

PERSONNEL COMMITTEE MEETING
4:30pm, Tuesday, November 12, 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 Ferencz made a motion to approve the minutes of the October 1, 2019 meeting and the two Special Meetings of September 23, 2019. Council Member Rice seconded the motion. Council Member Ferencz noted that HR Officer deGroot's last name is incorrect in the October 1 minutes. The Committee voted unanimously to approve the minutes as amended.

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

4. **Old Business**

A. **Consideration of re-appointments for the City's Boards and Commissions**

Administrator Fragoso reported that all members of all boards and commissions wish to be reappointed. She shared with all the members that those with terms expiring in 2020 will need to reapply and be interviewed by the Personnel Committee. Interviews and appointments will be needed on ATAX, Board of Zoning Appeals, and Planning Commission next year. Due to Philip Pounds' election to City Council, his position on the Planning Commission needs to be filled. This opening will be advertised, and applications will be accepted until December 31, 2019. Those applications will be presented to the Personnel Committee in January and interviews will be scheduled.

Administrator Fragoso also shared that the International Building Code no longer allows for municipalities to allow for variances to the building code, thus reducing the need for the Code Board of Appeals. Based on that, she is recommending that the two openings on the Code Board of Appeals not be refilled. Additionally, she recommends that the City's Code be changed in the near future to eliminate the Board since its reason to meet no longer exists.

MOTION: Council Member Rice made a motion to accept the members of the Boards and Commissions as presented. Council Member Ferencz seconded the motion.

Council Member Moye said he is pleased with the process that has been developed with filling the positions on the Boards and Commissions. Administrator Fragoso said these

recommendations will go before Council at the December 3 meeting and will be confirmed after the new Council is sworn in on January 7, 2020.

VOTE: The motion passed unanimously.

B. Update on City Council orientation and training handbook

Administrator Fragoso distributed an updated version of the orientation and training handbook. She said the goal is to present this to the City Council and the members elect at the December 3 meeting so they have time to review it before the January 7, 2020 meeting. She reviewed the topics to be discussed in the training session, including presentations by the City's MASC representative and the City Attorney.

Council Member Rice suggested clarifying that committees meet as needed, which could mean more than one meeting per month or no meeting at all. Council Member Ferencz also suggested clarity around Council members having private meetings. Administrator Fragoso said there is no law prohibiting Council members from privately meeting with anyone from the public, but best practices said it should be avoided to prevent the appearance of impropriety.

5. New Business

6. Miscellaneous Business

Council Member Moye expressed concern about the length of time between the election and the time new Council members are sworn in. Administrator Fragoso said that issue has come up in the past but could not be discussed during an election year. She said that issue and the issue of plurality (to avoid runoff elections) is something Mayor Carroll agreed should be looked at in more detail. Council Member Rice said that gap in time has never been an issue in the past and said the Mayor needs time to make Committee appointments. Council Member Rice also suggested City Council discuss the pay for Council members, noting that the time requirements are extensive due to the number of meetings. Council Member Ferencz asked if reducing the size of the Council has or will be discussed, and Administrator Fragoso said it would be discussed in the new year.

The next meeting of the Personnel Committee will be Tuesday, January 14, 2020 at 4:30pm.

7. Executive Session – none needed

8. Adjournment

The meeting was adjourned at 5:10pm.

Respectfully submitted,

Nicole DeNeane
City Clerk