

**PERSONNEL COMMITTEE MEETING**  
**4:30pm, Monday, September 16, 2019**  
**City Hall Council Chambers**  
**1207 Palm Boulevard, Isle of Palms, SC**

**MINUTES**

**1. Call to Order**

Present: Council Member John Moye (Chair), Council Member Sandy Ferencz, Council Member Carol Rice

Staff Present: Administrator Fragoso, HR Officer DeGroot

**2. Approval of previous meeting's minutes**

**MOTION: Council Member Ferencz made a motion to approve the minutes of the August 6, 2019 meeting, and Council Member Rice seconded the motion. The minutes were approved unanimously.**

**3. Citizen's Comments - none**

**4. Old Business**

**A. Status of hiring Assistant City Administrator**

Administrator Fragoso reported that the first round of interviews was conducted three weeks ago, and the second round is taking place this week. There will be 2-3 candidates to return for this round of interviews with the Administrator, City Hall staff, and department heads. The process has been delayed by two weeks due to the hurricane, but she hopes to have this person in place mid-to-late October.

**B. Update on the annual Employee Appreciation Event**

The event is scheduled for Friday, October 18 at 11am. HR Officer DeGroot said the planning is coming together nicely and the committee would like to extend the ending time by 30 minutes to allow for games and fun. Administrator Fragoso said one application has been received for the Leola Hanbury Award to date. She has continued to advertise the request for applications and will present the nominations received to the Committee next month for consideration.

**C. Consideration of applications of the Isle of Palms Water & Sewer Commission Vacancies**

Administrator Fragoso reported that 4 people have applied for the two vacancies on the Water & Sewer Commission. Committee members would like more input from Chairman Dana Love of the Water & Sewer Commission as to the qualifications and expectations

for possible new commissioners. Committee members briefly discussed possible questions to be asked of candidates during the interview process.

**D. Update on City Council orientation and training handbook**

Administrator Fragoso pointed to the suggested table of contents for a training guide supplied in the meeting packet. She reported that she recently met with a MASC representative who shared the many ways they could help with training and training materials. Council Member Ferencz said she would like to see more clarity about the responsibilities of committee chairpersons and committee members. Administrator Fragoso said she intends to attach the parts of the City code that detail the responsibilities of each committee to the training guide.

**E. Consideration City Administrator Employment Agreement**

**MOTION: Council Member Moye made a motion to suspend the rules of order and move the discussion of the City Administrator’s Employment Agreement to Executive Session. Council Member Rice seconded the motion. The motion passed unanimously.**

**5. New Business**

**A. Consideration of Ordinance 2019-17 – An ordinance to provide clarity to the rules of procedure during public meetings**

Administrator Fragoso stated this ordinance was developed at the request of the Mayor, passed First Reading at the August City Council meeting, and has been referred back to the Committee for changes and recommendation. Council Member Rice expressed deep concerns about this ordinance, stating that it felt like overreach and would discourage people from speaking up at Council and committee meetings. She felt the issue of maintaining order in the meeting could be part of the new training guidelines for City Council. Council members Moye and Ferencz supported the idea of creating a time limit in which people could speak. Council Member Moye added his support of allowing Council or a committee the flexibility to alter the rules as they deemed necessary to the situation. The Committee did not support the idea of the stoplight timer to regulate the speaking time. Council Member Moye asked about a digital timer that could be used by the Mayor to track time.

**6. Miscellaneous business**

There will be a special meeting on Monday, September 23 at 8:30am to speak with Chairman Love about the qualifications for new commissioners, and also at 4:30pm that same day to begin the interview process.

The next regular meeting is on Tuesday, October 8 at 8:30am.

**7. Executive Session**

Council Member Moye made a motion to move into Executive Session to discuss contractual arrangements with regards to the City Administrator Employment Agreement.

**8. Adjournment**

The Committee returned from Executive Session. No decisions were made, and no votes were taken. The meeting was adjourned at 5:48.

Respectfully submitted,

Nicole DeNeane  
City Clerk