

PERSONNEL COMMITTEE
10:30 a.m., Monday, July 9, 2012

The regular meeting of the Personnel Committee was held at 10:30 a.m. on Monday, July 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 to the Administrator 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 Stone moved to approve the minutes of the regular meeting of May 1, 2012 as submitted; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. Old Business

Administrator Tucker informed the Committee members that, at the Municipal Association's annual meeting, the announcement had been made that a recent act of state legislation stated that items cannot be added to meeting agenda's once it is printed and posted for public review unless revised in a timely fashion before the meeting.

Councilmember Stone queried that reason behind the ruling was a state mandate or the fact that the City subscribes of Robert's Rules of Order; the Administrator responded that action had been taken by the state legislature on the subject.

Since the City has made it a practice to change agendas very infrequently, the Administrator did anticipate adherence being a concern.

5. New Business

A. Consideration of Revision of Patrol Sergeant Job Description

Administrator Tucker explained that the need for this revision came to light when a couple of positions within the Police Department were merged, and Chief Buckhannon realized that the statement from the Patrol Sergeant's job description "Supervises overall field training process for police recruits" had been omitted. Verifying that this statement had been a part of the original job description, Councilmember Bettelli referred to this addition as a "housekeeping item."

This realization came to light when the Administrator was researching the Beach Services Officer (BSO) job description for inclusion in the application to Charleston County for Beach Services Officer funding for this beach season.

MOTION: Councilmember Stone moved to recommend to the Public Safety Committee the revision of the job description for Patrol Sergeant as stated; Councilmember Bettelli seconded.

Councilmember Bettelli noted that, typically this change would have gone to the Public Safety Committee before the Personnel Committee; Administrator Tucker pointed out that to have done so would have delayed the correction by a month since the Public Safety Committee will not meet until Wednesday, July 11.

VOTE: The motion PASSED UNANIMOUSLY.

B. Consideration of Revision to Parking Enforcement Officer Job Description to Beach Services Officer

In preparing the application to Charleston County for the forty thousand dollars (\$40,000) grant, the Administrator had planned to include the job description for the Beach Services Officers for whom the funds would be used; the only job description Chief Buckhannon could locate was for the Parking Enforcement Officer. This job description is so out of date with what the employees actually do today that no job description was included with the application.

The Parking Enforcement Officer job description originated when the City had stand-alone parking meters on Front Beach, which was prior to the Front Beach revitalization and prior to Council's actions on beach chairs and umbrellas and filling holes on the beach. Over time, the job responsibilities for the Beach Services Officers have been expanded to include more activities on the beach in addition to parking enforcement; the BSOs also assist with locating missing children/parents, directing traffic in the business district, patrolling for general maintenance, assisting with sign maintenance and special events, and assisting enforcement officers as directed. The Administrator and Chief Buckhannon wanted to revise the job title to be consistent with the title they currently have, to indicate their supervisor - the Livability Sergeant – and to add the duties articulated earlier. The action before the Committee is to change from the title of Parking Enforcement Officer to Beach Services Officer and to add the duties listed which is reflective of present practices.

MOTION: Councilmember Bettelli moved to recommend to the Public Safety Committee approval of the changes iterated by the Administrator in the Parking Enforcement Officer job description; Councilmember Stone seconded.

Councilmember Stone questioned that the Beach Services Officers receive a minimum level of law enforcement training before they are put on the streets. Chief Buckhannon explained that the BSOs only write parking tickets on the handheld devices, which requires extensive training; in addition to the uploading and transferring of data to City Hall's parking management system. BSOs also receive lessons in traffic direction and control. All of the lesson plans used by the Police Department are approved by the Criminal Justice Academy.

With that information, both Administrator Tucker and Councilmember Stone expressed the opinion that the level of training should be stated in the job description. Councilmember Bettelli suggested that the second sentence under *Education, Training and Experience* be shortened to

read "Achievement of departmental training" making the statement broad enough to encompass the training of today and any future additions to training.

Amendment to Motion: Councilmember Stone moved to amend the sentence under *Education, Training and Experience* to end after "training;" Councilmember Bettelli seconded and the Amendment PASSED UNANIMOUSLY.

Vote on Amended Motion: The amended motion PASSED UNANIMOUSLY.

6. Miscellaneous Business

Next Meeting Date: 9 a.m., Tuesday, August 7, 2012 in City Hall Conference Room.

Administrator Tucker foreshadowed that the initial steps in filling expired seats on boards and commissions will occur in August.

7. Executive Session – no needed

8. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:45 a.m.; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk