

**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
ADMINISTRATION COMMITTEE OF COUNCIL
MINUTES**

Wednesday, June 11, 2014

A meeting of the Administration Committee of Council was held at 4:45 p.m., Wednesday, June 11, 2014 at Town Hall, 2050-B Middle Street all requirements of the Freedom of Information Act having been satisfied. Present were Committee members: Council members Jerry Kaynard (Chair), Susan Middaugh and Mary Jane Watson; Staff Administrator Benke, Asst. to Administrator/Human Resources Darrow and Comptroller Blanton.

I. Call to Order. Chair Kaynard called the meeting to order, noted the press and public were duly notified pursuant to state law and all members were present. Two residents were present (Barbara Spell and Karen Coste).

II. Recreation Director/Administration – General Administration Department

Chair Kaynard reported that the Recreation Committee discussed this potential new General Administration Department position at their Committee meeting held just prior to this one. He noted that the Administration Committee's agenda entitled this potential position as Recreation Director (working in the General Administration Department). However, as the Recreation Committee discussed, the title of "Recreation Director" was inaccurate. He clarified that the Town does not seek to establish a municipal Recreation Department and/or Recreation Director.

Thereafter, the Committee reviewed the job description for an Administrative Assistant for General Administration/Town Hall (**Exhibit A**). The Committee noted the majority of the position duties would include general administrative support for the Administration Department, primarily as front-counter reception and customer service, processing special requests, such as beach fire permits, maintaining office supplies, digitizing records and typing meeting minutes. A component of the job description duties would include recreation related activities in support of resident-centric events (i.e. Independence Day Golf Cart parade, Youth Valentine's Day card party, etc.).

Committee noted that in the Recreation Committee held this afternoon, Recreation Chair Watson reported the Island Club group intended to terminate, effective September 1, 2014, its lease with the Town of the property known as the Island Club adjacent to the Fish Fry Shack (Hennessy Street). Should the Town decide in the future to open this facility for events or public rental, the Administrative Assistant employee would be assigned the coordination of those rentals.

Chair Kaynard stressed for the public that the potential termination of the Island Club lease/Town assumption of the property is a new issue for the Town. Council will need to gather research and discuss options for the property.

Committee did not debate compensation, noting that the proposal is for a regular, full-time employee with benefits. Chair Kaynard noted that this position, if approved, did not need

to be filled this year; therefore, the Committee could discuss the position further, to include the terms of compensation, in the fall.

MOTION: Councilwoman Middaugh made a recommendation to Council to approve the creation of a full-time position in General Administration Department entitled Administrative Assistant with the job duties as outlined in the job description provided to this Committee (Exhibit A) with compensation to be determined; seconded by Chair Watson. MOTION UNANIMOUSLY PASSED.

III. Vacation Policy

Chair Kaynard noted the Committee received a request from an employee to waive, as an individual special exception, the Town's vacation leave roll-over policy.

Committee reviewed the Town's leave policy regarding maximum annual vacation accrual (three work weeks per year) and Staff's procedures for monitoring leave accrual. Staff clarified that, pursuant to Town Council's resolution July 17, 2012, employees forfeited any unused banked vacation hours in excess of three (3) weeks as of January 1, 2014.

Chair Kaynard noted that the aforementioned employee further recommended that employees eligible to earn over 4 weeks of vacation leave per year (employees with 20+ years Town service) should be allowed to cash-out up to two (2) weeks of vacation hours each year. Staff clarified that the current policy allows for employees with 10+ years of Town service to cash-out one (1) week of vacation hours per year. Chair Kaynard noted this could be option #1 for the Town, should Council want to accommodate the employee's request.

Chair Kaynard noted a second option for the Committee to explore: discontinuing accrual of vacation hours at four (4) weeks per year.

Committee members acknowledged that the Town operates on a staff size as small as possible. For some departments, such as Fire and Police, the increased operational demands during summer season make it difficult for employees to take extended amounts of time off. For critical services department heads, it is particularly difficult to take 3 or 4 weeks of vacation per year.

No action taken. Committee will discuss at a future meeting

Other Leave: Holiday, Disaster/Emergency Operations & Sick

Administrator Benke offered feedback on two other types of leave for the Committee to consider: holiday pay for shift employees and overtime for exempt employees during an emergency/disaster situation.

Holiday Pay:

Administrator Benke suggested the Committee consider a policy to approach payment of holiday benefits differently for shift employees (Fire and Police Department). He noted that there has been employee and Fire/Police Department support for the concept of paying

these employees lump payments for the Town's 11 annual holidays, either annually, bi-annually, quarterly or monthly.

