

## **PERSONNEL COMMITTEE**

9:00 a.m., Tuesday, January 8, 2013

City Hall Conference Room

The regular meeting of the Personnel Committee was held at 9:00 a.m. on Tuesday, January 8, 2013 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli, Stone and Thomas, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Administrator Tucker 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. Election of Chair and Vice Chair**

Councilmember Stone nominated Councilmember Thomas for Chair of the Committee, and Councilmember Bettelli seconded. The nomination was unanimously approved.

Chair Thomas nominated Councilmember Stone as Vice Chair; Councilmember Bettelli seconded. The nomination was unanimously approved.

### **3. Approval of Previous Meeting's Minutes**

**MOTION: Councilmember Bettelli moved to approve the minutes of the meeting of November 5, 2012 as submitted; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.**

4. **Citizens' Comments – None**

5. **Old Business**

### **Distribution of Forms for City Administrator's Evaluation**

Administrator Tucker stated that the evaluation process for 2012 would mirror the process followed for 2011; the forms for the subjective portion of the evaluation have been included in meeting packets for the Chair to distribute to the balance of Council since all served for the calendar year. The evaluations returned by the deadline established by the Chair will be averaged together to determine the grade on the subjective portion of the Administrator's evaluation which comprises fifteen percent (15%) of the total score.

In addition, Administrator Tucker distributed the information necessary to produce the objective portions of the annual evaluation. Fiscal management comprises fifty percent (50%) of the total score; the cover sheet from the audited June 30, 2012 financial statement was provided to the Committee showing that the City ended the year six percent (6%) under budget; a score of three percent (3%) under budget means that the criteria for this goal are achieved. Ten percent (10%) of the total score is attributed to the successful completion of the Assistant to the Administrator's task, which was the revision and updating of the Employee Handbook with the subsequent legal review and adoption by City Council; this project was completed. Also accounting for ten percent (10%) is Administrator's personal goal of a City Procedures manual; at this meeting the Administrator distributed three (3) chapters, including the adoption of a fraud

policy by the City. The two (2) other sections relate to closing out a financial month and producing the financial report for Council; the Administrator cautioned the Committee that the chapters on the accounting manual should either be destroyed or returned to her because of the sensitive nature of the materials. The final section for the Committee's consideration is the supporting information on the success of the City's departments in meeting their goals for 2012. In summary, Administrator Tucker noted that all of the goals established for the objective portion of her evaluation were met at one hundred percent (100%).

The next step is to meet with Department Heads to establish the goals for 2013 for submission to the Personnel Committee for approval.

Councilmember Stone commented that the work presented toward the procedures manual would represent the conclusion of the work when added to what has been completed in prior years. Administrator Tucker indicated that the compilation of the work to insert page numbers and to assemble and insert the appendices could generate more work if something has been overlooked.

Responding to Chair Thomas' desire to discuss the objective portions of the Administrator's evaluation with other Committee members, Administrator Tucker recommended that the Committee hold a special meeting and to go into Executive Session for such a discussion.

**6. New Business – None**

**7. Miscellaneous Business**

Next Meeting Date: 9:00 a.m., Thursday, February 7, 2013 in the Conference Room.

The Chair decided upon Tuesday, January 15<sup>th</sup> for the completion and return of the subjective part of the Administrator's annual evaluation. Administrator Tucker offered to assist with a cover letter and the copying of the forms so that Chair Thomas could distribute the forms to Councilmembers in their mailboxes.

**8. Executive Session – not needed**

**9. Adjourn**

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 9:21 a.m.; Chair Thomas seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk