

PERSONNEL COMMITTEE

10:00 a.m., Wednesday, October 8, 2014

The regular meeting of the Personnel Committee was held at 9:00 a.m., Wednesday, October 8, 2014 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Bettelli, Chair Ferencz, Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland. Councilmember Harrington had an excused absence; a quorum was present to conduct business.

1. Chair Ferencz 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 September 18, 2014 as submitted; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments** – None

4. **Old Business**

A. Consideration of City Administrator's Job Description and Evaluation

Chair Ferencz noted that she had completed another draft job description dated October 7, 2014 for the position of City Administrator that was a melding of the description she submitted and the description Councilmember Harrington submitted; she received a copy of Councilmember Bettelli's version at the meeting. Councilmember Bettelli's job description begins: "Acts as Chief Administrative Officer (CAO) for the City for day-to-day operations." The Chair stated that there were two (2) descriptions for discussion today, i.e. the combined version and Councilmember Bettelli's version.

Since Councilmember Bettelli's draft job description had not been discussed previously, the Chair asked that they review his version before having a general discussion. Councilmember Bettelli commented that, in his opinion, the job description submitted by Chair Ferencz was not a job description, but a description of an administrator's function. He stated that he had looked at job descriptions on-line to generate his draft, and he believes that it more accurately relates to what an administrator does on a daily basis. For ease of reading, he noted that items printed in red are what he has added, and his comments are printed in green. Councilmember Bettelli said that he does think not the section "General Duties, Delegation of Authority" is necessary, but it can remain if so desired.

Referring to the Councilmember's comments that the Chair's version was more of a statement of functions, the Chair countered that in each case things are simply combined. She added that, in looking at the current job description, there is a plethora of things under fiscal management and administration, but very little under citizen and community relations and/or policy execution and relationship with the government body. From the Chair's point of view, the six (6) points under Fiscal Management include items four through thirty (4-30) listed below them. She then reiterated that the compilation job description consolidates things rather than specifically lists them. In Chair Ferencz's opinion, the goal is to develop a job description that

adequately describes what is being done without detailing the tasks one by one (1 by 1); she continued that this gives City Councilmembers and a City Administrator the opportunity to expand on what the compilations do not say. In trying to evaluate the job performance, if Council is held to what is in the existing description, Councilmembers cannot give her the credit due for those things accomplished outside of them.

Councilmember Bettelli asked what cities she knew of that had changed to this type of job description.

She replied that it is a combination of cities from Myrtle Beach to North Carolina to Tennessee to Louisiana; they are not exactly like this because the Chair could not find a City Administrator's job description that exactly fit the Isle of Palms. She, therefore, looked at what the City has and put it into the format to which others are moving. Chair Ferencz agreed that it is very different from what the City currently has, and, in reading between the lines, she believes that everything is covered.

Councilmember Bettelli remarked that each member of the Committee has ideas on the job description and it will take all three (3) members discussing it to arrive at one (1) with proper language to describe the job.

Pursuant to the suggestion from Chair Ferencz to take the job description to City Council, Councilmember Bettelli noted that the City works by committee and the full Personnel Committee has not worked through this job description. The Chair countered that by delaying the City would "have nothing for 2015." Councilmember Bettelli countered that the City would have the job description that exists today.

The Chair stated that the job description will have to come to a vote by Council, and, if voted down at Committee, she expects members of Council to ask for it.

Councilmember Bettelli noted that, if IOP City Council is to be a council run by committee, it must work by committee.

Chair Ferencz then asked if Councilmember Bettelli was comfortable that three (3) people on a committee can make changes or not make changes.

Councilmember Bettelli commented that it is far easier for three (3) people to make a decision than it is for nine (9). He stated that he would not be comfortable taking anything to City Council at this time; he said that the Chair would be asked, "Did the Personnel Committee agree on this?" At this point, the answer would be 'no' because the three (3) members have not agreed on a job description, not even two (2). The Councilmember added that Council would not make a decision at a Council meeting; they will want to look at it and see what input/changes they want to add. He agreed that the task needs to be accomplished, but he thought going to Council at this time was pre-mature.

MOTION: Councilmember Bettelli moved to defer action on a city administrator job description to the November meeting.

Chair Ferencz stated that she could not second the motion.

Responding to Chair Ferencz' statement that "the Committee present feels that it should be delayed to the next meeting," Councilmember Bettelli stated that "the Committee present does not agree with what [the Chair] wants to present to City Council." Therefore, nothing will be presented to Council until the full Committee approves on the job description for a City Administrator.

Regarding the draft job descriptions, Administrator Tucker commented that the Treasurer should be referred to with that title rather than Clerk/Treasurer.

Chair Ferencz directed attention to page 3 of the compilation version presented today to item 6, which states

"Suspend or dismiss other City employees with the advice of the appropriate department head and with timely notice to City Council."

The Chair then asked whether the City Administrator has to dismiss or suspend all employees, or does it fall under the supervisor's responsibilities?

Administrator Tucker explained that the typical way that matter is handled is that the department manager comes to the Administrator prior to that action being taken, elaborates on the particular situation, identifies the plan of action, and then the course of action is taken. If there were an egregious issue, for example drunk on the job, the department managers have the authority to suspend an employee on the spot; the Administrator signs off on the action afterward.

The Administrator asked the Committee to refer to page 2 of the same document for point 6 that states:

"Insures that all capital investments are completed 'right the first time' and on time and on budget."

Speaking for anyone in the City Administrator's position, Administrator Tucker noted that someone who has done a number of capital projects knows that an administrator has only so much control; therefore, she suggested that the language be softened to "endeavoring to complete according to plan and on time and on budget." In her opinion, such a statement makes room for the mistakes of others or the unanticipated things, i.e. a cannonball on the beach, that might cause the project to be over-budget and/or delayed, which would not be the fault of someone in the City Administrator's position.

The Chair explained her use of the phrase "right the first time" is based on being on time and on budget, but still not having things go as planned; she added that today most contracts are including such language, meaning that the goal is not to come back with a series of corrective measures.

Councilmember Bettelli voiced his opinion that it is the contractor's responsibility to "be right the first time." As a former project manager, he added that situations come up that make it impossible to have it right and be on time or to be on time and it not be right; therefore, he opined that there must be flexibility because something did not go as everyone expected or

some questionable things arise for which the person serving as City Administrator would be penalized because they did not see it coming.

Administrator Tucker stated that all of the “failsafe mechanisms” possible can be put into a project and still things come up that are totally out of the control of the person ultimately in charge.

After the Chair stated that “right the first time” should be a goal, Councilmember Bettelli commented that, if set as a goal, then the person is evaluated on it.

The Administrator agreed with Councilmember Bettelli and added that, if the purpose of the job description is to later come up with an evaluation form, the inclusion of that phrase would not accommodate for circumstances that arise, like the two (2) fire stations, built prior to Administrator Tucker’s tenure, that, after construction was completed, were found not to be structurally sound. Another example is the Public Safety Building, where all of the appropriate mechanisms were in place, still there are problems. In her opinion, the duty of someone in the position of the City Administrator is to make sure that, when those things are identified, they are brought forward and dealt with to whatever extent is necessary – to be corrected or to file a complaint.

These words sound like any error on any project, whether under the control of the person in the management position or not, is then tied back to that manager. In Administrator Tucker’s opinion, that was a relatively impossible goal to meet.

The Administrator questioned that someone could run a city without post-secondary education, and the language the educational requirement in the Chair’s version of the description indicates that a four-year degree is “typically” what is required which leaves it open that someone could be in the management position that does not have a post-secondary education. The Administrator stated that she could not identify anyone in the administrator/manager position that does not have at least a four-year college degree or better.

Chair Ferencz agreed to take the language out of the description “A typical way of obtaining the knowledge, skills and abilities outlined above” and begin the statement with “Graduation from a four-year college or university.”

One last change suggested by Administrator Tucker was to replace “municipal” government with “local” government.

B. Consideration of Approved Updates to Job Descriptions

Councilmember Bettelli recalled that the other job descriptions were approved at the September meeting; the job descriptions sent back to Committee were those for the Police Department and centered on the Communication Specialist position.

In addition City Council asked that all updated job descriptions be presented for approval at the same time.

C. Consideration of Approved New City-wide Evaluation Tools for Supervisors and Non-supervisors

The evaluation tools were also approved by the Committee at the September meeting and are to be approved by Council along with the job descriptions.

D. Update on Interviews for Boards and Commissions

Chair Ferencz stated that she and Councilmember Harrington interviewed Mr. DiGangi and still hope to interview Jan Anderson. Although Councilmember Bettelli will be away from October 10th to October 20th, Clerk Copeland was instructed to offer Ms. Anderson mid-morning on Wednesday, October 15th and Wednesday, October 22nd for an interview; the Committee agreed that it was not necessary for all Committee members be present.

5. New Business – None

6. Miscellaneous Business

Departmental Staffing Report – To be given at City Council

Next Meeting Date: 10:00 a.m., Wednesday, November 5th in the Conference Room.

7. Executive Session – unnecessary

8. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:35 a.m.; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk