

**PERSONNEL COMMITTEE MEETING**  
**4:30pm, Tuesday, January 14, 2020**  
**City Hall Conference Room**  
**1207 Palm Boulevard, Isle of Palms, SC**

**MINUTES**

**1. Call to order**

Present: Mayor Carroll, Council members Moye and Streetman

Staff Present: Administrator Fragoso, Asst. Administrator Hannon, HR Office DeGroot

**2. Election of Chair and Vice Chair**

Mayor Carroll nominated Council Member Moye as Chair of the Personnel Committee. Council Member Streetman seconded the motion. A vote was taken with all in favor.

Mayor Carroll nominated Council Member Streetman as Vice Chair of the Personnel Committee. Council Member Moye seconded the motion. A vote was taken with all in favor.

**3. Approval of the previous meeting's minutes – November 12, 2019**

Council Member Moye made a motion to approve the minutes of the November 12, 2019 meeting, and Mayor Carroll seconded the motion. The motion passed unanimously.

**4. Citizen's Comments – none**

**5. Old Business – none**

**6. New Business**

**A. Consideration of application to fill vacancy on the Planning Commission**

Administrator Fragoso stated there are 12 applicants interested in the 2-year term vacated by Philip Pounds upon his election to City Council. Committee members engaged in a lengthy discussion about the best way to narrow down the list of candidates. Mayor Carroll voiced concern about people who have expressed interest in serving on boards and commissions in the past and have not yet been appointed to do so.

When asked about the needs of the Planning Commission, Administrator Fragoso reported the prior answers from Commissioners. "The suggested composition of members for them was to have somebody who was a commercial real estate agent, an architect, a commercial general contractor, somebody who has financial management expertise, marina experience, real estate investment experience, and they also set a goal to include at least one or two residents from the Wild Dunes community." The current makeup of the Planning Commission does not include someone with marina development experience, a residential builder, a civil contractor, or a Wild Dunes resident. There is no statutory requirement for the composition of the Planning Commission.

Administrator Fragoso said she would look back at those who applied for board and commission openings back to 2016 to see if they are still interested in serving and send an updated list to the Committee. Committee members will narrow their choices down to six candidates and send them in ranked order to HR Officer deGroot.

**B. Review of General Government's 10-year Capital Plan and discussion of new initiatives and projects for consideration**

Administrator Fragoso distributed the 10-year Capital Plan for General Government and the Building department as it was presented in the FY20 budget. She asked Committee members for their input on new initiatives and projects as budget discussions with department heads will begin shortly. She noted under Special Projects for General Government the replacement of the framing and metal doors in City Hall, the upgrade of the Court software, and a 1% of building insured value for deferred maintenance. Staff is also evaluating replacing the phone system and the tablets for City Council. The audio-visual needs of Council Chambers were briefly discussed.

**7. Miscellaneous Business**

The next meeting of the Personnel Committee will be at 9:00am on Wednesday, February 12, 2020.

**8. Adjournment**

Mayor Carroll made a motion to adjourn, and Council Member Streetman seconded the motion. The meeting was adjourned at 5:33pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk