

**PERSONNEL COMMITTEE**  
5:00 p.m., Tuesday, May 13, 2008

The regular meeting of the Personnel Committee was held at 5:00 p.m., Tuesday, May 13, 2008 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Chairman Piening, Councilmen Bettelli and Taylor, 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 in accordance with the Freedom of Information Act.

2. **Approval of Previous Meetings' Minutes**

**MOTION: Councilman Bettelli moved to approve the minutes of the regular meeting of April 7, 2008 and the Special Meeting of April 23, 2008 as submitted; Councilman Piening seconded and the motion PASSED UNANIMOUSLY.**

3. **Citizens' Comments - None**

4. **Old Business**

Ordinance 2008-06 – An Ordinance Providing for the Transfer of Authority to Conduct City Elections from the City of Isle of Palms Election Commission to the Board of Elections and Voter Registration of Charleston County.

**MOTION: Councilman Bettelli moved to forward Ordinance 2008-06 to City Council for approval; Chairman Piening seconded.**

In the course of discussion, Councilman Bettelli reminded the Committee that election costs would be the same as those that the City has paid in the past; the County would not charge for its services. Administrator Tucker noted that this ordinance eliminated the Municipal Election Commission, but the members of the Commission would be used by Charleston County for various positions associated with holding the election. Councilman Taylor recalled that the City Council had indicated that the Election Commission should be kept despite the fact that they would no longer be managing elections. The Administrator stated that she would talk to City Attorney Sottile for a clarification on the Election Commission before the Council meeting later in the month. In answer to Councilman Taylor's question on how quickly the ordinance would go into effect, Clerk Copeland explained that, once approved by the Isle of Palms City Council, it would be sent to Charleston County Council for their acceptance. Once that was accomplished, the ordinances would be sent to the United States Department of Justice for final approval; the entire process took six to seven (6 to 7) months to complete.

**Call for the Question: The motion PASSED UNANIMOUSLY.**

**5. New Business**

Consideration of Change in Language for Job Description for Chief of Police

Administrator Tucker explained, when the Police Department had its last CALEA assessment, the assessors noted that the job description for the Chief of Police did not comply with one of their standard. In order to be in compliance with this standard, the City could either pass an ordinance containing the requested wording or it could change the verbiage in the job description; the easiest way to accomplish the goal was to change the language of the job description. The present description and the suggested change were included in your meeting packets; they are as follows:

**Existing:** Develops department policies and procedures and recommends law enforcement ordinances to the City Council; acts as a member of the City Management Team.

**Recommended:** Creates and enforces the long and short-range goals of the department. Prepares budget recommendations to the City Administrator and manages the budget for the department.

The Administrator stated that she thought the “recommended” change was pertinent to all of the City’s department level management positions, and, therefore, should be included in each one. If the Committee were to agree, Administrator Tucker remarked that she would like to review all of the department level management positions to add to them because the way the City of Isle of Palms functioned, the department managers were responsible for staying within budget on a monthly basis, continuously monitoring the budget and for bringing forward their concerns and needs at budget preparation time. Councilman Taylor expressed his opinion that a change was unnecessary when it would not change the job or the way the job was done by the inclusion of this new wording. He also commented that, since the City had been accredited more than once, how relevant was this change? Administrator Tucker and Chairman Piening agreed that that the Police Department would probably receive a black mark at the next CALEA review if the change were not made.

**MOTION: Council Bettelli moved to adopt the recommended change in the job description for the Chief of Police and to review the other department heads for inclusion in their job descriptions as well; Councilman Piening seconded and the MOTION PASSED on a vote of 2 to 1, with Councilman Taylor casting the negative vote.**

## 6. Miscellaneous

Chairman Piening announced that Joseph Washington and Charles Williams of the Public Works Department had been recommended for "Employees of the Month" for April 2008. Director Pitts proposed these employees for their efforts that went above and beyond the call of duty to locate a resident's cell phone. Chairman Piening stated that he thought they were very deserving of the recognition.

Councilman Bettelli noted that, at all meetings this month, department heads had been explaining the use of radios to the relevant Committee, and he asked Administrator Tucker to provide the information for General Government. She reported that currently there were four (4) "walkies" in use by General Government; the Mayor has one (1), the Administrator has one each at the office and at home and the floater has been assigned to the Chairman of the Public Safety Committee. The Administrator also had a mobile radio installed in her vehicle. She related that the radio allowed her to monitor employee training, to respond quickly if an employee appeared to be in trouble and to monitor incidents that might need to be brought to City Council's attention; she concluded that she relied on her radio heavily as a tool to be constantly aware of the happenings in the City.

The next meeting: 5:00 p.m., Monday, June 9, 2008.

**MOTION: Councilman Taylor moved to go into Executive Session AT 5:20 p.m.; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.**

The Personnel Committee returned to regular session at 5:30 p.m., and Chairman Piening reported that no action and no votes had been taken in Executive Session.

**MOTION: Councilman Taylor moved to recommend to the Ways and Means Committee the approval of the Personnel Committee's wage recommendations for inclusion in the FY 2008-2009 budget; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.**

## 7. ADJOURN

**MOTION: With no further business to come before the Committee, Councilman Bettelli moved to adjourn at 5:32 p.m.; Chairman Piening seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:  
Marie Copeland, City Clerk