



**Personnel Committee**  
**9:00am, Thursday, October 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, Asst. Administrator Hanna

**2. Approval of previous meeting's minutes – September 15, 2020**

Mayor Carroll made a motion to approve the minutes September 15 meeting, and Council Member Streetman seconded the motion. The minutes passed unanimously.

**3. Citizen's Comments – none**

**4. Old Business**

**A. Update on Wage and Compensation Study**

Administrator Fragoso said they are working on the RFP for the study with a goal of receiving applications by November 6. She suggested delaying the November meeting of the Committee by a week so they will have time to review the applications and make a recommendation to the Ways & Means Committee.

**B. Update on hiring for HR/Payroll Officer**

Administrator Fragoso reported that the hiring of the HR/Payroll Officer is an ongoing process. They are still reviewing applications and have left the application process open until the position is filled. She noted that prior to the creation of the position department heads were completing the hiring process.

**5. New Business**

**A. Hiring Process for New Fire Chief**

Chief Graham has submitted her resignation effective December 31, 2020. Administrator Fragoso shared a proposed timeline for filling that position and the Committee discussed its feasibility. Advertising for the position will begin October 16. Both the Personnel and Public Safety committees will be involved in the hiring process. Administrator Fragoso said she would share the hiring timeline with the full City Council.

**6. Miscellaneous Business**

Council Member Moye asked for an update on the Strategic Planning Process. Administrator Fragoso said the department heads will meet for a (socially-distanced) workshop at the Riley Center on October 22. The City Council will meet for a similar workshop following soon after.

Mayor Carroll thanked staff for all their hard work as of late.

The next meeting of the Personnel Committee will be on Thursday, November 12, 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 9:59am.

Respectfully submitted,

Nicole DeNeane  
City Clerk