He indicated this could prevent confusion between employees and departments as to when the employee is entitled to holiday pay at payroll time. Asst. to Administrator Darrow noted that the Town's personnel policies provide that a Town holiday falling on a weekend will be recognized by the Town on the Friday or Morning closest to the holiday date. This can cause confusion for the shift employee determining what holiday pay should be. For example, a shift employee should receive holiday pay for the actual New Year's Day holiday (January 1st) or December 31st (if New Year's falls on Saturday) or January 2nd (if New Year's falls on Sunday), but in no case should the employee receive two holidays even if Town Hall is closed Friday or Monday when New Year's falls on the weekend.

Asst. to Administrator Darrow noted there is precedent with other municipalities for handling holiday pay in different ways (i.e. banks). Committee asked her to research this issue for review at the next Committee meeting.

No action taken. Committee will discuss at a future meeting

Disaster/Emergency Operations – Exempt Employees:

Administrator Benke reported that, in the aftermath of Hurricane Hugo, most employees (exempt and non-exempt) worked very extensive hours to assist residents and the Town with post-disaster recovery. Town Council at that time, according to his research, authorized a special bonus for exempt employees ineligible to earn overtime pay. It appears as if the Town absorbed that extra expense in its budget.

Administrator Benke noted that, in the event of a federally recognized disaster, FEMA would offset municipal salary expenses, to include overtime for those employees authorized to earn it. If the Town wanted to extend overtime benefits for exempt employees in a natural disaster, it would have to enact this policy in the Town's ordinances.

Sick Leave Policy

Councilwoman Watson broached the topic of employees using sick leave to medically care for dependents, discussed at the Committee's last meeting. Staff clarified that currently Town personnel policies allow for use of sick leave for employees only.

Council discussed the concept and the sick leave policies of agencies such as MUSC and CCSD. Committee asked Asst. to Administrator Darrow to gather information for Committee review at its next meeting. Councilwoman Watson noted she would obtain the policy for CCSD.

No action taken. Committee will discuss at a future meeting

IV. Health Insurance

Asst. to Administrator Darrow provided a brief report on the Town's health insurance and medical benefits program.

No action taken. Committee will monitor in future meetings

V. Executive Session - Personnel

Chair Kaynard noted the Committee needed to meet in executive session to discuss three personnel matters.

MOTION: Councilwoman Watson made a motion to go into executive session; seconded by Councilwoman Middaugh. MOTION UNANIMOUSLY PASSED.

Committee sequestered for executive session at 5:33pm, returning at 6:06PM.

Chair Kaynard noted the Committee was back in open session and no decisions or votes were made in executive session.

MOTION: Councilwoman Watson made a motion to recommend to Council at its June 17, 2014 meeting the approval of three (3) employee salary adjustments; seconded by Councilwoman Middaugh. MOTION UNANIMOUSLY PASSED.

Next meeting: Date and time to be determined. Agenda will include: (1) Vacation Policy; (2) Holiday Pay-Shift Employees; (3) Disaster/Emergency Operations – Exempt Salary Policy; and (4) Sick Leave Policy

There being no further business, the meeting was adjourned at approximately 6:07p.m. (Councilwoman Watson motioned; Councilwoman Middaugh; unanimously passed).

Respectfully submitted,
Jerry Kaynard, Chairman
Administration Committee

Approved at the June 17, 2014 Regular Council Meeting

Administration Committee Minutes (June 11, 2014)

EXHIBIT A

ADMINISTRATIVE ASSISTANT

This position performs a variety of complex and specialized administrative duties to ensure efficient office operations. Assistance is provided to the Administrator, Deputy Administrator, Department Heads and the general public as required. Reports to Deputy Administrator.

Duties include but are not limited to:

Provides effective and courteous customer service at front desk of Town Hall.

Answers Town Hall telephone.

Performs duties of Clerk of Council in his/her absence.

Attends department and Committee meetings as required.

Research and compile data.

Performs routine office functions.

Prepares minutes for various Committee meetings.

Digitizes Town records and files.

Assists Town Administrator with various special projects and grants.

Assists Town Administrator and Town Council with preparation of presentations for meetings.

Oversees Fire Permit process and Special Event Permit process.

Oversees the lease and use of all Town property.

Oversees and plans all Recreation Town events.

Oversees and maintains office supplies.

The Administrative Assistant must be proficient in word processing, data collection and entry, and have ability to perform accurate mathematical calculations. Flexibility, capability of learning new functions, and dedication are necessary elements of this position.

This position requires two years experience in general office functions, preferably government. High school diploma is required and an open mind and eagerness to learn is essential.