



**Administration Committee Meeting  
Tuesday, September 10, 2024, 1:00pm  
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 Bogosian and Carroll

Staff Present: Administrator Fragoso, Director Hamilton, Chief Oliverius

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

**MOTION: Council Member Carroll made a motion to the minutes. Council Member Bogosian seconded the motion. The motion passed unanimously.**

**3. Citizen's Comments – none**

**4. Old Business -- none**

**5. New Business**

**A. Discussion and consideration of Employee Referral Program**

In an effort to recruit and retain employees, Administrator Fragoso suggested implementing an Employee Referral program. A current full or part-time employee who refers someone who is hired and completes their 6-month probationary period will receive a \$500 award. She pointed out that referrals have worked out well in the Police Department. She does not anticipate the program to have a significant impact on the FY25 budget since there is a 6-month wait before payout. It will need to be addressed in the FY26 budget.

Council Member Bogosian suggested another category with a lower payout for those who recommend seasonal employees (BSOs) or interns. The program will be discussed at the City Council workshop.

**MOTION: Council Member Bogosian made a motion to recommend the program to City Council for consideration with the addition of a modification for referrals of seasonal employees and interns. Council Member Carroll seconded the motion. The motion passed unanimously.**

**B. Discussion of Boards and Commissions terms expiring in 2024 and new applications**

Administrator Fragoso reviewed the openings on each board or commission, which of those current members could serve another term, and the candidates who have applied to be on a board or commission.

A current Recreation Department employee has applied to be on a committee, but Administrator Fragoso needs to check to see if employees are allowed to do so.

Candidates who expressed interest in the Environmental Advisory Committee will be invited to interview with the Committee on October 1.

**C. Discussion and consideration of new job descriptions for Police and Fire Departments**

Administrator Fragoso explained that Chief Cornett would like to change the title of Captain to Deputy Police Chief to be in line with other City offices and neighboring agencies. There is no financial impact or adjustments to the job description with this title change.

In the Fire Department, Chief Oliverius would like to create two new positions: Deputy Chief of Special Operations and Deputy Chief of Fire Operations. He believes these positions provide a cleaner organizational structure, which is needed with the addition of the paramedic program. Some of the responsibilities for these positions are currently covered by current employees who will need to interview for the new positions, should they wish to do so.

**MOTION: Council Member Bogosian made a motion to recommend the adoption of these positions and their respective job descriptions and send them to City Council for approval. Council Member Carroll seconded the motion. The motion passed unanimously.**

**6. Executive Session**

**MOTION: Council Member Bogosian made a motion to go into Executive Session in accordance with SC Code Section 30-4-70(a)(1) to discuss nominations for the Leola Hanbury Employee of the Year Award. Council Member Carroll seconded the motion. The motion passed unanimously.**

The Committee went into Executive Session at 1:24pm.

The Committee returned from Executive Session at 1:46pm.

**MOTION: Council Member Bogosian made a motion to approve the recipient of the Leola Hanbury Award as discussed and present the award at the Employee Appreciation Event on Friday, September 20, 2024. Council Member Carroll seconded the motion. The motion passed unanimously.**

**7. Miscellaneous Business**

The Administration Committee will have its next meeting on Tuesday, October 1, 2024 at 1:00pm.

**8. Adjournment**

Council Member Carroll made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 1:46pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk