



Personnel Committee

9:00 a.m., Tuesday, March 8, 2022
1207 Palm Boulevard Isle of Palms, South Carolina
Council Chambers

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** – February 8, 2022
3. **Citizens' Comments** - All comments will have a time limit of three (3) minutes.
4. **Old Business**
 - a. Interview of candidates recommended by the IOP Water and Sewer Commission for appointment to fill vacancy
 - b. Discussion and consideration of Code of Conduct for member of City Council
5. **New Business**

Discussion of FY23 10-year operational budget for General Government and Building Department [*\[Strategic Plan, Priority 3, Goal b.\]*](#)
6. **Miscellaneous Business**

Next Meeting Date: 9:00 a.m., Tuesday, April 5, 2022
7. **Executive Session** – If needed.
8. **Adjournment**



**Personnel Committee
9:00am, Tuesday, February 8, 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. Approval of previous meeting's minutes

MOTION: Council Member Anderson made a motion to approve the minutes of the January 11, 2022 meeting. Mayor Pounds seconded the motion. The motion passed unanimously.

3. Citizens' Comments

Chad Neal, a candidate for the vacancy on the Water & Sewer Commission introduced himself to the Personnel Committee.

4. Old Business

A. Update on Fire Chief hiring process [Strategic Plan Priority 6, Goal b]

Administrator Fragoso said the selection process for the Fire Chief is on track and going well. Skills testing was completed for the top five candidates by the recruitment firm. Administrator Fragoso and HR Officer Ladd will interview the top three candidates to narrow the selection to two. Those two candidates will be brought to the City for a series of interviews with staff and City Council. Her intent is to bring her recommendation to City Council's February meeting for appointment. Interim Chief Briscoe will be here through the end of March, so she hopes there will be some overlap with the new chief to allow for a smooth transition.

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) [Strategic Plan Priority 2, Goal c]

Administrator Fragoso and Committee members discussed the differences between the Signal 30 award and the Spirit of the Island. Eligibility for the Spirit of the Island was also discussed. Council Member Bogosian said eliminating the first sentence of the draft document will clearly state the intent of the award while opening it up to non-residents. Administrator Fragoso will edit the draft and present it to City Council at their February meeting.

MOTION: Council Member Anderson made a motion to present the amended guidelines to City Council for consideration and approval. Mayor Pounds seconded the motion. The motion passed unanimously.

C. Discussion of establishing a Code of Conduct for members of City Council

Committee members discussed the applicable documents included in the meeting packet. They agreed that they liked the specificity of the 2017 version but did not wish to include members of City Boards and Commissions at this time. They agreed that the Code of Conduct could be expanded later to include those members of boards and commissions. They also like the enforcement laid out in the City of Charleston's Code of Conduct.

Administrator Fragoso will combine the two documents while applying it to members of City Council only and bring it back to the Committee in March.

D. Consideration of recommendation from the IOP Water & Sewer Commission for appointment to fill vacancy

MOTION: Council Member Anderson made a motion to table this discussion until next month. There being no seconds, the motion failed.

Chairman Jay Leigh of the Water & Sewer Commission said there were four candidates, all with superlative qualifications, that the Commission narrowed down to two. The candidates will be interviewed by the Personnel Committee at their March meeting.

5. New Business

Discussion of FY23 10-year capital plan for General Government and Building Department [Strategic Plan Priority 3, Goal b]

Administrator Fragoso presented the items in the FY23 10-year capital plan for General Government and the Building Department to the Committee. Requests include replacement of an HVAC unit only upon failure; two NTS radios for the Mayor and City Administrator which were not replaced when the Fire Department replaced theirs; \$620,000 to be offset by a FEMA grant for a resident to raise their home due to constant damage due to flooding; and the 1% insured value for the building maintenance fund.

Administrator Fragoso will bring the replacement history of City Hall's HVAC units to the March meeting.

6. Miscellaneous Business

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

7. **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

Application for Boards and Commissions

Applicant Name

Chad Neal

Position Sought

IOP Water and Sewer Commission

Home Phone

(843) 200-7727

Work Phone

(843) 200-7727

Mobile Phone

(843) 200-7727

Email

chadn@dwotc.com

Are you a resident of the Isle of Palms?

Yes

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

25

Address

3 Allie Ct, Isle Of Palms 29451

Occupation and Title

Business Owner - Dealer Principal

Business or Employer Name

Ditch Witch of the Carolinas (www.dwotc.com)

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.

Boy Scoutmaster of Troop 20 chartered @ Mt Pleasant Presbyterian Church; leader & mentor of (60) male teenage Scouts + organization with (34) great registered Adult Leaders

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

For 30 years I have helped run family construction equipment business with (4) locations in NC/SC, & a Team of approx (50) staff that generates \$35-50m annual revenue. Daily I deal with utility contractors + nearly all utility companies across the Carolinas, from the largest such as Santee Cooper & Dominion Energy to all the small rural water/sewer provider members of SCRWA. I know firsthand the gas, electric, broadband, water/sewer industry and actively participate onsite in pipe/cable installation. I understand the business side of utility systems but also those who design & install them + the Home/Land Owners whose yards we are digging in. As an Employer myself, I do not have/use a resume, but I speak fluent Spanish (necessary in utility construction today) and I am an expert in sales, technical training, negotiation, customer service & digital marketing/branding. My unique background combined with my interest in possibly helping IOPWSC best serve my Home & Neighbors, deserve your consideration. Ask Bill Jenkins who knows me thru Scouts + previous interaction on connecting our front beach House to city sewer (which still needs to happen @ some point).

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

jeffery forslund

Position Sought

IOP Water and Sewer Commission

Home Phone

(843) 296-1972

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

ukases@yahoo.com

Are you a resident of the Isle of Palms?

Yes

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

35

Address

241 forest trail, isle of palms, South Carolina 29451

Occupation and Title

retired

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.

Auxilliary member VFW Post 3137 IOP SC.

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 worked with the IOP Water and Sewer Commissions prior to my retirement for over 25 years as a contractor providing waste transportation and equipment rental services. As a long term resident I would like to offer my expertise in waste management to provide opinions and ideas that may help the Commission with problems, concerns or planning. I was employed by Fenn-Vac inc for 30 years as general manager of the Division of Republic Services. The company was bought out and no longer exists. I can provide references if needed.

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.

**CITY OF ISLE OF PALMS
CODE OF CONDUCT
FOR ELECTED AND APPOINTED OFFICIALS**

Policy Purpose

The City Council of the City of Isle of Palms adopts this Code of Conduct to provide a uniform set of standards so that elected, while exercising their respective offices, shall conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City's government. The provisions in this Code of Conduct shall not supersede state law but are intended to supplement the same. To the extent any provisions contained in this Code of Conduct and state law are in conflict, state law shall apply.

A. GENERAL CONDUCT GUIDELINES AND STANDARDS

Members of the City Council (hereinafter collectively referred to as "Members") shall conduct themselves in accordance with the following standards:

- (1) Act in the Public Interest.** Members shall work for the common good of the residents and visitors of the City and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before them.
- (2) Comply with both the spirit and the letter of the law.** Members shall comply with the laws of the United States, the State of South Carolina and the City of Isle of Palms in the performance of their public duties.
- (3) Conduct of Members.** The professional and personal conduct of Members while exercising their office must be above reproach and avoid the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Members, the City Staff or public. Members shall practice civility and decorum during public debate.
- (4) Respect for Process.** Members shall perform their duties in accordance with the processes and rules set forth in the Rules of Order and Procedure in the City Code, Robert's Rules of Order, and the Rules of Conduct in the South Carolina Ethics Reform Act. Members shall honor the role of the Chair Person in maintaining order during public meetings.
- (5) Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand. When making decisions, Members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

- (6) **Conflict of Interest.** Members shall avoid any conflicts of interest, or the appearance thereof, in compliance with the City Code and South Carolina law.
- (7) **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general and shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action, or give the appearance of being compromised, in compliance with South Carolina law.
- (8) **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to Members which is confidential or privileged under South Carolina law, including information provided during executive session, legal advice provided by the City's legal counsel, and any information otherwise protected by South Carolina law. Members shall not disclose confidential information without proper legal authorization, or use such information to advance their personal, financial or other private interests.
- (9) **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., City Staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.
- (10) **Representation of Private Interests.** Members shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the City, in compliance with South Carolina law.
- (11) **Advocacy.** Members shall represent the official policies or positions of the City to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall explicitly state that said position is not endorsed by the City of Isle of Palms.
- (12) **Policy Role of Members.** Members shall respect and adhere to the council form of City government as provided in the City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City Staff, Boards, Committees and Commissions, and the public. Members shall not interfere with the administrative functions of the City or the professional duties of City Staff; nor shall they impair the ability of City Staff to implement Council policy decisions.

(13) Independence of Boards, Committees and Commissions. Because of the value of independent advice of Boards, Committees and Commissions to the public decision-making process, Members shall refrain from using their position to unduly influence the deliberations or outcomes of board, committee and commission proceedings. Councilmembers shall refrain from attending meetings of Boards, Committees and Commissions, of which they are not members, to avoid the appearance of undue influence or Freedom of Information Act violations. Councilmembers shall not contact a Board, Committee or Commission member to lobby or advocate on behalf of or against an individual, business, or other applicant appearing before any City body or any matter of business that will ultimately come before Council for final decision.

(14) Positive Work Place Environment. Members should make every effort to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City Staff and make every attempt to avoid creating the perception of inappropriate direction to City Staff.

(15) Social Media. Members who engage in personal social media activity (i.e., Facebook, Twitter, YouTube, blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, etc.) that makes reference to the City, a Member's own official capacity with the City, any other elected or appointed City official, City Staff, City property, or any other City-related business, shall conduct themselves in accordance with all applicable laws and City policies. Members engaging in such activity should make it clear that they are speaking for themselves and not on behalf of the City. Members shall not engage in any form of unlawful harassment, discrimination, or intimidation or use slurs, profanity, personal insults or negative comments regarding City officials or City Staff that convey personal opinions and grievances, entice unproductive attitudes and behavior, or disrupt the harmony of the City's workplace.

B. APPLICABILITY AND SANCTIONS

Acknowledgement of Code of Conduct

Acknowledgement and acceptance of this Code of Conduct is voluntary. All Councilmembers are encouraged to execute the same in order to foster a positive environment and to promote fair and impartial governance.

Behavior and Conduct

The Code of Conduct expresses standards of ethical conduct expected for members of the City Council. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The Mayor and Council have the additional responsibility to intervene when actions of Members that appear to be in

violation of this Code of Conduct are brought to their attention.

Compliance and Enforcement

1. A public disciplinary hearing against a member for violation of the Oath may be held only upon resolution of council moved and adopted according to the following procedures: (1) a member must move to hold a public disciplinary hearing; (2) two additional members must second the motion; and (3) council must approve the motion by a vote of at least two-thirds (2/3) of members present and voting.
2. A member charged with conduct constituting a violation of the Oath shall be entitled to a public disciplinary hearing. Notice of such hearing shall be published in one or more newspapers of general circulation in the municipality at least one week in advance of the hearing. After the hearing, the question to be considered by council shall be: "Based on the evidence presented during the hearing, has the member (a) intentionally violated the Oath; and/or (b) committed a serious violation of the Oath?" If the question is answered in the affirmative by at least two-thirds (2/3) of the members present and voting, council shall proceed to consider one or more of the following sanctions, which shall be imposed by majority vote of the members present and voting: (a) censuring the member; and/or (b) removing the member's seniority/committee status.
3. Unless prohibited by applicable law, the member accused and/or charged with conduct constituting a violation of the Oath may vote on the motion to set a public disciplinary hearing, the motion to determine whether the member violated the Oath, or any sanctions.
4. Nothing herein shall preclude city council from voting to go into executive session to receive legal advice regarding the interpretation or application of the Oath.
5. A violation of this section shall not be considered a basis for challenging the validity of a council or committee decision, nor shall this section create additional rights in third parties or members of the public.

C. IMPLEMENTATION

This Code of Conduct is intended to be self-enforcing and is an expression of the standards of conduct expected by the City for all elected and appointed officials.

This document shall be included in the regular orientations for candidates elected to City Council. Members entering office should sign a statement (example below) acknowledging they have read and understand the Code of Conduct. In addition, the Code of Conduct shall be periodically reviewed by the City Council and may be amended or updated by City Council as necessary.

Adopted on _____, 20XX by Resolution No. _____

I affirm that I have read and acknowledge and accept the City of Isle of Palms Code of Conduct for Elected and Appointed Officials.

Signature _____

Date _____