



## **Personnel Committee**

9:00 a. m., Tuesday, January 5, 2021

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:**

All citizens who wish to speak during the meeting must email their first and last name, address and topic to [rhanna@iop.net](mailto:rhanna@iop.net) no later than **3:00 p.m. the business day before the meeting**. Citizens who sign up to speak will receive an email with instructions to join the meeting via Zoom. All verbal comments will have a time limit of three (3) minutes. Speakers must turn on their video and make sure that their actual name shows up as their Zoom identifier, and mute themselves after their comments.

Citizens may also provide written 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. **Election of Chair and Vice Chair**
3. **Approval of previous meeting's minutes**  
**Regular Meeting** - November 12, 2020  
**Special Meeting** - November 24, 2020
4. **Citizens' Comments**
5. **Old Business**
  - a. Update on Wage and Compensation Analysis
  - b. Update on Fire Chief hiring process
6. **New Business**
7. **Miscellaneous Business**  
Next Meeting Date: 8:00 a.m., Tuesday, February 2, 2021



**8. Executive Session – If needed**

**9. Adjournment**



**Personnel Committee**  
**9:00am, Thursday, November 12, 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 – October 8, 2020**

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

**3. Citizen's Comments – none**

**4. Old Business**

**A. Discussion and consideration of proposals received for RFP 2020-07 Wage and Compensation Analysis**

Administrator Fragoso stated the 400 pages received from 6 bidders are attached to the agenda. Bids ranged in price from \$14,000 to over \$30,000. She said the next step is to speak with local governments that have used these firms. Staff will be ready to make a recommendation to the Personnel Committee at a Special Meeting in December.

**B. Update on Fire Chief hiring process**

Administrator Fragoso reported that 50-55 resumes have been received to date, and the closing date for the application process is November 16. Several internal candidates have applied. Resumes are reviewed for the necessary qualifications and certifications. A narrowed-down pool of candidates will be sent to Personnel and Public Safety Committee members before Thanksgiving.

**5. New Business**

**A. Consideration of application for appointments to Boards and Commissions**

Administrator Fragoso reported there are five applicants for three vacancies on the Planning Commission, two applicants for one vacancy on the Board of Zoning Appeals, and four applications for three vacancies on the ATAX Board.

Council Member Moye suggested there be less questions involved in the interview process and to keep interviews to 20 minutes each. Recommendations should be ready for the Special City Council Meeting on December 8.

**MOTION: Mayor Carroll made a motion to recommend the appointments of David Cohen, Steven Corney, and Sandy Stone to the Planning Commission. Council Member Streetman seconded the motion. The motion passed unanimously.**

**MOTION: Mayor Carroll made a motion to recommend the reappointment of Julise Spell to the ATAX Board, the appointment of Ray Burns to the ATAX Board, and to interview two candidates for the remaining open seat on that Board. Council Member Streetman seconded the motion.**

**MOTION: Council Member Moye made a motion to interview both candidates for the vacancy on the BOZA. Council Member Streetman seconded the motion. The motion passed unanimously.**

Council Member Moye directed staff to devise 2-3 interview questions based on the needs of each Commission or Board. Potential interview dates will be set up via email.

#### **6. Miscellaneous Business**

The next meeting of the Personnel Committee will be scheduled prior to the December 8 Special City Council Meeting. The next regular meeting of the Personnel Committee will be Tuesday, January 12, 2021 at 9am.

#### **7. Adjournment**

Council Member Streetman made a motion to adjourn, and Mayor Carroll seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:51am.

Respectfully submitted,

Nicole DeNeane  
City Clerk



**Special Personnel Committee Meeting**  
**1:30pm, Tuesday, November 24, 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. Purpose**

**A. Interview of candidates for the City of Isle of Palms Board of Zoning Appeals and Accommodations Tax Advisory Committee**

Mr. Douglas Truslow was interviewed for the opening on the ATAX Board. Mr. Truslow has practice law throughout his career. He interested in serving on the Board because he wants to be involved in the community and is very interested in tax-related issues. He has familiarized himself with the State ATAX laws and the history of the ATAX Board on the island. He believes his understanding of ATAX laws and critical thinking are important for serving on the Board.

Ms. Jean Murray was interviewed for the opening on BOZA. She has been an active volunteer in many areas of the community over the past several decades. She is very interested in what is happening on the island with regards to building and construction.

Mr. Brian Abel was interviewed for the opening on BOZA. Mr. Abel has a civil engineering background and has completed design work for developers and architects. He understands building codes as they relate to planning, development, and construction. He believes he could bring a technical expertise to BOZA. He has testified as an expert witness and served on several professional review boards.

Mr. Ted McKnight was interviewed for the opening on ATAX. He has a background in law enforcement and is a retired District Attorney who has severed on boards of professional associations. As someone who has paid into ATAX from rental income, he understands where these monies are used and would like to educate the public about them.

Ms. Margaret Miller was interviewed for the opening on ATAX. Ms. Miller is a current member of the ATAX Board and has served on the board for many years. She believes in collecting information from all sides before making decisions. She is very interested in what happens on the island, understands how ATAX monies are intended to be spent and how it can and should help

the island. She believes decisions need to be supported by facts, a practice she uses in her work as an auditor.

**B. Discussion of recommendation by staff for RFP 2020-07 Wage and Compensation Analysis**

Assistant Administrator Hanna said staff has interviewed five companies for the Wage & Compensation Analysis. They have narrowed the list down to three candidates but would like more time to contact unlisted references for each company to further qualify their recommendation. Committee members appreciated the due diligence of the staff and supports staff's recommendation of the appropriate company to the full City Council at the Special Meeting on December 8.

**3. Executive Session**

**MOTION: Mayor Carroll made a motion to move into Executive Session to discuss appointments to City Boards and Commissions. Council Member Streetman seconded the motion. The motion passed unanimously.**

The Personnel Committee moved into Executive Session at approximately 3:03pm.

The Personnel Committee returned from Executive Session at approximately 3:16pm. Council Member Moye said no decisions were made.

**MOTION: Council Member Moye made a motion to recommend the appointment of Douglas Truslow to ATAX and Brian Abel to BOZA. Council Member Streetman seconded the motion. The motion passed unanimously.**

Committee members expressed their thanks and encouragement to all who have served, who continue to serve, and wish to serve the City in this capacity. They encourage citizens to continue to apply to the City when openings are available on Boards and Commissions.

**4. Adjournment**

Mayor Carroll made a motion to adjourn, and Council Member Streetman seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:20pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk