



Personnel Committee

9:00 a. m., Thursday, October 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** – September 15, 2020
3. **Citizens' Comments** – Comments received via the "Public Comment" Form will be entered into the record.
4. **Old Business**
 - a. Update on wage and compensation study
 - b. Update on hiring for HR/Payroll officer
5. **New Business**

Discussion of hiring process for Fire Chief in preparation for upcoming retirement
6. **Miscellaneous Business**

Next Meeting Date: 9:00 a.m., Tuesday, November 3rd, 2020
7. **Executive Session** – If needed
8. **Adjournment**



Personnel Committee
9:00am, Tuesday, September 15, 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, Asst. Administrator Hanna

2. Approval of previous meeting's minutes – August 11, 2020

Council Member Streetman made a motion to approve the minutes August 11 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 the timeline for the wage and compensation study has been slightly delayed due to the resignation of Wynette DeGroot. She has discussed the scope of work with the department heads and incorporated their input. The goal is to have proposals to discuss in October. Mayor Carroll would like whatever company is selected to look at municipalities of similar size and economy, meaning those with a busier summer season and slower winter season as dictated by tourism. Council Member Moye stressed the need to have the study completed by the FY22 budget season.

5. New Business

A. Update on the Employee Appreciation Event

Administrator Fragoso reported that the Employee Appreciation Event is being planned for the Spring in hopes that the pandemic has subsided by then. The budget for the event has been reduced, so staff is discussing other options for the event in order to stay within budget. The Exchange Club has offered the use of their building for only a minimal cleaning fee. Mayor Carroll suggested an experiential event such as touring one of the undeveloped barrier islands. Council Member Moye suggested communicating to the larger staff why the event is being moved.

B. Discussion of utilization of benefits

Administrator Fragoso reviewed the benefits offered by the City of Isle of Palms to its employees, including 100% tuition reimbursement, 100% healthcare coverage for the employee and 50% coverage for dependents, the Employee Assistance Program through First Sun, and a 30-minute wellness period during the work day.

She shared that 3 employees took advantage of the tuition reimbursement last year and 8 have applied for this year. First Sun has increased its outreach to employees to increase awareness of their offerings. Administrator Fragoso would like to encourage employees to take advantage of the 30-minute wellness period.

C. Discussion of the Leola Hanbury Award

Administrator Fragoso said she would like to keep the presentation of the Leola Hanbury Award with the Employee Appreciation Event. She plans to announce that nominations for the award open in October. The delay of the Employee Appreciation Event will allow for plenty of time for members of the community to nominate a member of staff. Council Member Moye said it would be nice to “establish an expectation or practice in the community of this being ongoing.”

Administrator Fragoso suggested the Mayor highlight it in his next newsletter. The City can also advertise the request for nominations in the *Island Eye* directing people to the City’s website for the nomination form. Council Member Moye suggested interviewing people who nominate staff members and post those videos on social media to help promote the award.

D. Update on hiring for HR/Payroll Officer

Administrator Fragoso reported that the deadline for applications for this open position was extended and over 60 applications have been received. The position has been posted on numerous listservs and culled by other websites. She hopes to schedule first-round Zoom interviews next week with in-person interviews to follow. The position is seeking someone with Human Resources and accounting skills.

6. Miscellaneous Business

The next meeting of the Personnel Committee will be on Tuesday, October 6 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 9:37am.

Respectfully submitted,

Nicole DeNeane
City Clerk