



**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