

Personnel Committee
8:30am, Tuesday, August 6, 2019
City Hall Conference Room
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to order

Present: Council members Moyer (Chair), Ferencz, and Rice, Administrator Fragoso, and HR Officer DeGroot

2. Approval of Minutes

MOTION: Council Member Rice made a motion to approve the minutes of the June 4, 2019 meeting, and Council Member Ferencz seconded the motion. The minutes were approved unanimously.

3. Citizen's Comments – none

4. Old Business

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

HR Officer DeGroot stated the revised application is now on the City's website. Preferred qualifications for each board or commission will eventually be added to the website as well. Administrator Fragoso asked the Committee for guidance on how to approach the upcoming vacancies on the boards and commissions. Discussion ensued on the best way to handle interviews and reappointments. The pros and cons of term limits were also discussed.

Administrator Fragoso said she will reach out to those whose terms are ending this year to determine their interest in being reappointed to their respective board or commission. She will provide that list of names along with their length of service to the Committee in September. Should everyone wish to be reappointed, there will be no need for the application and interview processes. It was further decided that the process of interviewing interested applicants and those who have served lengthy terms should be discussed with the full City Council.

5. New Business

A. Status of hiring Assistant City Administrator

Administrator Fragoso reported that approximately 35 applications have been received to date and will be accepted through August 9. Initial interviews will be scheduled starting the week of August 19. Administrator Fragoso stated that in the past, revisions to job descriptions had gone through City Council, but moving forward, these changes should

be handled by the department head and the HR Officer. This ensures HR procedures are being followed properly and offers a timelier process rather than waiting for monthly City Council meetings. She stated the enhanced job description for the Assistant City Administrator more reflects the current needs of the City following the retirement of the City Clerk.

B. Discussion of City Clerk Role

Administrator Fragoso noted that numerous changes have been made within City Hall to increase productivity including modifying assigned duties to streamline work needing to be done. She stated that a City Clerk is required by State law. Some of the duties of the City Clerk have been automated, while some will be transferred to the Assistant City Administrator. The one duty not reassigned is the taking of the minutes for the Council, committees, boards and commissions meetings. She recommended that the City hire a contract worker for this role. Using contract workers is not something done previously by the City, but it is done by other area municipalities. She said that not hiring a full-time employee to replace the City Clerk could save the City approximately \$70,000. Administrator Fragoso reported that she and HR Officer had met with Nicole DeNeane regarding this work, and she comes recommended from Folly Beach where she had done the minutes for many years. She said this would be on a 6-month trial basis, and Ms. DeNeane would be paid on a per meeting basis.

MOTION: Council Member Moye made a motion to appoint Nicole DeNeane as the interim City Clerk as a contract worker responsible for the meeting minutes, and Council Member Rice seconded the motion. The motion passed unanimously.

The scrapbooking duty was briefly mentioned. Council Member Moye said this is something the CVB should be doing for the City. Administrator Fragoso said that the Clerk of Court has taken on this duty. City staff has been in discussion with the SC Retention Office about what needs to be kept and for how long.

C. Discussion of the Leola Hanbury Award

Administrator Fragoso reviewed the handout in the packet describing the proposed criteria of the newly established Leola Hanbury Award. The donated monies for this award are kept in an interest-bearing account, and Administrator Fragoso will report to the Committee on the status of interest earned. Administrator Fragoso also suggested offering this award as an opportunity by which citizens can donate to acknowledge work done by City staff.

Discussion ensued as to the amount of the award, and it was decided it would be an annual \$1,000 award. Administrator Fragoso said she and HR Officer DeGroot would add additional language under the criteria and distribute it to staff as soon as possible. It will be presented to the Ways and Means Committee for approval before advertising in the paper, and on the Facebook page and City website.

D. Discussion of the annual Employee Appreciation Event

The staff is working on the coordination for this annual event to celebrate City employees. The date for this year's event is Friday, October 18, 2019. The Leola Hanbury Award will be presented at the annual Employee Appreciation Event. HR Officer informed that a planning committee has been formed composed of an employee representing each department. This year's event will most likely be at 2pm so that employees may leave when it is over.

E. Discussion of Isle of Palms Water and Sewer Commission vacancy

Administrator Fragoso reported that Nicholas Shroud had resigned from his role at the Water & Sewer Commission, and State law requires that City Council appoint someone to fill that position. Discussion ensued as to whether or not it was better to wait to see who would be running for the open commissioner positions in the upcoming election. Committee members felt it was vital the person appointed to fill that position be someone the residents knew and trusted. Administrator Fragoso said she would know by August 19 who would be running for the open Commission positions and would report back then when "we will have a clearer picture of what the next step will be."

F. Discussion of Boards and Commissions vacancies

It was determined this topic was sufficiently covered under Old Business.

G. Discussion of developing guidelines to help train City Council

Council Member Moye shared that when he was elected to City Council, he did not have a good understanding of what was expected of him. He feels that the upcoming election is an opportune time to create training for incoming and remaining Council members. Administrator Fragoso offered suggested topics: best practices, running an effective meeting, dealing with the public, ethical questions, basic budgeting tips, and proper use of Executive Session. Council Member Rice shared that she received one-on-one time with a former Council member when she joined the Council and found that to be invaluable. Council Member Ferencz suggested new Council members meeting with staff members to help their understanding of City government operations. Committee members agreed it was a good idea and a curriculum should be developed.

H. Consideration of City Administrator Employment Agreement

Council Member Moye asked that this item be reserved for Executive Session. Council Member Ferencz made a motion to suspend the rules of order and move this item to Executive Session. Council Member Rice seconded the motion. The motion passed unanimously.

6. Miscellaneous Business

A. Administrator Fragoso reported that live streaming of all meetings on the City's website should begin by the end of August.

- B. HR Officer DeGroot shared that the City had recently signed a one-year agreement with First Sun for an Employee Assistance Program. This program provides many areas of assistance for employees and their families such as referrals for day care and elder care, substance abuse counseling, leadership training, financial assistance, and retirement planning. A representative from the company will be present at the Wellness Fair in September. The nominal cost for the program (less than \$3,000) will be shared among all departments and included in next year's budget.

7. Executive Session

MOTION: Council Member Moye made a motion to move into Executive Session in accordance with S.C. Code Section 30-4-70(a)(1) to consider the City Administrator Employment Agreement. Council Member Rice seconded the motion. The motion passed unanimously.

Upon returning from Executive Session, Council Member Moye reported that no motions were made and no votes were taken.

8. Adjournment

MOTION: Council Member Ferencz made a motion to adjourn and Council Member Rice seconded the motion. The motion passed unanimously.

Respectfully submitted,

Nicole DeNeane
City Clerk