

**PERSONNEL COMMITTEE MEETING**  
**4:30pm, Tuesday, October 1, 2019**  
**City Hall Council Chambers**  
**1207 Palm Boulevard, Isle of Palms, SC**

**MINUTES**

1. **Call to order**

Present: Council Member Moye (chair), Council Members Rice and Ferencz

Staff Present: Administrator Fragoso, HR Officer DeGroot

2. **Approval of Previous Meeting's Minutes**

Council Member Rice made a motion to approve the minutes of the September 16 and both September 23 meetings. Administrator Fragoso noted the minutes of the Special Meetings from September 23 will be voted on at the next meeting after corrections are made.

Council Member Rice amended her a motion to approve the minutes of only the September 16 meeting, and Council Member Ferencz seconded the motion. The minutes passed unanimously.

3. **Citizen's Comments** – none

4. **Old Business**

A. **Interview and consideration of applications for the Isle of Palms Water & Sewer Commission vacancies**

Questions asked included their thoughts on the plan to expand the public sewer system, what they view as the biggest challenges facing the Water & Sewer Commission, and their opinion about the sewer-related ordinances recently passed by City Council.

Ms. Anderson has engineering and city planning degrees and work histories. She has participated in the planning and design of inter-road projects and written environmental impact statements regarding such projects. She sees the sewer expansion project as a long-term venture and would look for ways to carve off pieces of the project to work on over time. With regards to the sewer ordinances passed by City Council, she said believes the transfer of property is a good way to create the needed change in the system. She sees the main challenge facing the Water & Sewer Commission as funding and prioritizing projects with limited resources.

Mr. Halter has degrees in environmental engineering and has spent the last two years working on water and sewer activities. As Chief Financial Officer where he works, he has had to deal with the finances of aging infrastructure systems. He hopes that low-interest

finance options can be afforded to citizens as they tie into the sewer system. He believes the biggest issue facing the Water & Sewer Commission is the financing available to expand the system. He said he does not see anything atypical about the system on the Isle of Palms except for the fact that it is on a barrier island and having a resilient system is of key importance. He said climate issues and their effect on the sewer system also needs to be discussed.

**B. Update on the hiring of the Assistant City Administrator**

Administrator Fragoso reported that after narrowing down her list of possible candidates to two and having them both meet with City Hall staff and department heads, she has offered the position of Assistant City Administrator to Ronald E. Hanna. His first day will be Monday, October 14 and he will attend the October 15 meeting of the Ways & Means Committee.

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

Administrator Fragoso reported that the invitations to this year's event went out today. The event is scheduled for Friday, October 18, 11-1:30pm. She said the tent will be bigger this year and there will be games and the presentation of the Leola Hanbury Award.

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

Administrator Fragoso passed out a draft document of the proposed handbook for Council. Staff is working on the budget and department profiles section of the handbook. She asked for the Committee's feedback. She said she plans to have the first draft finished before the end of the month so it can be further refined in November. She hopes to schedule a special meeting of City Council in January for a City Council orientation to review the topics included in the handbook and also have a representative from MASC discuss ethics and how to run effective meetings.

**5. New Business**

**A. Consideration of nominations for the Leola Hanbury Employee of the Year Award**

Council Member Moye said he would like to discuss the nominations received during Executive Session.

**6. Miscellaneous Business**

The next meeting of the Personnel Committee will be held on Tuesday, November 12 at 4:30pm in Council Chambers.

**7. Executive Session**

**MOTION: Council Member Moye requested a motion to go into Executive Session in accordance with SC Code §30-4-70(1) for discussion of compensation related to**

**the Leola Hanbury Award. Council Member Rice made a motion to approve and Council Member Ferencz seconded the motion. The motion passed unanimously.**

The committee adjourned into Executive Session at approximately 5:57pm.

**8. Adjournment**

Upon returning from Executive Session, Council Member Moye stated that no decisions were made. He then made a **motion to go into Executive Session in accordance with SC Code §30-4-70(1) for discussion of the applications for the vacancies on the Water & Sewer Commission. Council Member Rice seconded the motion. The motion passed unanimously.**

Upon returning from Executive Session, Council Member Ferencz made a motion to recommend to City Council that Jan Anderson and Bob Hooper fill the vacancies on the Isle of Palms Water & Sewer Commission. Council Member Rice seconded the motion. The motion passed unanimously.

The meeting was adjourned at 6:21pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk