



Special City Council Meeting
5:00 p.m., Tuesday, January 3, 2023
City of Isle of Palms, South Carolina
1207 Palm Boulevard

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address, and topic to Nicole DeNeane at nicoled@iop.net no later than **3:00 p.m. the business day before the meeting**. Citizens may also provide public comment here:

<https://www.iop.net/public-comment-form>

Agenda

1. **Introduction of the meeting** - Call the special meeting to order and acknowledge that the press and the public were duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Citizen's Comments** – All comments will have a limit of three (3) minutes.
3. **Purpose**
 - a. Mayor's remarks
 - b. Report of 2022 Accomplishments Report
 - c. Announcement of appointments to new standing Committees for 2023
 - Administration – John Bogosian, Scott Pierce, Rusty Streetman
 - Public Safety – Jan Anderson, Blair Hahn, Jimmy Ward
 - Public Services and Facilities – Katie Miars, Rusty Streetman, Kevin Popson
 - d. Announcement of appointment to CARTA Board of Directors – Jimmy Ward
 - e. Announcement of appointment to Charleston Visitors Bureau Board of Directors – Rusty Streetman
 - f. Announcement of appointment to the Charleston, Berkeley, Dorchester Council of Governments – Jan Anderson
 - g. Announcement of appointment to the Environmental Advisory Committee – John Bogosian
 - h. Announcement of appointments to City Attorney – Mac McQuillin, Haynsworth Sinkler Boyd
 - i. Announcement of appointments to Boards and Commissions
 - Planning Commission – David Cohen, Steven Corney and Sandy Stone

- ATAX – Chrissy Lorenz, Chas Akers, Barb Bergwerf and Gloria Clarke
 - Board of Zoning Appeals – Ted McKnight and Elizabeth Campsen
- j. Consideration of Second Reading of Ordinance 2022-15 to amend standing committees
 - k. Consideration and approval of hiring recruitment firm to assist in hiring of Finance Director
 - l. Consideration of appointment of Karrie Ferrell as Director of the Recreation Department

4. Executive session – If needed.

5. Adjournment

ORDINANCE 2022-15

AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 3, PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE, ARTICLE B, STANDING COMMITTEES, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES TO TEMPORARILY AMEND STANDING COMMITTEES FROM JANUARY 1, 2023 THROUGH DECEMBER 31, 2023.

BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, IN CITY COUNCIL ASSEMBLED:

SECTION 1. That Section 1-3-36, "Committee meetings," Paragraph (a), "Regular meetings," is hereby temporarily amended as follows from January 1, 2023 through December 31, 2023.

Sec. 1-3-31 Membership; appointment; responsibilities:

- A. All committees shall consist of three (3) members selected from the Mayor and Council. Workshop meetings shall consist of the Mayor and the other Councilmembers.
- B. All Councilmembers shall be appointed to at least one (1) committee and shall serve on such committee, unless the Councilmember refuses such appointment. If a Councilmember refuses such appointment, then the Councilmember shall have no right to require appointment to a different committee.
- C. Standing committees shall meet as needed or when assigned a specific task by City Council.
- D. The standing committees and their respective areas of responsibility are as follows:
 1. **Administration Committee** – The Administration Committee, which shall consist of three (3) members. The Committee's duties are to:
 - a. Assist the City Administrator, if requested, in the preparation of budget estimates for costs related to personnel management; and
 - b. Review personnel management policies, wage scales, and benefits regarding all City employees and make recommendations to City Council as appropriate; and
 - c. Assist the City Administrator in the annual employee evaluation process by:
 - i. Reviewing and recommending to City Council approval of Employee Performance Evaluation methods developed by the City Administrator and department managers; and

- ii. Developing and recommending to City Council approval of the method of the City Administrator's annual performance evaluation; and
 - iii. Preparing summary data regarding the results of the annual employee performance evaluation and recommending to City Council any proposed revisions regarding personnel; and
 - d. Serve as the hiring committee to fill a vacancy in the City Administrator position. The Chairman of the Personnel Committee shall serve as Chairman of the Hiring Committee; and
 - e. If requested, assist City Council in screening, interviewing and recommending candidates for appointments to boards and commissions of the City; and
 - f. If requested, assist City Council in screening, interviewing, and recommending candidates for appointment of City Attorney; and
 - g. If requested, assist in the development of public information and programs aimed at enhancing citizen engagement; and
 - h. Investigate and report to City Council regarding any petitions and other matters referred to it by City Council.
2. **Public Safety Committee** – The Public Safety Committee, which shall consist of three (3) members. The Committee's duties are to:
- a. If requested, assist the City Administrator in the preparation of the annual expense budget for the Police and Fire Departments; and
 - b. Review policies and procedures regarding the Police and Fire Departments and make recommendations as appropriate; and
 - c. Review policies and procedures related to traffic and transportation infrastructure, emergency management and code compliance; and
 - d. Examine into and report upon all petitions referred to them by the Mayor and Council.
3. **Public Facilities and Services** – The Public Facilities and Services Committee, which shall consist of three (3) members. The Committee's duties are to:
- a. If requested, assist the City Administrator in the preparation of the annual expense budget for the Public Works and Recreation Department and for the operation and maintenance of the real property owned, leased or controlled by the City and make recommendations to City Council; and
 - b. Review policies and procedures regarding the Public Works Department, including sanitation services, garbage and debris collection, stormwater management, environmental, energy and resource conservation programs and make recommendations as appropriate; and
 - c. Review policies and procedure regarding Recreation Department related to recreational facilities, activities and programs and make recommendations as appropriate; and

- d. Review requests for streetlights and periodically review the street lighting system within the City; and
- e. Work to provide recreational opportunities for all citizens and report to City Council on the condition of the recreation center and the activities of the Recreation Department; and
- f. Review policies and procedures regarding the use and maintenance of all real property owned, leased or controlled by the City and make recommendations to City Council as appropriate; and
- g. Monitor and review all existing or proposed leases of real property owned or to be leased by the City; and
- h. Examine and report upon all petitions and other matters referred to it by the Mayor and City Council.

SECTION 2. That should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable therefrom and shall continue to be in full force and effect.

SECTION 3. That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

SECTION 4. That this Ordinance take effect and be in full force immediately.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE _____ DAY OF _____, 2022.

Phillip Pounds, Mayor

(Seal)
Attest:

Nicole DeNeane, City Clerk
First Reading: _____
Public Hearing: _____
Second Reading: _____
Ratification: _____

Finance Director

Confidential Search Proposal

Presented by:
Christin Mack
Find Great People

The logo for Find Great People (FGP) is located in the bottom right corner. It consists of the letters 'FGP' in a bold, white, sans-serif font, set against a solid black square background.

FGP



Company Overview

Find Great People (FGP) is a nationally recognized talent acquisition and human resources consulting firm. After nearly four decades, our services have evolved to include direct hire search, temporary staffing, technology recruiting, outplacement services and human resources consulting. Our team is **well-versed in distinct government processes required when working with state agencies, local governments, and public-private partnership organizations.** We understand the importance of hiring great leaders who will have a direct impact on the community and those who live there. FGP provides a unique search solution with the adaptability of a boutique firm complimented by the capabilities and resources of a large company.

Although awards don't define an organization, we are fortunate to have been recognized for four consecutive years by *Forbes* in the **client nominated** list of **America's Best Executive Recruitment Firms.** We have also been recognized as one of South Carolina's Best Places to Work for 11 years and recently ranked as #9 on South Carolina's Top Workplaces list. What does define our organization is our people and their commitment to process and results. Our average employee tenure is over 9 years, and we subscribe to the belief that people and process are the most important enablers in the search outcome and client experience. It takes great people to build great companies, starting with the FGP team.



