1. Call to order
   - Mr. Iacofano called the meeting to order at 11:03 a.m.

2. Approval of Minutes from the April 3, 2023 meeting
   - Mr. Rambo moved for approval; seconded by Mr. Ritchie. All present voted in favor.

3. Public Comments
   - [No public comment]

4. Discussion and possible action related to Town committee selection process and composition
   - Mr. Iacofano stated that he originally brought this item up to full Council and believes this is a “Council as a whole” discussion. He stated that he heard that some of the Council members possibly wanted to be on other committees or did not have the opportunity to meet to discuss committee appointments. He stated that he was looking for a way to have a formal process to present to the Mayor. He said his original intent was to ensure there was a formal process and that everyone had equal opportunity for a transparent and timely process to be turned into the Mayor.
   - Mr. Rambo stated that he is in favor of switching the main committees to “committees of a whole”, such as the Planning Committee. He believes it would make Council meetings more
streamlined. He noted that most committees are made up of three or four Council members and asked if the Mayor is able to place himself on a committee.

- Mr. Pagliarini stated that there are certain requirements for where the Mayor must sit on Committees; however, there is no restriction that he is aware of where the Mayor cannot sit on a Committee.

- Mr. Ritchie stated that he spoke on the record at the Police Legal & Judicial Committee and would like to remind everyone that what is being done is in the best interest of the citizens and those the Town serves. He said any process can be reviewed. He said this ordinance is over 40 years old. He asked Mr. Pagliarini where this goes from here as there have been no motions to change or amend.

- Mr. Pagliarini stated that this committee may come up with a recommendation as Police Legal & Judicial Committee did not have any recommendations and request for Legal to prepare a proposal for consideration by Council or go back to full Council for further discussion.

- Mr. Iacofano suggested discussing this item at the Town Council Retreat later this month.

- Mr. DeMoura stated that he would be sending the Council an update which will include a draft agenda for the retreat and asking for any additional items.

- Mr. Rambo stated that this committee has three members and by ordinance it can have three or four members. He asked if Council could, via resolution, add another member.

- Mr. Pagliarini stated that his response would be “no”, because by ordinance, it is at the discretion of the Mayor. He added that there would have to be an amendment to the ordinance.

- Mr. Ritchie asked if it was the chairman’s intent to have this item addressed at the Town Council Retreat.

- Mr. Iacofano stated that the Retreat will allow for more open discussion.
5. Project updates

► **Christy DeLuca**, Human Resource Director, gave the following updates.

**Project Updates**

**Human Resources Project Updates:**

- Monitor health insurance programs, observe trends and changes, obtain information and advice, and recommend program updates/revisions.
- Develop and maintain a comprehensive compensation database that includes other local governments and update on a regular basis.
- Analyze employee benefits programs to ensure market competitiveness, including:
  - Health - medical (physical and mental), dental, vision, prescription, EAP
  - Paid time off - vacation, sick, holidays, other leave
  - Work-life balance/blend - teleworking, flexible hours.
  - Wellness (mental, physical, financial, community, nutrition, education)
    - Gym equipment and classes
    - Speakers/training - internal/external
    - Tuition reimbursement
    - Other - employee requests/comments
- Proactive - open North Charleston location ASAP (estimated March)
- Update the Human Resources Guidelines
- Conduct employee survey
- Work with Communications to accomplish the following:
  - Update the employee benefits website and add information to website and increase use of social media to aid recruitment.
  - Provide annual anti-harassment training.
  - Provide support and training to department managers on succession planning and multigenerational workforce objectives.
- Continue to promote and support mental health awareness and programs.

► Mr. Rambo stated that he understands the Town is fully self-insured and asked when re-insurance is issued.

► Marcy Cotov, Chief Financial Officer stated that the Town recently went to a captive to save money. She said the Town covers up to the first $185,000 and the next $600,000 is with a captive where the Town is re-insured with others.

► Mr. Rambo asked for the Committee to be provided with the budgeted numbers as to the amount that has been spent each year on the Town health plan over the past five years. He also asked where the Town’s reserves stand for this account. He asked if the Town goes to market to see what a fully insured plan would cost versus the Town being self-insured.

► Mr. DeMoura stated that the Town moved away from market for several reasons, one of which is cost and quality, which are significantly higher. He said the Town has the market averages which
he provided a portion of in his email to Council last week. He said that the current model the Town has is not available in the private market.

- Mr. Iacofano stated that he has experience with HR payroll systems and asked if the Town has looked at using another HRIS that is all encompassing.

Ms. DeLuca stated that the Town began using Dayforce, she believes, in 2017/2018 and is still implementing and incorporating various modules.

- Mr. DeMoura stated that the Town is always happy to find a better product. He said that the hourly rate systems that the Town has as a public agency are difficult to find in a payroll system. He said there are very few in the market who are able to calculate Firefighter’s pay rates.

- Mr. Iacofano asked what the turnover rate is for the Town.

- Ms. DeLuca stated that it is currently below 2%.

Committee member continued discussions.

6. Adjourn

- There being no further discussion, the Committee adjourned at 11:31 a.m.

Respectfully submitted,
Barbara Ashe MacDonald
January 2, 2024