



Personnel Committee
3:00pm, Friday, July 16, 2021
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to Order

Present: Council Members Bell and Moye

Absent: Council Member Buckhannon

Staff Present: Administrator Fragoso, HR Officer Ladd

2. Approval of previous meeting's minutes

MOTION: Council Member Bell made a motion to approve the minutes of the June 9, 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

HR Officer Ladd reported that she met with Administrator Fragoso and Chief Cornett to develop a step increase plan based on time and performance for the Public Safety Department. That information was provided to Evergreen who has further massaged the plan with additional data from the City. The updated plan has been returned from Evergreen and will be reviewed by Administrator Fragoso, Treasurer Suggs, and HR Officer Ladd next week. Also to be reviewed is the general merit increase plan suggested for other departments.

Following a review of the data and validation of Evergreen's assumptions, staff will evaluate the implementation plans offered by Evergreen. An implementation timeline will be developed by staff and shared with the Personnel Committee by the next meeting. Administrator Fragoso remarked that she is impressed with the work they have received from Evergreen.

B. Discussion of altering the hiring process to fill department head vacancies

Committee members reviewed the proposed changes Sections 1-3-31 and 1-4-11 regarding the City Administrator's duties in the hiring process for department heads. Council Member Moye suggested that language in Section 1-3-31 should reflect that the Personnel Committee is still part of the hiring process for the City Administrator.

MOTION: Council Member Bell made a motion to recommend to City Council the proposed changes to Sections 1-4-11 and 1-3-31 with the intent that the Personnel Committee serve as the hiring committee for the City Administrator. Council Member Moye seconded the motion. The motion passed unanimously.

5. New Business

A. Discussion and consideration of applications for the Environmental Advisory Committee

Twenty-seven applications were received for membership on this 9-person committee. After some discussion as to how to narrow the field of applicants, it was decided that Administrator Fragoso and HR Officer Ladd will review the goals of the Environmental Advisory Committee to determine if there might be a means by which to segment the applicants. If no clear segmentation can be seen, then selection for this committee will be done via a lottery.

6. Miscellaneous Business

The next regular meeting of the Personnel Committee will be Tuesday, August 10, 2021 at 9am.

7. Adjournment

Council Member Bell made a motion to adjourn, and Council Member Moye seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:38pm.

Respectfully submitted,

Nicole DeNeane
City Clerk