

## Special Personnel Committee

10:00 a.m., Tuesday, January 20, 2015

A Special Personnel Committee meeting was called to order at 10:00 a.m., Tuesday, January 20, 2015 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Ferencz, Chair Harrington, 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

Chair Harrington presented the goals that the Administrator had been requested to review and edit as discussed at the conclusion of the Special Personnel Committee meeting on January 13, 2015. These goals are listed below:

- 2015 Goal #1 – The current Information Technology (IT) need is being met. Coincidentally, by a staff member who also holds a different role. The circumstance is not definite. In 2015, the City Administrator will develop will develop a brief IT transition plan which incorporates action steps and budget needs.
- 2015 Goal #2 – The City Administrator will continue to provide Councilmembers information regarding votes expected at City Council meetings two (2) working days in advance, or earlier, as possible. However, many circumstances may prevent this that are outside of control of the City Administrator.

Shortly after the presentation of these goals Councilmember Ferencz commented that it would be appropriate to discuss this personnel issue in Executive Session.

**MOTION: Chair Harrington moved to go into Executive session at 10:10 to discuss 2015 Goals for the City Administrator. Councilmember Bettelli seconded.**

Chair Harrington asked the Administrator Tucker, Assistant Dziuban and Clerk Copeland leave.

The Committee reconvened in regular session at 10:47 a.m. Chair Harrington announced that the Committee had not taken any action or a vote while in Executive Session.

Chair Harrington read the revised recommended goals into the record as follows:

1. In 2015, the City Administrator will develop an Information Technology Report to include: scope, implementation plan, and budget estimates and personnel resources needed to create, with the assistance of an information consultant, a plan to integrate the information needs of the City in 2016.
2. All materials /information related to a City Council or Council Committee meeting action item will be provided to Council Members a minimum of forty eight (48) hours prior to the meeting. It is understood that in certain circumstances this may not be possible.

**MOTION: Councilmember Ferencz moved to present these goals to City Council; Councilmember Bettelli seconded.**

Under discussion of the motion, the Administrator was asked to comment on these proposed goals. She requested clarification on Goal #1. This discussion resulted in revising the goal to read:

“In 2015 the City Administrator will develop an Information Technology Report to include: scope, **a possible timeline**, and budget and personnel resources estimates. This may involve the need for information technology consultant services **which would require inclusion in the 2015-16 budget**.

In reference to Goal # 2, the Administrator stated she and her staff would do everything possible to meet this goal. Administrator Tucker commented that, when an action item issue crossed her desk too late to meet the forty-eight (48) hour leadtime, a decision on that item would be postponed for a month until the next Council/Committee meeting. The Administrator asked the Committee how this goal would be measured; in her opinion, it will require a lot of recordkeeping to provide the reason(s) why a packet was delayed. The Administrator then asked who would determine whether the reason(s) was valid.

Administrator Tucker gave the details of this week as an example of the work tasks that can interfere with producing Council packets for next week. First of all, Monday was a holiday for City employees; Tuesday was a payroll day for the City Clerk who also transcribes meeting minutes; and she has not completed all of the minutes from last week. We are currently in a meeting that must be transcribed as well as the Ways and Means Committee meeting tonight; both go into in the Council packets to be assembled and distributed Friday.

Clerk Copeland remarked that she may be in the office on Saturday completing minutes and emailing them to Council.

Administrator Tucker commented that tracking reasons for late packets would be additional work and adding that to the tasks to be done for the parking management plan would push other items to the bottom of the priority list.

Responding to the Administrator's request for more clarification on Goal #1, Chair Harrington stated that Goal #1 calls for an overall report on the factors involved in getting IT assistance for the City; this report may well speak to the need for guidance from an IT consultant.

Councilmember Ferencz noted that to bring in a consultant, the Administrator would have to decide what the consultant would do. In the report for Council, the Administrator should include information on where the City is today versus where it needs to be tomorrow; it may also include a budget for adding an IT employee.

Assistant Dziuban stated that receipt of the letter from SCDOT has kicked the parking management program into high gear and it looks to be a very technological process, and she opined that, if the Administrator was to present budgetary information relative to the City's Information Technology, the work must be done in the next two (2) months to be included in the FY16 budget.

Councilmember Bettelli suggested setting aside a certain dollar amount in the FY16 budget for this purpose.

Councilmember Bettelli also suggested that the forty-eight (48) hour time frame should only apply to Council meetings, not Committee meetings.

Assistant Dziuban expressed the view that, for the first year, having Ways and Means and Council action items available forty-eight (48) hours in advance of the meeting was a realistic goal.

Goal #2 was changed to read as follows:

All materials /information related to a City Council or **Ways and Means Meeting** action item will be provided to Council Members a minimum of **(2) two working days** prior to the meeting. It is understood that in certain circumstances this may not be possible.

**VOTE: The vote to approve the recommended goals for the City Administrator passed unanimously.**

A brief discussion on the possible addition of holidays for City employees took place because Chair Harrington wanted to prepare an introduction to the subject at the Ways and Means Committee meeting to be held in the evening. He wanted to inform Council that the City's holiday schedule has not been addressed in more than ten (10) years and that the average budgetary effect of one (1) day of holiday pay is approximately ten thousand dollars (\$10,000). Holiday pay in the City makes up five tenths of a percent (0.5%) of the total budget.

#### **4. Adjourn**

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 11:38 a.m.; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk