

# WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

June 23, 2015; 2:00 PM

## MINUTES

I. **Call to Order:** *Mr. Labriola called the meeting to order at 2:00 pm.*

II. **Pledge of Allegiance**

III. **FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

IV. **Roll Call:**

Present:                John D. Labriola, Mayor Pro Tempore  
                             Charles R. Lipuma, Mayor  
                             Mary Q. Johnson  
                             John Wilson  
                             Craig Weaver

Also Present:        Dennis Rhoad, Town Attorney  
                             Petra Reynolds, Town Clerk

*Mayor Lipuma made a motion to amend the agenda with an addition to VIII. New Business of Item C ADP Proposal stating in accordance with SC Code of Laws Section 30-4-80 (A), the Ways and Means Committee finds an emergency or exigent circumstance does exist or will exist if the ADP Proposal is not added to the current meeting agenda for the body's consideration and action before the conclusion of this meeting. The motion was seconded by Mr. Wilson and the motion was unanimously passed.*

V. **Approval of Minutes:**

A. Minutes of the Ways & Means Committee Meeting of May 26, 2015

*Mayor Lipuma motioned to approve the minutes of the May 26, 2015 Ways and Means Committee Meeting. The motion was seconded by Mr. Wilson and the minutes were unanimously approved as amended.*

VI. **Citizens' Presentations or Comments:**

**Marilyn Green Larach – 1082 Terrapin Court**

Mrs. Larach called on Council to call on state legislators to remove the Confederate Flag from the grounds of the state capital. She stated that this Confederate Flag does not represent

the State of South Carolina; it offends many of its citizens and now is the time for the Flag to be moved to a Museum.

Ms. Larach acknowledged that this is a Committee meeting but is the last public meeting before the Town Council meeting.

**Wendy Kulick – 38 Marsh Edge Lane**

Mrs. Kulick stated that after the tragic events that transpired at the Emmanuel AME Church last week, she had never been prouder to be a citizen of the Charleston Community. She spoke of people coming together to joint hands and hearts in support. Mrs. Kulick stated that the prayer vigil at the TD arena was very uplifting as was the one on Johns Island. She was disappointed that she did not see any members of Town Council at the vigils given all of the times Council had spoken about supporting the greater community. Mrs. Kulick then urged Council to take a position to support removing the Confederate Flag from State House grounds. Not only did she think that is was right position to take, with so much talk about caring for members of our neighbors and our community, but that she felt it was an important position for Council to take.

Mr. Labriola reported that the draft of the Town Administrator recruitment brochure had been submitted for approval and Mrs. Kulick was one of those who were asked to review it. He noted the investment of her own personal time and effort resulted in a substantial improvement of the brochure. Mr. Labriola thanked Mrs. Kulick for her contribution.

**VII. Old Business:**

**A. None**

**VIII. New Business:**

**A. Charleston County Sheriff's Office Contract Renewal**

Mr. Weaver stated that the Town contracts with the Charleston County Sheriff's Office (CCSO) to off duty deputies for the Island. He indicated the goal was to have four deputies, two on the Island and two at Freshfields, filling three shifts in 24hours over seven days a week.

Reviews of the contract by CCSO and the Town have indicated that there are some areas that require further assessment. Since the current contract expires at the end June, the extension for a period of two months would allow time for further discussion. He explained that it was a desire of the CCSO to increase the hourly payment from the current \$25.00 per to \$30.00. In subsequent discussions the decision was made to look at possible alternatives to provide incentive for deputies.

**Mr. Weaver made a motion to recommend to Town Council the approval of the amendment of the Charleston County Sheriff's Office Contract for a period of two months expiring on August 31, 2015. The motion was seconded by Mayor Lipuma.**

Mr. Wilson questioned why the Town is providing deputies to Freshfields. Mr. Weaver explained that with Annexation of Freshfields into the Town, it now has the obligation to provide the deputies to insure sufficient protection.

Mr. Wilson also questioned if there was the possibility to make an arrangement with CCSO to have them pay the deputies to relive the Town of the obligation of having them as employees. Mr. Weaver's response was that he could not answer the question. He explained contract renewals were handled by the former Town Administrator and there are no records to document the current arrangement. He indicated future discussion with CCSO will give him a better understanding of the arrangement and if it should be altered.

Members engaged in a discussion of their concerns with having the deputies as contractors and also Town employees receiving benefits and the importance of having full coverage.

**Following further discussion Mr. Labriola called the question and the motion to extent the Charleston County Sheriff's Office was unanimously approved.**

## **B. Communication Support**

Mr. Labriola stated that with the many different transitions taking place from multiple sources and for multiple reasons at the Town there was a feeling that a need existed for more resource support to help with the communications.

Mr. Weaver stated that communication is increasingly an important concern for any organization or municipality. It is the Town's obligation to keep it residents and the media informed by putting forth a clear, open, and factual communications message. The recent issues of the new Municipal Center, beach re-nourishment and financial issues under investigation, it is apparent that current staff, although capable, can not carry the communication load within the Town. Mr. Weaver stated that the Communications Committee agreed with the need for additional resources and requested that he look at a number of firms to locate a resource to help the Town. He indicated that he was looking for support in three areas;

- *Help with an immediate issue that would draw the attention of the media, press and local residents,*
- *Help with long term challenges and the best way to communicate them,*
- *Help staff and Council by providing coaching or education on how to address different media situations.*

Mr. Weaver stated that he met with Mike Touhill (TICE & HILL, LLC), formerly with Kiawah Partners, and discussed his ability to provide long-term “as needed” services. Mr. Touhill also recommended engaging Mr. Porritt with BHP JUMPSTART for the purpose of providing comprehensive communication support for any and all communication issues arising from current investigative and legal matters related to the Town or its current and former employees.

***Mr. Weaver made a motion for support to move forward in developing a specific contractual agreement with both BHP JUMPSTART and Mike Touhill for presentation to Town Council for approval. The motion was seconded by Mayor Lipuma.***

Mayor Lipuma questioned the “as needed” contractual services. Mr. Weaver stated that the agreement would lay out specifically how the arrangement would work.

Mr. Rhoad added that it would be similar to contracts put in place and activated when the need arises. He also pointed out that there was a provision in current Town guidelines that allow for the engagement of profession services provided three firms have been contacted.

***Following further discussion the motion was unanimously passed.***

### **C. ADP Proposal**

Mr. Wilson stated reviewing the Town’s current payroll system after the departure of the former Treasurer highlighted several difficulties and control gaps that are complicated by a number of issues with using different systems to complete the payroll task; QS1, ADP, Tyler and Wells Fargo.

Mr. Wilson express that Tyler, who specializes in Municipal and Governmental systems, has not helpful in providing the software support needed to address and resolve difficulties with their multi-step process for payroll and payables.

Mr. Wilson stated that he also noted significant issues with the payroll controls in the Tyler system. He indicated that following staff recommendation he contacted ADP, a well-known company that specializes in payroll processing. Using a single payroll service like ADP would make the process more effective and efficient. It would limit those authorized to adjust pay rate levels, improve interfacing with state and governmental entities, and simplify employee benefit administration. He stated the proposed cost of ADP taking over the entire payroll process would be approximately \$56,000.00 annually and would be offset by the amount of \$5,000.00 the Town already pays to use ADP’s hour clocks and possibly the amount now paid to Tyler. He added that ADP would also train town staff.

**Mr. Wilson made a motion to recommend to Town Council the approval of the proposal from ADP. The motion was seconded by Mr. Weaver.**

Members engaged in an in-depth discussion of the ADP proposal and conversion of payroll to the ADP system. Further discussion included requirements for making a budget amendment for non budgeted items.

**Following the discussion, the motion was unanimously passed.**

**IX. Chairman's Report:**

None

**X. Correspondence:**

None

**XI. Citizen Comments:**

**Marilyn Larach - 1082 Terrapin Court**

Ms. Larach wished the best to all the members in their continual service with what is undoubtedly considerably more work than what was anticipated.

**XII. Committee Member's Comments:**

**Mr. Weaver** commented that in light of the citizens' recommendations for action by Town Council to remove the Confederate Flag, he would be supportive of a motion.

**Mrs. Johnson** – no further comment

**Mayor Lipuma** pointed out with respect to the unfortunate incident at Emmanuel AME Church the Town has chosen to fly its flags at half mast and that it has not gone unnoticed by the Town.

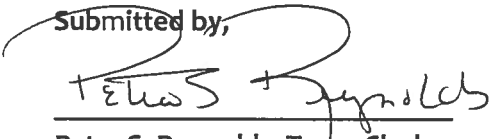
Mayor Lipuma indicated that an article in today's Post and Courier noted that President Obama will be in Charleston along with Vice Present Biden who may be staying on the Island for a couple of days.

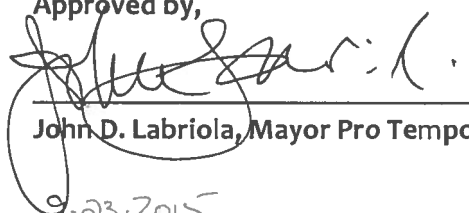
**Mr. Wilson** reported that the Town will be issuing the final check today for the East End Beach Nourishment Project that was completed on time and on budget.

**Mr. Rhoad** – no additional comment

XIII. Adjournment:

*Mr. Weaver made a motion to adjourn the meeting at 3:00 pm. The motion was seconded by Mayor Lipuma and unanimously approved.*

Submitted by,  
  
\_\_\_\_\_  
Petra S. Reynolds, Town Clerk

Approved by,  
  
\_\_\_\_\_  
John D. Labriola, Mayor Pro Tempore  
9-23-2015  
\_\_\_\_\_  
Date