

PERSONNEL COMMITTEE
5:00 p.m., January 14, 2008

The regular meeting of the Personnel Committee was held at 5:00 p.m. on Monday, January 14, 2008 in Council Chambers, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Council members Bettelli, Piening and Taylor, as well as Assistant to the Administrator Dziuban, City Clerk Copeland and invited guest Marilyn Bowers, Executive Director of the Board of Elections and Voter Registration of Charleston County.

1. **Call to Order.** Councilman Bettelli 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.

Councilman Bettelli welcomed Councilman Piening as the new member of the Committee.

2. **Election of Chair and Vice Chair**

MOTION: Councilman Bettelli moved to elect Councilman Piening as Chair of the Personnel Committee and Councilman Taylor as Vice Chair; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.

MOTION: Councilman Bettelli moved to revise the agenda to allow Marilyn Bowers (New Business, Item 5A) to make her presentation before proceeding to Old Business; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.

5. **New Business**

- A. **Presentation by Marilyn Bowers**

Director Bowers stated that she was present to inform the Committee and to answer their questions on the subject of transferring authority to Charleston County to conduct the Isle of Palms municipal elections. She stated that the municipality has the option of transferring all or part of the authority to the County; some municipalities keep the Municipal Election Commission to certify the election or to hear the protests. If the authority were transferred to Charleston County, the candidates would continue to file at the Isle of Palms, and the Clerk or other designated person would transfer the names to the County. The Board of Elections would prepare the ballots and send them to the municipality for approval. The Board of Elections would run all public notices and recruit and train poll managers. There is no charge to the municipality for the services provided by the Board of Elections; Isle of Palms would pay for the public notices and the poll workers as it has in the past. The only stipulation is that the municipality agree to pay the poll managers the state rate of sixty dollars (\$60.00) per day for training and

for the day of the election; clerks receive an additional sixty dollars (\$60.00) for picking up and returning the election supplies.

Councilman Taylor asked Assistant Dziuban to explain how the City had come to this point; she deferred to Clerk Copeland who worked with the MEC. Clerk Copeland explained that the Isle of Palms MEC performs all of the requirements for an election that Ms. Bowers detailed. The MEC did call upon the Board of Elections in 2007 since a recount was required by state law. The Clerk voiced her opinion that the issue with the Isle of Palms MEC is that two (2) of the three (3) members relocate to northern states from June through August and September respectively. In the meantime, preparatory work for the November election began July with the initial notices published in the newspaper in August.

Assistant Dziuban related that there was concern, from the City Hall perspective, that the burden of accomplishing this task fell to the staff rather than the MEC. Clerk Copeland recounted for the Committee the interest shown by the Isle of Palms MEC in the fact that the Board of Elections could assume the election responsibilities.

Director Bowers commented that one reason MEC members have difficulty with the process is that there is no formal training offered to them and elections are only held once every two years. She informed the Committee that the members of the Board of Elections have mandatory certification to acquire in order to serve.

When Councilman Taylor inquired about the process for transferring authority, Director Bowers explained that the City Council must pass an ordinance to that effect that is sent to the Board of Elections. The Board of Elections arranges to have the City's ordinance put before Charleston County Council that must pass an ordinance accepting the transfer. Both ordinances are then sent to the Department of Justice for approval, which usually takes sixty (60) days. For the City of Isle of Palms to transfer authority for the 2009 election, the City's ordinance should be passed in 2008.

3. Approval of Previous Meeting's Minutes

MOTION: Council Taylor moved to approve the minutes of the meeting of November 12, 2007 as submitted; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.

4. Citizens' Comments

Bev Ballow of 3009 Waterway Boulevard stated that the Personnel Committee has been and continues to discuss whether the Beach Advisory Committee is a viable resource to the City. She stated that she had served on the Committee before and the state law

was changed. Mrs. Ballow related that she had quit the Committee because she felt the Committee "had no connection to anything that happened in the City." She recounted the accomplishments of the BAC in the past, i.e. a booklet which was published and the pamphlet "The Pelican Guide" which is still available in some places on the island. She noted that the BAC was the group that suggested that signage should be on the beach side as well as the street side. When the signs began to appear, they were told that Public Works and the Recreation Department had done it; they were never given credit for the idea. She recalled that there was no communication then and, from her reading of the minutes, appears to be the same today. She attributed the lack of communication to the fact that no member of Council attended their meetings, the members of the Committee were slack and there was inadequate reporting of the Beach Advisory meetings. She concluded her comments by pleading that the Committee be allowed to continue and to be made a valid and valuable resource to the City, but she did add that the members should be those persons who go to the beach **all** the time.

4. Old Business

A. Compensation Study

Assistant Dziuban reported that the Compensation Study is still a work in progress. The staff has been back and forth with the Archer Company to clarify information for them; today she met with the department heads because Archer had asked that they refine the job descriptions – if possible. The Archer Company is refining their work product for the City; the staff is scheduling a meeting with the Archer Company so that a report provided to the Personnel Committee at the February meeting, the March meeting at the latest.

Councilman Taylor reminded Assistant Dziuban that the City is moving into the budget process and it would be helpful if the Committee could get some viable number to plug into the 2008-2009 Budget.

B. Charter and Composition of Beach Advisory Committee

After some general conversation on the Beach Advisory Committee, Councilman Bettelli stated that part of the opportunity before the Committee was to improve communication with the Beach Advisory Committee. After providing them with copies of the Charter and Rules and Regulations, he suggested that the Beach Advisory Committee be kept in place and provided with better direction. Councilman Bettelli also recalled that the BAC is mentioned in the Beach Management Plan, so the elimination of the BAC would mean revisions to the Beach Management Plan.

Councilman Taylor commented that he has not seen any minutes from the BAC in several months; the Council agendas indicate that there had been no meeting. He added that he relies on the reports to gather information.

Councilman Piening recalled from reading the minutes that members of the BAC appeared not to know what was expected of them.

Councilman Bettelli suggested that the City Clerk contact Sandy Pusey, the BAC Chair person, to communicate with her that the Committee is expecting the Beach Advisory Committee to meet in January where she can provide the members with copies of the Charter and Rules and Regulations. At the meeting they should establish a meeting schedule for the coming year and publish it to this Committee. Councilman Bettelli agreed that Mrs. Ballow had made a good point when she stated that the members should be persons who frequent the beach and that it would behoove this Committee to find out if the members of the BAC are those persons.

Councilman Piening asked what the BAC was doing – they are not meeting, they are not filing reports, they are waiting for the Council to give them a mandate.

5. New Business

B. Set Floating Holiday for 2008

MOTION: Based on the survey of full-time City employees, Councilman Taylor moved to establish the Floating Holiday for 2008 as December 26, 2008; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.

C. Employee Suggestions

The first suggestion was from Officer Schwenk to impose a curfew of 10 p.m. on school nights and midnight for non-school and holiday nights on youths fifteen (15) years of age and younger. Councilman Bettelli remarked that this was actually a Public Safety issue and that this suggestion should be forwarded to them for the February meeting.

The second suggestion was from Officer Jamey Meekins seeking a change in the coffee available in the Police Department. The Committee agreed to charge Officer Meekins with gathering the pertinent information to present to the Committee.

6. Miscellaneous

The next meeting was scheduled for 5 p.m., Tuesday, February 12, 2008.

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7. **MOTION: With no further business to come before the Committee, Councilman Bettelli moved to adjourn at 5:50 p.m.; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland, City Clerk