



**Personnel Committee**

9:00 a. m., Tuesday, August 11, 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** – June 8, 2020
3. **Citizens' Comments** – Comments received via the “Public Comment” Form will be entered into the record.
4. **Old Business - None**  
Update on wage and compensation study
5. **New Business**
6. **Miscellaneous Business**  
Next Meeting Date: 9:00 a.m., Tuesday, September 8<sup>th</sup>, 2020
7. **Executive Session** – If needed
8. **Adjournment**



**Personnel Committee**  
**9:00am, Tuesday, June 8, 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, HR Officer deGroot

**2. Approval of previous meeting's minutes – May 14, 2020**

Mayor Carroll made a motion to approve the minutes May 14 meeting, and Council Member Streetman seconded the motion. The minutes passed unanimously.

**3. Citizen's Comments – none**

**4. Old Business**

**Discussion and consideration of including further funding for a wage and compensation study in the FY21 proposed budget**

Administrator Fragoso stated that it has been decades since a wage and compensation study had been completed for the City. She said it is important for a third-party to conduct such a study to ensure that it is all-encompassing and comparative to a city like the Isle of Palms. While MASC may be able to provide some such wage information, a third-party company will have access to more data. HR Officer deGroot added that an outside organization would also be able to provide the City with clear direction on how best to implement any changes they recommend and are adopted by City Council. Administrator Fragoso said a commitment from City Council is needed to implement any proposed changes.

Committee members expressed support of the proposed scope of work provided by HR Officer deGroot. Cost of such a study could cost upwards of \$20,000 and staff is requesting up to \$20,000 be added into the FY21 budget. It is believed the process could take up to six months.

**MOTION: Mayor Carroll made a motion to go forward with an RFP to hire a firm to do a wage and compensation analysis not to exceed \$20,000 and to be included in the draft of the FY21 budget in professional services under General Government. Council Member Moye seconded the motion. The motion passed unanimously.**

5. **New Business -- none**

6. **Miscellaneous Business**

The next meeting of the Personnel Committee will be on Tuesday, July 7, 2020 at 9am.

7. **Adjournment**

Mayor Carroll made a motion to adjourn, and Council Member Moye seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:25am.

Respectfully submitted,

Nicole DeNeane  
City Clerk

### **Objectives most often identified for the study:**

1. Attract and retain qualified employees.
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together.
3. Provide salaries commensurate with assigned duties and competitively within the areas of responsibilities.
4. Clearly outline promotional opportunities and provide recognizable compensation growth.
5. Provide justifiable pay differential between individual classes/positions.
6. Maintain a competitive position with other comparable government entities and private employers, especially those within similar geographic areas.

### **Scope of Work:**

- Review the City's mission statement, aligning project goals and objectives to include classification and compensation compliance initiatives;
- Review and understand the City's current pay program, strategies and methodology, identifying opportunity for change (strengths and weaknesses);
- Outline key deliverables for each position in the study (often updating descriptions during the project) for comparable positions;
- Integrate classification and compensation strategy into the City's total rewards program (what makes up the employee's total compensation plan);
- Identify alternative strategies for the compensation program, integrating an area demographic study that includes those in direct competition with workforce hiring/retention;
- Examine all facets of pay equity, detailing strategy to achieve and maintain equity;
- Develop a communication plan (e.g., Executive Summary with all supporting documents) to educate stakeholders regarding study; and
- Propose an overall implementation plan, including a timeline with specific milestones defined.