

PERSONNEL COMMITTEE

5:30 p.m., Wednesday, November 4, 2009

The regular meeting of the Personnel Committee was called to order at 5:40 p.m. on Wednesday, November 4, 2009 in Council Chambers of City Hall located at 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Council members Loftus and Taylor, Chairman Piening, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland.

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

2. Approval of Previous Meeting's Minutes

MOTION: Councilman Taylor moved to approve the minutes of the regular meeting of September 1, 2009 as submitted; Councilman Loftus seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments - none

4. Old Business

A. Recommendations to 2010 Boards and Commissions

Chairman Piening initiated the discussion by commenting that the election held the day before had created another vacancy on the Planning Commission because Sandy Stone had been elected to City Council. He noted that there had been one (1) late applicant, Jay Leigh, and that an interview had been impossible to schedule for Dr. Scott Davidson in the time frame available.

MOTION: Chairman Piening moved to postpone selecting the recommendations to fill vacancies on Boards and Commission for 2010 until a meeting in December after interviewing the two (2) persons missed; Councilman Loftus seconded.

Administrator Tucker reminded the Committee that the December City Council meeting date to announce the 2010 Boards and Commissions recommendations is specified in the City's Code and has been scheduled for Tuesday, December 8 at 6 p.m.; therefore, the available dates for a meeting are limited.

Councilman Taylor asked for clarification regarding whether a cutoff date for applying for Boards and Commissions had been established; Clerk Copeland stated the newspaper advertisement had indicated that applications were due by August 31, 2009. Chairman Piening noted that people had applied after that date and their applications had been accepted by the Committee. Clerk Copeland could only confirm that one (1) application had been received late and that was Mr. Leigh.

Councilman Taylor reviewed the Committee vacancies as the following:

ATAX	1	
Board of Zoning Appeals	2	
Code Board of Appeals	1	
Planning Commission	4	(Sandy Stone was elected to City Council)

According to Councilman Taylor the decision was whether to reappoint the people whose terms expire at December 31, 2009 or replace them.

Chairman Piening confirmed that Clerk Copeland had sent emails to Dr. Davidson and Mr. Leigh indicating that their applications would be considered for the 2011 appointments since interviews had not taken place; the Chairman also pointed out that Mr. Leigh had been elected to the IOP Water and Sewer Commission in the previous day's election. Administrator Tucker stated that Mr. Leigh would not have a conflict of interest if he were to serve on both the Water and Sewer Commission and a City Board or Commission; therefore, Chairman Piening confirmed his desire to interview Mr. Leigh.

The December Personnel Meeting was scheduled for 5:45 p.m. on Tuesday, December 1, 2009, and the interviews would be scheduled prior to that day.

Call for the Question: The motion PASSED UNANIMOUSLY.

B. Consideration of Changes to the Personnel Manual

Chairman Piening commented that changes to the Personnel Manual were required because the City has eliminated the cost of living adjustment (COLA) that has been paid to employees in the past.

Administrator Tucker explained that action was needed to recommend to City Council that the personnel manual be changed to eliminate the references to the cost of living adjustment; once approved by City Council, a new page would be issued to employees. The employees will be required to sign proof of receipt of the changed page to be retained in their individual personnel folder. 0

MOTION: Councilman Loftus moved to recommend to City Council approval of changes to the personnel manual eliminating references to the cost of living adjustment; Chairman Piening seconded.

Administrator Tucker assured Councilman Taylor that this motion was consistent with actions previously taken by this Committee and City Council and that it was consistent with information she had provided the Committee regarding future changes to the personnel manual.

The Administrator reported that she had informed all department managers of the change and that they, in turn, had educated their staff.

Call for the Question: The motion PASSED UNANIMOUSLY.

Councilman Loftus asked to add an item of Old Business to the agenda – advertising for job openings. In light of discussions in Ways and Means and City Council relative to advertising, Councilman Loftus asked that the City advertise the next job opening in both the newspaper and on a job-search website as a way of comparing the effectiveness of each. Administrator Tucker agreed to do so and noted that the City has an account with the “Career Builders” website.

5. New Business

Councilman Taylor stated that he thought the New Business for the meeting was the setting of goals and objectives for the City Administrator’s evaluation; Chairman Piening indicated that was to be the topic for Executive Session.

6. Miscellaneous Business

Next Meeting Date: 5:45 p.m., Tuesday, December 1, 2009.

7. Executive Session to discuss personnel matters

Chairman Piening stated that the Committee would be going into Executive Session to discuss the City Administrator’s evaluation process for 2010 which would be presented to City Council at the November meeting.

MOTION; Councilman Loftus moved to go into Executive Session as described by the Chairman at 6:05 p.m.; Chairman Piening seconded.

Councilman Taylor asked whether Administrator Tucker was to stay and to participate in the goal-setting process; he stated that his understanding of a goal-setting process to be one where affected parties participated. Chairman Piening expressed his idea that the Committee would “brainstorm” then present the concept to City Council for their approval before discussing it with the Administrator. The Chairman commented that to involve the Administrator in the process at this time would be useless if City Council were to decide not to support it. Councilman Loftus voiced the need to use this session to get the Committee’s thoughts organized. Councilman Taylor stated that if the Committee and Council were to approve the process, present it to the Administrator, and she was to find one (1) aspect to be problematic - in one way or another, the entire process would start anew.

Chairman Piening stated that he expected to have a process to present to City Council at the November 17 meeting, and, assuming that City Council agrees with the Committee, the process could be presented to Administrator Tucker at the December 1 meeting. Councilman Taylor repeated his opinion that the Committee would be better served to include the Administrator in the initial discussions tonight to have a more complete package to present to City Council and to have the program in place for January 1, 2010.

Chairman Piening and Administrator Tucker were in agreement that the program would begin January 1, 2010 for a review to be delivered in January 2011; historically, the City’s evaluations are delivered in January of the year following the year being evaluated.

Administrator Tucker offered the suggestions that the Committee “be sure to follow the City of Isle of Palms Code of Ordinances, state law, job descriptions, as well as the City’s own personnel manual” and the City’s structure for operating in terms of chain of command so that the goals and objectives developed are in full agreement with all of the above. As noted by Councilman Taylor, the plan must meet all of the above-mentioned criteria in order for the Administrator to carry through with it.

The Committee returned to regular session at 7:05 p.m.; Chairman Piening reported that the Committee had taken neither a vote nor any action while in Executive Session.

8. Adjourn

MOTION: Chairman Piening moved to adjourn the meeting at 7:06 p.m.; Councilman Loftus seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk