



Personnel Committee

9:00 a. m., Tuesday, February 2, 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 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. **Approval of previous meeting's minutes** - January 5, 2021
3. **Citizens' Comments**
4. **Old Business**
 - a. Update on Wage and Compensation Analysis project and discussion of development of a compensation policy
 - b. Update on Fire Chief hiring process
5. **New Business**
 - a. Discussion and consideration of increasing current merit increase for FY21
 - b. Discussion of FY22 10-year Capital Plan for General Government
6. **Miscellaneous Business**

Next Meeting Date: 8:00 a.m., Tuesday, March 2, 2021
7. **Executive Session** – If needed



8. Adjournment



Personnel Committee
9:00am, Tuesday, January 5, 2021
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 Bell, Buckhannon, and Moye

Staff Present: Administrator Fragoso, Asst. Administrator Hanna

2. Election of Chair and Vice Chair

Council Member Bell nominated Council Member Moye as Chair of the Personnel Committee. Council Member Buckhannon seconded the motion. The vote for Council Member Moye as Chair of the Personnel Committee was unanimous.

Council Member Buckhannon nominated Council Member Bell as Vice Chair of the Personnel Committee. Council Member Moye seconded the motion. The vote for Council Member Bell as Vice Chair the Personnel Committee was unanimous.

3. Approval of previous meeting's minutes – November 12, 2020 and November 24, 2020

MOTION: Council Member Bell made a motion to approve the minutes of the November 12 and November 24 meetings. Council Member Buckhannon seconded the motion. The motion passed unanimously.

4. Citizens' Comments – none

5. Old Business

A. Update on Wage and Compensation Analysis

Administrator Fragoso said the contract with Evergreen has been executed and there will be a kickoff meeting on January 7 to discuss goals, expectations, and work timelines.

B. Update on Fire Chief hiring process

Administrator Fragoso said that the 77 applications received for this position have been narrowed down to 10 candidates. Three days of interviews with members of the Personnel and Public Safety committees will be held next week. Council Member Moye indicated this search process is different from the processes for the City Administrator and Police Chief in that it is

being done entirely remotely. Due to the larger number of final candidates, there will likely be a second round of interviews with 2-3 remaining candidates.

6. **New Business**

7. **Miscellaneous Business**

The next meeting of the Personnel Committee will be Tuesday, February 2, 2021 at 9am.

8. **Executive Session**

MOTION: Council Member Moye made a motion to move into Executive Session in accordance with §30-4-70(a)(1) to discuss employment matters related to the search for a new Fire Chief. Council Member Bell seconded the motion. The motion passed unanimously.

The Committee moved into Executive Session at 9:09am.

The Committee returned from Executive Session at 9:47am. Council Member Moye reported that no decisions were made.

7. **Adjournment**

Council Member Buckhannon made a motion to adjourn, and Council Member Bell seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:47am.

Respectfully submitted,

Nicole DeNeane
City Clerk



REQUIRED DECISIONS FOR DEVELOPMENT OF/OR REVISION TO A COMPENSATION PHILOSOPHY

Developing or revising an organization's compensation philosophy requires decisions be made in four key areas. This guide assists in the decision process and should follow a thorough review/discussion of each key area.

What market position does the City want to be in when compared to its peers?

Information needed to revise current pay plan(s) or develop new pay plan(s).

Used to determine placement or adjustment of the pay structure, AND the pay grade assignments for classifications.

- ☐ Lead: By what Percent? 60%? 70%? Determines the structure placement and pay grade assignments only and does not translate to employees being paid at this percent.

Total Structure? Set the structure, i.e. all classifications at this position? Align structure and pay grade midpoints to this %)

Or Specific Areas? - Public Safety? Others? A structure can be set at a position, and still have some areas positioned differently.
- ☐ Align: At 50% or Average?

Does the City plan to make any changes to Total Compensation?

A specific decision is not required, rather an understanding if are/are not major changes planned that could impact salaries (pay structure placement, planned increases, salary progression, etc.) Are there any major changes planned for benefits that may influence the balance (percent) of salary and benefits?

What salary structure design does the City want to administer?

Needed to determine the design (or make changes to) a pay plan.

Guides how Evergreen will design (or change) the pay plan. Is there a preference for open-range (current design), step-plan, or hybrid? Why? Does the City want a classification hierarchy that has many levels or fewer levels? On what basis does the City want employees to progress to the next pay level? Opportunities for employee salary progression in a classification and compensation structure both vertically (typically career, next level progression) and horizontally (within the range, or steps.) should be present.

- ☐ Open Range: Generally considered more flexible, easier to administer.
- ☐ Step: Sometimes used in Public Safety, more typically utilized when pay progression is associated with time in classification or organizational tenure.

What is the City's reward strategy and on what basis will salaries progress?

Information needed to develop/recommend the best solution/implementation options.

Evergreen will propose implementation options that most closely align with this strategy. For example, while a parity option (time based) may be presented, Evergreen would not typically recommend this option if salaries will not progress in this manner going forward.

- ☐ Time based salary progression: Employees are eligible to receive salary increases based on time in classification, or time (tenure) with the organization.
- ☐ Performance based salary progression: Employees are eligible to receive salary increases based on individual level of performance.
- ☐ Hybrid: Employees are eligible to receive salary increases based on a combination of time and performance, OR time until reaching a certain position in the range, OR performance based and incentive based (additional education, special assignments, certifications, etc.) OR other option?

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		City of Isle of Palms 10-Year Capital Plan											
2		Expenditures for assets or projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**											
3		DRAFT #1											
4													
5	Total		FY22		FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31
6	Fleet												
7													
8													
9		General Government											
10													
11		Audio Visual (AV) improvements for Council Chamber	25,000								30,000		
12		City Hall parking lot fence replacement				18,000							
13		Radio Replacements - repl w/ failure using old radios fr PD/FD											
14		Replace framing and metal doors at City Hall				15,000							
15		New telephone system					30,000						
16		Replace City Hall generator (evaluate in FY30)											
17		Court software replacement						30,000					
18		Replace HVAC units			16,000					18,000			
19		Replace message boards at Connector and Breach Inlet					25,000						
20		FEMA Flood Mitigation project on Forest Trail, fully offset by grant funds	453,000										
21		FEMA Flood Mitigation project on Charleston Blvd, fully offset by grant	267,000										
22		Rehab golf cart path along Palm Blvd connecting 18th and 20th Ave								75,000			
23													
24		Subtotal Capital	745,000		16,000	33,000	55,000	30,000	-	93,000	30,000	-	-
25													
26		Facilities Maintenance											
27		Building maintenance contingency to proactively address issues as needed - calculated as 1% of City Hall building insured value. Split 50/50 Gen Govt/Building. Increase to 2% starting in FY24	12,163		12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163
28													
29		Subtotal Facilities Maintenance	12,163		12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163
30													
31													
32	-	Grand Total General Government	757,163		28,163	45,163	67,163	42,163	12,163	105,163	42,163	12,163	12,163