

PERSONNEL COMMITTEE

5:00 p.m., Tuesday, April 2, 2019

The regular meeting of the Personnel Committee was held at 5:00 p.m., Tuesday April 2, 2019 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Ferencz and Rice, Chair Moye, Interim Administrator Fragoso and Clerk Copeland; a quorum of the Committee was present to conduct business.

1. Chair Moye called the meeting to order at 5:17 p.m. 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 Ferencz moved to approve the minutes of the regular meeting of February 11, 2019 as submitted; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – none

4. Old Business

A. Consideration of potential candidates for Chief of Police

The Chair chose to identify the candidates as A through J to maintain their anonymity at this point in the process. He noted that reservations were expressed about candidates C and D and their level commitment in terms of why they wanted to come to the Isle of Palms.

MOTION: Councilmember Rice moved to instruct staff to invite candidates A through E to the City for personal interviews for the position of Chief of Police; Chair Moye seconded.

Councilmember Ferencz noted that the community served by Candidate C was extremely small; she also stated that she thought Candidate F was stronger than Candidate B.

Chair Moye said that, based on the criteria used to rank the candidates and the input from Councilmembers, Candidate B was clearly Number Two. The Chair said that he did not see anything in the information provided that would be considered "a red flag"; he added that an excellent article about this candidate was on-line.

Councilmember Ferencz stated that she did not want to lose Candidate F; she commented that two (2) of the top five (5) candidates were also selected by The Mercer Group.

For the Chair, the surprising factor was that so few of Mercer's choices were included in the resumes sent to Council for their consideration.

VOTE: The motion PASSED UNANIMOUSLY.

When Councilmember Rice asked about a timeline for filling the Police Chief's position, the Interim Administrator said that the personal interviews would take place the week of April 15th and that only two (2) candidates should be interviewed in one (1) day. She indicated that the goal was to

distribute the interview schedule to Council by Friday, April 5th, and, if agreement can be reached, a recommendation could be made to Council on April 23rd or April 30th at a Special Meeting.

Chair Moye envisioned the interviews to be conducted by two (2) panels of three (3) persons with one (1) person asking the questions and the other two (2) taking notes; the panels would be composed of a law enforcement expert, the Personnel Committee and the Public Safety Committee.

After the interviews, the Interim Administrator opined that the candidate should go to the Public Safety Building to meet and talk with the personnel on duty who would also provide feedback to the Personnel Committee should be conducted before the interviews.

The consensus was that the Mayor should be a part of the interview panels.

Chair Moye explained that the interview guide would have scores for each question; therefore, the total would rank the candidates objectively and reduce the number of candidate(s) that the Committee would recommend to Council.

Councilmember Ferencz told the Committee that the Mayor was very firm about having citizens meet the top candidates.

Both Chair Moye and Councilmember Rice remembered the Mayor saying that this job had to be done as quickly as possible and that time would not allow for a “meet and greet” with the residents.

Councilmember Ferencz stated that, in a conversation with the Mayor yesterday, he had been insistent that the residents get to meet the prospects for the Chief’s position.

Chair Moye commented that going from five (5) to three (3) was an unnecessary step; he expected all five (5) candidates to meet with the Police Department and interested residents. On the subject of meeting with the public, the Chair thought that, since a couple of the candidates live relatively close by, meeting the public would place an additional burden on them especially since this is happening somewhat “last minute”.

Councilmember Rice did not think the Committee would gain anything by introducing the candidates to members of the community and that it would only “muddy the water”. When she noted that Council had been elected to make this kind of decision, Councilmember Ferencz added that this Council had also pledged to be transparent.

Since the Committee has selected its five (5) finalists, Chair Moye thought the time had come to make the candidates’ names public; he understood that, once the finalists were chosen, their names would be announced to the public. After more discussion, the Chair suggested that a short and informal “meet and greet” could be a part of their day on the island, and the balance of the Committee agreed. Details were left to staff to handle.

B. Status of the hiring process for the City Administrator and Assistant Public Works Director

HR Officer Degroot told the Committee one hundred twenty-four (124) people have responded the search for a new City Administrator position, and emails were sent to all. Some of the candidates were sent the assessment, and the deadline for submission was midnight on Sunday, April 7th. Once they have been received, she will meet with Chairman Moye. For the Public Works

position, the City received one hundred nine (109) resumes; the names are being entered into a database as they are sorted based on their qualifications to perform the job. As with the City Administrator, each candidate was sent email thanking him or her for applying, and those who meet the qualifications would be sent the employment assessment to complete. Upon receipt of the assessment, the top candidates would be selected and invited to interview.

When Councilmember Ferencz asked how the Committee wanted to address the issue of holding a “meet and greet” with the residents.

Councilmember Rice reiterated her opinion that nothing would be gained by holding an event to introduce the candidates to the residents; to which Councilmember Ferencz stated that to allow them to meet residents would be a signal of complete transparency. Councilmember Rice opined that the members of Council were elected to make this type on the behalf of the residents.

Responding to Councilmember Rice’s question about the process for selecting the Assistant Public Works Director, HR Officer DeGroot said that, after the assessments come back and the scores compiled, the top candidates would be selected. The top candidates would be interviewed by Director Pitts and the Building and Licensing Director Kerr; the final selection would be made Made by Director Pitts and the HR Officer.

C. Update on *ad hoc* Committees for standing committees

Interim Administrator Fragoso said that she did not have an update on *ad hoc* committees, other than to say that no standing committee has brought anything to her nor has she been approached by a committee chair with a request for assistance to get something done.

Councilmember Ferencz noted that the Committee had not come up with a process for getting residents to serve on an *ad hoc* committee; she did not want to find a project appropriate for such a committee, and the Personnel Committee did not have a process to attract candidates.

Councilmember Rice remembered that the Mayor would select residents to volunteer a task force.

The Interim Administrator recalled asking every committee if they could use an *ad hoc* committee gather data about a subject, and all said no.

D. Status of boards and commissions criteria and selection process

Interim Administrator Fragoso said that she did not have anything to bring to the Committee, but she was calling other municipalities to find out the how they choose these committee chairs. She told the Committee that she would have something for them to review very soon.

E. Discussion of launching a comprehensive Strategic Planning process in 2019

Councilmember Ferencz asked if money was in the FY20 budget to support this project.

Interim Administrator Fragoso replied that at this moment no money in the FY20 budget, to support this initiative but she wanted the Personnel Committee to ask that ten thousand dollars (\$10,000) be added for this task. She reported that she has contacted the department head at the College of Charleston; she stated that they do this type of work routinely and asked for their assistance for the City of Isle of Palms. She has learned that the first step was to find out what

the residents thought should be the first priority for the City and to rank any other additions or changes they want to see. In that light, she has been working on a Citizens' Satisfaction survey and studying one such survey from the Joseph P. Riley Center.

Councilmember Rice expressed her full support for this initiative; she was aware that the City needed a Strategic Plan and probably needed it a couple of years ago. She asked for some type of timeline.

The Interim Administrator stated that this work could take two to three (2 – 3) years and would be an ongoing process, and the survey will help to assess what the citizens find important to them. When completed, it should be a guide to future City Councilmembers with short-term and long-term goals to incorporate into the budget.

Interim Administrator Fragoso stated that the Riley Center has not yet officially announced their participation in this project.

F. Discussion of establishing a Director of Human Resources potential and potential

Councilmember Ferencz stated that this was a placeholder meant to include in the budget, but she did not know what figures to reserve for the position.

Councilmember Rice opined that the Committee has so much going on right now, and she thought the Committee was jumping the gun with this position.

Chair Moyer stated that this position was not just hiring new personnel; the City needs this desperately. In his opinion, the City has not had any strategic resources and the need was "incredibly acute." He proceeded saying that this position was a strategic part of the City's infrastructure to put the right people in place and to support them.

A new job description would have to be written to describe the duties of the position, and Councilmember Ferencz stated that she would call local municipalities to get some idea of the salaries being paid for this position.

G. Discussion of the FY20 budget for General Government and the Building Department

The Interim Administrator said that no changes were made to the Mayor and Council budget.

Councilmember Ferencz commented about the increase in health insurance for Mayor and Council has increased dramatically and asked why.

The Interim, Administrator stated that today nearly every member of Council was enrolled in the Stat Health Plan, and the number she was looking was the City's portion of the premiums. Since this is an election year, changes were possible.

For General Government, no changes were made to the budget since the Committee reviewed it last, but Interim Administrator Fragoso did want to point out several lines. She directed the Committee's attention to line 83 Tourism Promotion Expenditure that included the amount that must be paid to the Charleston Visitors Bureau, the t-shirt promotion and website maintenance. On the General Government Bonded Debt Service, he funds identified on line 15 are the Public

Safety Building and Recreation Bond bond payments and the debt service for the bond the City will get for Phase III drainage. Employee training was comprised to the tuition reimbursement funds for employees who get additional education in their field and often leading to a college degree. Also included in that line was five thousand dollars (\$5,000) for ongoing employee training; she asked the Committee to approve an additional five thousand dollars (\$5,000) for Line training aimed at department heads and City Hall staff using a program she and HR Officer DeGroot were crafting.

Moving to Line 34 Professional Services, funding for the annual audit, credit checks on potential employees, codification updates, and the on-line draft dashboard providing transparency for certain City finances can be found; an addition for which the City did not yet have a price is the new employee evaluation tool. The Interim Administrator and Treasurer were suggesting that the funds for the grant writer from General Fund-General Government, Contracted Services to be transferred to tourism funds; since the grant funding would be for drainage, she and the Treasurer can make a sound argument to substantiate the move if it were questioned.

When asked about the placeholder for the Director of Human Resources, the Interim Administrator stated that all ninety-two (92) positions were included in the Wages and Salaries lines for each department. From discussions at the budget workshop, staff will be evaluating the vacant positions to determine if it needs to be filled.

In the Building Department budget were funds for software that would track short-term rental properties to be sure that the City has permitted each one (1) and that they were paying all applicable taxes for short-term rentals.

In the Court budget, no changes have been made to it since the last review.

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Councilmember Rice asked if funding was included in the budget for the anti-litter campaign "Pack it in and Pack it out".

The Interim Administrator said that no funds were identified for that purpose, but she thought it could be added to the State ATAX or Muni ATAX fund.

5. New Business – none

6. Miscellaneous Business – none

Next Meeting Date: 8:30 Tuesday, May 7, 2019, City Hal Conference Room

7. Executive Session – not needed

8. Adjournment

MOTION: Councilmember Rice moved to adjourn the meeting at 6:23 p.m.;
Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk