



Personnel Committee

9:00 a.m., Wednesday, February 12, 2020
City Hall Conference Room
1207 Palm Boulevard
Isle of Palms, South Carolina

Agenda

1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of previous meeting's minutes** – January 14, 2019
3. **Citizen's Comments** – Comments shall be limited to 3 minutes
4. **Old Business**
 - a. Consideration of applications to fill vacancy in Planning Commission
 - b. Review of General Government's FY21 capital expenditures
5. **New Business**
 - a. Discussion of re-instating a cost of living adjustment for employees
 - b. Discussion of establishing a longevity increase adjustment
6. **Miscellaneous Business**

Next meeting date: 9:00 a.m., Tuesday, March 3, 2020
7. **Adjournment**

PERSONNEL COMMITTEE MEETING
4:30pm, Tuesday, January 14, 2020
City Hall Conference Room
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to order

Present: Mayor Carroll, Council members Moye and Streetman

Staff Present: Administrator Fragoso, Asst. Administrator Hannon, HR Office DeGroot

2. Election of Chair and Vice Chair

Mayor Carroll nominated Council Member Moye as Chair of the Personnel Committee. Council Member Streetman seconded the motion. A vote was taken with all in favor.

Mayor Carroll nominated Council Member Streetman as Vice Chair of the Personnel Committee. Council Member Moye seconded the motion. A vote was taken with all in favor.

3. Approval of the previous meeting's minutes – November 12, 2019

Council Member Moye made a motion to approve the minutes of the November 12, 2019 meeting, and Mayor Carroll seconded the motion. The motion passed unanimously.

4. Citizen's Comments – none

5. Old Business – none

6. New Business

A. Consideration of application to fill vacancy on the Planning Commission

Administrator Fragoso stated there are 12 applicants interested in the 2-year term vacated by Philip Pounds upon his election to City Council. Committee members engaged in a lengthy discussion about the best way to narrow down the list of candidates. Mayor Carroll voiced concern about people who have expressed interest in serving on boards and commissions in the past and have not yet been appointed to do so.

When asked about the needs of the Planning Commission, Administrator Fragoso reported the prior answers from Commissioners. "The suggested composition of members for them was to have somebody who was a commercial real estate agent, an architect, a commercial general contractor, somebody who has financial management expertise, marina experience, real estate investment experience, and they also set a goal to include at least one or two residents from the Wild Dunes community." The current makeup of the Planning Commission does not include someone with marina development experience, a residential builder, a civil contractor, or a Wild Dunes resident. There is no statutory requirement for the composition of the Planning Commission.

Administrator Fragoso said she would look back at those who applied for board and commission openings back to 2016 to see if they are still interested in serving and send an updated list to the Committee. Committee members will narrow their choices down to six candidates and send them in ranked order to HR Officer deGroot.

B. Review of General Government's 10-year Capital Plan and discussion of new initiatives and projects for consideration

Administrator Fragoso distributed the 10-year Capital Plan for General Government and the Building department as it was presented in the FY20 budget. She asked Committee members for their input on new initiatives and projects as budget discussions with department heads will begin shortly. She noted under Special Projects for General Government the replacement of the framing and metal doors in City Hall, the upgrade of the Court software, and a 1% of building insured value for deferred maintenance. Staff is also evaluating replacing the phone system and the tablets for City Council. The audio-visual needs of Council Chambers were briefly discussed.

7. Miscellaneous Business

The next meeting of the Personnel Committee will be at 9:00am on Wednesday, February 12, 2020.

8. Adjournment

Mayor Carroll made a motion to adjourn, and Council Member Streetman seconded the motion. The meeting was adjourned at 5:33pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

Longevity Increase Adjustment Proposal

1. Purpose of a Longevity Increase Adjustment

The purpose of a longevity increase adjustment is to reward high performing employees who are at the top of their salary range and receive a score of 3 or above in the annual performance evaluation, as determined by the department head and approved by the City Administrator.

2. Effective Date

This policy will take effect on [INSERT DATE].

3. Eligible Employees

City employees who have reached the top of their salary range and receive a score of 3 or above in their annual performance evaluation.

4. Adjustment Calculation

The longevity increase adjustment will be calculated each year and will not be subject to cumulative compounding. It may be awarded as a lump sum or paid through payroll over the course of the year. The longevity increase adjustment will not change or increase the employee's base salary.

Performance Evaluation and Merit Pay (PE&MP) Policy – Existing with Proposed amendment

While favorable performance evaluations may be a factor in determining wage increases, no employee is entitled to a wage increase because he or she receives a favorable evaluation.

1. The City of Isle of Palms PE&MP policy is as follows:

An annual Performance Evaluation generally is conducted for each regular full-time City employee during the month of January. Newly hired employees generally receive a Performance Evaluation at the end of their six-month probationary period. Newly hired employees and other employees are eligible for a merit increase provided he or she is off of probationary status during the City's Annual Performance Evaluation. (Change approved by City Council 9/27/2005)

2. The following specific policies apply to the PE&MP Program:

A. The merit pay increase cannot place an employee's compensation outside the pay range for their position.

a. High performing employees who have reached the top of their salary range and who receive a score of 3 or above in their annual performance evaluation may qualify for and may receive a longevity increase adjustment as determined by the Department Head and approved by the City Administrator. The longevity increase adjustment (1) will be calculated each year; (2) will not be subject to cumulative compounding; and (3) may be awarded as a lump sum or paid through payroll over the course of the year.

Approved: _____

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