



Personnel Committee

9:00 a. m., Monday, June 8, 2020
1207 Palm Boulevard
Isle of Palms, South Carolina

Virtual Meeting Due to COVID-19 Pandemic:

The public may join the virtual meeting by clicking here: <https://www.youtube.com/user/cityofisleofpalms>

Public Comment:

Citizens may provide public comment here:
<https://www.iop.net/public-comment-form>

Agenda

1. **Call to order** - and acknowledgement that the press and public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of previous meeting's minutes –**
Regular Meeting – May 14, 2020
Special Meeting - May 21, 2020
3. **Citizens' Comments** – Comments received via the “Public Comment” Form will be entered into the record.
4. **Old Business - None**
Discussion and consideration of including funding for a wage and compensation study in the FY21 proposed budget
5. **New Business**
6. **Miscellaneous Business**
Next Meeting Date: 9:00 a.m., Tuesday, July 7th, 2020
7. **Executive Session** – If needed
8. **Adjournment**



Personnel Committee

9:00am, Wednesday, May 14, 2020

Virtual Meeting via Zoom call due to COVID-19 Pandemic:

Broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to Order

Present: Council Members Moye and Streetman, Mayor Carroll

Staff Present: Administrator Fragoso

2. Approval of previous meeting's minutes – March 3, 2020

Mayor Carroll made a motion to approve the minutes March 3 meeting, and Council Member Streetman seconded the motion. The minutes passed unanimously.

3. Citizen's Comments – none

4. Old Business – none

5. New Business

Applicant Interview for the Planning Commission Vacancy

A. Marty Brown

Mr. Brown works in civil aviation engineering. He said the detailed nature of his work could serve the Planning Commission well with regards to research and understanding infrastructure. He believes the most pressing issue facing the island is congestion and dealing with the influx of people to the island every year. He said he has a genuine interest in improving the island.

B. Scott Pierce

Mr. Pierce said his background is planning and implementation, particularly in desperate situations, makes him a good candidate for the Planning Commission. He would like to research new revenue streams for the City. He said it important to update the Comprehensive Plan and prioritize the goals it contains. He believes the most pressing issues facing the City are drainage and sewer as well as the City's preparedness for facing the effects of the virus.

C. Chris Marquez

Mr. Marquez has a background in real estate and residential development which he believes will serve the Planning Commission well. He has lived in many houses across the island. He said the

most pressing issues facing the City are short-term rentals, ATAX monies, and the scope of the drainage and sewer needs. He lives in Wild Dunes.

5. **Miscellaneous Business**

The next meeting of the Personnel Committee will be on Tuesday, June 2, 2020 at 9am.

6. **Executive Session**

MOTION: Council Member Moye made a motion to move into Executive Session in accordance with §30-4-70(a)(1) to discuss appointments of persons to a public body. Mayor Carroll seconded the motion. The motion passed unanimously.

The Personnel Committee entered Executive Session at 11:00am.

The Personnel Committee returned from Executive Session at 11:20am. Council Member Moye stated that no decisions were made.

MOTION: Council Member Moye made a motion to recommend Scott Pierce and Chris Marquez be appointed to the Planning Commission in vacancies left by Philip Pounds and Lewis Gregory, respectively. Mayor Carroll seconded the motion. The motion passed unanimously.

7. **Adjournment**

Mayor Carroll made a motion to adjourn, and Council Member Streetman seconded the motion. The motion passed unanimously. The meeting was adjourned at 11:24am.

Respectfully submitted,

Nicole DeNeane
City Clerk



Special Personnel Committee
9:00am, Wednesday, May 21, 2020
Virtual Meeting via Zoom call due to COVID-19 Pandemic
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. **Call to Order**

Present: Council Members Moye and Streetman, Mayor Carroll

Staff Present: Asst. Administrator Hanna

2. **Appointment to Planning Commission**

MOTION: Mayor Carroll made a motion to nominate Martin Brown to the Planning Commission. Council Member Streetman seconded the motion. The motion passed unanimously.

3. **Adjournment**

Mayor Carroll made a motion to adjourn, and Council Member Streetman seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:03am.

Respectfully submitted,

Nicole DeNeane
City Clerk

City of Isle of Palms, South Carolina
Wage & Compensation Analysis

Suggested Scope of Work:

- I. Identify compensation goals
 - a. Recruitment and retention of employees.
 - b. Competitive salaries and consideration of cost of living in Charleston area.
- II. Job analysis - Review and analyze each of the 39 individual job titles and descriptions.
- III. Review of current compensation program
 - a. Conduct comprehensive analysis of the current compensation program and make recommendations for improvement and suggest plans to address issues including but not limited to target comparison market, internal equity assessment, competitive salary analysis, index or standards for cost of living comparison, and strategies for recruitment and retention.
- IV. Market analysis
Identify comparable organizations and competitive labor market comparisons for position classifications and conduct a full compensation survey, complete with recommendations and cost of implementation.
- V. Recommendations
 - a. Recommend compensation levels, range spread, and range placement for positions based on market survey and internal analysis.
 - b. Provide alternative methods to address internal inequities, pay compression, retention, hard-to-fill positions and market adjustments.