

## **Personnel Committee**

10:00 a.m., Tuesday, January 6, 2015

The regular meeting of the Personnel Committee was held at 10:00 a.m., Tuesday, January 6, 2015 in the City Hall Conference Room at 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli, Harrington, and Ferencz, City Administrator Tucker, Assistant Administrator Dziuban, Treasurer Suggs and City Clerk Copeland; a quorum was present to conduct business.

1. Administrator Tucker 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. Election of Chair and Vice Chair**

Councilmember Bettelli nominated Councilmember Harrington for Chair and Councilmember Ferencz for Vice Chair; Councilmember Ferencz seconded and the nominations PASSED UNANIMOUSLY.

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

**MOTION:** Chair Harrington moved to approve the minutes of the Special Meetings on October 22 and October 23, 2014 and the regular meeting on November 5, 2014 as submitted; Vice Chair Ferencz seconded.

Councilmember Bettelli pointed out minor corrections to the Special Meeting of October 23<sup>rd</sup> and on page 3 of the minutes of November 5<sup>th</sup>.

**Vote:** The motion to approve the corrected minutes PASSED UNANIMOUSLY.

**4. Citizens' Comments - None**

**5. Old Business – None**

**6. New Business**

**A. Approval of 2015 Employee Floating Holiday**

Administrator Tucker mentioned that the results of departmental vote for the 2015 floating holiday were included in the meeting packet, and Christmas Eve was the unanimous choice. Vice Chair Ferencz asked whether voting on the floating holiday was required by the City Code and commented that some departments leave it up to the individual employee to choose a day. Administrator Tucker replied that a process like that was considered, but it was decided that such a plan would be confusing for personnel and with payroll. That discussion led to the decision to allow City employees to choose the day by vote each year.

Councilmember Bettelli asked Director Page how much activity occurred at the Recreation Center on Christmas Eve. Director Page responded there were maybe twelve (12) people who came in and staff received three (3) phone calls; City Hall had no walk-in traffic and received only a couple of phone calls.

**MOTION: Councilmember Bettelli moved to approve Thursday, December 24, 2015 as the employee floating holiday for the 2015 calendar year; Vice Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

**B. Comparison of Holiday Schedules**

Administrator Tucker stated that a comparison of holidays approved by other local governments was in meeting packets; the lack of activity on Christmas Eve was the impetus behind the survey, but, if the City were to add a couple of holidays, the City should be consistent with other local governments in the area. The addition of holidays has a financial implication as well; the personnel cost for one (1) holiday is approximately ten thousand dollars (\$10,000). If additional holidays are chosen, they would be added to the 2016 calendar year and as appropriate would be included in the FY16 budget. If the City had chosen to declare this past Christmas Eve a holiday; it would have been an unbudgeted expense. Responding to Chair Harrington, Administrator Tucker advised the Committee that employees who are on-duty for the holiday are paid double time. Administrator Tucker noted that she was not advocating for the City to change the floating holiday, but to possibly replace it and add more days. Councilmember Bettelli suggested that additional holidays would be a good hiring practices, by putting the City in line with other municipalities.

Vice Chair Ferencz voiced the opinion that, at ten thousand dollars (\$10,000.00) per day of personnel costs, adding two (2) holidays would be hard to sell to City Council. Chair Harrington suggested that adding holidays to make the City more competitive with surrounding local governments should be treated the same way that the wage comparisons were.

Vice Chair Ferencz asked Councilmember Bettelli whether the addition of paid holidays had been discussed by Council in the past. Councilmember Bettelli reported that the issue was last discussed about ten (10) years ago when the floating holiday was added.

Chair Harrington stated he would present the issue to City Council with the accompanying information trying to keep the City competitive with other local governments in the area. The Chair added that he would like to add two (2) holidays to the nine (9) already in place.

**MOTION: Councilmember Bettelli moved to take consideration of two (2) additional holidays before City Council; Chairman Harrington seconded. The motion PASSED on a vote of 2 to 1 with Vice Chair Ferencz casting the dissenting vote for budgetary reasons.**

Administrator Tucker suggested making another motion to specify which holidays to add.

**MOTION: Councilmember Bettelli moved to define the two new holidays as Christmas Eve and President's Day; Chairman Harrington seconded and the motion PASSED on a vote of 2 to 1 with Vice Chair Ferencz casting the dissenting vote.**

With the vote to name Christmas Eve 2015 as a permanent holiday and the possibility that Council approves the additional holidays, Administrator Tucker suggested changing the 2015 floating holiday to the employees' second choice, Monday, December 28, 2015.

**MOTION: Councilmember Bettelli moved to change the 2015 floating holiday to Monday, December 28, 2015 if Christmas Eve is made a permanent holiday; Vice Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

## **7. Miscellaneous Business**

### **Employee Recognition- Patrolman K. Zimmerman**

Patrolman Zimmerman was recognized by Sergeant Maloney and Captain Usry for his impressive observation and well-honed instinct on a routine traffic stop. Patrolman Zimmerman's actions resulted in the discovery of multiple handguns, stolen items and illegal drugs that prompted the arrest of the occupants of the vehicle.

**MOTION: Councilmember Bettelli moved to recognize Patrolman Zimmerman as Employee of the Month; Vice Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

Vice Chair Ferencz mentioned goal setting for City Administrator for 2015 and suggested that the goals should be decided upon by the Personnel Committee for a recommendation to City Council at the meeting of January 27, 2015. A special meeting was for 1:00 p.m., Monday, January 12, 2015.

The next regular meeting was scheduled for Monday, February 2, 2015 at 10:00 a.m.

## **8. Executive Session – not needed**

## **9. Adjourn**

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:40 a.m.; Vice Chair Ferencz seconded and the motion PASSED UNANIMOSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk