

SPECIAL PERSONNEL MEETING

9:00 a.m., Tuesday, January 13, 2015

A Special Meeting of the Personnel Committee was held at 9:00 a.m., Tuesday, January 13, 2015 on the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Ferencz, Chair Harrington, City Administrator Tucker, Assistant Administrator Dziuban and Clerk Copeland; a quorum was present to conduct business.

1. Chair Harrington called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. Consideration of 2015 Goals for the City Administrator

MOTION: Chair Harrington moved to go into Executive Session at 9:02 a.m.; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

Chair Harrington requested that Administrator Tucker, Assistant Dziuban and Clerk Copeland leave the meeting.

The Committee returned to regular session at 9:50 a.m., and the Chair reported that the Committee had not taken action or a vote while in Executive Session.

The Chair recounted that all members of Council had been asked to submit suggestions for the 2015 goals for the Administrator; then Chair Ferencz took those responses and collated them. Once collated, six (6) goals were matched to areas of the approved City Administrator's Employee Evaluation and were then ranked.

As a result of discussions in Executive Session, the Personnel Committee decided that the 2015 Goals for the Administrator should be:

Goal 1: To develop the scope, implementation plan, budget estimate and personnel resources needed to integrate the information needs of the City.

Goal 2: To provide to City Council materials required for a vote at a Council meeting one (1) week in advance of the meeting or a minimum of forty-eight (48) hours.

Councilmember Ferencz stated that she envisioned integrating the information to eliminate separate systems in departments of the City.

Administrator Tucker noted that both the Building and Recreation Departments have specialized software to fit their individual functions.

Assistant Dziuban recalled that integrated software for the City's finances has been on the budgets as originally presented for the past couple of years, but it has been deferred to a future year before the budget is approved.

The Administrator noted that having an IT consultant and hiring a separate IT manager were very different ideas; she also noted that the integrated software put into the budget had been an

accounting package. Each of these would require different types of plans, and the Administrator asked for clearer direction from the Committee.

Councilmember Ferencz asked whether there was a plan to consolidate all of the City's departments.

The Administrator explained that there was no plan for a central accounting package that would be used by all departments; the City must protect the law enforcement and accounting information. The Administrator voiced the opinion that no municipality would have a software that would integrate all departments.

Councilmember Bettelli stated that he understood the limitations for integrating the entire City, but he wanted for the City to have a plan before Chief Buckhannon retires from the City.

Chair Harrington said that he wanted the City to be proactive and to address current and future needs, but he believed that the City must have a plan to move forward.

Administrator Tucker clarified that Goal 2 was for Council meetings, not Committee meetings' the Chair responded that the goal specifically stated Council meetings, but, whenever possible, Councilmembers would like to get Committee packets more than twenty-four (24) hours before the meetings.

The Administrator explained that although she does bring items to the agendas, she is not always in control of issues needing votes; she noted that she might receive valuable information the night before a meeting, for example the marina leases that came from the tenant's attorney. Administrator Tucker said that she totally understands the need to get packets out to give Councilmembers time to study the information, but, if an item is not added to the agenda at the last minute, it must wait for a month until the next Council meeting or a special meeting has to be called.

Councilmember Ferencz suggested that the Administrator send what information she has on a given issue with the notice attached that more is to come.

Administrator Tucker stated that she was doing that now, but will work to do better.

Assistant Dziuban, speaking as the voice of the City to the media, said that she struggles with providing information and protecting the City; she reminded the Committee that, as soon as an email is sent, it becomes public information according to FOIA regulations. Assistant Dziuban noted that the instinct is to fully vet the issue, do due diligence, etc. before sending to City Council.

The Administrator commented that City Council never has to take a vote; it can postpone the issue or call a special meeting. Also, times occur when an issue is assigned to a Department Manager, and the response is not timely.

The Committee asked that the Administrator take the two (2) goals and to draft them in clearer language for review at a special meeting between today and the Council meeting.

MOTION: Chair Harrington moved to authorize Administrator Tucker to clarify the language of the 2015 goals; Councilmember Ferencz seconded and the motion **PASSED UNANIMOUSLY.**

3. Adjournment

MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:27 a.m.; Councilmember Ferencz seconded and the motion **PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland
City Clerk