

## PERSONNEL COMMITTEE

10:00 a.m., Thursday, October 13, 2016

The regular meeting of the Personnel Committee was held at 10:00 a.m., Thursday, October 13, 2016 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Ferencz, Chair Harrington, Administrator Tucker, Assistant Administrator Fragoso and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Harrington 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 September 16, 2016 as submitted; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – None

### 4. Old Business

#### A. Consideration of Amendment to the Procurement Ordinance

Councilmember Bettelli stated that basically this amendment increases the dollar amount for a purchase requiring Council approval.

#### B. Discussion of City Administrator's 2016 Personal Goal

Chair Harrington stated that, between Joaquin and now Matthew, Administrator Tucker does not feel that she has the time or attention to devote to her 2016 personal goal; the Chair asked to postpone the goal until the Administrator has the time to dedicate to it.

**MOTION:** Councilmember Bettelli moved to defer the Administrator's 2016 Personal Goal; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

### 5. New Business

#### A. Consideration of updating City Code responsibilities for Personnel Committee

The only change to the section of the Code addressing standing committees of Council that the Administrator could remember was the addition of the Real Property Committee several years back.

Councilmember Ferencz asked whether the responsibilities were to reflect what the Committee was supposed to do or what it was doing today; she noted that all committees are doing much more than is reflected in the Code.

Councilmember Bettelli stated that the Code cites generalities, because if the Code were to be specific, there would always be the possibility of omitting something. But he did think the facts that the Personnel Committee interviews and makes the recommendations to Council about filling vacancies on boards and commissions should be included.

Before conferring with the City Attorney for the appropriate language, the Administrator suggested statements that the Personnel Committee may interview candidates for boards and commissions and may make recommendations to City Council to fill vacancies on boards and commissions. By using the word “may” in the list of responsibilities, it does not make it a requirement.

**MOTION: Councilmember Bettelli moved to the add to the Code language relative to the Personnel Committee’s involvement with filling positions on boards and commissions be considered for First Reading of Council; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.**

Councilmember Ferencz noted that for each committee the language of “If requested, assist the City Administrator . . .” and asked how that would occur.

Administrator Tucker recalled the interviews the Real Property Committee conducted related to selecting a firm on the marina bulkhead assessment; the proposals varied widely in cost among those who submitted proposals, but each company appeared to be qualified to do the work. The City staff selected the proposals that most closely met the RFP, and the City Administrator asked for the Real Property Committee to assist with interviewing them and with making the award decision. As this topic relates to the annual budget, if staff did not get input from the Committees, a budget would be resented to Ways and Means straight from the Administrator’s desk.

#### **B. Discussion of reduction to Council directed meetings**

The Chair stated that, whenever possible, Council should want to reduce the number of meetings to allow the administrative staff time to do their jobs. The information gathered by Councilmember Kinghorn and staff make a lot of sense to him; as well as the use of iPads eliminating the time spent copying and collating meeting packets, making the staff more efficient and productive. At the prior meeting, this Committee committed to meeting six (6) times per year, tentatively selecting January through May and September and October.

#### **C. Consideration of Appointments to Boards and Commissions**

Councilmember Bettelli noted that a member of BOZA Jay Leigh has resigned from the Board of Zoning Appeals since the last Personnel Committee meeting.

**MOTION: Councilmember Bettelli moved to appoint Elizabeth Campsen to the unexpired term of Jay Leigh on the Board of Zoning Appeals and to fill the vacant seat for the coming 3 year term; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.**

Since Judith Bleecker stated that she would not be interested in being re-appointed to the Accommodations Tax Advisory Committee (ATAX), someone with a cultural background would be needed to fill that seat.

**MOTION: Councilmember Ferencz moved to re-appoint Malcolm Burgis, Sally Muhlig, and David Nelson to the ATAX Committee; Carolyn Holscher to the Board of Zoning Appeals; Brian Garner to the Code Board of Appeals; and Richard Ferencz, Lewis Gregory, Bill Mills and Vincent DiGangi to the Planning Commission; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

Based on Rusty Williamson's involvement in the photography scene, Administrator Tucker suggested that he might be a good candidate for the cultural seat on ATAX despite his originally seeking a seat on the Planning Commission. Chair Harrington remarked that Mr. Williamson was a strong advocate for the island through his photographs of it.

Since Mr. Williamson is a neighbor of Chair Harrington, the Chair offered to contact him to learn if he would consider servicing on the ATAX Committee.

**MOTION: Councilmember Bettelli moved to appoint Rusty Williamson to the Cultural seat on the ATAX Committee, contingent upon his acceptance; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.**

**D. Consideration of Policy for Elected Official's Use of City-owned electronic devices and email accounts**

Assistant Administrator Fragoso recalled that Committee members had questions about social media and about limiting access to social media and hacking – general safety issues. Chief Buckhannon assured the Assistant Administrator that the iPads would have a security program to protect them like the City's other computers. When they talked about limiting access to social media, they thought that to do so would be too restrictive and inconsistent with the City's practice of encouraging Councilmembers to be active on social media sites to be aware of what the City is posting and noted that it is the quickest way for the City to get messages out to the public. As previously discussed, no campaigning of any kind would be allowed to occur through the City-owned iPads.

Assistant Administrator Fragoso reminded Committee members that all messages would be discoverable in a FOIA request or in a legal action by or against the City.

Councilmember Ferencz stated that she was concerned about the way her Facebook page "explodes" sometimes and that the policy should indicate that "friends" on the City-owned iPad would be limited to Council members, staff members and employees of the City.

Administrator Tucker stated that how the iPads function would be determined by how the user manages it and responds to it.

Assistant Administrator Fragoso assured the Committee that there would be training for Council and staff and noted that she is preparing a user's manual.

The Administrator said that the iPads work very much like phones, and if a person has been using an iPhone a lot, the transition should not be difficult, but she commented that they do not operate like a laptop.

Assistant Administrator Fragoso noted that the last two (2) paragraphs of the policy address that all electronic communications, text messages or other form of written communication, originating or received on an official's City-provided electronic device must be retained by the elected official unless otherwise directed in writing by the City's Legal Records Custodian.

**MOTION: Councilmember Bettelli moved to recommend to City Council the adoption of the policy for elected official's use of City-owned electronic devices and email accounts; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.**

#### **E. Discussion of Consent Agendas**

Chair Harrington stated that he has used consent agendas at the Exchange Club and found them to be very efficient; items that would typically appear on a consent agenda are minutes, departmental reports, i.e. items that are redundant and not controversial but need approval. With a consent agenda, the items listed are approved with one (1) motion rather than individually; if only one (1) person objects to an item being included on a consent agenda, it must be removed and handled separately.

Councilmember Ferencz said that items to be included on a consent agenda are typically sent out in advance of the agenda preparation to learn if any item(s) should not be included. She then asked if the committee reports included on Council agendas should be consent items.

Chair Harrington responded that all minutes are public information and available for the public to read on the City's website; he reiterated that the issue is all about being more efficient.

In an effort to understand how Council wants to use consent agendas, Administrator Tucker asked if they were considering consent agendas for both Ways and Means, Council and for committee meetings or just the Council meeting.

The Chair suggested that each committee could decide how it wanted to use them, but he definitely supported the use of consent agendas at City Council meetings.

On the other hand, Councilmember Ferencz thought the use of consent agendas was meant to be used at both Ways and Means Committee and City Council meetings since these meetings tend to run long; she also noted that items on Committee agendas are there for the members to discuss to make a recommendation to Ways and Means and Council.

Administrator Tucker suggested that the City should take "baby steps" in the beginning from the standpoint of City Council meetings; if it works well, then the use could expand to the Ways and

Means Committee meetings. Having had no experience with consent agendas, the Administrator expressed the need to discuss the subject with the City Attorney.

Councilmember Ferencz asked that, when she met with legal counsel, the Administrator also discuss what could be included on consent agendas.

Clerk Copeland asked whether the use of consent agendas would result in two (2) agendas for one (1) meeting or would the consent agenda be a part of the meeting agenda. Councilmember Bettelli confirmed that the consent agenda was just a portion of the meeting agenda.

Acknowledging that the goal of the consent agenda is to reduce the time spent in meetings and to be more efficient, the Administrator asked if the subject could be re-visited if they were not achieving the desired objective.

Councilmember Ferencz and Chair Harrington both agreed that departmental reports could be reduced to executive summaries.

The Administrator reminded the Committee that departmental reports require no action from Council.

Assistant Administrator Fragoso reiterated that controversial items would never appear on a consent agenda.

Councilmember Ferencz suggested that consent agendas could be discussed by full Council at the Visioning Meeting Council plans to hold in the near future, and the Committee agreed.

## **6. Miscellaneous Business**

### **Status of Hiring Process for Payroll and Human Resources Officer**

Administrator Tucker informed the Committee that this process is running a month behind, but staff members with whom this person would interact the most have reviewed and commented on the resumés.

Chair Harrington was happy to learn that the Administrator was getting input from other staff members.

**Next Meeting Date: The Committee decided not to meet again in 2016.**

Administrator Tucker reminded the Committee that the Visioning Workshop of Council has been re-scheduled to Tuesday, November 1, 2016.

## **7. Executive Session – not needed**

**8. Adjournment**

**MOTION: Councilmember Ferencz moved to adjourn the meeting at 11:10 a.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk