

PERSONNEL COMMITTEE
Isle of Palms, South Carolina
October 8, 2007

The regular meeting of the Personnel Committee was held at 8:30 a.m. on Monday, October 8, 2007 in Council Chambers, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Chairwoman Jane McMackin, Council members Bettelli and Taylor, as well as City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland.

1. The meeting was called to order by Councilwoman McMackin, who reported that the press and the public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilman Bettelli moved that the minutes of the meeting of September 5, 2007 be approved as submitted; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.

3. Citizen's Comments. None

4. Old Business:

A. Compensation Study Update

Assistant to the Administrator Dziuban reported that she had talked with The Archer Company last week; Mrs. Archer informed her that they were in receipt of all of the requested information from the City and have reviewed it. She was also told that a report will be sent to the Administrator this week, but Administrator Tucker announced that no report would be distributed to members of the Personnel Committee until she is comfortable that all aspects of the contract have been fulfilled. Administrator Tucker voiced her concern that a site visit had not occurred nor had she been informed that one was pending, but she was reasonably confident that such a visit was part of the contract. She is going to review the contract to confirm its contents. She suspects that the report that will arrive this week is a preliminary one and that a final will not be presented until after the actual site visit.

B. Status of E-newsletter

Assistant Dziuban was very pleased to announce that the E-newsletter was up and running; the first installment went out last week. Councilman Taylor commented that "It looks good" and Councilwoman McMackin stated that it was "just what she was looking for." Each installment will be archived on the website so that subscribers will be able to look at past newsletters; Administrator Tucker related that the Mayor's message has been re-worded to include a link to the E-newsletter.

5. New Business:

A. Charter and Composition:

1. Beach Advisory Committee

Councilwoman McMackin distributed an e-mail that she had received from Sandy Pusey, Chairwoman of the Beach Advisory Committee (Copy of e-mail attached to master set of minutes.); in this e-mail Chairwoman Pusey expressed the opinions of the Committee on its charter, responsibilities, communication with Council and its role in the City. The following are phrases from the e-mail that Councilwoman McMackin thought were especially relevant:

- a. "do not feel . . . at all involved with . . . decisions that are made regarding the beach;
- b. "not sure what . . . charter/role is;"
- c. "the Long Term Beach Management Committee does not represent all interested parties. . ."
- d. "(the Long Term Beach Management Committee) is biased towards those who had financial interest."

On the makeup of the Long Term Beach Management Committee, Administrator Tucker stated that the goal had been to include a good cross section of the people affected and those who were not.

Councilwoman McMackin asked if a charter existed for the Beach Advisory Committee; Administrator Tucker answered that there would not be a charter. She continued that an *ad hoc* committee was formed by a motion of Council; the Committee would then adopt Rules and Procedures. Clerk Copeland said that the resolution establishing the Beach Advisory Committee was not made available to the Personnel Committee because she had not been made aware that it was needed.

Councilwoman McMackin summarized the purposes for this discussion as follows:

1. Does the Beach Advisory Committee have a charter or role?
2. Should the Committee continue to be in existence? and
3. If so, what are the Committee's responsibilities, especially in relation to City Council?

Councilman Bettelli expressed his thought that any action should be delayed until the Personnel Committee members have the resolution to study. Councilwoman McMackin asked that the Committee remember that the Beach Advisory Committee is referenced in the *Local Comprehensive Beach Management Plan* dated February 2007 on page 42 as follows:

“The City Council has appointed citizen representatives to the Isle of Palms Beach Advisory Committee to help guide City Council in the making of public policy regarding the beach.”

Administrator Tucker explained that, when Chris Jones wrote the Comprehensive Beach Plan, he studied the City’s ordinances and committees as they existed at that time to include all City agencies.

The Administrator shared her thoughts on the Beach Advisory Committee as it has, in years past, done an excellent job for the City, at this time, the duties have become dispersed among other standing committees of Council. The result has been that the Beach Advisory Committee members have come to feel that they have no purpose; therefore, the talent that exists on that Committee could be better used serving on other existing committees of Council that still have input on issues related to the beach. She added she believes it is very sad to ask people to volunteer for something and for it to turn out that there is no voice; she also noted that, in her seven (7) years with the City, she does not remember anything of substance coming to City Council from the Beach Advisory Committee other than some lighting issues.

Councilman Bettelli agreed that the Public Works Committee has, in recent years, stepped up to assume some responsibilities that the Beach Advisory Committee had once had.

Clerk Copeland directed the Committee members to the handouts from Councilwoman Hanbury; on the first page was the resolution establishing the Beach Advisory Committee. Councilwoman McMackin read the following into the record:

“By resolution dated December 10, 1997, City Council determined that . . .’an *ad hoc* advisory committee should be formed to monitor the City’s beachfront and report to Council on natural and man-made activities which do or may impact the preservation of the beachfront, apparent violations of the South Carolina Beachfront Management Act, and to make recommendations to Council regarding the need for and use of beach renourishment funds, to make recommendations to Council for revisions to the City’s Local Beach Management Plan, and to make such other reports and recommendations to City Council as the Committee shall deem fit.”

Councilman Taylor commented that the direction was pretty direct and comprehensive. When he asked Councilwoman McMackin what the Committee thought it was directed to do, she answered that she understands that they feel they should be observing the beach and helping Council make decisions about any improvements or changes in the beach. For instance, they were very concerned about the emergency beach access path put in at 42nd; they would have liked to have had input on it. Councilman Taylor

remarked that discussions on that emergency access had begun in January 2007 and gone on for some three (3) months; Fire Chief Graham added that there had been articles in the local newspapers as the discussions progressed on it.

Councilman Taylor directly asked Administrator Tucker if she felt the Beach Advisory should be retained or disbanded; she responded that she did not believe the Committee should continue.

Councilwoman McMackin stated that she believed that the Beach Advisory Committee has been at a disadvantage since it has not been a committee of Council and, therefore, do not make reports to Council and may not hear about what is discussed at Council meetings. Councilwoman McMackin commented that, as *ad hoc* committees, both the Beach Advisory and Real Property Advisory were to have limited lives; therefore, the question becomes to dissolve or to make permanent.

Councilman Taylor asked Councilwoman McMackin her opinion on that question; her response was that, given clear charter, the Beach Advisory Committee could still provide a service to the City. In her opinion, they need to be communicated with better and given some responsibility; they could be “the eyes and ears” of Council on the beach. Councilman Bettelli noted that the issues of beach debris and holes being dug on the beach are problems that the Public Works and Public Safety Committees have recognized for months, but they were not brought to the committees by the Beach Advisory Committee nor does it appear Beach Advisory has discussed them.

Councilwoman McMackin asked the other members of the Personnel Committee to talk with Sandy Pusey, Chairwoman of the Beach Advisory Committee, to get a clear understanding of their feelings from one on the Committee. Therefore, a decision on the future of the Beach Advisory Committee will be postponed until the November meeting.

2. Real Property Advisory Committee

Councilwoman McMackin asked Councilman Bettelli to speak to the relevance of this *ad hoc* committee since he has been a member for several years. He related that this committee is made up of two (2) Council members and one (1) non-Council member; the non-Council member usually has brought a different perspective to the issues confronting the Committee. He expressed his opinion that this committee should continue and that it should continue as *ad hoc*.

Councilman Taylor gave as history the fact that the Real Property Advisory Committee had come into existence as a result of the City’s purchase of the marina and the Council’s desire for a broad-base of input for managing it. As things evolve, there was a

need to look at all of the real property that the City owned and advise the Council and the City Administrator on the best course of action for each. He commented that he felt the Committee had served well and should continue with the *status quo*.

When asked, Administrator Tucker recalled that there was a Marina Committee that was an unofficial committee of Council that was made up of several members of Council who had a strong interest in the success of the marina. This group always assisted the Administrator with decisions related to contracts associated with the Isle of Palms Marina. From a review by the City's attorney, the Committee was also given purview over the boat ramp at Breach Inlet and the City parking lots. The Administrator opined that, if there was to be a change, it should be to have a group dedicated to oversight of the marina. In conclusion, Administrator Tucker stated that either the Real Property Advisory Committee should be expanded to include all real property or it should be reduced to be specific to the marina site. She expressed the original goal as one to make sure there is a group of people to give advice to the City Administration regarding the marina.

Councilman Taylor noted that the City parking lots and boat ramp were included as the other income producing entities under the auspices of the City and stated his feeling that they should remain together under the purview of the Real Property Advisory Committee. He also expressed that he likes the involvement of a non-Council person.

Councilwoman McMackin also mentioned that there are Council members who have gained expertise on the managing of the marina who would like to serve on the Committee, therefore, possibly the size could be increased. She also thought the Personnel Committee might consider making the Real Property Advisory Committee a standing committee of Council.

Councilman Taylor said that, if more Council members are interested in participating, maybe the answer was to reduce the term from three (3) years to two (2) years. He remarked that he saw no need to make the Real Property Advisory Committee a standing committee of Council, and the question would have to be posed to the City's attorney on how to involve a non-Council member.

When asked by Councilwoman McMackin if shortening the term would improve the mix, Councilman Bettelli answered that the continuity was critical along with knowledge of the history of the marina, the tenants at the marina and the personalities involved.

Councilman Taylor ended his comments with his thought that the Real Property Advisory Committee was probably one the best functioning committees of the City.

The Committee agreed that their discussions would be included in the Chairwoman's report to the City Council and determine what their sentiments are regarding the Real Property Advisory Committee.

Councilman Taylor charged the City Clerk to research the City Council's original resolution establishing the Beach Advisory Committee for distribution to the Beach Advisory Committee members at their meeting to be held Wednesday, October 10, 2007.

Councilwoman McMackin stated that the future of the Beach Advisory Committee would be discussed at the Personnel Committee Meeting in November.

B. Suggestions for 2008 Boards and Commissions

Administrator Tucker explained the new graph that had been prepared by the staff showing the Boards and Commissions candidates, their personal information and their committee preferences. The Administrator pointed out that the number of open positions on each committee appeared at the top of the columns enabling the Personnel Committee members to simply circle his/her selection as he/she moved down the column. The Administrator explained that all Board or Commission members whose term expires at the end of 2007 were sent a letter inquiring about their desire to continue to serve; if they did not respond, that was noted on the chart. Councilwoman McMackin asked if the newest persons to respond were indicated in any way on the graph; Assistant Administrator Dziuban informed her that the new candidates were Jim Covington, Suzanne Galloway and Richard Watson.

Changes requested to the candidate chart were as follows:

- An indication of newest applicants;
- An indication of what will be replaced on the various commissions/boards;
- An indication of which industry a new person will represent on ATAX Committee;
- A breakout of the chart by commissions/boards, rather than all on one chart; and
- Inclusion of the current boards/commissions members with their term expiration.

The Committee asked that the City Clerk confirm that appointments to the Election Commission are for six (6) years.

Despite Administrator Tucker's urgings, the Committee agreed that they were not ready to make any appointments at this meeting, but would schedule a meeting as early in November as possible to accomplish that. She also agreed that staff would compile new candidate charts based on their suggestions.

Since Councilman Taylor has only recently joined the Personnel Committee, Administrator Tucker reviewed the process of committee/board appointments for him; it is as follows:

- The Personnel Committee makes recommendations to City Council;
- The City Council considers the recommendations at its November meeting and agrees to a tentative slate; and
- The present Council and the newly elected members meet jointly in December to determine a quasi-final slate, which is formally approved at the January Council meeting.

The Committee agreed that Wednesday, October 17 was available for interviews and the Clerk was asked to schedule them beginning at 5 p.m. and to provide forty-five (45) minutes per interview; Monday, October 22 is available as an alternative. The interview schedule will be e-mailed to the members of the Personnel Committee.

6. Miscellaneous

The Personnel Committee will hold its next meeting at 8:30 a.m. on Thursday, November 1, 2007.

- 7. MOTION: Since there was no further business to come before the Personnel Committee, Councilman Bettelli moved to adjourn at 10:08 a.m.; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Jane McMackin, Chairwoman