

PERSONNEL COMMITTEE
5:00 p.m., Tuesday, October 9, 2012

The regular meeting of the Personnel Committee was held at 5:00 p.m., Tuesday, October 9, 2012 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Stone, Chair Thomas, City Administrator Tucker, Assistant Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Thomas called the meeting to order and acknowledged 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**

MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of September 6, 2012 as submitted; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. **Old Business**

A. **Discussion of 2013 Appointments to Boards and Commissions**

By way of introduction, Administrator Tucker noted that the only person with an expiring term who did not want to be re-appointed was Tom Miller, who is moving away from the island; all others had responded that they were willing to be re-appointed. The Administrator explained that Committee could elect to re-appoint those with expiring term and select a replacement for Mr. Miller or choose to make new appointments from the pool of candidates using longevity on the island as one (1) criteria.

After general discussion and reviewing several candidates' applications and interviews, the following motions were made:

MOTION: Councilmember Bettelli moved to re-appoint Margaret Miller to the ATAX Committee; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

MOTION: Councilmember Stone moved to re-appoint Arnold Karig to the Board of Zoning Appeals; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

MOTION: Councilmember Bettelli moved to appoint Glenn Thornburg to the Board of Zoning Appeals; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

MOTION: Councilmember Stone moved to re-appoint Brian Garner to the Code Board of Appeals; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

MOTION: Councilmember Stone moved to re-appoint Bev Ballow, Pete Doherty and Don Smith to the Planning Commission; Councilmember Bettelli seconded.

Chair Thomas reported having spoken with Pete Doherty earlier in the day and that Mr. Doherty had indicated that he did not want to be re-appointed to the Planning Commission despite having indicated otherwise in an email to the City Clerk on September 2. While Assistant Dziuban tried to contact Mr. Doherty to confirm his position, Councilmembers Stone and Bettelli withdrew the motion and second, respectively.

MOTION: Councilmember Stone moved to re-appoint Bev Ballow and Don Smith to the Planning Commissions; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Having spoken with Mr. Doherty, Assistant Dziuban confirmed he does not want to be re-appointed to the Planning Commission.

MOTION: Councilmember Stone moved to appoint Richard Ferencz to the Planning Commission; Councilmember Bettelli seconded; the motion PASSED on a vote of 2 to 1, with Chair Thomas casting the dissenting vote.

MOTION: Chair Thomas moved to appoint Carolyn Holscher to the Planning Commission; the motion died for lack of a second.

MOTION: Councilmember Stone moved to appoint Penny Lewis to the Planning Commission; Chair Thomas seconded and the motion PASSED UNANIMOUSLY.

B. Discussion of Revised Personnel Manual

Assistant Dziuban stated that the City's goal is to have the revised Personnel Manual adopted by the end of 2012; she explained that this revision was a meshing of the most recent handbook model from the Municipal Association of South Carolina and the existing IOP Personnel Manual. In situation where the language of the two (2) documents was standard and not specific to the City, the language from the model was incorporated, for example, the federal language used relative to the Family Medical Leave Act. If the language was specific to the Isle of Palms or indicated in the current City handbook as being adopted by City Council on a certain date, the language from the IOP handbook was kept. No policy changes for the City were made in this revision. After the changes/corrections had been made, the draft document was distributed to department managers for their review and comment. This draft contains the most current state and federal laws and keeps the current practices of the City. Once the changes and typos were made from the department manager's review, the new draft was submitted to the City labor attorneys, Gignilliat, Savitz and Bettis, for their review to ensure legal accuracy and correctness.

Assistant Dziuban stated that the purpose of the personnel manual was to provide guidance to employees on the official policies of the City, but it is not meant to be all-encompassing and to address every situation that could occur. The City wants to provide guidance without creating unnecessary liability for the City.

The City hopes to have the legal review completed with a minimum of changes so that this Committee can make a recommendation to City Council for adoption at the November meeting.

Administrator Tucker explained that, when the city undergoes its annual safety audit for liability insurance, one (1) thing the insurance company looks for is whether or not the City's personnel manual goes through periodic review, including a legal review to ensure that it includes the most recent changes in state and federal laws.

5. New Business

A. Consideration of Appointment of Associate Judge

Administrator Tucker recalled that City Council had appointed Michael Molony as Municipal Judge last year, but did not appoint an Associate Judge. An associate judge would serve when Judge Molony is ill or called out of town and there is not enough time to re-schedule court. The Administrator suggested that the appointment of Lawrence Duffy as Associate Judge; he currently is the judge for Sullivan's Island, very familiar with municipal court and has work for Mount Pleasant, as well.

MOTION: Councilmember Bettelli moved to appoint Lawrence Duffy as Associate Judge contingent upon his accepting the position; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

B. Consideration of Employees of the Month

Administrator Tucker referred the Committee Chief Buckhannon's memo included in meeting packets recommending Detective Sergeant Gary Erickson and Detective Diane Tarr for Employees of the Month. In solving a case involving a stolen vehicle on the island, they processed evidence and interviewed/interrogated suspects, their friends and family which led to solving twenty-five (25) incidents on the island, as well as solving cases in Mount Pleasant, Summerville and Charleston County.

MOTION: Councilmember Stone moved to approve Chief Buckhannon's recommendations of Detective Sergeant Erickson and Detective Tarr as Employees of the Month; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

6. Miscellaneous Business

Next Meeting Date: 9:30 a.m., Monday, November 5, 2012 in the Conference Room.

7. Executive Session – not necessary

8. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 5:47 p.m.; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk