

PERSONNEL COMMITTEE

4:30 p.m., Tuesday, November 12, 2019

City Hall

1207 Palm Boulevard, Isle of Palms, South Carolina

AGENDA

1. **Call to order** and acknowledgment that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of Previous Meeting's Minutes**
 - Regular Meeting of October 1, 2019
 - Special Meeting of 8:30 a.m., September 23, 2019
 - Special Meeting of 4:30 p.m., September 23, 2019
3. **Citizen's Comments**
4. **Old Business**
 - A. Consideration of re-appointments for the City's Boards and Commissions
 - B. Update on City Council orientation and training handbook
5. **New Business**
6. **Miscellaneous Business**
 - Next Meeting Date: _____, _____, January _____, 2020 in City Hall
7. **Executive Session** - If needed.
 - Upon returning to open session, the Committee may take action on matters discussed in Executive Session.
8. **Adjournment**

PERSONNEL COMMITTEE MEETING
4:30pm, Tuesday, October 1, 2019
City Hall Council Chambers
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. **Call to order**

Present: Council Member Moye (chair), Council Members Rice and Ferencz

Staff Present: Administrator Fragoso, HR Officer deWitt

2. **Approval of Previous Meeting's Minutes**

Council Member Rice made a motion to approve the minutes of the September 16 and both September 23 meetings. Administrator Fragoso noted the minutes of the Special Meetings from September 23 will be voted on at the next meeting after corrections are made.

Council Member Rice amended her a motion to approve the minutes of only the September 16 meeting, and Council Member Ferencz seconded the motion. The minutes passed unanimously.

3. **Citizen's Comments** – none

4. **Old Business**

A. **Interview and consideration of applications for the Isle of Palms Water & Sewer Commission vacancies**

Questions asked included their thoughts on the plan to expand the public sewer system, what they view as the biggest challenges facing the Water & Sewer Commission, and their opinion about the sewer-related ordinances recently passed by City Council.

Ms. Anderson has engineering and city planning degrees and work histories. She has participated in the planning and design of inter-road projects and written environmental impact statements regarding such projects. She sees the sewer expansion project as a long-term venture and would look for ways to carve off pieces of the project to work on over time. With regards to the sewer ordinances passed by City Council, she said believes the transfer of property is a good way to create the needed change in the system. She sees the main challenge facing the Water & Sewer Commission as funding and prioritizing projects with limited resources.

Mr. Halter has degrees in environmental engineering and has spent the last two years working on water and sewer activities. As Chief Financial Officer where he works, he has had to deal with the finances of aging infrastructure systems. He hopes that low-interest finance options can be afforded to citizens as they tie into the sewer system. He believes the biggest issue facing the Water & Sewer Commission is the financing available to expand the system. He said he does

not see anything atypical about the system on the Isle of Palms except for the fact that it is on a barrier island and having a resilient system is of key importance. He said climate issues and their effect on the sewer system also needs to be discussed.

B. Update on the hiring of the Assistant City Administrator

Administrator Fragoso reported that after narrowing down her list of possible candidates to two and having them both meet with City Hall staff and department heads, she has offered the position of Assistant City Administrator to Ronald Hanna. His first day will be Monday, October 14 and he will attend the October 15 meeting of the Ways & Means Committee.

C. Update on the annual Employee Appreciation Event

Administrator Fragoso reported that the invitations to this year's event went out today. The event is scheduled for Friday, October 18, 11-1:30pm. She said the tent will be bigger this year and there will be games and the presentation of the Leola Hanbury Award.

D. Update on City Council orientation and training handbook

Administrator Fragoso passed out a draft document of the budget and department profiles section of the proposed handbook. She asked for the Committee's feedback. She said she plans to have the first draft finished before the end of the month so it can be further refined in November. She hopes to schedule a special meeting of City Council in January to review the handbook and have a representative from MASC discuss ethics and how to run an effective meeting.

5. New Business

A. Consideration of nominations for the Leola Hanbury Employee of the Year Award

Council Member Moye said he would like to discuss the nominations received during Executive Session.

6. Miscellaneous Business

The next meeting of the Personnel Committee will be held on Tuesday, November 12 at 4:30pm in Council Chambers.

7. Executive Session

Council Member Moye requested a motion to go into Executive Session in accordance with SC Code §30-4-70(1) for discussion of compensation related to the Leola Hanbury Award. Council Member Rice made a motion to approve and Council Member Ferencz seconded the motion. The motion passed unanimously.

The committee adjourned into Executive Session at approximately 5:57pm.

8. Adjournment

Upon returning from Executive Session, Council Member Moye stated that no decisions were made. He then made a motion to go into Executive Session in accordance with SC Code §30-4-70(1) for discussion of the applications for the vacancies on the Water & Sewer Commission. Council Member Rice seconded the motion. The motion passed unanimously.

Upon returning from Executive Session, Council Member Ferencz made a motion to recommend to City Council that Jan Anderson and Bob Hooper fill the vacancies on the Isle of Palms Water & Sewer Commission. Council Member Rice seconded the motion. The motion passed unanimously.

The meeting was adjourned at 6:21pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

PERSONNEL COMMITTEE – SPECIAL MEETINGS
8:30am, Monday, September 23, 2019
City Hall Council Chambers
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. **Call to order**

Present: Council Member Moye (chair), Council Member Rice

Absent: Council Member Ferencz

Staff Present: Administrator Fragoso

2. **New Business**

MOTION: Council Member Moye made a motion to reorder the agenda so the discussion of the Water & Sewer Commission vacancies was held first. Council Member Rice seconded the motion. The motion passed unanimously.

A. Discussion of Water & Sewer Commission Vacancies

Council Members Moye and Rice discussed with Water & Sewer Commission members Dana Love (chair), Jay Leigh (vice chair), Curtis Helfrich (commissioner), and Chris Jordan (Interim General Manager) what the Commission needs with regards to the assets, talents, or qualities in new commissioners. The commissioners expressed a desire to have someone who lives inside Wilde Dunes, someone with a business background, and possibly someone who is still on the septic system with a grinder pump. Other needs mentioned were financial acumen, long-term vision, and perhaps some experience with water & sewer, although that was not necessary. Commissioners also shared the new commissioners would be expected to attend at least one meeting a month and to serve on special committees as needed.

Commission Chair Dana Love expressed concern about the length of time the City is taking to fill these positions. Council Member Moye assured him the City is working with urgency to fill these positions with right people to best serve the Commission.

3. **Executive Session**

MOTION: Council Member Moye made a motion to move into Executive Session to discuss the City Administrator Employment Agreement. Council Member Rice seconded the motion. The motion passed unanimously.

The Committee moved into Executive Session at approximately 8:52am.

MOTION: Upon their return from Executive Session, Council Member Rice made a motion to accept the City Administrator Employment Agreement as written and to

take it to the City Council meeting for a vote at the September 24 meeting. Council Member Moye seconded the motion. The motion passed unanimously.

3. Adjournment

The meeting was adjourned at 9:25am.

Respectfully submitted,

Nicole DeNeane
City Clerk

PERSONNEL COMMITTEE – SPECIAL MEETINGS
4:30pm, Monday, September 23, 2019
City Hall Council Chambers
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to order

Present: Council Member Moye (chair), Council Member Rice

Absent: Council Member Ferencz

Staff Present: Administrator Fragoso

2. New Business

A. Interview of Water & Sewer Commission Candidates

The Committee reconvened at 4:30pm to interview three of the five candidates for the Water & Sewer Commission. They interviewed Donald Smith, David Cohen, and Bob Hooper. The full audio of these interviews is located on the City's website.

Questions asked included their thoughts on the plan to expand the public sewer system, what they view as the biggest challenges facing the Water & Sewer Commission, and their opinion about the sewer-related ordinances recently passed by City Council.

Mr. Smith has a technical background and has worked as a project manager. He previously served on the Isle of Palms Planning Commission and more recently served as the president of the Wild Dunes Committee. He believes the sewer expansion project to be a large and important project, but not one to be rushed. He expressed concern about finding a fair way for septic system users to pay for entry into the sewer system. He believes the biggest issues facing the Water & Sewer Commission include shutting down the Wild Dunes Waste Water Treatment Plant and the recently requested bond issue.

Mr. Cohen has an electrical engineering background, designing electronic communication systems for the Navy. He is currently on septic, would like to stay on septic, but understands why there is a move for the entire island to be on sewer. He, too, has previously served on the Isle of Palms Planning Commission. He spoke in support of the three recently passed sewer-related ordinances, but said he was concerned about the fairness and cost of making people tie into the system. He feels this cost should be on the new property owner and or developer of the property.

Mr. Hooper previously served as the Chair of the Planning Commission. He is on sewer and would like to know why the rates are so high. He also expressed concern about the fairness of making people tie into the system. He believes this is a long-term issue that

may work itself out over time. He was aware of the three sewer ordinances recently passed by Council, noting that some people mentioned to him it seemed heavy-handed.

3. **Adjournment**

The meeting was adjourned at 5:46pm. The final two interviews will be held Tuesday, October 1, 2019 at 4:30pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

Boards and Commissions
Terms Expiring 12/31/2019
Members interested in re-appointment

Accommodations Tax Advisory Committee (3 year terms)

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|---------------------|----------------|
| Malcom Burgis | Re-appointment |
| Sally Leydic Muhlig | Re-appointment |
| David Nelson | Re-appointment |
| Rusty Williamson | Re-appointment |

Board of Zoning Appeals (3 year terms)

| | |
|-------------------|----------------|
| Elizabeth Campsen | Re-appointment |
| Carolyn Holscher | Re-appointment |

Code Board of Appeals (4 year terms)

| | |
|------------------|------------------------|
| Phillip Smith | No longer IOP resident |
| William Mitchell | Deceased |

Planning Commission (2 year terms)

| | |
|-----------------|----------------|
| Ron Denton | Re-appointment |
| Lisa Safford | Re-appointment |
| Phillip Pounds* | |

*Councilmember-elect. Vacancy to be filled in January 2020