

PERSONNEL COMMITTEE
8:30 a.m., Tuesday, May 7, 2019

The regular meeting of the Personnel Committee was held at 8:30 a.m., Tuesday, May 7, 2019 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present for the meeting were Councilmembers Rice and Ferencz, 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 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 Rice moved to approve the minutes of the regular meeting of April 2, 2019 as submitted; Councilmember Ferencz seconded.

Councilmember Rice pointed to Page 2 and Page 3 where a statement from her was duplicated.

Vote to approve corrected minutes: The motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – none**

4. Old Business

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

Chair Moye reported that the Personnel Committee will interview the four (4) candidates for City Administrator on Thursday and Friday of this week; two (2) people will appear in person and two (2) will be interviewed via Skype. They will be interviewed by the Personnel Committee and the HR Officer in Executive Session, and the second round of interviews will be the week of May 24th. The Committee's goal is to make a recommendation for the position of City Administrator to City Council at the May meeting.

HR Officer DeGroot reported that preliminary phone calls have been made to possible candidates for the Assistant Public Works Director. May 17th has been set as a tentative date for interviews with the three or four (3 – 4) finalists; the City employees involved will be Director Pitts, Director Kerr, the Interim Administrator and the HR Officer. Based on the results of these interviews, an announcement could be made at the May Council meeting.

B. Update on *ad hoc* committees of standing committees

The Interim Administrator recalled that forming an *ad hoc* committee to review the Request for Information (RFI) the City receives for the municipal parking lot was briefly discussed. Once the RFI has been completed and advertised, staff will prepare criteria for serving on this committee for the Committee to review, and then they can decide if they want to go forward with this *ad hoc* committee.

C. Status of boards and commissions criteria and selection process

Interim Administrator Fragoso distributed a handout of the PowerPoint presentation that she was going to review.

The Committee's practice for the past couple of years has been to re-appointment members to boards and commissions who expressed a desire to continue serving the City in this capacity. The Interim Administrator defined the goal as follows:

To encourage diverse participation of qualified citizens and develop a consistent and streamlined appointment process.

The City's boards and commissions are the ATAX Advisory Committee with seven (7) members, Board of Zoning Appeals with five (5) members, Code Board of Appeals with seven (7) members and the Planning Commission with seven (7) members. Director Kerr compiled a list of occupations that would comprise the ideal makeup for the Planning Commission; Councilmember Rice thought that a person with an engineering background would be beneficial.

Chair Moye asked that each board or commission be given the opportunity to weigh in on what background would add to the knowledge base for the committee or board.

The ATAX Advisory Committee, the Planning Commission and the Board of Zoning Appeals are established by State law that also includes the number of members for each and, in the case of the ATAX Committee, its memberships' composition. Interim Administrator Fragoso noted that, at times, the City staff has been very creative in its interpretation of that Committee's makeup.

The Personnel Committee could impose term limits for each committee making more opportunities for citizens; the Interim Administrator said that language could be inserted that would give the Personnel Committee and City Council the ability to make exceptions when necessary. In addition, the Personnel Committee could establish an administrative policy to guide the selection process rather than go through a change to the City Code.

Chair Moye thought term limits should be customized for each Committee; he suggested that, at their next meeting, the Planning Commission consider and provide feedback on the concept of term limits

Councilmember Ferencz noted that the current Planning Commission has a good mix of people who work together well despite not always agreeing.

Referring to the makeup of the ATAX Committee, Councilmember Rice did not support term limits; she asserted that the seats were too difficult to fill.

As an alternative to term limits, the Interim Administrator suggested that members who want to be re-appointed could reapply and be interviewed like the new candidates.

Chair Moye was most complimentary of the Planning Commission and the work they do; he said the City would be in a difficult situation if all members of the Planning Commission were to resign at the same time. He said that the Personnel Committee needed to find the way to create enough turnover to maintain continuity while getting new ideas. He thought that the long-term projects the City was embarking on spoke to the importance of turnover so people could get in and learn what is going on. He said that he wanted to toss this idea to the various committees for their feedback in time for the August meeting.

Interim Administrator Fragoso stated that she wanted the HR Officer to review the current application to make recommendations provide a structured interview process taking into consideration the selection criteria stated.

Councilmember Rice thought that a candidate should attend a meeting of the committee he/she was interested in.

D. Discussion of launching a comprehensive Strategic Planning process

Interim Administrator Fragoso reported that she met with the Director of the Center for Livable Communities, and he appeared happy to work with the City. He is working up a proposal for consideration, and he offered to come to a meeting to talk about other communities they have helped and the process they will follow. She commented that the Committee would be working with interns from the environmental school. Since her meeting, five thousand dollars (\$5,000) was added to the budget for this project, making a total of fifteen thousand dollars (\$15,000). The plan would start in the fall.

E. Discussion of establishing a Director of Human Resources position and potential budgetary impact

The Interim Administrator confirmed to the Chair that funds have been added to the FY20 budget for this position.

F. Discussion of FY20 Version 3 budgets for General Government and the Building Department

The increases to the Mayor and Council budget stem primarily from the health insurance increase and three thousand dollars (\$3,000) added for security at Ways and Means and City Council meetings. Overall, the Mayor and Council budget will increase by seven percent (7%) over FY19.

For General Government, the budget for personnel and wage driven expenses has been budgeted to increase by one percent (1%) over FY19; the increase was the result of the FY19 COLA and wage-based expenses.

Councilmember Ferencz asked what the City's debt limit was, and the interim Administrator stated that she and the Treasurer were working to present new debt schedules for the budget workshop.

Councilmember Ferencz questioned the Salaries and Wages line for FY19; with a major employee no longer on payroll, she thought that actual wages would be less than it shows and not over-budget.

The Interim Administrator agreed to work though the numbers with Treasurer Suggs.

The increase to the Debt Service Principal is the addition of the GO bond for drainage Phase III. For FY20 Professional Services includes thirty thousand dollars (\$30,000) for the bond attorney and fifteen thousand dollars (\$15,000) for the Strategic Plan assistance.

Chair Moye opined that the City should work to disassociate from the Charleston Visitors Bureau (CVB) and to use the funds to directly impact the Isle of Palms and not the City of Charleston.

Councilmember Ferencz cautioned that doing that was much more complicated than it appeared from the outside; the City would have to generate a non-profit organization and staff it. She stated that she has been advocating detaching from the CVB for years; she added that, at this point, the City has enough tourism and does not need to advertise for more.

The Building Department budget will increase by seven percent (7%); the increase is driven by the software that will enable the City to locate Airbnb rental or other locations that were renting but do not have the proper licenses or pay the appropriate taxes.

5. **New Business** – none
6. **Miscellaneous Business** – none
7. **Executive Session** – not necessary
8. **Adjournment**

MOTION: Councilmember Ferencz moved to adjourn the meeting at 9:18 a.m.; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk