



Personnel Committee
9:00am, Tuesday, February 2, 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. Approval of previous meeting's minutes – January 5, 2021

MOTION: Council Member Bell made a motion to approve the minutes of the January 5, 2021 meeting. Council Member Buckhannon seconded the motion. The motion passed unanimously.

3. Citizens' Comments – none

4. Old Business

A. Update on Wage and Compensation Analysis project and discussion of development of a compensation policy

Administrator Fragoso said Evergreen will be on site this week providing orientations and conducting focus groups and interviews with City employees. She said the City will need to develop a compensation policy “that would be the governing structure that would define specific situations, how those will be handled, and would give department heads guidance when positions are advertised, when we make offers or give promotions. The goal of the compensation policy is to provide clear communication and expectations not only to potential employees but current employees, and therefore, support the growth of the City as an organization and talent retention.”

Committee members discussed various aspects of such a policy including aligning compensation strategy with retention goals, salary policy around tenured employees, being cognizant of the distance employees may drive to work for the City, salary ranges, performance-based reviews, and up-to-date evaluation tools to conduct such reviews.

Committee members felt it important to understand what other similar sized municipalities are doing in this regard. Council Member Buckhannon noted that the tax base for the Isle of Palms is limited by size. Council Member Moye expressed his desire for proper evaluation tools, and Administrator Fragoso said that Evergreen is reviewing the City's evaluation component.

B. Update on Fire Chief hiring process

Administrator Fragoso reported that the Personnel and Public Safety committee will meet Thursday to deliberate on the four candidates interviewed last week and discuss the next steps in the process. A Special Meeting of City Council may be necessary to move the process forward depending on the outcome of Thursday's meeting.

5. New Business

A. Discussion and consideration of increasing current merit increase for FY21

Administrator Fragoso requested last year's 2.5% merit pool that was suspended due to the unknown effects of COVID on the City's budget be added to this year's merit pool and be retroactive to January 1, 2021.

MOTION: Council Member Buckhannon made a motion to forward this request to the Ways & Means Committee. Council Member Bell seconded the motion.

Council Member Bell said he would like to see a plan when this comes to Ways & Means. Administrator Fragoso said, "It would be based on results and scores from the performance evaluations."

B. Discussion of FY22 10-year Capital Plan for General Government

Administrator Fragoso reviewed the items proposed in the 10-year Capital Plan for FY22 in General Government. Committee members all agreed that the amount earmarked for upgrading the A/V equipment in Council Chambers needs to be increased to provide maximum and clear access to Council members during City Council meetings. Consideration of a closed-captioned component was also requested.

6. Miscellaneous Business

The next meeting of the Personnel Committee will be Wednesday, March 3, 2021 at 9am.

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 9:58am.

Respectfully submitted,

Nicole DeNeane
City Clerk