97.3%
success rate



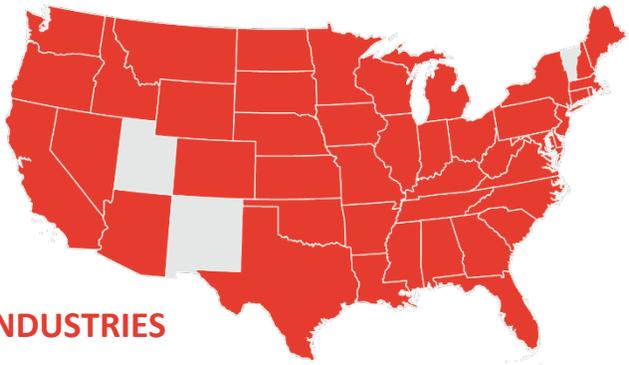
22,689
active senior level candidates
(FGP Network)



9 years
average FGP tenure

WORKING WITH COMPANIES IN

45
STATES



ACROSS **26** INDUSTRIES



575+
annual completed executive search assignments



Search Strategy

FGP utilizes a comprehensive nationwide recruitment strategy to reach diverse and highly qualified candidates. Our search strategy is grounded in the belief that recruiting is an action verb and focused primarily on the sourcing and recruitment of passive candidates.



RESEARCH

- **Target Similar Organizations** - research similar organizations factoring in size, services offered, structure, and issues associated with geographic location.
- **Independent Research** - conduct independent research to identify appropriate target organizations and opportunities for creating public awareness.
- **National Associations** - ensure awareness nationally, regionally, and locally with appropriate associations where experienced professionals are engaged and connected.
- **Stakeholder Listening Sessions** - conduct listening sessions with internal and external stakeholders, using feedback to create Position Profile and leadership Competency Model.
- **Organizational Awareness** - review demographics, organizational structure, county plans, strategic plan, budget documents, and website to ensure consultant has a full understanding of the organization, the long-term goals, and culture of the environment before engaging with candidates.



NETWORK

- **Thought Leaders** - connect with leaders from across the region.
- **Influencers** - connect with those who influence professionals in the industry.
- **Public Sector Ecosystem** - network within the ecosystem to engage with passive candidates and those who can make introductions to high potential candidates.
- **National awareness using technology platforms and relevant associations** - publicize the position using the FGP website, LinkedIn, association websites, and other relevant tools.



SOURCE

- **Passive Candidates** - target high potential leaders based upon research nationwide.
- **Referrals** - seek referrals from FGP network, the organization, and relevant associations.
- **Diverse & Underrepresented Leaders** - use targeted sourcing and association engagement to identify candidates who have diverse backgrounds and experiences. Ensure the candidate slate reflects diversity that aligns with the needs of the organization.
- **Technology Tools** - utilize a wide variety of technologies to connect with passive candidates to include the FGP database, LinkedIn, and targeted website research.



SELECT

- **Experience & Qualifications** - evaluate candidates based on their level of experience, and alignment with the requirements determined by the Board. Compare candidate experiences against the Position Profile and the leadership Competency Model.
- **Organizational & Community Alignment** - determine each candidate's level of alignment with the organization and the community's mission, culture, and values.
- **Potential Impact & Growth** - consider candidates' ability to impact the organization, support the growth of the community, and develop employee capabilities.
- **Retention & Tenure** - explore overall years of experience, tenure in past positions, and reasons for transitions in candidate employment history.

Commitment to Diversity and Inclusion

FGP's executive leaders fully support diversity and inclusion (D&I) and the continued focus on current best practices and trends. FGP's tenured recruiting team is committed to a partnership with clients in support of their D&I plan. If clients do not have an existing D&I plan in place, we work in a consultative approach to educate on the importance of a recruiting process that incorporates diverse, high-quality candidates across all industries for contract and direct hire positions. We believe D&I takes an intentional focus. Whether it is diverse experiences, backgrounds, race, ethnicity, or other demographics, FGP can create a mosaic through a slate of candidates.

FGP Policy and Discrimination Statement

FGP is an equal opportunity employer. Hiring, promotion, transfer, compensation, benefits, discipline, termination, and all other employment decisions are made without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or any other protected status. Discrimination is prohibited and will not be tolerated.

Diversity Recruitment Strategy

Customize a recruitment strategy that aligns with the client's goals and incorporate D&I best practices. Based upon the level of the role, the recruitment efforts could range from the local or regional areas to a comprehensive nationwide reach. Our strategy and approach are customized for an effective recruitment and selection process.

Data, Analytics, and Recruitment Tools

- Monitor and provide updates at client's request on diversity data.
- Utilization of recruitment tools and partnerships that allow for data-driven, unbiased candidate recruitment and selection.
- Leverage recruitment tools to target diverse, qualified candidate pools.
- Ensure job postings are inclusive and open to all qualified candidates, eliminating any wording bias that may lower the probability of a diverse range of candidates applying.
- Post open positions on more diverse websites

Associations and Organizations

- Research and target associations and organizations that are diverse or support diverse causes.
- Encourage and support FGP employees as members of professional organizations that support diversity and inclusion.
- Partner with diversity groups to grow relationships and support recruiting diversity.

Ongoing Diversity & Inclusion Focus

- Women in leadership: FGP has a high percentage of women in leadership roles at FGP as well as membership in professional women's associations; FGP specializes in Leadership and Executive coaching for women in leadership across our client base.
- Internal taskforce led by an external expert to help intentionally increase organizational diversity, as well as enhanced company-wide best practices around D&I.
- FGP is veteran owned.
- Intentional focus of inclusion at all FGP company meetings.
- Encourage diverse employees and candidates to refer their connections.

Methodology and Process

FGP brings value through a high-touch, boutique approach with proven national Public Sector executive search capabilities. We use a methodology and approach that is inclusive, performance based, emphasizes diversity, and drives objectivity.

①

Our methodology mitigates bias and aligns stakeholders throughout the process on an objective assessment of each candidate. Examples include:

- Utilizing the Profile XT assessment to measure both cognitive ability and high impact behavioral areas. Candidate results are compared against a performance model for Finance Directors.
- Building a comprehensive position profile including information on the community and government, the position summary and requirements for the role, and summary of the location for the role. Develop a specific leadership competency model through stakeholder interviews, the job description, and the organization's strategic plan. Candidates are assessed against the Competency Model to ensure alignment with client needs.
- Requiring finalist candidates to prepare and to deliver a presentation for the search team and designated stakeholders on their vision and strategies for the organization and its future growth.

②

We believe process matters, that it enables the search outcome, and that it is a differentiator between firms. Our process creates alignment for everyone involved from candidates to the search team. Examples include:

- **Thorough discovery interviews and listening sessions with diverse stakeholders to include the Search Committee members (if applicable), Senior Leadership, and Internal and External Stakeholders.**
The FGP search team will create the Position Profile and a Leadership Competency Model using input from these stakeholder interactions.
- **Bi-weekly update emails or meetings in which the FGP Project Team will update the Search Committee.**
Christin Mack, the Project Lead and primary point of contact, will be available and engaged throughout the entire search process.
- **Joint candidate reference calls with the client and members of Search Committee invited to join.**
This provides the client with first-hand experience in hearing direct feedback from references and the ability to ask specific leadership or performance-based questions if desired.
- **Measurable goals related to diversity & inclusion recruitment determined by FGP and the Search Committee provide intentionality and focus as we build a slate of candidates.**
FGP's executive leaders fully support diversity and inclusion (D&I) and the continued focus on current best practices and trends. FGP's tenured recruiting team is committed to a partnership with clients in support of their D&I plan. If clients do not have an existing D&I plan in place, we work in a consultative approach to educate on the importance of a recruiting process that incorporates diverse, high-quality candidates across all industries for contract and direct hire positions.
- **Presentation of a project recap at the completion of the search.**
The FGP search team will present a project recap at the end of the search. We recognize the Search Committee is part of a larger group of stakeholders and that communication of the process, statistics on the number of candidates contacted and evaluated, assessment criteria, and other key information helps the organization, select employees, and external stakeholders/partners understand the depth of the search process that delivered the successful hire.
- **Adherence to our process.**
FGP firmly believes in the process and timeline that we utilize throughout a national public sector executive search and hold ourselves accountable to that proven approach utilized in over 5000+ searches. We have built in checkpoints with the committee along the way which allow our search team to pivot and adjust our search if necessary due to circumstances of the search. We are performance driven and align ourselves with the objectives of the Search Committee and client.



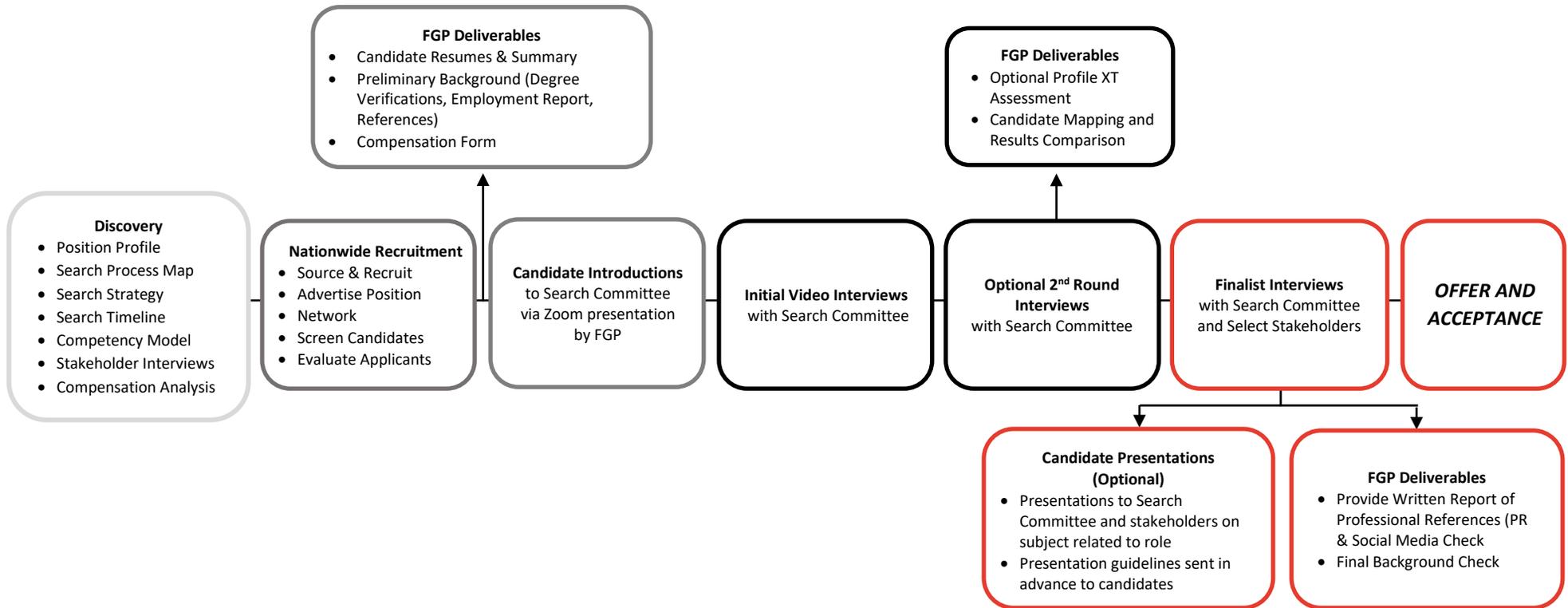
Search Process Map (sample)

DISCOVERY PHASE

RECRUITMENT PHASE

INTERVIEW PHASE

SELECTION PHASE



FGP utilizes the **Profile XT assessment tool** as part of the screening and evaluation process. The Profile XT is a “total person” assessment that measures both **cognitive ability and behavioral characteristics**. Candidate results are benchmarked against the **Performance Model** from Profiles International and assigned a percentage match.

The **Competency Model** is developed from the Client listening sessions and approved by the Client. This model is utilized to assess candidates in the recruitment phase and part of analytics on Candidate Dashboards. FGP develops interview questions on specific competencies to use in the interview process.

FGP Project Manager will schedule **bi-weekly updates** to ensure the Search Committee is well informed throughout the process by providing search data and updates throughout the recruitment process. The bi-weekly updates can be conducted via Zoom, Teams or can be provided via a detailed email update, depending on Search Committee preference.

Search Components

FGP will perform a comprehensive search process for the Finance Director to include sourcing, recruitment, screening, and presentations of candidates whose motivations and experiences are in line with the specifications of the position profile. Candidates will be presented once they are qualified and interviewed by FGP. During this search process, the Client agrees that all candidates (internal and external) will go through the FGP screening process.

Through this extensive process, FGP commits to the following responsibilities:

- The completion of stakeholder interviews with members of the Council (if applicable), Search Committee (if applicable), Senior Leadership, and other stakeholders chosen to be involved. FGP will facilitate interviews with up to 10 stakeholders.
- The development of a comprehensive position profile, competency model, and compensation analysis.
- Sourcing and recruiting candidates (nationwide, statewide, and locally) whose experiences and competencies are in line with the position profile.
- Candidate screening and video interviews for high potential candidates.
- Candidate assessment versus job requirements, competency model and interview scoring.
- Candidate “slate” management and report to include formatted resumes, detailed candidate write-ups, degree, license, and background verification, and compensation history forms for each candidate.
- Optional Profile XT assessment administration for finalist candidates and debrief with all parties.
- Development of presentation guidelines (optional) for finalist candidates’ presentations to Client Search Committee and Stakeholders.
- Professional references and media / PR check for finalists.
- Facilitation of offer process and acceptance to include assistance with the transition process including the candidate's resignation through the first 180 days of employment.

Fees and Cost

Client shall pay FGP a fee equivalent to **20% of the first year’s annual base salary** offered and accepted by the successful candidate. The fee invoice schedule is outlined below. This search begins with the payment of a deposit equal to 1/3 of the estimated total cost of the search, which is credited towards the total fee at the completion of the search. 1/3 of the estimated total cost will be invoiced when the Interview Phase begins. The remaining balance of the fee will be paid upon the successful completion of the search process and within thirty (30) calendar days of the candidate’s start date. FGP will be due a placement fee regardless of the original source of candidates.

Below is an outline of the fee invoice schedule:

- 1/3 of fee is invoiced at the beginning of Discovery Phase.
- 1/3 of fee is invoiced at the beginning the Interview Phase.
- 1/3 or remaining balance of the fee is invoiced and due at the completion of the Selection Phase, once an offer has been made.

FGP will cover the cost of degree, license, and background verifications and Profile XT assessments for three finalists. Should the Client choose to utilize the Profile XT assessment for additional candidates, FGP will bill Client for cost of Profile XT assessments at \$200 per assessment. Candidate travel costs are not included in the fees communicated above and would be the responsibility of the Client. Candidates would follow the reimbursement policies of the organization.

Guarantee

Should the placed candidate be terminated due to poor performance or resign voluntarily during the first 12 months of employment, and there have been no past due invoices during the term of this agreement, FGP will find replacement candidates at no further charge to Client except for expenses outlined above.

Service Agreement

This document shall serve as a service agreement between Fulcrum Staffing, LLC, and City of Isle of Palms “the company”.

Confidentiality

Fulcrum Staffing, LLC maintains strict confidentiality of all client and candidate information.

Fee Obligation

Fees are payable to Fulcrum Staffing for referring a candidate who is selected to fill the advertised position. Fees are still payable to Fulcrum Staffing for any referred candidates hired by the company within one (1) year of the date on which the company receives a written submission of a qualified resume, from Fulcrum Staffing to the company, even if the candidate was not hired during the original submission period.

In the event a “temporary” candidate that has been placed at the company by Fulcrum Staffing is hired within the first twelve months after their start date, the company will be responsible for the same placement fees as the company would be in a normal direct hire/permanent placement. The company is required to negotiate permanent or new offers for employment for temporary candidates placed at the company by Fulcrum Staffing through Fulcrum Staffing. Estimated profit from temporary staffing services is earned by Fulcrum Staffing contemporaneously as the candidate works in the temporary position for the company. In the event a temporary candidate is hired permanently, as a courtesy, Fulcrum Staffing will count “estimated profit” earned during the temporary or contract period toward the permanent placement fee. Estimated profit is the amount earned by Fulcrum Staffing during the time the candidate was a temporary/contract employee and is calculated by subtracting the bill rate from Fulcrum Staffing’s cost for having the employee as a temporary to hire employee. Fulcrum Staffing’s cost includes estimated payroll taxes at 10% plus a \$1/hour administrative charge. A sample calculation of this estimate can be provided to the company should a temporary to permanent situation arise. No conversations, verbal, or email, between the company and Fulcrum Staffing will supersede this agreement, unless an addendum is added and signed by both parties. Fulcrum Staffing can provide healthcare if you so choose it for \$1/hour per employee. If the candidate wants a policy to include spouse, family or child, the employee or company will pay the difference.

Fees

Our fees are on a contingency basis and are only charged when a placement is made. The agreed upon fee is 20% of the hired candidate’s first year’s starting salary. Placement fees are due on the candidate’s first day of employment.

Guarantee

Should the candidate you select be terminated (or leave voluntarily) during the first 90 days following their start date (and it wasn’t because of organizational or managerial misconduct, unethical behavior, or misrepresentation), Fulcrum Staffing will provide you with a credit toward a replacement candidate according to the following schedule. If a candidate leaves during the first 30 days, Fulcrum Staffing will help you replace the candidate at no additional charge. If the candidate leaves between days 31-60, Fulcrum Staffing will provide a 67% credit on the fee for the new candidate. Should the candidate leave between the days of 61-90, Fulcrum Staffing will provide a 33% credit on the replacement. And for any candidate who leaves between days 91-180, Fulcrum Staffing will provide a 10% credit toward the replacement candidate.

Payment terms

Invoices are due and payable upon receipt. A 10% charge is incurred on all temporary staffing or contract staffing invoices that are outstanding past 14 days. In the event the company breaches this agreement, and Fulcrum Staffing needs to retain legal counsel to enforce this agreement, The Company agrees to hold Fulcrum Staffing harmless, from and against any attorneys’ fees so incurred. Your signature below indicates agreement with the terms and conditions above. Alternatively, your deposit or payment of a chosen option will also constitute acceptance. We will also begin the project on your verbal request.

Jamiel Kadri

12/29/2022

Jamiel Kadri
Fulcrum Staffing, LLC

Janice Ladd
HR Manager

Date

Disclaimer: *We do not and cannot make any guarantees about any candidate you select. Since we don’t select, onboard, direct, and manage the candidate you select, we cannot be held responsible for them. All we can do is source candidates that fit your profile. So, the more accurate your profile, and the more you communicate with us, the better we can provide you with high quality candidates.*