

PERSONNEL COMMITTEE

2:00 p.m., Wednesday, June 7, 2017

The regular meeting of the Personnel Committee was held at 2:00 p.m., Wednesday, June 7, 2017 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Ferencz, Chair Harrington, Assistant Administrator Fragoso, Public Works Director Pitts, 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 Meeting's Minutes**

MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of April 5, 2017 as submitted; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments** – None

4. **Old Business** – None

Responding to Councilmember Ferencz, Assistant Fragoso stated that the attorneys are still working on the revisions to the employee handbook, and their deadline is November.

5. **New Business**

Consideration of adding an administrative person for Public Works

Assistant Fragoso noted that the meeting packet included a memo from Director Pitts regarding the need for administrative assistance for Public Works; she distributed a list of tasks that would be assigned to this position. Currently City Hall staff members assist the Director when any one of them has a free moment; presently, Director Pitts does not have a single person he can consistently count on for assistance. (Copies of both documents are attached to the historical record of the meeting.)

According to the Director, the existing Assistant Director spends more time in the field than in the office, and he is limited in what he can do. The Assistant Director is approaching sixty (60) years of age and has been with the City for thirty-three (33) years; when he retires, Director Pitts wants to hire an individual who could be trained to fill in when he is away from the job and is also a CDL driver who could run a route when necessary. Based on the current job description, the Assistant's primary responsibility is to properly maintain the yard of the Public Works site and to remove broken or tagged chairs, tents and canopies from the beach.

The hiring of an administrative person is a part of the Director's future plan that includes hiring an Assistant Director, when Joseph Washington retires, who is a working supervisor and CDL driver. The recommendation for clerical assistance would be to make the part-time, seasonal position in General Government a full-time, permanent position whose time would be split between Public Works and General Government; the addition of the position is being proposed for the FY19 budget. The Director is confident that he has a couple of employees who can manage the day-

to-day operations of the Department, but he has no backup for his duties related to stormwater, the underground storage tanks, etc.

Chair Ferencz stated that she did not want the Personnel Committee to take any action until this proposal was discussed by the Public Works Committee on Friday, June 9th.

The Chair remarked that if the Public Works' administrative assistant were to be absorbed into the General Government duties of the part-time seasonal person, the job description must be very specific.

6. Miscellaneous Business

Chair Harrington stated that he was working on a couple of items to come before the Committee, but he has not completed them; therefore, the Committee chose not to set a meeting date for July. If the Chair completes his work, a special meeting could be called.

Next Meeting Date: 2:00 p.m., Wednesday, August 2, 2017 in the Conference Room.

7. Executive Session – not needed

8. Adjournment

MOTION: Councilmember Ferencz moved to adjourn the meeting at 2:28 p.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk