



## **Personnel Committee**

9:00 a. m., Tuesday, May 4, 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 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** – March 3, 2021
3. **Citizens' Comments**
4. **Old Business**
  - a. Introduction of Human Resources & Payroll Officer
  - b. Update on Wage & Compensation Analysis project
5. **New Business**
  - a. Discussion and consideration of applicants to fill Board of Zoning Appeals vacancy
  - b. Discussion of referendum question on reducing the size of City Council
  - c. Discussion of proposals for Assistant City Attorney
6. **Miscellaneous Business**

Next Meeting Date: 8:00 a.m., Tuesday, June 1, 2021
7. **Executive Session** – In accordance with S.C. Code Section 30-4-70 (a) (1) to discuss personnel matters and applications for boards and commissions. Upon returning to open session, the Committee may take action on matters discussed in Executive Session.
8. **Adjournment**



**Personnel Committee**  
**9:00am, Wednesday, March 3, 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

Also Present: Nancy Berkeley, Evergreen

**2. Approval of previous meeting's minutes**

Minutes of: Special Joint Personnel & Public Safety Committees on January 11, January 12, January 14, February 4, and February 10, 2021; Special Personnel Committee Meetings on January 25 (2) and January 29, 2021 (2); and the regular meeting of February 2, 2021

**MOTION: Council Member Buckhannon made a motion to approve the minutes of the meetings as noted. Council Member Bell 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 introduced Nancy Berkeley from Evergreen. She gave the Committee an overview of the process of the study and the work that has been conducted to date. Staff participation has been very high, and responses were noted as “very thoughtful.”

Committee members discussed at length with Ms. Berkeley their thoughts on the development of a compensation policy for City employees. Topics covered included: what market position the City wishes to be in as compared to neighboring communities; the salary structure design the City wishes to administer, and the City's reward strategy and salary progression.

Committee members noted it was important to be competitive in salaries so as to attract talented employees. They liked the idea of a salary structure that allowed for flexibility during uncertain economic times, but also let employees know what they could expect as far as pay increases.

Discussion also ensued as to how to handle the salary increases and or recognition of long-tenured employees.

Council Member Moye said it will be necessary to discuss the levels of service City Council expects to be provided to citizens and visitors and then form tax policy around that.

Ms. Berkeley will take that information and begin forming a compensation policy for future discussion with the full City Council.

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

Administrator Fragoso reported that Battalion Chief Hathaway turned down the offer of Fire Chief. He will continue to the point of contact until a new fire chief is hired. She said the final candidates spoke highly of the interview process of the hiring committee. She suggested there will now be “a new opportunity to incorporate and maybe formalize additional elements to the process that could provide assurances to the City and to you all that the final candidate will have the full support of Council.”

Committee members agreed to start the process anew after discussion with the Public Safety Committee at their Thursday meeting.

**5. New Business**

**A. Discussion of FY22 Operating Budget for City Council, General Government, and Building, Planning & Zoning departments**

Administrator Fragoso reviewed the operating budgets for City Council, General Government, and the Building, Planning & Zoning departments. Asst. Administrator Hanna shared the details of a proposed IT package that will create efficiency in meeting agenda preparation, live transcription, and live streaming capabilities for some meetings. Council Member Bell would like to see data detailing the projected efficiency of this purchase for the Ways & Means Committee meeting.

Council Member Moye requested City staff to further pursue information about how Folly Beach handles the tourism promotion monies Isle of Palms currently gives to the Charleston Visitor’s Bureau. Administrator Fragoso said that will be discussed with the Ways & Means Committee and any changes that happen as a result may not go into full effect in FY22.

Administrator Fragoso noted that the Ways & Means Committee will need to consider the recommendations associated with the Wage & Compensation study in the FY22 budget.

**6. Miscellaneous Business**

The next meeting of the Personnel Committee will be Tuesday, April 6, 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 10:40am.

Respectfully submitted,

Nicole DeNeane  
City Clerk

# Application for Boards and Commissions

## Applicant Name

Margaret

First

Conway-Hekker

Last

## Position Sought

Any

Accommodations Tax  
Advisory Committee

Board of Zoning  
Appeals

Building Code Board of  
Appeals

Planning Commission

## Home Phone

## Work Phone

## Mobile Phone

## Email

## Are you a resident of the Isle of Palms?

Yes  No

## How many years have you lived in the Isle of Palms?

10

## Address

5804 Palmetto Drive

Address Line 1

Address Line 2

Isle Of Palms

City

South Carolina

State

29451

Zip Code

## Occupation and Title

Realtor/Broker-in-Charge

## Business or Employer Name

Lighthouse Realty Group LLC

## Have you ever served on a board or commission for the City of Isle of Palms or another local government?

Yes  No

## If yes, please provide information about that service

## Have you served as an elected official of local government?

Yes  No

## Please list community and volunteer activities you may be involved in.

Commodore of Charleston Ocean Racing Association

**Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.**

No

**State your interest in serving on this Board or Commission.**

Serving my community

**Upload Résumé**

Conway-HekkerResume.pdf

**Note:** This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

# Application for Boards and Commissions

## Applicant Name

Ted

First

McKnight

Last

## Position Sought

Any

Accommodations Tax  
Advisory Committee

Board of Zoning  
Appeals

Building Code Board of  
Appeals

Planning Commission

## Home Phone

[REDACTED]

## Work Phone

## Mobile Phone

## Email

[REDACTED]

## Are you a resident of the Isle of Palms?

Yes  No

## How many years have you lived in the Isle of Palms?

18

## Address

2 Shad Row

Address Line 1

Address Line 2

Isle of Palms

City

South Carolina

State

29451

Zip Code

## Occupation and Title

Retired: previously District Attorney 24 years

## Business or Employer Name

Clinton County Pennsylvania

## Have you ever served on a board or commission for the City of Isle of Palms or another local government?

Yes  No

## If yes, please provide information about that service

## Have you served as an elected official of local government?

Yes  No

## Please list community and volunteer activities you may be involved in.

In addition to being the DA for 24 years, served in positions of leadership on numerous boards

**Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.**

No

**State your interest in serving on this Board or Commission.**

I have a wealth of experience in the area of public safety including having written numerous pieces of criminal justice legislation and sentencing. Was previously president of the Pennsylvania District Attorneys Association and Vice Chair of the Pennsylvania Commission on Sentencing. Served on the Executive Committee of both organizations for 11 years.

**Upload Résumé**

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# Application for Boards and Commissions

## Applicant Name

Jean

First

Murray

Last

## Position Sought

Any

Accommodations Tax  
Advisory Committee

Board of Zoning  
Appeals

Building Code Board of  
Appeals

Planning Commission

## Home Phone

## Work Phone

## Mobile Phone

## Email

## Are you a resident of the Isle of Palms?

Yes  No

## How many years have you lived in the Isle of Palms?

44

## Address

233 Forest Trl

Address Line 1

Address Line 2

Isle of Palms

City

South Carolina

State

29451-2527

Zip Code

## Occupation and Title

Retired

## Business or Employer Name

N/a

## Have you ever served on a board or commission for the City of Isle of Palms or another local government?

Yes  No

## If yes, please provide information about that service

Served on IoP Playground Commission, Poll Manager for District 2

## Have you served as an elected official of local government?

Yes  No

## Please list community and volunteer activities you may be involved in.

Member of VFW Post 3137 Auxiliary, Co-President of the IoP Garden Club, member of Stella Maris Women's Club

**Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.**

**State your interest in serving on this Board or Commission.**

As a long time resident of the IoP, there are so many aspects to love about the island-from the wonderful beaches to the community feel and I would not want to live anywhere else. In caring for the island, I feel the building that is taking place needs to be monitored for keeping within the limits of current building codes and to hear and decide any appeal and enforce zoning ordinances.

No resume uploaded-retired In 2012-worked for two airlines and as a travel agent for the government. My important job was staying at home with our children and volunteering at SI and Laing schools, President of SI PTA, coaching soccer, leading a Brownie troop and being involved in other activities as our children grew. Now it's time again to give to my community.

**Upload Résumé**

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