



### **Personnel Committee**

9:00 a. m., Tuesday, September 15, 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** – August 11, 2020
3. **Citizens' Comments** – Comments received via the "Public Comment" Form will be entered into the record.
4. **Old Business** -  
Update on wage and compensation study
5. **New Business**
  - a. Update on the employee appreciation event
  - b. Discussion of utilization of benefits
  - c. Discussion of the Leola Hanbury Award
  - d. Update on hiring for HR/Payroll officer
6. **Miscellaneous Business**  
Next Meeting Date: 9:00 a.m., Tuesday, October 6<sup>th</sup>, 2020
7. **Executive Session** – If needed
8. **Adjournment**



**Personnel Committee**  
**9:00am, Tuesday, August 11, 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 Office DeGroot

**2. Approval of previous meeting's minutes – June 8, 2020**

Council Member Streetman made a motion to approve the minutes June 8 meeting, and Mayor Carroll seconded the motion. The minutes passed unanimously.

**3. Citizen's Comments – none**

**4. Old Business**

**Update on Wage and Compensation Study**

Administrator Fragoso said she expects a full RFP document to be completed for this initiative in the next 30-45 days. After the proposals are received, staff would like to narrow down the choices to bring before the Committee for interviews prior to final selection. One of the goals is to have the final product available prior to work beginning on the FY22 budget.

Committee members agreed the proposed scope of work seems thorough. HR Office DeGroot has been reaching out to colleagues and companies that do such work for sample final products and implementation plans. Administrator Fragoso said it will be important to include the impact and effects of COVID-19 in the study.

**5. New Business -- none**

**6. Miscellaneous Business**

Council Member Moye asked for a status of IOP staff in light of the virus. Administrator Fragoso shared that while the pandemic has created some anxiety, the City's commitment to its staff helped to alleviate some of that stress. She also spoke to the importance of supporting law enforcement in light of the current climate. HR Office DeGroot has been keeping staff aware of the benefits of EAP should they be needed.

Administrator Fragoso said she intends to get feedback from the department heads about an employee appreciation event. Committee members agreed an employee appreciation event would be a good idea.

The next meeting of the Personnel Committee will be on Tuesday, September 15, 2020 at 9am.

**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 9:18am.

Respectfully submitted,

Nicole DeNeane  
City Clerk

Recognizing past Council member Leola Hanbury's wishes, the City of Isle of Palms has established the criteria for the "Leola Hanbury Employee of the Year Recognition Award." Ms. Hanbury gifted over \$25,000 dollars to the City she loved so dearly in order create the "Employee of the Year Award."

**Award:**

The \$500 award may be given annually to one employee displaying exemplary service, going above and beyond normal job requirements and expectations, demonstrated integrity and a strong commitment to the City of Isle of Palms.

**Nomination Process:**

Individuals may be nominated by their supervisors, peers and citizens of the City of Isle of Palms. Nominations must include a narrative letter of support that addresses one or more of the criteria listed and provide evidence of the nominee's excellence performance by the employee. All nominations will be confidential and should be submitted to the Human Resources Officer in City Hall at 1207 Palm Boulevard via U.S Postal Service, personally delivered or emailed to [wynnetted@iop.net](mailto:wynnetted@iop.net).

**Award Review Committee:**

The Personnel Committee, Mayor, City Administrator, and the Human Resource Officer will evaluate all nominations and select the recipient of the award. The award may be announced at the annual Employee Recognition event.

**Eligibility:**

The award is limited to employees in good standing with the City and have been employed for a minimum of two (2) years.

**Award Selection Criteria:**

- **Exemplary achievement and performance** - Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to the City of Isle of Palms.
- **Excellence in customer service and personal interaction** - Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service or has increased citizen satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization; demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the Isle of Palms community.
- **Development of an innovative and creative idea that improves quality of service and reduces cost** – Developed or significantly improved a work process or system that has significantly increased the efficiency of an operation of a program/department; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities; significant improvements in citizen services or enhanced citizen satisfaction.

**Application deadline:**

Nominations will be accepted until \_\_\_\_\_