

PERSONNEL COMMITTEE

5:45 p.m., Tuesday, August 9, 2011

The regular meeting of the Personnel Committee was held at 5:45 p.m. on Tuesday, August 9, 2011 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Bettelli and Piening, Chair Thomas, Administrator Tucker and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Thomas 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. Approval of Previous Meeting's Minutes

MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of July 12, 2011 as submitted; Councilmember Piening seconded and the motion **PASSED UNANIMOUSLY**.

3. **Citizens' Comments** – None

4. **Old Business**

Report on Process for Appointments to Boards and Commissions

Administrator Tucker commented that a copy of the newspaper advertisement had been provided for the Committee members. In addition, a link is available on the splash page of the City's website that carries the interested citizen to a page in the website that gives a description of the purpose for each Committee, the terms of service and the application. Information was also supplied in the most recent City e-newsletter. The deadline for applications is Friday, September 9, 2011, and letters will be sent to those members whose terms expire December 31, 2011 to determine if they are interested in re-appointment.

Chair Thomas questioned whether there would be value in re-interviewing members whose terms expire and are interested in re-appointment. Administrator Tucker explained that the Committee spends a good deal of time interviewing new candidates, and adding that to the, possibly, nine (9) persons whose terms expire and may desire re-appointment would be a lot of work, but the Committee could re-interview if they so decided.

5. **New Business**

A. Consideration of Title Changes in the Fire Department

Chief Graham appeared before the Committee to gain approval to change the title Lieutenant to Captain and the title of Captain to Battalion Chief in a move toward consistency throughout the tri-county area as the City moves toward joining the Consolidated Dispatch Center. The Chief was clear that the changes do not represent a promotion, will not garner salary changes and are not a requirement for joining the Consolidated Dispatch Center.

A second change to Fire Department job descriptions is to replace the term "medical doctor" with department physician; Councilmember Bettelli commented that this change will guarantee consistency for annual physical examinations.

Councilmember Bettelli noted that the position of Assistant Chief is one that the City has no plans to fill in the near future, but the City has decided to retain the job description should the need to fill it arise in the future.

Administrator Tucker informed the Personnel Committee that the Public Safety Committee had unanimously approved the change in titles at their August meeting.

MOTION: Councilmember Bettelli moved to recommend to City Council the approval of title changes in the Fire Department; Chair Thomas seconded and the motion PASSED UNANIMOUSLY.

Councilmember Piening expressed concern with the fact that City job descriptions include statements like "Must be able to add, subtract, multiply and divide . . ." Chief Graham stated that the job descriptions contain several similar statements that she would like to remove, and Councilmember Bettelli suggested that she and the City Administrator make such changes without bringing them before the Committee for approval.

Administrator Tucker recalled that, when the City hired the consultant for the compensation study several years back, they provided the City with very detailed job descriptions for City positions, and some of this type language was included. The Administrator further explained that such language was added to the job descriptions as the City moved to comply with all facets of the Americans With Disabilities Act, when every skill, no matter how minor, was included in job descriptions.

B. Appointment to Ad Hoc Water Quality Committee

April Turner, a coastal consultant for the South Carolina Sea Grant Consortium and an Isle of Palms resident, has been attending the meetings of this Committee for a couple of months, and Toby VanBuren has voiced an interest in her becoming a member of the Committee.

MOTION: Councilmember Piening moved to recommend to City Council that April Turner be appointed to the Ad Hoc Water Quality Committee; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

6. Miscellaneous Business

Administrator Tucker announced that Assistant Emily Dziuban has been elected Vice-Chair of the Charleston County Community Development Advisory Board. The Administrator explained that the Advisory Board makes recommendations to County Council for the use of Community Development Block Grant Funds that Charleston County receives; the City received such funds for the handicapped beach walkover at Twenty-first Avenue. Since municipalities must demonstrate a benefit to low to moderate income individuals, the City does not often receive funds from block grants because the City finds it difficult to meet this standard.

Next Meeting Date: 5:45 p.m., Wednesday, October 5, 2011.

7. **Executive Session** – Not needed

8. **Adjourn**

MOTION: Chair Thomas moved to adjourn the meeting at 6:10 p.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk