

SPECIAL PERSONNEL COMMITTEE

2:00 p.m., Thursday, October 23, 2014

A Special Meeting of the Personnel Committee was held at 2:00 p.m., Thursday, October 23, 2014 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Harrington, Chair Ferencz, Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Ferencz 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. Old Business

Reconsideration of Job Description for Assistant City Administrator

Councilmember Bettelli stated that the job description as presented appears to be “pretty inclusive.”

MOTION: Councilmember Harrington moved to recommend to City Council the approval of the job description for the Assistant City Administrator; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Assistant Dziuban stated that the major changes made to this description are an actual accurate description of her job functions; she stressed that it is not a change in what she does, just a change in how it is recorded in paper.

Administrator Tucker said that she would be working with Chief Buckhannon to learn whether the Committee can add components to the supervisory evaluation at the end to make it specific to the City Administrator. She stated that the Committee members need to think about what things they wanted to add.

3. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 2:10 p.m.; Councilmember Harrington seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk