

PERSONNEL COMMITTEE
August 9, 2007
Isle of Palms, South Carolina

The regular meeting of the Personnel Committee was held at 1:00 p.m. on Thursday, August 9, 2007 in Council Chambers, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Committee members Councilman Bettelli, Chairwoman McMackin, Councilman Taylor, Administrator Tucker and City Clerk Copeland.

1. Chairwoman McMackin called the meeting to order and noted that the members of the press and the public had been duly notified in accordance with the Freedom of Information Act.

2. **Approval of Previous Meeting's Minutes:**

MOTION: Councilman Taylor moved for the approval of the minutes of the June 7, 2007 meeting as presented; Councilman Bettelli seconded and the MOTION PASSED UNANIMOUSLY.

3. **Citizens' Comments:** none

4. **Old Business:**

A. Pending Personnel Recruitment – Update

Administrator Tucker reported that she has hired Emily Dziuban as Assistant to the Administrator; she will begin Monday, August 27, 2007. She comes to the City with excellent credentials, which will prove very useful for the tasks that lay before her. This position will allow her much more networking, more exposure and more diversity than she has had in other positions she has held.

Chairwoman McMackin stated that she has met the Livability Officer, but that she would like a final wrap up for the Committee. Administrator Tucker related that there had been quite a few interviews for the position, but the person who has been hired best fits the criteria established for the job. He has extensive police experience and coastal experience as a resident of Pawley's Island for several years. He has approached the job with the right mix of seriousness and humor. He and his wife are actively looking for a home East of the Cooper.

As for the other City departments, Public Works seems to have achieved a full staff after a rough start, and Laura McLellan just this week has begun putting in full days.

B. Salary Survey – Update

Administrator Tucker reported that the City has signed the contract with Archer Company for the salary survey, and she pointed to the stack of information in front of her as what would be sent to them. She related that she has been working through the stack, which contains job descriptions, salary ranges for the positions, a list of existing salaries by position and departmental organization charts in an effort to reconcile any inconsistencies that exist. Once that task has been completed, the Administrator will return the information to the various department heads to ensure that the information agrees with their records. After that review, the information will be returned to her to be sent to Archer, so they can initiate their work. At some point, the Archer representatives will be visiting Isle of Palms to discuss with employees exactly what they do in the performance of their jobs.

C. Consideration of Filling Un-expired Term on Planning Commission

Chairwoman McMackin announced that there were five (5) new candidates added to the pool of interested residents following advertising for the Planning Commission vacancy. Interviews with the new applicants have been scheduled for early next week (schedule attached); at least two members of the Committee will be present for each interview. Councilman Taylor, as a new member of the Committee, asked why additional applicants had been sought when there are ten (10) interested candidates from the existing pool. Chairwoman McMackin explained the newly adopted policy that states a board/commission vacancy will be advertised if the remaining term is greater than one (1) year; the Planning Commission vacancy meets that requirement; therefore, it was advertised. The result is that there is a pool of fifteen (15) interested residents to fill the single vacancy on the Planning Commission. (The list of candidates, accompanied by the applications of the newest one, is attached to these minutes.). The Committee's selection of the person to be recommended to City Council for the Planning Commission vacancy will be made at the September meeting of the Personnel Committee rather than at a special meeting.

When asked by Councilwoman McMackin if other resignations were anticipated, Administrator Tucker replied that she had been told to expect a resignation from the Board of Zoning Appeals, but she had not received it. The Administrator did recommend that the members of the Committee keep this possibility in mind as they interview next week to determine if any of these applicants are also interested in serving on that board.

Councilwoman McMackin reflected that the Committee has used a set of standard questions when interviewing applicants, and she has compiled an updated version that she would like the members to study, comment on and make their own recommendations (copy attached). She stated that she had tried to remove questions that are duplicated on the application and to produce open-ended questions,

rather than “yes” or “no” questions, and that Administrator Tucker has reviewed and is comfortable with them.

Councilman Taylor asked for a brief overview of the interview process. Councilwoman McMackin answered that the interviews normally run thirty (30) minutes when the Committee members share in asking questions from the prepared list; the interviews are taped to be transcribed for Committee members who are not present, as well as for interested Council members.

Suggestions for the question list were as follows:

- Councilman Taylor: A question on objectivity/impartiality in handling whatever issue might come before the Planning Commission. He asked Administrator Tucker to find the proper wording for such a question.
- Administrator Tucker: Some people tend to seek a position due to intense feelings about a “hot” issue, but, once that issue has been resolved, are not interested in devoting the time and energy to complete the term. The question becomes one of “Is the applicant willing to do the service objectively and productively even when there is nothing more than routine business or an issue arises about which he is not so passionate?”
- Councilman Bettelli: Are you aware of the projects that the City is currently pursuing?
- Councilman Taylor and Councilwoman McMackin: Over the past twelve (12) months the Planning Commission has had to meet as many as three (3) times a month, and the meetings routinely last one and one-half (1½) to two (2) hours. That being said, are you willing to commit to that amount of time, and what kind of issues will that type of obligation create for you?

Councilman Bettelli explained to Councilman Taylor that follow-up questions are dependent on the responses from the applicant, and the interview always ends with the question, “Are there any other questions you want to ask us?”

Councilwoman McMackin read the new questions aloud and explained what she hoped to learn by asking each one. Councilman Taylor suggested adding “now and in the future” to Question 9.

Recreation Director Page was recognized by the Chair; her suggestion was that, rather than start questions with the words “are you familiar with,” it might be better to use the words “what do you know about,” or “what have you been involved with.”

Fire Chief Graham thought that adding the words “and able” after “are you willing” would be a good idea.

Administrator Tucker noted that, over the years, she has seen people get involved, but not want to lead; yet, if the person puts in enough years of service, the time will come when he/she will be asked to become chairman. She thought it would be worthwhile to find out if the person feels that he/she has the capacity to lead or even what skills he/she would bring to have the capacity to run an effective meeting.

5. New Business: List Serve

Administrator Tucker stated that she had asked that this be added to the AGENDA because she did not feel that she had received clear direction on this subject up to this time. She noted that the full Council had directed the City Staff to investigate List Serve, but they had not clearly directed her to implement a List Serve, spend money to do so, and to create one for the City. In addition, the Administrator said that, if this were to be pursued, what is the vision or expectation, i.e. is she being asked to take the List Serve currently being maintained by Jeff Jacobs for the City to operate? Or is the vision for the City to create its own List Serve and to let Mr. Jacobs continue, or not, with the one he has? One reason that she is seeking a decision is that the implementation of the List Serve on the City’s website is to be one of the first assignments she plans to give to the Assistant to the Administrator.

Councilwoman McMackin repeated the first question as to whether the City Council had approved the concept of List Serve and approved the implementation of it. She recalled that, indeed, the Council had endorsed the List Serve concept and had wanted the City to have it. Both Councilmen Bettelli and Taylor agreed; Councilman Taylor added that he understood that the List Serve was to be part of the website improvement. Despite Councilman Taylor’s advocating taking over Mr. Jacob’s site, Councilwoman McMackin stated that she thought the City was to get the names from his List Serve, but not actually adopt his software; the City would build its own List Serve within VC3 parameters.

When asked about acquiring the e-mail addresses of island residents, Administrator Tucker state that a space would be located on the splash page of the City’s website where people could enroll. Councilwoman McMackin remarked that the City needed to do an island-wide mailing about the City’s website; Councilman Taylor countered that a flyer inserted into an edition of the Island Eye would be much less expense and more likely to be read.

Administrator Tucker confirmed the direction she has received as (1) the City will not be taking Mr. Jacobs’ List Serve for it to become the City’s; (2) the staff will develop the

City's own List Serve with, hopefully, a link from Mr. Jacobs' to the City's website, and (3) there will be a site on the City's web page for people to enroll. She also informed the Committee there is an expense associated with VC3, and she quoted from a fee schedule that was good through June 28, 2007, so there may be an increase. For design, implementation and training, VC3 quoted nine hundred ninety dollars (\$990.00); for 501-2500 subscribers, there is a monthly fee of thirty dollars (\$30.00). The Administrator reminded the Committee that this expense was anticipated in building the FY08 budget and, therefore, was included. Recreation Director Page added that importing the subscribers from the existing List Serve to the City's List Serve is included in the figures the Administrator quoted.

6. Miscellaneous

The next meeting date: 8:30 a.m. on Wednesday, September 5, 2007.

7. Adjournment

MOTION: There being no further business to come before the Committee, Councilman Bettelli moved to adjourn the meeting at 1:55 p.m.; Councilman Taylor seconded and the motion passed unanimously.

Respectfully submitted:

Jane McMackin, Chairwoman