

Personnel Committee
8:30 a.m., Tuesday, August 6, 2019
City Hall Conference Room
1207 Palm Boulevard, Isle of Palms, South Carolina

AGENDA

1. Call to order and acknowledgment that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of Previous Meetings' Minutes**
Regular meeting of June 4, 2019
3. **Citizens' Comments**
4. **Old Business**
Status of Boards and Commissions criteria and selection process
5. **New Business**
 - A. Status of hiring Assistant City Administrator
 - B. Discussion of City Clerk role
 - C. Discussion of Leola Hanbury Award
 - D. Discussion of annual Employee Appreciation Event
 - E. Discussion of Isle of Palms Water and Sewer Commission vacancy
 - F. Discussion of Boards and Commissions vacancies
 - G. Discussion of developing guidelines to help train City Council
 - H. Consideration of City Administrator Employment Agreement
6. **Miscellaneous Business**
Next Meeting Date: 8:30 a.m., Tuesday, _____, 2019 in the Conference Room
7. **Executive Session**
Executive Session in accordance with S.C. Code Section 30-4-70(a)(1) Upon returning to open session, the Committee may take action on matters discussed in Executive Session.
8. **Adjournment**

PERSONNEL COMMITTEE
8:30 a.m., Tuesday, June 4, 2019

The regular meeting of the Personnel Committee was held at 8:30 a.m., Tuesday, June 4, 2019 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Rice, Chair Moye, City Administrator Fragoso and Human Resources Officer DeGroot. Councilmember Ferencz was absent and Clerk Copeland was late; a quorum of the Committee was present to conduct business.

1. Chair Moye 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 Meetings' Minutes**

MOTION: Councilmember Rice moved to approve the minutes of the regular meeting of May 7, 2019 and the Special Meeting of May 28, 2019 as submitted; Chair Moye seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – none**

4. **Old Business**

A. **Status of Boards and Commissions criteria and selection process**

Administrator Fragoso reported that an Administrative Policy to assist the Committee in selecting persons to fill vacancies on boards and commissions; this policy was presented to the Planning Commission at their most recent meeting to get feedback from them. They asked for more time to study the policy and come back with their input. She noted that HR Officer DeGroot will be working on a draft of the administrative policy and revising the application for boards and commissions. The goal is to have these documents ready by the end of the month and presented to the Committee at the July meeting.

Councilmember Rice reminded the Chair that she would be on her vacation and unable to attend the July meeting. On the issue of boards and commissions, she said that she does not want to have appointments for life for any committee or board.

B. **Status of hiring Assistant Director of Public Works**

The Administrator told the Committee that an offer was made last week to Robert Asero currently with the Recreation Department and he accepted it. Since Director Pitts was heading on vacation next week, Mr. Asero will begin his work with the Public Works Department on Tuesday, June 18th, and Director Page hoped to fill his position by that date.

Chair Moye expressed his assumption that Mr. Asero was not a licensed CDL driver and if a plan had been established for him to become qualified or certified in all facets of the job as it was envisioned.

A prime objective for this position was to be trained as a Class A operator for the underground storage tanks (UST), and he will be trained in the job beginning his first day. The Administrator added that she did not think that it was necessary for him to become a CDL driver.

Chair Moyer thought that he should receive the UST training before hurricane season gets too far along.

Chair Moyer said that he wanted the Committee along with staff to do a retrospective on the hiring process they have gone through over the past year to identify the things that went well and those that went awry and things that could be standardized.

5. New Business

Discussion of implementation of new policy for 2019 merit adjustments

The Administrator acknowledged that the City has revamped its way of distributing the pool of money assigned to each department for the COLA and merit increases; this year, the City has adopted a full merit based performance evaluation. Council voiced a concern about the compounding effect of past increases over the years allowing the expense to grow at an unsustainable rate.

One (1) concept considered was to focus the merit-based pay increases on those employees who were below the midpoint of their pay range, and to have a separate scale for those employees who were above the midpoint of their pay range. This way of dealing with salaries should slow the growth of wage expenses.

The City staff will be evaluating a new tool for evaluating the performance of employees over the summer, but for the 2018 performance evaluations, the department managers used the same tool the City has used for many years. In the past, each department manager had his/her own scale for awarding the merit increases; Administrator Fragoso has worked to standardize the scale so that employees with the same evaluation score would get the same percentage increase. The evaluation scale is one to five (1 – 5) and the Citywide plan for employees below their midpoint is as follows:

<u>Evaluation Score</u>	<u>Percentage Increase</u>
• Below 3	0%
• 3.0 – 3.49	1.00%
• 3.50 – 3.99	1.50%
• 4.00 – 4.49	1.75%
• 4.50 – 5.00	2.00%

The Administrator and Treasurer Suggs were continuing to calculate increases using varying percentages since each department has a budgeted merit pool of money to work with.

For those employees who are at or above the midpoint of the salary range is as follows:

<u>Percentage Over</u>	<u>Percentage Increase</u>
• 0.00 to 10.0%	2.00% - 0.25% = 1.75%
• 10.01% - 19.99%	2.00% - 0.50% = 1.50%

Generally, a reduction of a quarter of one percent (0.25%) for each ten percent over the mid-point applied to the scale above for employees below their midpoint.

Councilmember Rice expressed strong concerns about the plan because she felt that long-term employees were being punished.

Chair Moyer said that it was not a penalty when an employee was getting a merit increase.

She added that she did not have an answer, but did have a concern. Councilmember Rice continued that the employees above the midpoint should have and deserve to have the same opportunity for pay increases; in her opinion, these employees worked just as hard as those below the midpoint did.

According to the Administrator, this model was used across the country, private companies as well as local governments. She responded to Councilmember Rice that employees do not have any other opportunity to get pay increases in any other fashion since the COLA adjustment has been eliminated.

Councilmember Rice contended that the cost of living continues to increase, and the pay adjustments proposed for employees over the midpoint would not offset the increases of goods and services.

Chair Moyer reminded Councilmember Rice that Council was working with finite resources in a finite budget. Simultaneously, Council must be stewards of the taxpayers' money and the City's employees.

Administrator Fragoso told the Committee that each position in the City has a salary range that was increased every year by the CPI. She noted that, for the past ten years, the CPI has averaged two point one or two point two percent (2.1% - 2.2%); she suggested that the cap of the merit scale be two point two percent (2.2%) not two percent (2%) as presented. After more discussion, she suggested using the year's CPI, published by the US government in February, as the ceiling for the merit adjustments.

Chair Moyer asked if the goal for the meeting was to make a recommendation to Council of the plan and the numbers.

The Administrator indicated that she wanted feedback from the Committee and a discussion of the plan with the numbers; after the discussion at Ways and Means, she anticipated a recommendation for City Council's approval the following week. She acknowledged that the proposed plan was a work in progress and that evaluations were still being turned in from the Police Department. Tangential to this discussion was the need for a new evaluation tool and the training to follow; she added that little training happened with the current tool and she was not sure that it was being used objectively. The Administrator said that she would send each Committee member the schedule showing how this plan played out in FY19, and she hoped that she would get feedback on it before the Ways and Means Committee meeting.

Chair Moyer opined that a new evaluation tool was "critical" because staff must have faith in and trust the evaluation tool to measure an employee's performance. He thought it would be difficult for Council to make a final decision on the proposed merit increase plan going forward without seeing, studying and discussing the new employee evaluation tool.

Councilmember Rice remembered the ceiling for the performance-based merit increases to be two point five percent (2.5%).

Administrator Fragoso responded that the Treasurer would run the numbers with a two point five percent (2.5%) ceiling so she could see the impact it makes on the merit pool for each department. The Ways and Means Committee will see the total of merit increases done the old way and the proposed new plan with a two and two point five percent (2.0% - 2.5%) ceiling for comparison.

The Chair said that he, Councilmembers Rice and Ferencz would like to see the other entities that are using the model being presented.

Chair Moyer asked if they had looked at other models and discarded them for whatever reason(s), and the Administrator answered that they have focused on this model.

Councilmember Rice stated that Council had to be cognizant of the fact that the City of Isle of Palms was not a part of the private sector but a local government and to try not to compare one (1) against the other.

The Administrator and Treasurer have disused the possibility of bringing back the longevity proposal, an established dollar amount for a one time performance-based adjustment; this would be applied to those employees who are consistently evaluated at the top and have reached the top of their wage range due to the number of years worked.

Again, Councilmember Rice was uncomfortable with this proposal; in her opinion, employees must have a reason to remain employed with the City and to continue to perform at a high level.

6. Miscellaneous Business

Councilmember Rice asked if a date had been set for the 2nd Annual Employee Appreciation Day, and HR Officer DeGroot answered not yet.

Next Meeting Date: 8:30 a.m., Tuesday, August 6th in the Conference Room

7. Executive Session

MOTION: Chair Moyer moved to go into Executive Session at 9:02 a.m. to discuss personnel matters; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

The Committee returned to open session at 9:06 a.m., and the Chair announced that the Committee had not taken a vote or any other action while in Executive Session.

8. Adjournment

MOTION: Councilmember Rice moved to adjourn the meeting at 9:07 a.m.; Chair Moyer seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk



Leola Hanbury Award

Purpose:

Recognizing past Councilmember Leola Hanbury's wishes, the City of Isle of Palms has established the criteria for the "Leola Hanbury Employee of the Year Recognition Award." Ms. Hanbury gifted over twenty-five thousand dollars to the City she loved so dearly in order to create the "Employee of the Year Award."

Award:

The \$XXX award will be given annually to one employee displaying exemplary service, going above and beyond normal job requirements and expectations and demonstrated integrity and a strong commitment to the City of Isle of Palms.

Nomination Process:

Individuals may be nominated by their supervisors, peers and citizens of the City of Isle of Palms. Nominations must include a narrative letter of support that addresses one or more of the criteria listed and provide evidence of the nominee's excellence. performed by the employee. All nominations will be confidential and should be submitted to the Human Resources Officer in City Hall, 1207 Palm Boulevard via U.S Postal Service, personally delivered or emailed to wynnetted@iop.net.

Award Review Committee:

The Personnel Committee, Mayor, City Administrator and the Human Resource Officer will evaluate all nominations and select the recipient of the award. The award may be announced at the annual Employee Recognition event.

Eligibility:

The award is limited to employees in good standing with the City and have been employed for a minimum of two (2) years.

Award Selection Criteria:

- Exemplary achievement and performance
- Excellence in customer service and personal interaction
- Development of an innovative and creative idea that improves quality of service and reduces cost
- Volunteering for and working on special projects

Application deadline:

Nominations will be accepted until September 1st



**City of Isle of Palms, South Carolina
Application for Boards/Commissions**

Board or Commission for which you are applying:

Accommodations Tax Advisory Committee _____ Board of Zoning Appeals _____

Building Code Board of Appeals _____ Planning Commission _____

Name: _____ Residence Phone: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Are you a resident of the City: Yes ____ No ____ Length of residence on Isle of Palms: _____

Address: _____

Your Occupation –Title: _____ Business/Employer Name: _____

Business Address: _____ Email: _____

Do you currently or have you served on a board or commission for the City of Isle of Palms or another local government? Yes ____ No ____ If yes, provide information on that service.

Have you ever served as an elected official of a local government? Yes ____ No ____

If yes, specify what type of service. _____

Please list any Community Activities that you are involved in: _____

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Isle Palms? If yes, list position and date: _____

Why would you like to serve? _____

Signature _____ Printed Name _____ Date _____

Return completed form, resume and letter of interest to:

City of Isle of Palms
1207 Palm Boulevard
Isle of Palms, SC 29451
Fax: 843 886-8005

For Office Use:
Received: _____
Appointed to: _____
Term Date: _____

2019 BOARDS & COMMISSIONS MEMBERS

<u>Address</u>	<u>Telephone Numbers</u>		<u>Term Expires</u>	
	<u>Work</u>	<u>Home</u>		
<u>Accommodations Tax Advisory Committee</u> (3-year terms)				
Malcolm Burgis mburgis@iop.net	3A Twenty-second Ave. Hospitality-other	886-8596, ext 115	886-6567 Cell: 437-0809	12/31/2019
Sally Leydic-Muhlig sleydig-mulig@iop.net	6 Seahorse Court Hospitality-Lodging	518-1704		12/31/2019
Julise Spell jspell@iop.net	8 Morgan Cove Court Hospitality-lodging	886-2026	910/612-3570	12/31/2020
Margaret Miller MMiller@iop.net	2702 Hartnett Boulevard At-large	569-5636	886-4728	12/31/2020
David Nelson dnelson@iop.net	3-34 th Avenue Lodging	886-4309	886-2022 Cell: 478-7600	12/31/2019
Susan Haynie shaynie@iop.net	14-26 th Avenue At-Large		Cell: 860-2595	12/31/2020
Rusty Williamson rwilliamson@iop.net	605 Carolina Boulevard Cultural	309-0994	860-9367	12/31/2019
<u>Board of Zoning Appeals</u> (3-year terms)				
Elizabeth Campsen ecampsen@iop.net	32 Intracoastal Court	720-4465	509-5679	12/31/2019
Carolyn Holscher cpholscher@iop.net	2-54 th Avenue		886-0737	12/31/2019
Arnold Karig karigaw@iop.net	5102 Palm Blvd.	792-3740	886-6991	12/31/2021
Glenn Thornburg gthornburg@iop.net	100 Charleston Boulevard	886-6686	678/640-0140	12/31/2021
Pete Doherty pdohererty@iop.net	2500 Cameron Blvd.		886-9412	12/31/2020

	<u>Address</u>	<u>Work</u>	<u>Home</u>	
<u>Code Board of Appeals</u> (4-year terms)				
Robert Abel	6 Twenty-third Avenue bojaneh@bellsouth.net		886-6913	12/31/2022
Thomas (Buzzy) Bramble	23 – 24 th Avenue BuzzyBramble@aol.com		886-5887	12/31/2022
Phillip Smith	8 Intracoastal Court Merrymac1958@yahoo.com	843/881-9828 PO Box 273, Sullivan’s Island, SC	843/886-5393 29482	12/31/2019
William Mitchell	39 - 25 th Avenue	884-4789	886-4704	12/31/2019
Ann Sherrill	21 Morgan Cove Drive Ansheril@bellsouth.net	(817)271-2889	886-9003	12/31/2021
Alan Shoultz	19 – 23 rd Avenue ashoultz@comcast.net	820-5669	886-4788	12/31/2021
Brian Garner	245 Forest Trail garnerbd@yahoo.com	297-6467	886-3574	12/31/2020
<u>Planning Commission</u> (2-year terms)				
Ron Denton	17 Forty-second Avenue rdenton@iop.net	856-8395	886-9330	12/31/2019
Vincent DiGangi	4 – 42 nd Avenue vdigangi@iop.net		242-8347	12/31/2020
Richard Ferencz	4 Seahorse Court rferencz@iop.net	298-1775	298-1778	12/31/2020
Dr. Lewis Gregory	30-29 th Avenue lgregory@iop.net	952/202-5774	843/442-1535	12/31/2020
William (Bill) J. Mills	7 Seahorse Court wmills@iop.net		491/230-9915	12/31/2020
Phillip Pounds	5835 Back Bay Drive plpounds@gmail.com		704/517-0043	12/31/2019
Lisa Safford	8 Wills Way lsafford@iop.net	884-7773	886-5505 cell – 696-4447	12/31/2019
Douglas Kerr, Zoning Administrator	IOP Building Dept. dkerr@iop.net		886-9912	Mobile 442-4941