

PERSONNEL COMMITTEE

5:45 p.m., Wednesday, May 5, 2010

The regular meeting of the Personnel Committee was held at 5:45 p.m., Wednesday, May 5, 2010 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Thomas, Chair Piening, Assistant to the Administrator Dziuban and City Clerk Copeland.

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

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Thomas moved to approve the minutes of the regular meeting of April 6, 2010 as submitted; Councilmember Bettelli seconded and the motion **PASSED UNANIMOUSLY**.

3. **Citizens' Comments** - None

4. **Old Business** - None

5. **New Business**

A. Discussion to fill Vacant ATAX Seat

Chair Piening noted that, with the passing of Vicki Hollingsworth, a seat was open on the Accommodations Tax Advisory Committee; the term of this seat would expire at the end of this year. He added that, from reviewing the candidate pool for boards and commissions, only one person had indicated interest in serving on the ATAX Committee. Assistant Dziuban noted that state law dictates the composition of this committee; the seat vacated by Ms. Hollingsworth was a "lodging" seat, and the people on the list that staff believes to be qualified to fill the seat are Buzzy Bramble, Jimmy Carroll and Tim Ahmuty based on their affiliation with the real estate industry. Chair Piening noted that Mr. Carroll has been a life-long resident of the island, has had his name in the candidate pool for some time and continues to voice interest in serving the community.

MOTION: Chair Piening moved to recommend to City Council the appointment of Jimmy Carroll to fill the vacant seat on ATAX for the balance of the term, or December 2010; Councilmember Bettelli seconded and the motion **PASSED UNANIMOUSLY**.

B. Review of Operating and Capital Budgets for General Government and the Building Department

Councilmember Bettelli recounted, from the Public Safety Committee meeting, that the revised budget for review at this meeting reflected that changes made to the budget at the April budget workshop; he also referenced an email from Councilmember Loftus to the City Administrator referring to salaries that would be discussed at the May Ways and Means meeting.

Assistant Dziuban commented that the budget was scheduled to get First Reading at the May City Council meeting, and a Public Hearing and Second Reading would take place at the June meeting. Contrary to earlier statements, the City has been informed by the Municipal Association that a millage increase of six tenths of one percent (0.6%) would be allowable by the City in this budget year, but staff has presented a balance budget without a tax increase.

Chair Piening stated that he had received an inquiry from Councilmember Loftus regarding the City's policy on tuition reimbursement to employees. While the City Clerk was getting a copy of the City Personnel Handbook, Councilmember Bettelli recalled that, during his tenure as Chair of the Personnel Committee, a change had been made requiring an employee to submit his/her request for tuition reimbursement prior to budget preparation so that the proper amount could be incorporated into the budget. Chair Piening remembered that the City reimbursed an employee upon successful completion of the course; he stated that he understood the concern to be one of whether or not there was a limit to the amount an employee could receive. Councilmember Thomas asked whether the course work had to relate to the employee's area of employment, and Assistant Dziuban assured him that was the case. Chair Piening then read the City's requirements for tuition reimbursement from the employee handbook as follows:

“. . . an employee must be:

- A regular full-time employee, not on initial probation or disciplinary probation;
- Have a minimum of six (6) months of service; and
- Have at least an overall evaluation rating on the last evaluation of 'Meets Expectations.'

Chair Piening commented that, from his reading of the handbook, the decision was left to the City Administrator's discretion and continued with the following quote from the handbook

"Eligibility to participate in this program should not be considered a right of employment, but rather a privilege afforded to employees . . ."

Chair Piening stated that he was comfortable with the policy as stated since it is clear that employees are not automatically approved, but that the City Administrator has the ability to reject any proposal that does not meet the criteria.

6. Miscellaneous Business - None

Since there is no business pending in the Personnel Committee, Chair Piening suggested that the Committee not meet in June, but meet on the first Tuesday July.

Next Meeting Date: 5:45 p.m., Tuesday, July 6, 2010.

7. Adjourn

MOTION: Councilmember Bettelli moved to adjourn at 5:45 p.m.; Chair Piening seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted
Marie Copeland
City Clerk