



**Personnel Committee**  
**9:00am, Wednesday, March 3, 2021**  
**Virtual Meeting via Zoom call due to COVID-19 Pandemic**  
**broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

**MINUTES**

**1. Call to Order**

Present: Council Members Bell, Buckhannon, and Moye

Staff Present: Administrator Fragoso, Asst. Administrator Hanna

Also Present: Nancy Berkeley, Evergreen

**2. Approval of previous meeting's minutes**

Minutes of: Special Joint Personnel & Public Safety Committees on January 11, January 12, January 14, February 4, and February 10, 2021; Special Personnel Committee Meetings on January 25 (2) and January 29, 2021 (2); and the regular meeting of February 2, 2021

**MOTION: Council Member Buckhannon made a motion to approve the minutes of the meetings as noted. Council Member Bell seconded the motion. The motion passed unanimously.**

**3. Citizens' Comments – none**

**4. Old Business**

**A. Update on Wage and Compensation Analysis project and discussion of development of a compensation policy**

Administrator Fragoso introduced Nancy Berkeley from Evergreen. She gave the Committee an overview of the process of the study and the work that has been conducted to date. Staff participation has been very high, and responses were noted as “very thoughtful.”

Committee members discussed at length with Ms. Berkeley their thoughts on the development of a compensation policy for City employees. Topics covered included: what market position the City wishes to be in as compared to neighboring communities; the salary structure design the City wishes to administer, and the City's reward strategy and salary progression.

Committee members noted it was important to be competitive in salaries so as to attract talented employees. They liked the idea of a salary structure that allowed for flexibility during uncertain economic times, but also let employees know what they could expect as far as pay increases.

Discussion also ensued as to how to handle the salary increases and or recognition of long-tenured employees.

Council Member Moye said it will be necessary to discuss the levels of service City Council expects to be provided to citizens and visitors and then form tax policy around that.

Ms. Berkeley will take that information and begin forming a compensation policy for future discussion with the full City Council.

**B. Update on Fire Chief hiring process**

Administrator Fragoso reported that Battalion Chief Hathaway turned down the offer of Fire Chief. He will continue to the point of contact until a new fire chief is hired. She said the final candidates spoke highly of the interview process of the hiring committee. She suggested there will now be “a new opportunity to incorporate and maybe formalize additional elements to the process that could provide assurances to the City and to you all that the final candidate will have the full support of Council.”

Committee members agreed to start the process anew after discussion with the Public Safety Committee at their Thursday meeting.

**5. New Business**

**A. Discussion of FY22 Operating Budget for City Council, General Government, and Building, Planning & Zoning departments**

Administrator Fragoso reviewed the operating budgets for City Council, General Government, and the Building, Planning & Zoning departments. Asst. Administrator Hanna shared the details of a proposed IT package that will create efficiency in meeting agenda preparation, live transcription, and live streaming capabilities for some meetings. Council Member Bell would like to see data detailing the projected efficiency of this purchase for the Ways & Means Committee meeting.

Council Member Moye requested City staff to further pursue information about how Folly Beach handles the tourism promotion monies Isle of Palms currently gives to the Charleston Visitor’s Bureau. Administrator Fragoso said that will be discussed with the Ways & Means Committee and any changes that happen as a result may not go into full effect in FY22.

Administrator Fragoso noted that the Ways & Means Committee will need to consider the recommendations associated with the Wage & Compensation study in the FY22 budget.

**6. Miscellaneous Business**

The next meeting of the Personnel Committee will be Tuesday, April 6, 2021 at 9am.

7. **Adjournment**

Council Member Buckhannon made a motion to adjourn, and Council Member Bell seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:40am.

Respectfully submitted,

Nicole DeNeane  
City Clerk