

## PERSONNEL COMMITTEE

5:45 p.m., Tuesday, January 12, 2010

The regular meeting of the Personnel Committee was held at 5:45 p.m., Tuesday, January 12, 2010 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Committee members Bettelli, Piening, and Thomas, City Administrator Tucker and City Clerk Copeland.

1. Councilmember Piening, as senior member of the Committee, 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. Election of Committee Chair and Vice-Chair

Councilmember Thomas nominated Councilmember Piening to continue serving as Chair of the Committee; Councilmember Bettelli seconded and there were no other nominations. Councilmember Piening was unanimously elected Chair of the Personnel Committee.

Councilmember Bettelli nominated Councilmember Thomas to serve as Vice-Chair; Chair Piening seconded and there were no other nominations. Councilmember Thomas was unanimously elected Vice-Chair of the Personnel Committee.

### 3. Approval of Previous Meeting's Minutes

**MOTION: Chair Piening moved to approve the minutes of the regular meeting of December 1, 2009 as submitted; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

### 4. Old Business - None

To inform the new members of recent actions by the Committee, Chair Piening explained that a new evaluation process had been developed for the City Administrator that was more objective than the previous method. He re-emphasized to Administrator Tucker that, if she needed additional tools of any kind to meet the requirements of the evaluation, the Committee would support her requests; he added that the Committee and Council want the process to be beneficial to her and the City.

Chair Piening noted that he had placed the "old" evaluation form in Councilmembers' mailboxes in City Hall, with the exception of Councilmembers Stone and Thomas who did not serve in 2009. He noted that he had imposed a deadline for input of the end of February 2010; if individual Council evaluations were not received on a timely basis, they would not be included. As Personnel Committee Chair, he promised the Administrator that she would receive her evaluation no later than the middle of March 2010.

Related to the new evaluation process, Administrator Tucker commented that there were deadlines for her to meet for the March meeting; she assured the Committee that those items are being worked on and would be brought forward at that meeting.

**5. New Business**

**Set Floating Holiday for 2010**

Administrator Tucker explained that City employees vote on the floating holiday each year; the selection is affirmed by the Personnel Committee and City Council before becoming a set date on the City calendar.

**MOTION: Chair Piening moved to set the floating holiday as Thursday, December 23, 2010; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

**6. Miscellaneous Business**

Councilmember Bettelli offered the mailer he had received from the Municipal Association of South Carolina related to the elected officials training and the Legislative Action Day scheduled for mid-February 2010. He commented value of the elected officials training program and recommended it to the other members of the Committee.

Administrator Tucker noted that the City would fund the registration fee and mileage, plus hotel expenses, if a Councilmember were to attend both the training and Legislative Action Day.

Administrator Tucker reviewed the annual calendar for the Personnel Committee as follows:

February – The budget process begins with the Personnel Committee being responsible for budgets for General Government and the Building Department; capital budgets are discussed at this meeting.

March – The budget process continues with discussions of the operating budgets.

April through June – The annual budget is finalized

August – Applications for openings on boards and commissions that had been advertised are received.

**Next Meeting Date:** 5:45 p.m., Tuesday, February 2, 2010.

**7. Adjourn**

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 6:00 p.m.; Chair Piening seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk