

PERSONNEL COMMITTEE
9:30 a.m., Friday, February 3, 2017

The regular meeting of the Personnel Committee was called to order at 9:30 a.m., Friday, February 3, 2017 in Council Chambers of City Hall, 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 were duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Approval of Previous Meetings' Minutes**

MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of January 4, 2017 as submitted; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. **Old Business – None**

5. **New Business**

A. **Consideration of City Administrator's Goal for 2017**

Chair Harrington reported that City Administrator Tucker had scored a four point two nine (4.29) out of a possible five (5) on her 2016 performance evaluation, and he congratulated her for the achievement.

In addition, Chair Harrington reported that he received only three (3) responses to his request from Council for the Administrator's 2017 personal goal; he had received a suggestion that the Administrator continue the succession plan for the City, which was also her goal for 2016 and to have it completed by July 1, 2017.

Administrator Tucker stated the completion of the succession plan was not attainable by July 1. The Administrator opined that department heads needed a selected member of their staff to shadow them and learn everything possible about the position and the responsibilities that go with it. In compiling a succession plan, she needed to determine how many people would be needed to replace a department head or if certain tasks he/she was currently doing should not fall to the successor, but should be outsourced. Administrator Tucker continued saying that she believes that the plan the City needed was for the loss of senior management; she noted that two (2) department heads are considering their retirement and that the Training Officer in the Fire Department has stated that he will retire on June 9, 2017. Due to the tasks at hand, i.e. the Phase II Drainage Project, beach restoration, the NPDES project and marina redevelopment plan, she said that she does not have the necessary time to devote to developing a succession plan; another project needing her full attention was closing out the two (2) FEMA projects so that the City would be recovered as much as possible for its losses suffered from Hurricanes Joaquin and Matthew.

Councilmember Ferencz voiced concern that department heads often wore two (2) hats; she asked how a department would continue relatively seamlessly if the department manager became ill and had to be on leave for an extended period of time.

Administrator Tucker noted that Assistant Administrator Fragoso knows everything that she does about issues facing the City; she shadows the Administrator and is told of every telephone call and communication of import. She agreed that not all departments of the City have such redundancy.

Councilmember Bettelli suggested that the Administrator continue with the goal of a succession plan but not to box her in with a specific date.

Chair Harrington added his voice in agreement that the succession plan was much needed by the City; he said that he does not want the City to be caught unprepared.

Again referencing the Administrator's evaluation, the Chair reported that Councilmembers Ferencz and Kinghorn had honed in on a goal centered on the redevelopment plan for the marina, but that he personally thought that the marina plan should be a goal for City Council and not the Administrator.

According to the Administrator, Kirby Marshall from ATM attended the Real Property Committee meeting and said that ATM would have detailed drawings and cost estimates for the March Committee meeting. Once Council has seen that information and had time for study and discuss, any decisions relevant to the marina redevelopment would come from the elected-body. In addition, the Administrator reported that the Boating Infrastructure Grant (BIG) is under consideration, and the City hopes to get favorable news in March. The decision on the BIG grant will have an impact on any referendum question(s) put before the residents.

Noting that one (1) item on Administrator's annual evaluation was specific to her annual goal, Councilmember Ferencz stated that the Administrator must have a goal.

Chair Harrington repeated that the Administrator does not want an additional goal, but would prefer to continue to work on the issue of redundancy within the departments of the City. The Chair asked the Administrator if she had always been asked to complete a personal goal each year.

Administrator Tucker stated that the personal goal was initiated when Dr. Piening was on Council.

Councilmember Ferencz suggested that, in 2017, each department manager should develop a plan for redundancy in his/her department to be presented to the Administrator for her review.

Administrator Tucker then asked what the Committee would be expecting in the way of a work product.

Councilmember Ferencz said that each department manager should insure that they train a selected employee particularly on tasks that no one else can do; in the Councilmember's opinion, developing a plan of succession in each department should be less work using these plans.

Chair Harrington voiced concern about the retirement of Chief Buckhannon, especially in light of the iPads Councilmembers now have, and Councilmember Bettelli expressed the opinion that the City would have to outsource its IT needs.

Along the same lines, Councilmember Ferencz asked about the new financial software that was included in the FY17 budget; Administrator Tucker reported that the Treasurer has looked at several different programs, but has not made a decision. The Administrator noted that the optimum program has a price tag the City cannot afford, but other software was available that will meet the City's needs at a more reasonable price.

When Councilmember Ferencz said that the Administrator's 2017 goal would be to have each department manager produce a written continuity plan for his/her department, Chair Harrington indicated that the goal should be more specific.

Director Page stated that her department has written guidelines for every event that the Rec Department puts on in a year; this information has proven to be an invaluable tool for new employees.

The Administrator thought the best way to approach a continuity plan would be for the department managers to identify the weaknesses in their department and to point out the areas in the department where redundancy is needed but does not exist.

Councilmember Ferencz opined that much of the information likely already existed and only needed to be documented formally.

The Administrator added that she would prefer to take one (1) small step and then to move forward in a given progression because the circumstances in the City change in two to three (2-3) years requiring that plans be tweaked to meet current needs of the City.

MOTION: Councilmember Ferencz moved that the City Administrator's goal for 2017 was to develop a contingency plan for the continuation of services, starting with the identification of vulnerabilities on a departmental level; Chair Harrington seconded and the motion PASSED UNANIMOUSLY.

B. Consideration of Part-time receptionist for General Government in the summer

Chair Harrington prefaced the discussion stating that the Clerk of Court Amy Lee and Laura McLellan were utterly swamped during the first summer of the Beach Management Parking Plan.

Administrator Tucker recalled that a part-time position in City Hall was discussed and approved in the meeting of November 1, 2016 when Council discussed the ups and downs of the rollout of the parking plan and what changes needed to be made before the 2017 season. Staff envisions this person working forty (40) hours a week during the busy summer months of May through September.

When Councilmember Ferencz asked if this person would be paid from tourism funds, the Administrator stated that she has not considered the funding source at this time.

Councilmember Bettelli questioned the need for this part-time person to be a notary public; the Administrator stated that, if the desired candidate was not a notary public, he/she would have to be able to attain one.

When asked by Councilmember Ferencz if the part-time employee would be eligible for benefits, the Administrator said he/she would not.

When the question was asked what other tasks this person might be asked to do, the Administrator explained that, since the Public Works Department does not have a clerical person, those tasks fall to City Hall; additional examples of "other tasks" were the work required for the dedication of Carmen R. Bunch Park, the selection and purchase of special glasses for viewing the solar eclipse, etc.

MOTION: Councilmember Bettelli moved to approve the part-time position in General Government, job description and wage; Councilmember Ferencz seconded.

Councilmember Ferencz expressed her concern that the wages paid to this person would be an out-of-budget expense.

Assistant Administrator Fragoso responded that the salary for the human resources position was budgeted for the full year, but the position has not been filled yet so the funds are still available.

Councilmember Ferencz indicated that she did not want the wages to be paid from the General Fund, but from tourism funds.

Administrator Tucker repeated that this position was not included in any fund in the FY17 budget; she anticipated paying the first couple of months from the General Fund and switching to tourism funds in FY18.

Treasurer Suggs clarified that the wage would be a part of the General Government budget with a transfer-in from the Municipal Accommodations Tax fund to fund the new position.

VOTE: The motion PASSED on a vote of 2 to 1 with Councilmember Ferencz dissenting.

Since the City is beginning its budget process, Councilmember Ferencz expressed her opinion that Council must think "on a broader scope" because the City has had too many out-of-budget expenditures; she stated that Council needed to do more due diligence.

Administrator Tucker explained that she has the authority to move things between lines in the budget.

Councilmember Ferencz stated that she wanted an explanation of any expense in the budget that ends the year five percent (5%) over or under budget.

6. Miscellaneous Business

Status of Hiring Process for Payroll and Human Resources Officer

Administrator Tucker informed the Committee that a candidate will have a second interview in the middle of the month; she is from out of state, but has family in Mount Pleasant. If this person does not take the job, the Administrator stated that she would re-open the application process.

Councilmember Bettelli informed the Committee that he has learned from the newspaper that the State Retirement Systems plans to increase both the employee and employer contributions by one half percent (0.5%) effective in July 2017. Administrator Tucker asked that Council keep that fact in mind when deciding upon the merit pool for FY18.

Next Meeting Date: 2:00 p.m., Wednesday, March 1, 2017

7. Executive Session – not needed

8. Adjournment

MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:45 a.m.;
Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk