

PERSONNEL COMMITTEE

Isle of Palms, South Carolina

January 4, 2007

The regular meeting of the Personnel Committee was held at 1:00 p.m., on Thursday, January 4, 2007, in Council Chambers, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Committee members Chairwoman McMackin and Councilman Bettelli, City Administrator Tucker, Recreation Director Page and Public Works Director Pitts.

1. Chairwoman McMackin called the meeting to order and noted that members of the press and public were duly notified of the meeting in accordance with State law. She noted that all members of the Committee were present except Councilman Buckhannon.

2. Election of Chair and Vice-Chair.

MOTION: Councilman Bettelli made a motion to nominate and approve Councilwoman McMackin as Personnel Committee chair; seconded by Councilwoman McMackin; MOTION UNANIMOUSLY PASSED.

MOTION: Councilman Bettelli made a motion to nominate and approve Councilman Buckhannon as Personnel Committee vice-chair; seconded by Chairwoman McMackin; MOTION UNANIMOUSLY APPROVED.

3. Approval of Previous Month's Minutes.

MOTION: Councilman Bettelli made a motion to approve the November 9, 2006 minutes as presented; seconded by Chairwoman McMackin; MOTION UNANIMOUSLY PASSED.

4. Citizens' Comments. None.

5. Old Business.

A. Website Re-design: status. City Administrator Tucker reported that the City expects another website re-design draft on Friday, January 5, 2007. She noted she had received a draft before the Christmas holiday, but it was missing some of the information the City had, by contract and verbally, clearly indicated it desired on the website. Administrator Tucker has delegated future discussions with the VC3 representative to Recreation Director Page. Since Recreation Director Page's communications with VC3, Administrator Tucker noted she has seen some improvement; however, she continues to see some website pages that need work. The Administrator noted that this situation is compounded by her lack of time to address various issues and frustration with having to repeat her requests to the vendor.

Councilwoman McMackin noted that the website could theoretically be online tomorrow, as the vendor has the City's information, photos and completed design; however, there are some refinements to be made. City Administrator Tucker noted that, if the website were launched in

its present condition, the City would be embarrassed. Councilwoman McMackin inquired whether the website vendor has all the content. City Administrator Tucker noted that the only content weakness of which she is aware is the Fire Department, to which Chief Graham would admit, but this weakness is due to Fire Department being displaced and much of the information is in a storage unit somewhere in boxes. She noted the Fire Department is trying recreate its input.

Recreation Director Page noted that visitor and tourist information is not user friendly, with needed links, and some additional information. She submitted that the City's current website is still better than the proposed VC3 website, but she would continue to move forward on this improvement. For example, City Administrator Tucker noted that pages have been designed to include rotating pictures; however, when the user selects the marina website, the picture changes, but not to one of the marina. She submitted that this should be a major factor of the design page, to have the pictures reinforce the text of the website.

Chairwoman McMackin asked Mr. Jeff Jacobs (606 Ocean Boulevard) if he wished to make a few comments. Mr. Jacobs noted there is disconnect here, with the City Administrator is trying to explain her website needs to someone without the website technical expertise. He submitted that the City needed a person who could speak the technical website language to assist with the website. He cited an example where he has been trying to get a file regarding the livability court uploaded on the website and he needed to contact the current vendor directly to explain what he needed to do. He submitted the City needed to hire a person who understood and could translate into technical website language so that file uploading could be accomplished in-house. This would allow the out-sourcing being done now for the website to be accomplished in-house. He submitted it is important for the City to have a person in-house who has the skill set to handle the website, the list serve and also deal with computer and network issues.

B. **Continued discussion of staffing.** Chairwoman McMackin noted the Committee does need to discuss an additional person in General Government/administration. She noted that she and the City Administrator have tried to keep this a combined communications and website coordinator position, in addition to being able to assume some of the other tasks the City Administrator would like to assign. Chairwoman McMackin noted that the Administrator and she have crafted a job description, to include being responsible for the City's website content management, coordinating website information with other departments and website developer. Additionally, she noted that the employee would assist with City communications, developing ads and articles, working with the Visitor's Center Bureau, assisting with grant and procurement applications and other similar duties. She commented that the wage would be \$18.27 per hour, with costs for health insurance included for a full-time employee and no health insurance benefits for an employee working thirty (30) hours per week or less.

MOTION: Councilman Bettelli made a motion to recommend to Ways & Means to adopt the position of Communications/Website Coordinator at the wage of \$18.27 per hour; seconded by Councilwoman McMackin; MOTION UNANIMOUSLY PASSED.

Mr. Jacobs commented that, as the Committee members are not computer savvy, he recommended that the City include proficiency of web authoring software, such as Front Page.

6. New Business.

A. Set Floating Holiday for 2007

City employees were polled as to their preferences for the 2007 floating holiday and a majority of the departments would like to set Christmas Eve, Monday, December 24, 2007 as the City's floating holiday.

The Committee agreed to Monday, December 24, 2007 as the City's floating holiday.

B. Employee Suggestions and Responses

Chairwoman McMackin noted that the City received three (3) employee suggestions last month, all deferred to City Administrator Tucker. She asked for the status on the following:

Inclement Weather Policy:

Administrator Tucker submitted that it is difficult for the City to change its current policy as the City has very few personnel who, in a very serious inclement weather situation, would be considered non-essential. For that reason, she submitted it would be only fair for those employees unable to be at the job to take annual leave, as the remainder of staff would have to be present to work. She did not recommend a change in policy. Chairwoman McMackin directed Administrator Tucker to make her response on the Personnel Committee's suggestion form.

Friday Dress Code:

City Administrator Tucker noted that the request was to wear jeans at work on Fridays. She noted that employees have worn blue jeans to work in the past and she has received complaints from her bosses that such dress code was inappropriate for the office environment. Accordingly, she did not suggest a policy, which would bring negative attention from policy makers on City staff. Chairwoman McMackin noted there would be no change in this situation.

Thanksgiving Holiday Staff Meeting

Councilwoman McMackin noted that this suggestion was for staff to get together to know each other before the City holiday party, but the timing did not work out. City Administrator Tucker reported that she has spoken with the employee who has made this suggestion.

Thereafter Administrator Tucker reported that the City received two (2) employee suggestions.

Safety Warning Signs at Breach Inlet (No Wading and No Swimming)

Administrator Tucker noted that the first suggestion was from Sergeant Jamey Meekins who thinks the City should have more information at the Breach Inlet area warning no swimming and wading, based upon the number of police calls to the area. She suggested that the City could follow up with Sergeant Meekins by asking him to coordinate with Director Pitts as to the appropriate location of such warning signs for installation. She submitted that this matter was a

reasonable request and would be referred to the Public Works Committee for information purposes.

City Holidays

Administrator Tucker noted the second suggestion from Patrol Officer Ryan was for the City to follow the list of South Carolina State holidays, adding three (3) more holidays. The Committee briefly discussed the current holiday schedule, but decided there were more important personnel matters to consider, such as pay and staffing levels. The Committee declined Officer Ryan's recommendation and instructed Administrator Tucker to advise the employee.

C. Employees of the month – None

Administrator Tucker announced that Director Pitts has added two (2) new employees in the Public Works Department. Director Pitts commented that the employees seem to be working well and both have CDL licenses. He expressed pleasure with having a full staff, with the department retaining one employee on permanent part-time status.

7. Miscellaneous.

Chairwoman McMackin indicated she would be interested in conducting a comprehensive salary and compensation review of all City employees, including managers, Council and the Mayor. Administrator Tucker recalled a salary review was conducted approximately eight (8) to ten (10) years ago. Chairwoman McMackin noted that many municipalities conduct such reviews every five (5) years, with Administrator Tucker noting that such an effort is usually contracted out to companies specializing in such projects.

Comprehensive Salary and Benefits Survey

Chairwoman McMackin explained she supported the review because of concern in the last year with competitive pay and benefits in the Public Works Department as well as the Fire and Police Departments. Additionally, she noted that in the last few years, there was a motion to increase salaries for Council and the Mayor, but such a motion was defeated. She suggested that a study might give City Council empirical data from an objective source, to aid in the decisions on matters of salaries and benefits. Administrator Tucker asked if there was time for the City to conduct some research on companies available to do such studies and determine the company which conducted the compensation survey approximately eight (8) years ago.

Set date for next meeting. The next meeting will be at 1:00 p.m., Thursday, February 8, 2007.

There being no further business to come before the Committee, the meeting was unanimously adjourned at approximately 2:00 p.m.

Respectfully submitted,
Jane McMackin, Chairwoman