

PERSONNEL COMMITTEE
8:30 a.m., September 5, 2007
Council Chambers, 1207 Palm Boulevard
Isle of Palms, South Carolina

The regular meeting of the Personnel Committee was held at 8:30 a.m. on Wednesday, September 5, 2007 in Council Chambers, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Chairwoman Jane McMackin, Committee members Bettelli and Taylor, City Administrator Tucker, Assistant Administrator/Website Coordinator Dziuban and City Clerk Marie Copeland.

1. **The meeting was called to order** by Councilwoman McMackin, and she noted that 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 Bettelli moved that the minutes of the meeting of August 9, 2007 be approved as submitted; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments:** none

4. **Old Business:**

A. Compensation Study – Update

Administrator Tucker reported that the materials requested by The Archer Company have been returned to them; the data includes job descriptions, salary ranges, current budget, how long people have been in their positions, etc. The Administrator said that she does not know how long The Archer Company will study that information, and the on-site visit has not been scheduled.

MOTION: Councilwoman McMackin moved that the Personnel Committee consider item 4C prior to 4B; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.

C. E-newsletter aka ListServe

Administrator Tucker reported that Emily Dziuban is working on the E-newsletter, aka ListServe, with Director Page's assistance. Jennifer, the City's representative from VC3, is scheduled to be in the City's offices on Monday, September 10th to work with Emily. The Administrator stated that, following the Committee's directives, the staff is creating a unique e-newsletter for the City of Isle of Palms, which does not mirror Mr. Jacob's website, incorporating the many suggestions received over the past year. By

way of content, the Administrator informed the Committee that it has not yet been finalized, but some items to be included are a brief summary of meetings primarily summarizing the business conducted, the current need for poll workers, the need for attention to up-coming census and the change in OPCOM status in a storm threat.

Responding to Councilwoman McMackin's question about exploring how the VC3 program works, Website Coordinator Dziuban noted that the program is not set up, but she did inform Councilwoman McMackin that she had found the website easy to update. She is now interested in making the website more useful and exciting.

Another question from Councilwoman McMackin was if there was going to be a way that persons could submit questions or issues, which would then be distributed to the appropriate department for resolution. Administrator Tucker noted that the particular module, which includes that process, was not purchased initially, but the framework was built to accommodate the module in the future. Currently that type of situation is being handled with staff intervention, but there is one problem – since the Mayor is the first image people see when they log into the website, he receives the bulk of the inquiries which must then be forwarded. Therefore, there sometimes are three (3) layers of volleying before the question/problem gets to the appropriate staff person for answer/resolution.

In light of the tragedy at Virginia Tech, Councilman Taylor asked if emergency text messaging were possible and available through VC3. Administrator Tucker said she would look into it.

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

Councilman Taylor asked if there had been a resignation on the Board of Zoning Appeals; Administrator Tucker answered in the affirmative. Councilman Taylor then asked if the same list of names would be used to fill both vacancies and was told that it would.

The Administrator explained that debate on the qualifications of individual candidates is normally done in Executive Session.

MOTION: Councilman Bettelli moved that the Committee go into Executive Session to discuss an appointee to the Planning Commission; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY at 8:50 a.m.

The Committee returned to its regular meeting at 9:10 a.m., and Councilwoman McMackin noted that there had been no motions made and no votes taken in Executive Session.

MOTION: Councilman Taylor moved that the Personnel Committee recommend to City Council the appointment of Sandy Stone to fill the unexpired term on the Planning Commission; Councilman Bettelli seconded and the motion PASSED on a vote of two (2) to one (1) with Councilwoman McMackin voting against.

Councilwoman McMackin made the following statement for the record:

“ . . . I was very strongly in favor of appointing either Lisa Safford or Barb Gobien to the Planning Commission based on the fact that I feel we need a better balance of females to males and their longevity on the island and their background.”

Councilman Taylor made the following statement for the record:

“ . . . that we need to take a good look at the entire Planning Commission to have a balance of males to females, to people within Wild Dunes, outside the Wild Dunes gates, longevity on the island, position in life, and so forth and so on. I think we need to have a good balanced view from people from all different perspectives.”

Councilman Bettelli made the following statement for the record:

“It is very important that we have a good balance on the Planning Commission, and I think, in doing that, we need to look at the diverse makeup and get people from all walks of life to be on the Planning Commission, not just from one side or the other if we want to present it that way, which I would like to think that we have nominated and appointed someone that is going to be looking out for the best interest of the entire island.”

Administrator Tucker requested that, in light of Councilman Taylor’s need to leave around 9:30 a.m., the Committee discuss **New Business item 5.B.** first.

MOTION: Councilman Taylor moved that Item 5.B under New Business be discussed first; Councilman Bettelli seconded, and the motion PASSED UNANIMOUSLY.

5. New Business

B. Discussion of Police Department Part-time Animal Control Position

Administrator Tucker stated that the Part-time Animal Control Position has been budgeted, but left vacant, for three (3) to four (4) years, and created a small cushion in

the Police Budget. She continued that there has been a person working as a Beach Services Officer that has done considerable multi-tasking in the Department, and, unlike the typical college-aged Beach Services Officer, this person is an adult who Chief Buckhannon would like to see transition into this part-time position. It was decided that, before officially assigning him to the Part-time Animal Control position, this Committee should be made aware.

In addition, Administrator Tucker reminded the Personnel Committee that the Police Department will be having its on-site accreditation visit in December; considerable work is generated in preparing for this visit. There has been an individual working in General Government to replace staff that has been out sick; Chief Buckhannon has duties assisting in the accreditation preparation that the employee can be doing until such time as alternate employment is found or until the end of the year – this would be a non-budgeted expense. To give the Committee the circumstances under which this request is being made, the Administrator related that there is a person in a sergeant's position preparing for accreditation for whom this is the first year with these duties; the person who has performed them in the past has retired; therefore, the need exists for the additional help.

In summation, Administrator Tucker stated that she is seeking the Committee's approval (1) to transition the Beach Services Officer into the budget position of Part-time Animal Control Officer and (2) to retain the hourly person to assist with accreditation duties until such time as alternate employment is found or until the end of the year. She noted that some preliminary calculations had been prepared for the full-time temporary position should it remain filled through the end of December; the budgetary impact is approximately ten thousand dollars (\$10,000).

MOTION: Councilman Taylor moved that the Personnel Committee approve the retention of the full-time temporary position through the end of December 2007, if needed; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.

A. Suggestions for 2008 Boards and Commissions

Administrator Tucker noted that this item appears on the agenda as a reminder that it is time to start the process of recruiting applicants to fill expiring terms on boards and commissions for the calendar year 2008. Letters will be sent to those persons currently serving to ensure that they wish to continue in the positions; the letters will be sent and the advertisement will appear as quickly as it can be prepared.

Councilman Taylor asked who set the duties of the Beach Advisory Committee and was told by Administrator Tucker that the Beach Advisory Committee serves at the will of

City Council as does the Real Property Advisory Committee. The Administrator continued that, should City Council decide that the Beach Advisory Committee has served its purpose and that it is not necessary to have the Committee any longer, the recommendation could be made to Council that the duties of that committee be dispersed to other committees. Or the reverse could happen – the City Council could decide that an *ad hoc* committee serves a vital purpose for the City, and the Council could decide to make it a standing committee of the City. (This last option would require an ordinance amendment.)

Councilman Taylor suggested that it might be beneficial to re-define the role of the Beach Advisory Committee to study issues such as beach debris and holes; he added that he does not know exactly what that Committee's intended function is. Councilman Bettelli stated his recollections that the issues of the holes and tents were not brought to the Council's attention via the Beach Advisory Committee; therefore, he would be interested in reading previous minutes of that Committee. Administrator Tucker commented that the Beach Advisory Committee does not meet on a monthly basis, but more on a quarterly basis. When Councilwoman McMackin reported that the members of the Committee feel that it has become a powerless and meaningless Committee, Councilman Taylor stated that the Committee should either be functional or be dissolved. The duties of the Beach Advisory Committee will be available to the Personnel Committee for their next meeting.

6. Miscellaneous

Employee Suggestions:

1. Landscape Services – Anonymous

According to Administrator Tucker, the suggestion was that the landscaping service not use the blowers in the City parking lot or, if they are going to use them, that they notify City Hall personnel in advance so vehicles can be moved. Councilman Taylor suggested that the services could be performed before 8:00 a.m. The Administrator was confident that the Public Works Director could handle this situation.

2. Blue Address Sign Program – Animal Control Officer Vicki Cook.

Administrator Tucker explained that this suggestion is about the City's adopting a program called "The Reflective Sign Program," which basically is a consistent blue house member signage that emergency responders use to quickly identify the address from which a call emanates. Despite the fact that the Administrator was in complete agreement that every house should be easily identifiable for emergency responders, she expressed her doubts that this was a program that the Wild Dunes community would embrace.

Councilman Taylor suggested that a reminder to residents that house numbers should be adequately displayed for emergency responders would be a good item for the e-newsletter. Administrator Tucker added that the reminder could be accompanied by a reminder to residents not to block fire hydrants.

Administrator Tucker summarized the discussion as one where the consensus was not to forward this program for implementation, but look to the alternative of public education to encourage residents to mark their property.

Next Meeting Date: **8:30 a.m., Wednesday, October 3, 2007.**

A special meeting was set for **8:30 a.m., Wednesday, September 12, 2007** to select a recommendation to fill the vacancy for the Board of Zoning Appeals to present to City Council at the end of the month.

With no further business to come before the Committee, the meeting was duly adjourned at 9:40 a.m.

Respectfully submitted:

Jane McMackin, Chairwoman