight percent (8%) since the City was unable to find a person or company that would overlook and supervise the Hill report maintenance work.

Items in the Capital Projects Fund for General Government include the following:

\$ 8,000	Replace furniture for Council Chambers and City on an "as needed" basis
2,000	Add smart TV to Conference Room
12,500	50% of City Hall HVAC replacement, only with failure
5,800	50% Year 2 Hill report maintenance

18,000	Microsoft Office 365 licensing and email software for City Hall
15,000	Council Chambers audio/video system
28,000	time and attendance software
15,000	replace computer server
10,000	replace radios, only with failure

The following item is in the Capital budget:

10,000	Additional holiday light display
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The Chair asked the Administrator what could be eliminated from the items listed above if told to reduce the General Government budgets by fifty percent (50%). Administrator Tucker responded that the audio/visual system for Council Chambers could be deferred as well as an additional holiday light display.

On the subject of radios, Chair Ferencz asked if a spare radio would be available if one (1) of the radios at City Hall failed.

The Administrator stated that the City Administrator could not adequately supervise Police and Fire Department personnel if he/she did not have a radio to monitor what was happening on the island.

The Chair took issue with the fact that personnel issued radios were told to take them home at the end of their work day, and she had not found that to be the benchmark. The City would need far fewer five thousand dollar (\$5,000) radios if they were swapped off at the end of shifts in the Police and Fire Departments. She was asking if taking the radios home was a policy of the Isle of Palms or a state, federal or CALEA regulation; based on her research taking the radios home was not a requirement.

Administrator Tucker gave the example that a major event has occurred on the island and firefighters were called back to work; they would immediately turn to their radios to assess the situation, and they will listen to the radios as they drive to work to determine where and how they will be needed.

The Capital Fund items for the Building Department were fifty percent (50%) of the cost of the replacement of HVAC at City Hall and fifty percent (50%) of the Year 2 maintenance at City Hall from the Hill report.

B. Consideration of Citizen Advisory Committees

6. Miscellaneous Business

Next Meeting Date: 4:00 p.m., Tuesday, May 8, assuming the time works for Councilmember Moye.

7. Executive Session – not needed

8. Adjourn

MOTION: Chair Ferencz moved to adjourn at 9:45 a.m.; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk