

**PERSONNEL COMMITTEE
SPECIAL MEETING**

5:45 p.m., Monday, November 16, 2009

The Personnel Committee held a special meeting at 5:45 p.m., Monday, November 16, 2009 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Chair Piening and Councilmembers Loftus and Taylor, City Administrator Tucker and City Clerk Copeland.

1. Chair 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.

Chair Piening noted that, since this was likely Councilmember Taylor's last meeting, the Chair wanted it noted for the record that Councilmember Taylor has served on the Personnel Committee for two (2) years and has been a huge help to the Committee in making many positive contributions. The Chair stated that significant infrastructure changes have occurred, and are occurring, in the City as a result of Councilmember Taylor's guidance.

Councilmember Loftus noted that, with the loss of Councilmember Taylor, there would be a great loss of City "knowledge not only in the Committee, but (also) for all of the other hard work (he) has done for the City."

Councilmember Taylor expressed his appreciation for their kind words.

2. **Executive Session**, to discuss personnel matters.

Chair Piening stated that the Committee would go into Executive Session to discuss the evaluation process for the City Administrator for presentation at the City Council meeting on Tuesday, November 17, 2009.

MOTION: Chair Piening moved to go into Executive Session at 5:54 p.m. to discuss the issues concerning the evaluation of the City Administrator; Councilmember Loftus seconded and the motion PASSED UNANIMOUSLY.

The Committee returned to regular session at 7:30 p.m.; Chair Piening reported that the Committee had taken neither action nor vote during Executive Session.

MOTION: Councilmember Taylor moved to present to City Council at the Ways and Means Committee meeting on November 17, 2009 the following changes to the existing Isle of Palms' Supervisor's Performance Evaluation specific to the City Administrator to become more quantifiable with the following items:

Section 1 – Include in performance objectives a forty percent (40%) weighting on fiscal management with the percentages to be determined at a future time over, on or under budget; a ten percent (10%) weighting based on delegation specific to the Assistant to the City Administrator; a fifteen percent (15%) weighting based on communication, developing department plans with the City department managers and five percent (5%) based on a personal goal developed by the City Administrator; the remaining two (2) sections come from the current evaluation plan, as follows:

Section 2 specific to Management Factors consisting of leadership, delegation, planning and organization, administration, personnel management – that entire section will be weighted at fifteen percent (15%); and

Section 3, Position Knowledge, specific to productivity, initiative, interaction with citizens, work quality and judgment in its entirety will weighted at fifteen percent (15%)

For a total three-section weighting of one hundred percent; the changes are to take effect January 1, 2010; Chair Piening seconded and the motion PASSED UNANIMOUSLY.

3. Adjourn

MOTION: Councilmember Taylor moved to adjourn the meeting at 7:33 p.m.; Chair Piening seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk