



### **Personnel Committee**

9:00 a. m., Wednesday, June 9, 2021  
1207 Palm Boulevard  
Isle of Palms, South Carolina

### **Public Comment:**

All citizens who wish to speak during the meeting must email their first and last name, address and topic to City Clerk, Nicole DeNeane at [nicoled@iop.net](mailto:nicoled@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** – May 4, 2021
3. **Citizens' Comments**
4. **Old Business**
  - a. Update on Wage & Compensation Analysis project
  - b. Discussion of referendum question on reducing the size of City Council
5. **New Business**
  - a. Interview of candidate for City Attorney
  - b. Discussion of altering the hiring process to fill department head vacancies
  - c. Discussion and consideration of nomination of Howard House "Beach Santa" for a Signal 30 Award
  - d. Consideration of applications for ATAX vacancy expiring 12/31/2023
6. **Miscellaneous Business**

Next Meeting Date: 9:00 a.m., Tuesday, July 6, 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 and interview candidate for City Attorney. Upon returning to open session, the Committee may take action on matters discussed in Executive Session.
8. **Adjournment**



**Personnel Committee**  
**9:00am, Tuesday, May 4, 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, HR Officer Ladd

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

**MOTION: Council Member Buckhannon made a motion to approve the minutes of the March 3, 2021 meeting. Council Member Bell seconded the motion. The motion passed unanimously.**

**3. Citizens' Comments – none**

**4. Old Business**

**A. Introduction of Human Resources and Payroll Officer**

Administrator Fragoso introduced the new Human Resources and Payroll Officer, Janice Ladd. Ms. Ladd gave a brief overview of her work history prior to coming to the Isle of Palms.

**B. Update on Wage and Compensation Analysis project**

Asst. Administrator Hanna reviewed the process of work completed by Evergreen to date. Staff will be meeting with them on Wednesday for an update. Administrator Fragoso said they are about two weeks behind in their final deliverable. She supports the placeholders in the FY22 budget for the first phase of any salary adjustments recommended by the study. She noted that any adjustments will be part of a phased approach, starting with Public Safety. She will share the updated work schedule from Evergreen with the Committee.

**5. New Business**

**A. Discussion and consideration of applicants to fill Board of Zoning Appeals vacancy**

Administrator Fragoso said three applications were received for the opening on the Board of Zoning Appeals. The member who recently left was an attorney, and the Board would like to retain someone with judicial expertise since the Board serves a quasi-judicial function. Based on that qualification and the needs of BOZA, staff recommends Ted McKnight to fill the vacancy.

**MOTION:** Council Member Bell made a motion to recommend Ted McKnight to the Board of Zoning Appeals. Council Member Buckhannon seconded the motion.

Committee member briefly discussed whether or not it was necessary to interview all the candidates based on the staff recommendation and needs expressed by the Board.

**VOTE:** The motion passed unanimously.

**B. Discussion of referendum question on reducing the size of City Council**

Administrator Fragoso said she was looking for guidance from the Committee about the wording of the referendum question on reducing the size of City Council so that she could better direct the City Attorney on the drafting of the question. She detailed the options and outcomes of reducing the size of Council, noting it was important that citizens understand the implications of both options. Committee members agreed the question needs to be worded so that citizens will understand the outcome. The consensus was to word the question such that the reduction would be reduced by one person in each election cycle such that no one's term is shortened and to prevent the potential for a larger turnover in Council members in one cycle. Council Member Moye said, "The way that I would do that is in the 2023 election cycle have one two-year term that expires in 2025, and then get rid of those two seats in 2025."

Council Member Buckhannon suggested a reduced Council have equal representation across districts.

Should the citizens vote to reduce the size of City Council, it would take two election cycles before an impact is seen. Administrator Fragoso said she would ask City Attorney Hinchey to draft the question to bring before City Council at the end of May.

Committee members discussed the importance of the expression of neutrality in all communications about the referendum. Administrator Fragoso said she would have a third party review all materials to ensure neutral language.

**C. Discussion of proposals for Assistant City Attorney**

Administrator Fragoso has received three applications for the position of Assistant City Attorney. She said she would like to interview them first before bringing two options to the Committee for consideration.

**6. Miscellaneous Business**

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

**7. Executive Session**

**MOTION:** Council Member Moye made a motion to go into Executive Session in accordance with §30-4-70(a)(1) to discuss personnel matters related to the proposals for the Assistant City Attorney. Council Member Bell seconded the motion. The motion passed unanimously.

The Personnel Committee moved into Executive Session at 9:38am.

The Personnel Committee returned from Executive Session at 9:56am. Council Member Moye said no decisions were made.

**8. 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 9:56am.

Respectfully submitted,

Nicole DeNeane  
City Clerk

**On March 23, 2021, City Council voted to reduce the size of Council and present the question to the residents via a referendum in the November 2021 Municipal Election.**

### **Possible Referendum Question**

The City of Isle of Palms currently operates under a Council form of government with a Mayor and eight (8) Council members, each elected to four-year terms. All policy and legislative decisions are the responsibility of the Council. Candidates for office run in non-partisan, at-large elections for staggered four-year terms. The following question seeks voter input to the size of the City Council.

*Question: Should the Isle of Palms City Council consider a reduction in the number of Council to a Mayor and six (6) Council members?*

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### **How could the reduction in council members occur to maintain staggered structure?**

#### **Option #1**

Step 1: Change one (1) council member seat expiring in 2023 from a four-year term to a two-year term that would expire in 2025.

Step 2: Eliminate the two-year term and a four-year term expiring in 2025.

#### **Option #2**

All members of Council run 2 years after the referendum is approved and accomplish a new staggering structure at this election. If the Council is reduced from 8 to 6 members, the three to receive the highest vote totals would be elected to 4-year terms. The next three members would be elected to 2-year terms.

**AN ORDINANCE CHANGING ELECTION DATES FOR NONPARTISAN  
ELECTION/RUNOFF METHOD WITHIN THE TOWN OF FORT LAWN, SC**

**ORDINANCE NO. 1-211  
Town of Fort Lawn, South Carolina  
Amending Section 6. Term of Office, and  
Section 12. Date of General Election**

**WHEREAS** the Town of Fort Lawn Council duly assembled in Council adopted Ordinance 1-211 June 12, 2008 authorizing transfer of authority for conducting municipal elections to the Registration and Elections Commission for Chester County; and

**WHEREAS** South Carolina Code of Laws Section 5-15-50 provides that the time for holding general and special elections shall be set by ordinance; and

**WHEREAS**, it is desired that the nonpartisan election and runoff dates be changed to promote voter turnout;

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Council of the Town of Fort Lawn, South Carolina, that Section 12, Date of General Election of Ordinance 1-211, Code of Ordinances, be amended to read as follows:

- (a) A general election pursuant to South Carolina Code Section 5-15-61 shall be held for the election of Council and Mayor, if necessary, on the first Tuesday following the first Monday in November of each odd number year commencing November 3, 2015.
- (b) In the event of a tie vote for any office, a runoff election shall be held pursuant to South Carolina Code Section 5-15-125 two weeks following the election in which the tie vote occurred.
- (c) Special elections to fill vacancies shall be held pursuant to South Carolina Code Section 7-13-190. All ordinances in conflict with these amendments to Ordinance 1-211 are repealed.

And, it is further Ordained by the Mayor and Council of the Town of Fort Lawn, South Carolina that Section 6, Terms of Office, be amended to read as follows:

- (a) The office of Mayor shall be for the term of four years.
- (b) The office of Council members shall be for the term of four (4) years staggered. To effect staggered terms of the Council members in the first election pursuant to this Ordinance on November 3, 2015, the two candidates receiving the highest number of votes shall be elected to four (4) year terms, and the two (2) candidates receiving the next lowest number of votes (3 and 4) shall be elected to two (2) year terms.

Subsequent elections shall be on the first Tuesday following the first

Monday in November of odd years. In the event of a runoff election; the candidate receiving the highest number of votes in the runoff shall fill the term of office which is left after the others are filled in.

This ordinance shall be effective upon preclearance under Section 5 of the Voting Rights Act of 1965.

First Reading April 2, 2013

John P. Rufford  
Mayor

Adoption Date May 7, 2013

Attest: [Signature]  
Town of Fort Lawn Clerk

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**Sec. 1-3-31. Membership; appointment; responsibilities.**

- (A) All committees shall consist of three (3) members selected from the Mayor and Council, except for the Ways and Means Committee, which shall consist of the Mayor and the other Councilmembers.
- (B) All Councilmembers shall be appointed to at least one (1) committee other than the Ways and Means Committee and shall serve on such committee, unless the Councilmember refuses such appointment. If a Councilmember refuses such appointment, then the Councilmember shall have no right to require appointment to a different committee.
- (C) The standing committees and their respective areas of responsibility are as follows:
  - (1) *Ways and Means Committee.* The Ways and Means Committee, which shall consist of all Councilmembers. The committee's duties are to:
    - (a) If requested, assist the City Administrator in the annual budget ordinance through:
      - (1) Review of all sources of revenue and development of annual income estimates;
      - (2) Review of all departmental, committee, board, general government, or other expense budgets;
    - (b) Review monthly cash on hand reports and budget status and recommend revisions if necessary;
    - (c) Review all policies and procedures regarding ways and means and make recommendations as appropriate;
    - (d) Review all other matters pertaining to City finances and which the name of the committee implies;
    - (e) Examine into and report upon all petitions and other matters referred to them by the Mayor and Council; and
    - (f) Review all matters regarding the City real and personal property.
  - (2) *Public Safety Committee.* The Public Safety Committee, which shall consist of three (3) members. The committee's duties are to:
    - (a) If requested, assist the City Administrator in the preparation of the annual expense budget for the Police and Fire Departments;
    - (b) Review policies and procedures regarding the Police and Fire Departments and make recommendations as appropriate; and
    - (c) Examine into and report upon all petitions referred to them by the Mayor and Council.
  - (3) *Public Works Committee.* The Public Works Committee, which shall consist of three (3) members. The committee's duties are to:
    - (a) If requested, assist the City Administrator in the preparation of the annual expense budget for the Public Works Department;
    - (b) Review policies and procedures regarding the Public Works Department and make recommendations as appropriate;
    - (c) Review requests for streetlights and periodically review the street lighting system within the City; and
    - (d) Examine into and report upon all petitions and other matters referred to it by the Mayor and Council, using due diligence thereon.



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- (4) *Recreation Committee.* The Recreation Committee, which shall consist of three (3) members. The committee's duties are to:
- (a) If requested, assist the City Administrator in the preparation of the annual expense budget for the Recreation Department;
  - (b) Review policies and procedures regarding the Recreation Department and make recommendations as appropriate;
  - (c) Work to provide recreational opportunities for all citizens and report to City Council on the condition of the recreation center and the activities of the Recreation Department; and
  - (d) Examine and report upon all petitions and other matters referred to it by the Mayor and Council.
- (5) *Personnel Committee.* The Personnel Committee, which shall consist of three (3) members. The committee's duties are to:
- (a) Assist the City Administrator, if requested, in the preparation of budget estimates for costs related to personnel management;
  - (b) Review personnel management policies, wage scales, and benefits regarding all City employees and make recommendations to City Council as appropriate;
  - (c) Assist the City Administrator in the annual employee evaluation process by:
    - (1) Reviewing and recommending to City Council approval of Employee Performance Evaluation methods developed by the City Administrator and department managers;
    - (2) Developing and recommending to City Council approval of the method of the City Administrator's annual performance evaluation;
    - (3) Preparing summary data regarding the results of the annual employee performance evaluation and recommending to City Council any proposed revisions regarding personnel;
  - (d) Serve as the hiring committee to fill a vacancy in any City department manager position. The chairman of the Personnel Committee shall serve as chairman of the Hiring Committee;
  - (e) Investigate and report to City Council regarding any petitions and other matters referred to it by City Council.
  - (f) If requested, assist City Council in screening, interviewing and recommending candidates for appointments to boards and commissions of the City.
- (6) *Real Property Committee.* The Real Property Committee, which shall consist of three (3) members. The committee's duties are to:
- (a) Assist the City Administrator, at the City Administrator's request, in the preparation of annual budget estimates for the operation and maintenance of the real property owned or leased by the City;
  - (b) Review policies and procedures regarding the use and maintenance of all real property owned, leased or controlled by the City and make recommendations to City Council as appropriate;
  - (c) Monitor and review all existing or proposed leases of real property owned or to be leased by the City;
  - (d) Examine and report upon all petitions and other matters referred to it by the Mayor and City Council.

**From:** [Susan Hill Smith](#)  
**To:** [Desiree Fragoso](#)  
**Subject:** Please share with the Personnel Committee  
**Date:** Thursday, June 3, 2021 2:16:32 PM

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To the Personnel Committee,  
I would like to nominate Howard Hogue, aka Beach Santa, for a Signal 30 award for special citizen service.

From the summer of 2018 through the end of May 2021, Howard has picked up more than 55,000 litter and debris items from the Isle of Palms Beach and more than 75,000 items from the streetscape and parking lots in the island's Front Beach commercial district.

That's more than 130,000 items of litter that he's collected on Isle of Palms and doesn't count the litter he collected the year before he began officially recording catalogued statistics with the assistance of the South Carolina Aquarium's conservation team and its Litter-free Digital Journal.

While some of those items were collected as part of sweeps with Isle of Palms Cleanup Crew, Howard often works on his own or with aquarium conservation volunteer Linda Rowe, who helps him record the data. In fact, Howard has expanded to do sweeps around the tri-county Charleston region, including many of the area's boat landings.

His astounding total litter collection count for the Lowcountry at the start of summer 2021 is 425,445, and he has done it all with a twinkle in his eye.

This kind crusader gladly talks with those on the beach who ask about what he's doing, ready to share a message for all who will listen about the importance of doing our part to protect the environment and shared public spaces. While he makes his home in Moncks Corner, he has become something of a goodwill beach ambassador and local celebrity on Isle of Palms and has done many interviews with local and state media. Plus, he has joined the Isle of Palms Holiday Street Festival more than once as our Santa, donating his appearance pay to charity, as is his typical practice.

I could go on but instead encourage you to watch this SCETV report that came out during the holidays so that you can hear more from Howard himself.

<https://www.scetv.org/stories/2020/beach-santa-encourages-south-carolinians-protect-future>

I expect that you will all agree that Howard is more than deserving of the Signal 30 Award.

Sincerely,  
Susan

**Susan Hill Smith**  
Isle of Palms City Council Member  
shsmith@iop.net

# Application for Boards and Commissions

**Applicant Name**

Dudley Spangler

**Position Sought**

Accommodations Tax Advisory Committee

**Home Phone**

(704) 953-2735

**Work Phone****Mobile Phone**

(704) 953-2735

**Email****Are you a resident of the Isle of Palms?**

Yes

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

9

**Address**

1006 Ocen Blvd, #103, Isle of Palms, South Carolina 29451

**Occupation and Title**

Real Estate Broker

**Business or Employer Name**

Self

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

No

If yes, please provide information about that service

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

No

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

I am active with supporting our Public Safety and Public Works Departments

**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 experience in vacation rentals as I owned 2 and managed 3 others until last year when I sold them.

**Upload Résumé**

**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**

Glenda Nemes

**Position Sought**

Accommodations Tax Advisory Committee

**Home Phone**

(843) 743-3668

**Work Phone****Mobile Phone**

(843) 743-3668

**Email**

glendacnemes@gmail.com

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

Yes

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

3

**Address**

3006 Cameron Blvd., Isle Of Palms, South Carolina 29451

**Occupation and Title**

Retired and property management of own property

**Business or Employer Name****Have you ever served on a board or commission for the City of Isle of Palms or another local government?**

No

If yes, please provide information about that service

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

No

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

Community/ regional not for profit

**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.**

Isle Of Palms

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

To help make recommendation for atax fund use. Have owned and managed my own rental property for over 22 years. Currently own rental property on IOP. Owned and managed a Bed and breakfast downtown. Have owned several small businesses. Have been a corporate relocation director. Have been in own real estate development.

**Upload Résumé**

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# Application for Boards and Commissions

**Applicant Name**  
Rebecca Kovalich

**Position Sought**

**Home Phone**  
(843) 886-8970

**Work Phone**

**Mobile Phone**  
(336) 817-3999

**Email**

**Are you a resident of the Isle of Palms?**  
Yes

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

**Address**  
104 Charleston Blvd, Isle of Palms, South Carolina 29451

**Occupation and Title**  
Clinical Laboratory Consultant

**Business or Employer Name**  
Select Laboratory Partners

**Have you ever served on a board or commission for the City of Isle of Palms or another local government?**  
No

**If yes, please provide information about that service**

**Have you served as an elected official of local government?**  
No

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

**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.**

Having owned 3 clinical laboratories and being a shareholder in a laboratory partnership, I have been able to navigate the complex accounting/tax issues to grow the companies in a major competitive industry. These experiences have given me the ability for understand complicated legal and tax issues that I can apply to the ATAX committee.

**Upload Résumé**  
image.jpg

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