

MEETING OF THE PERSONNEL COMMITTEE
ISLE OF PALMS WATER & SEWER COMMISSION
DECEMBER 10, 2025

In accordance with the Freedom of Information Act, the Agenda was posted on Thursday, December 4, 2025, at City Hall, the Commission Office, and provided to *The Post and Courier*. The meeting was held on Wednesday, December 10, 2025, at the Commission Office, 1300 Palm Boulevard on the Isle of Palms, SC.

Attending were Committee Chairman Curtis Helfrich, PE, Commissioner Bob Hooper (via phone), Commissioner Jeff Forslund, Commissioner Donald Smith, Commissioner Jay Leigh, General Manager Chris Jordan, Special Projects Administrator Bill Jenkins, Operations Manager Shorty Meade, and Comptroller Helena Stickles, CPA. Engineer Mark Yodice and Attorney Jennifer Blumenthal were absent.

Chairman Helfrich called the meeting to order at 8:00 a.m.

Mr. Ryan Blackwell, Director of CBIZ Compensation Consulting, presented the results of the wage and compensation study completed for the Isle of Palms Water & Sewer Commission. He explained the scope and methodology of the study.

Mr. Blackwell indicated that four employees are eligible for pay adjustments amounting to \$30,336.00. He noted that all staff are competitively paid. He said that the Isle of Palms Water & Sewer Commission pays less for its health insurance premiums than other such organizations.

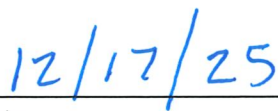
He recommended that the Commission adopt the proposed pay ranges and classifications and consider the pay (compression) adjustments. As part of the study, CBIZ will provide an annual salary planning letter to the Commission over the next five years. He also recommended conducting a salary analysis every 3 to 5 years.

The Commissioners were pleased that the pay rates were commensurate with the industry. General Manager Jordan said that the Commission hires close to the 50th percentile in pay rates and there is not a lot of turnover among the staff. Staff will address the holiday and PTO issues noted by the study in an upcoming personnel policy update. They will bring the proposed updates to the Personnel Committee for their consideration.

Commissioner Smith made a motion to recommend the results and recommendations of the wage and compensation study to the full Commission for adoption. Commissioner Leigh seconded the motion. The motion passed unanimously.

Commissioner Smith made a motion to adjourn. Vice Chairman Forslund seconded the motion. The meeting was adjourned at 9:00 a.m.


Curtis Helfrich, PE, Chairman


Date