

PERSONNEL COMMITTEE
5:00 p.m., Tuesday, August 5, 2008

The regular meeting of the Personnel Committee was held at 5:00 p.m. on Tuesday, August 5, 2008 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Chairman Piening and Committee member Taylor, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland. Committee member Bettelli was excused since he was out of town.

1. Chairman Piening called the meeting to order and acknowledged 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 Taylor moved to approve the minutes of the regular meeting of June 9, 2008 as submitted; Chairman Piening seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments - None**

4. **Old Business**

A. Update on Election Transfer to Charleston County

Administrator Tucker reported that Justice Department has given pre-clearance to the transfer of authority, and Charleston County Council will have first reading of an ordinance authorizing the transfer at their meeting of August 14, 2008. It appears that Charleston County Board of Elections and Voter Registration will be managing the next municipal election for the Isle of Palms.

B. Update on Employee Wellness Program

Recreation Director Norma Jean Page had asked for the opportunity to inform the Committee of the successes and the future plans for the Employee Wellness Program that started in January 2008; she provided a handout for the members of the Committee (copy attached). She began by directing attention to the bottom of her handout that reported a 32% reduction in employee absenteeism from sickness in 2008 from 2007. Director Page reported that a Wellness Committee had been formed with representatives from each department in the City; the members had been charged with encouraging their co-workers to participate in the program. Another Wellness Fair has been scheduled for Friday, September 19 from 7 a.m. to 1 p.m. where a complete blood profile will be done for each employee. The anonymous, summarized results will provide the Recreation staff with information on what health problems exist within the City thereby indicating what kind of programs need to be emphasized or initiated. If any

specific problems are identified for an employee, he/she will be provided the confidential; information and be given a referral to a qualified physician. The cost of the blood profiles will be paid through the annual wellness benefits provided to each employee through the City's health insurance provider. The Director announced a new, month long class called "Strength Work in Sports;" it will be at 5:15 p.m. on Tuesdays and Thursdays so that employees can attend after work. Director Page explained that employees will be charged a lesser rate for any classes they take at the Recreation Center that falls into a fitness category.

Councilman Taylor asked about the City's position on directing employees to participate in the Wellness Programs. Administrator Tucker stated that this was handled at the department manager level encouraging employees to participate in the Recreation Department programs, as well as the smoking cessation programs offered by the health insurance carrier; the City cannot make participation mandatory.

Chairman Piening asked if the City could provide incentives that would draw employees into participation.

Administrator Tucker explained that one of the side benefits of the wellness program is that it teaches the City's employees some of the benefits that they have already, but are not using. One example is the \$300 wellness benefit available to each employee; this benefit allows for an annual wellness physical with no co-pay, as well as certain life-saving tests.

5. New Business

A. Discussion of Beach Advisory Committee

Connie Schoultz was present to speak on behalf of the Beach Advisory Committee; she reported that she had communicated with Chairwoman Sandy Pusey regarding the Committee's talking points for this meeting. Chairman Piening asked that she share those points with the Personnel Committee. Mrs. Schoultz reported that issues facing the Beach Advisory Committee include the following:

- There is seldom a quorum for a meeting;
- The Committee believes it is a wasted resource;
- The City Council tends to overlook the Committee;
- The City Council does not seek assistance from the Committee; and
- The Committee does not receive direction from City Council.

Councilman Taylor explained that City Council expects the Committees of the City to act according to the state requirements under which they exist or to act independently and

without direction to be viable to the City. The Council would expect the Beach Advisory to bring important beach issues to the forefront with a reasonable solution to that problem. One question that had been raised in earlier discussions relative to the Beach Advisory Committee was if the Committee required constant direction from City Council, was it truly needed?

Chairman Piening pointed out that every Committee of the City was somehow involved with beach issues because the beach was such an integral part of the Isle of Palms.

Administrator Tucker reported that she had learned from the City attorney that the fact that the Beach Advisory Committee was mentioned in the Beach Management Plan did not mean that the Committee had to be continually active. Assuming that the Personnel Committee and the City Council were of a mindset that the Committee could be re-activated in the future should the need arise for its specific services, the operation of the Beach Advisory Committee could be suspended at this time.

The Administrator continued that the Committee membership has a good deal of talent that could be put to use elsewhere in the City on committees that are currently experiencing a high degree of pressure. In addition, the Personnel Committee will be looking for candidates to fill vacancies on boards and commissions in coming weeks, and the members of the Beach Advisory Committee present an additional talent pool from which to draw. Administrator Tucker suggested that the Personnel Committee recommend to City Council the suspension the operation of the Beach Advisory Committee as of January 1, 2009. This action would free up the members of the Beach Advisory Committee to become candidates for other positions on boards and commissions for the City.

Administrator Tucker asked for confirmation from Ms. Shoultz that the Beach Advisory Committee had met only one (1) time in 2008 despite three (3) meeting dates being set; Ms. Shoultz agreed.

The Administrator explained that a resolution by City Council could suspend the operations of, abolish or re-activate the Beach Advisory Committee. She commented that one problem for the Beach Advisory Committee has been that the demands on the City's staff have been such that a staff person could not be assigned to attend the meetings; this committee has been the only committee that has operated without the benefit of staff support to be a conduit of communication.

MOTION: Chairman Piening moved to suspend the operations of the Beach Advisory Committee effective January 1, 2009; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.

Councilman Taylor charged Clerk Copeland to provide the members of the Beach Advisory Committee with the Application for Boards and Commissions so they could express their desires for future service to the City.

**B. Consideration of Filling Unexpired Term on Planning Commission
(Bob Hooper resigned; term ends December 31, 2009)**

Administrator Tucker stated that August was the month when the City placed a newspaper advertisement requesting for citizens to volunteer their time to serve on various boards and commissions. The census of responses will be provided for the Personnel Committee at its September meeting so that interviews with new candidates can be scheduled. As Councilman Taylor noted, letters will be sent to all members of board and commissions whose terms are due to expire December 31, 2008 asking if they would like to be reappointed or become a candidate for another board or committee.

Councilman Taylor suggested to Chairman Piening that filling the vacancy on the Planning Commission be included in the annual appointments to boards and commissions rather than making a special appointment at this time. Chairman Piening agreed.

C. Initiative for Service on Boards and Commissions

Administrator Tucker repeated her remarks that the newspaper notice for candidates will be placed in August, notifications will be sent to current members that their terms are expiring and asking if they would like to continue to serve, and compile the information for the Personnel Committee. Interviews will be set up for any citizens who have not served the City before in an effort to become acquainted, to learn what their qualifications are and what their life experiences would bring to the City.

4. Miscellaneous

Employee Suggestions – None

Employee(s) of the Month Nomination

Director Page has submitted the recommendation that the Recreation Department staff be recognized for the tremendously successful efforts they have put forth toward the programs and events that have taken place over the summer months. Administrator Tucker explained that there have been times in the past when a department manager

chose to express appreciation to the department as a whole; she added that no motion was necessary. The Committee was in agreement with the selection.

Administrator Tucker stated that two (2) employees have submitted their resignations, the dispatch supervisor and a patrol officer. She also reported the Lt. Ray Wright had undergone knee surgery earlier in the day at Roper Hospital; the surgery went well and he is expected to be out of work for two (2) weeks as he has physical therapy.

The Administrator also stated that there would be an internal posting to fill the position of Animal Control Officer.

Next Meeting Date: 5 p.m., Tuesday, September 9, 2008

Administrator Tucker expressed the need for an Executive Session to discuss personnel issues.

MOTION: Councilman Taylor moved to go into Executive Session at 5:45 p.m. to discuss personnel matters; Chairman Piening seconded and the motion PASSED UNANIMOUSLY.

The Committee returned to regular session at approximately 6:45 p.m.; Chairman Piening announced that the Committee had taken no action in Executive Session.

7. Adjourn

The meeting was adjourned by acclamation following the Chairman's comments.

Respectfully submitted:

Marie Copeland
City Clerk