



Personnel Committee

9:00 a.m., Friday, September 17, 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 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** – August 17, 2021
3. **Citizens' Comments**
4. **Old Business**
 - a. Update on Wage & Compensation Analysis report
 - b. Discussion of upcoming vacancies in Boards and Commissions and consideration of re-appointments and new applications
 - c. Discussion of succession planning
5. **New Business**
6. **Miscellaneous Business**
Next Meeting Date: 9:00 a.m., Tuesday, October 5, 2021
7. **Executive Session** – If needed.
8. **Adjournment**



**Personnel Committee
9:00am, Tuesday, August 17, 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, Buckhannon, and Moye

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 July 16, 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 report

Administrator Fragoso and HR Officer Ladd reviewed the rollout options for implementing the payroll adjustments suggested by the Wage & Compensation study. They are still meeting with department heads getting their feedback on the options. The amount of pay adjustment will be determined by the rollout option selected. The three options offered range in costs from \$70,000 to \$500,000 depending on how aggressively they are implemented.

Committee members agreed that Evergreen's suggestion of providing cost-of-living adjustments every 3-4 years is a more sustainable option.

The adjustment and pay increase options for the Police and Fire Departments will be a step plan of annual increases based on years of service with the potential for further increase based on performance. Staff is still discussing pay adjustment options for employees who have worked for the City longer than 25 years.

Administrator Fragoso said that they are working on a sustainable evaluation tool with Evergreen.

Committee members liked the idea of employees knowing what their pay will be at the start of a new fiscal year. They would also like salaries to be competitive so as to keep turnover and vacancy rates as low as possible.

This item will appear on the September Ways & Means Committee agenda with a hopeful goal of implementation in October.

B. Consideration of applications for the Environmental Advisory Committee

This item was discussed in Executive Session.

5. New Business

A. Discussion and considerations of nominations for the Leola Hanbury Award

This item was discussed in Executive Session.

B. Discussion of upcoming vacancies in Boards and Commissions

Administrator Fragoso reported that there will be 4 openings on the Planning Commission, 2 on the Board of Zoning Appeals, and 2 on the Code Board of Appeals. The deadline for applications is August 31, 2021. Two members of the Planning Commission are currently serving portions of terms left by previous members and so have not yet completed a full term. Council Member Moye said those two members do not need to reapply, but the other two members do if they wish to continue to serve on the Planning Commission. Administrator Fragoso will communicate to all whose terms expire at the end of the year what their options are with regards to continued service.

C. Discussion of RFP for Municipal Judge, City Prosecutor, and Public Defender

Administrator Fragoso said an RFP for the positions of Municipal Judge, City Prosecutor, and Public Defender will be posted. She said that the judge's position is appointed by City Council every two years and that should be done this year. She emphasized this RFP is not a reflection on any work performance, just best practices.

As the current Personnel Committee will dissolve at the end of the year and a new City Council will be making any new appointments, it was determined that the City Administrator will make a recommendation to City Council following an objective review of the applications received.

6. Miscellaneous Business

The next regular meeting of the Personnel Committee will be Tuesday, September 14, 2021 at 9am.

Council Member Moye said that succession planning will be on the September agenda.

7. Executive Session

MOTION: Council Member Bell made a motion to move into Executive Session in accordance with South Carolina Code §30-4-70(a)(1) to discuss personnel matters and applications for the Environmental Advisory Committee and nominations for the Leola Hanbury Award. Council Member Buckhannon seconded the motion. The motion passed unanimously.

The Personnel Committee moved into Executive Session at 9:52am.

The Personnel Committee returned from Executive Session at 10:29am.

MOTION: Council Member Moye made a motion to proceed with the recommendations presented by staff for Environmental Advisory Committee membership and to move those recommendations to the full City Council for approval. Council Member Bell seconded the motion. The motion passed unanimously.

MOTION: Council Member Moye made a motion for staff to move forward with “the persons described” for the 2020 and 2021 Leola Hanbury Award. The outcome will be kept a surprise until the Employee Appreciation Event in the fall. Council Member Bell seconded the motion. The motion passed unanimously.

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 10:31am.

Respectfully submitted,

Nicole DeNeane
City Clerk