



**Personnel Committee**  
**9:00am, Tuesday, January 11, 2022**  
**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 Anderson and Bogosian, Mayor Pounds

Staff Present: Administrator Fragoso, HR Officer Ladd

**2. Election of Chair and Vice Chair**

**MOTION: Mayor Pounds nominated Council Member Bogosian as the Chair of the Personnel Committee. Council Member Anderson seconded the motion. The motion passed unanimously.**

**MOTION: Mayor Pounds nominated Council Member Anderson as the Vice Chair of the Personnel Committee. Council Member Bogosian seconded the motion. The motion passed unanimously.**

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

**MOTION: Mayor Pounds made a motion to approve the minutes of the November 10, 2021 meeting. Council Member Anderson seconded the motion. The motion passed unanimously.**

**4. Citizens' Comments – none**

**5. Old Business**

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

HR Officer Ladd said that out of 53 applicants, Development Associates has narrowed down the pool to 15 plus 2 alternates. Following interviews regarding the facts of their resumes, the candidate pool will be narrowed down to five. Those five candidates will participate in written exercises and skills evaluations done by a group of former fire chiefs. Social media and media checks have been done on the candidates as well.

Administrator Fragoso said the goal is to narrow the choices down to two candidates by the end of February. She said she has been impressed with the work Development Associates has done to this point. Development Associates expressed optimism about the quality of the candidates. Members of the Fire Department staff will be kept updated on the process.

**B. Discussion and consideration of establishing the Spirit of the Island Award to recognize a remarkable single achievement or action by a citizen of the island (a companion to the Signal 30 Award)**

Administrator Fragoso said the Spirit of the Island Award is to be “a companion to the Signal 30 Award, and I think that the desire was to have something that would be more easily obtained, a lower set of criteria than the Signal 30 so that the Signal 30 would be used to recognize truly exceptional work and something that would accompany it maybe on a different level that could be used by the community and City Council to recognize members of the community.”

Staff will bring a list of possible criteria to the Committee next month for evaluation.

**6. New Business**

**A. Discussion of establishing a Code of Conduct for City Council**

Council Member Bogosian referred to the sample codes of conduct sent to committee members by Administrator Fragoso. Members expressed support for the City of Charleston’s Code of Conduct, specifically that it pointed back to the oath Council members take upon entering office.

Administrator Fragoso said adopting a code of conduct would create a structured process for Council to bring another member into account for their behavior. She added that discussion about a code of conduct should be Council-driven since they would be the party holding someone accountable.

After some discussion about what to include in a code of conduct, Committee members asked staff to bring to the February meeting something that includes the oath of office and is “more geared toward the process by which you hold each other accountable, not necessarily what the appropriate code of conduct might be.”

**B. Discussion of selection process for the IOP Water & Sewer Commission vacancy**

Administrator Fragoso explained how the process of selecting Commissioners for the Water & Sewer Commission to fill open seats was handled previously. Council Member Anderson said she would like to see the Water & Sewer Commission handle the interviews and bring candidates to City Council for appointment. Administrator Fragoso said she would give the applications to the Water & Sewer Commission to conduct interviews and they can bring forward two candidates to the Personnel Committee to make a recommendation to City Council.

**7. Miscellaneous Business**

The next regular meeting of the Personnel Committee will be on Tuesday, February 8, 2022 at 9:00am.

**8. Adjournment**

Mayor Pounds made a motion to adjourn, and Council Member Anderson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:27am.

Respectfully submitted,

Nicole DeNeane  
City Clerk