

## **PERSONNEL COMMITTEE**

June 7, 2007

Isle of Palms, South Carolina

The regular meeting of the Personnel Committee was held at 1:00 p.m. on Thursday, June 7, 2007 in Council Chambers, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Committee members Councilman Bettelli, Councilman Buckhannon, Chairwoman McMackin, Administrator Tucker and City Clerk Copeland.

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

2. **Approval of Previous Month's Minutes.**

**MOTION: Councilman Bettelli moved to approve the minutes of the Special Meeting of May 22, 2007 as presented; seconded by Chairwoman McMackin; UNANIMOUSLY APPROVED.**

3. **Citizens' Comments: none**

5. **Old Business:**

### **B. Pending Personnel Recruitment – Update**

Administrator Tucker reported that the interviews for the Livability Officer have been concluded and that there are two (2) finalists for the position. Chief Buckhannon will now negotiate to fill the position. As for General Government, an initial round of interviews with local candidates for the position of Assistant to the Administrator have been completed. Those candidates who are not local will have telephone interviews initially which may or may not lead to face-to-face interviews. If no one in this non-local group meets the requirements of the job, there is a third batch to be considered.

### **C. Salary Survey – Update**

Administrator Tucker informed the Committee that the draft contract was returned to the City's attorney on Wednesday with her suggestions and corrections; he responded by e-mail today. She anticipates that this will produce the final draft to be executed by both the City and the vendor. When asked what the surveyors will be doing, she answered that they will review all of the job descriptions, they will do face-to-face interviews with some personnel and they may follow someone around for a while. There will be a need for certain personnel to document what they do in the course of their jobs. The bulk of the work the survey firm will do will entail looking at similar governments – like size and markets – and what they are paying their employees, Council and Mayor to determine competitiveness.

- 4. New Business: Consideration of filling un-expired term on Accommodations Tax Committee**
- and**
- 5.A. Old Business: Consideration of filling un-expired term on Board of Zoning Appeals**

At Chairwoman McMackin's request, these two (2) items on the agenda were combined for discussion.

**MOTION: Councilman Bettelli moved that the Committee move into Executive Session to discuss personnel; WITH NO OBJECTIONS, THE MOTION PASSED.**

The Committee adjourned to Executive Session at 1:12 p.m.

The Committee returned from Executive Session at 1:31 p.m.; Chairwoman McMackin reported that no decisions had been made and no votes were taken.

**MOTION: Councilman Buckhannon moved that John Wade be appointed to the un-expired term on the Board of Zoning Appeals; Councilman Bettelli seconded; the motion PASSED UNANIMOUSLY.**

Chairwoman McMackin stated that there are candidates that the Committee has interviewed based on the advertisement for Boards and Commissions that was placed the end of 2006. The person just appointed to the Board of Zoning Appeals was from this list of candidates. Appointment to the Accommodations Tax Committee will be a little more difficult in that the person who resigned represented the Lodging and Hospitality industry; the replacement must do the same. Of the remaining candidates in the list, the Committee agreed that there was no one who had this attribute. If Terri Haack were made the representative from the Lodging and Hospitality industry, David Nelson could represent the General Hospitality industry for the remainder of the year.

Councilman Bettelli stated his opinion that the open position on the Accommodations Tax Committee should be advertised to get a pool of candidates. Chairwoman McMackin countered that advertising in the middle of the summer is something that the Isle of Palms citizens do not expect, that many citizens are away and that people are thinking of vacations, not City government. She felt that her point was made in that there was no response to the advertisement for the opening on the Board of Zoning Appeals.

**MOTION: Councilman Bettelli moved that the Committee advertise to fill the un-expired term on the Accommodations Tax Committee; Councilman Buckhannon seconded.**

Councilman Buckhannon opened discussion stating that he understands how advertising for this six (6) month term will delay the appointment by 3-4 weeks. He stated that the Committee needs to establish a policy that states when the Committee will advertise and when it will not advertise for openings on Boards and Committees. He suggested a policy stating that, when there is an un-expired term of less than one (1) year, the Committee will fill the vacancy from the pool of candidates assuming that there is someone on the list that is qualified. He offered the following amendment to the original motion:

**AMENDMENT: Councilman Buckhannon moved that, beginning with this appointment to the Accommodations Tax Committee, the Personnel Committee recommends to City Council a policy whereby any un-expired term of less than one (1) year shall be filled from the pool of candidates without advertising unless there is no one who meets the requirements of the position; Councilman Bettelli seconded; the motion PASSED ON A VOTE OF 2 TO 1 WITH CHAIRWOMAN McMACKIN CASTING THE NAY VOTE.**

**MOTION: The un-expired term on the Accommodations Tax Committee is less than six (6) months and will not be advertised for, but a qualified person from the list of candidates will be appointed; PASSED UNANIMOUSLY.**

**MOTION: Councilman Buckhannon moved that David Nelson be appointed to fill the un-expired term on the Accommodations Tax Committee; Chairwoman McMackin seconded; motion PASSED UNANIMOUSLY.**

## **6. Miscellaneous**

### **Employee Suggestions:**

#### **1. Website promotion – Ann Graham**

Chief Graham is suggesting that each City vehicle have a bumper sticker carrying the Isle of Palms website, [www.iop.net](http://www.iop.net). Administrator Tucker commented that this would promote the City's website and alert people about where they can go to get more information. It also not an expensive project; Chief Graham believes the cost to be about one hundred dollars.

#### **2. Replace temporary flagpole on Connector – Roger Eagle**

Chief Graham stated that the flagpole was put in place after 9/11, but it is not in as bad a condition as stated. She related that the documentation is in the file from SCDOT as to what is permitted and a diagram. The suggestion is for a permanent flagpole, which will cost in the neighborhood of \$1000. The Committee advised that Chief Graham get

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an accurate cost and go to either the Accommodations Tax Committee or the Ways and Means Committee for assistance in financing.

3. Clean and powder turtle sculpture on Front Beach – Roger Eagle

Due to the deterioration of the turtle, the suggestion is to send it, along with the base, to a company in Summerville to have it cleaned and powder coated to prevent or slow the rusting process. The cost associated is approximately \$200, and the Fire Department will assume responsibility for removing and re-installing the turtle.

**Next Meeting: 1:00 p.m. on Thursday, August 9, 2007.**

With no further business to come before the Committee, the meeting was duly adjourned at 1:55 p.m. on a motion by Councilman Bettelli and a second from Council Buckhannon.

Respectfully submitted,

Jane McMackin, Chairman