

PERSONNEL COMMITTEE
9:00 a.m., Tuesday, August 7, 2012

The regular meeting of the Personnel Committee was held at 9:00 a.m. on Tuesday, August 7, 2012 in the Conference Room of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember 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 Bettelli moved to approve the minutes of the regular meeting of July 9, 2012 as submitted; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. **Old Business**

Discussion of Scheduling Interviews for 2013 Appointments to Boards and Commissions

Administrator Tucker informed the Committee that advertisements would be appearing in both *The Moultrie News* and *The Island Eye* notifying residents of the island of the openings on boards and commissions for terms beginning January 1, 2013; in addition, letters have been mailed to the members whose terms expire asking (1) if they wish to be considered for re-appointment, (2) if they would like to serve on another board or commission or (3) if they would prefer not be considered for an appointment for 2013. The deadline for applications and the return of the letters is August 31, 2012; there are a potential of eight (8) seats to be filled. A list of the specific openings is attached to the historical record of the meeting.

The Administrator explained that, in recent years, the Personnel Committee has decided to interview new applicants to ensure that they can bring experience knowledge to the boards and commissions for which they are applying so their terms will be successful. Administrator Tucker suggested that it would be advantageous to establish the dates when the Committee members could be available for interviewing new candidates; whenever possible, the interviews will be during the work day rather than in the evening.

Councilmember Stone asked how long the interviews typically lasted and whether the City had generated a list of questions; the Administrator confirmed that a list of suggested subjects was available. Clerk Copeland stated that the interviews were scheduled at forty-five (45) minute intervals.

After brief discussion, Monday, October 1 and Monday, October 8 were identified as days when all Committee members could be available for interviews.

5. **New Business – None**

6. Miscellaneous Business

Next Meeting Date: 9:00 a.m., Thursday, September 6, 2012 in the Conference Room.

7. Executive Session – Not necessary

8. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 9:18 a.m.; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk