

PERSONNEL COMMITTEE

9:00 a.m., Thursday, September 6, 2012

The regular meeting of the Personnel Committee was held at 9:00 a.m. on Thursday, September 6, 2012 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. In attendance were Councilmembers Bettelli and Stone, Chair Thomas, 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 were 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 August 7, 2012 as submitted; Councilmember Stone seconded and the motion **PASSED UNANIMOUSLY.**

3. **Citizens' Comments – None**

4. Old Business

A. Discussion of Progress on 2013 Appointments to Boards and Commissions

Assistant Dziuban announced that the deadline for the submission of applications for boards and commissions had been extended to September 6 in hopes of getting more applicants; in addition to the carryover pool from prior years, the City has two (2) new applicants, Richard Ferencz and Neil Schneider. The Assistant reminded the Committee that the recommendations are made at the special meeting in December and re-affirmed at the January meeting.

Of the eight (8) expiring seats, everyone but Tom Miller and Pete Doherty responded that they would like to be re-appointed for another term; Mr. Miller is moving off the island and Mr. Doherty did not respond to the letter sent to him. From the pool, Jim Raih and Jon Regan Walters asked not to be considered for a 2013 appointment. Glenn Thornburg was a late applicant in 2012 and was not interviewed, so he will be scheduled along with Mr. Ferencz and Mr. Schneider for Monday, October 1.

B. Status of Personnel Manual

At the safety audit, the City was reminded that a good practice is to update the City's personnel manual every five (5) years. Assistant Dziuban reported that she has meshed the MASC model and the City's current manual to ascertain that the latest revisions to employment law are reflected in the City manual. No new policies are anticipated with this review. The goal is to complete the updating process by the end of the month and to forward the revised manual to the employment attorneys in Columbia for their review and approval before presenting it to this Committee and City Council for adoption by the end of the year.

5. **New Business – None**

6. Miscellaneous Business

Next Meeting Date: 5 p.m., Tuesday, October 9, 2012 in the Conference Room.

7. Executive Session – not needed

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