

CHARLESTON COUNTY AVIATION AUTHORITY

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HR COMMITTEE MEMBERS

Michael Stavrinakis, Chairman Ben Hagood Spencer Pryor Teddie Pryor Joe Riley

TUESDAY, MAY 14, 2013 2:00 P.M.

HUMAN RESOURCES COMMITTEE MEETING MINUTES

The Charleston County Aviation Authority held a Human Resources Committee meeting on Tuesday, May 14, 2013, in the offices of the Aviation Authority.

Committee Members present were Chairman Stavrinakis, Messrs. Hagood, S. Pryor, and Riley.

Staff present were Mses. Stevens, Alexander, Beaman, Hamilton, McGhee, Olmstead and Messrs. Brammer, Britnell, Connell, Fann, Goodstein, New, and Tracey.

Others present were Brandon Guest (Gallagher Benefit Services, Inc.); Dick Farmer (Employers Association of SC); and Warren Wise (Post and Courier).

CALL TO ORDER

Chairman Stavrinakis called the meeting to order at approximately 2:00 p.m.

CALL TO ORDER

GENERAL DISCUSSION

A. Policy Renewal: Employee Health Insurance

Brandon Guest of Gallagher Benefit Services, Inc. presented the renewal of health insurance with Blue Cross/Blue Shield of South Carolina, Guardian Dental

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Insurance and providing Basic Life and Accidental Death benefits through UNUM at the coverage limits approved by the Board.

S. Pryor moved, seconded by B. Hagood that the Committee recommend the Board renew Health Insurance coverage for employees with Blue Cross/Blue Shield of South Carolina and Dental coverage with Guardian Dental at no increase to the current health insurance premium and no change to coverage or options with the medical/dental plan; and the Board raise coverage limits for Basic Life Insurance and Accidental Death from \$10,000 to \$50,000. The motion was adopted.

- B. Review of Organization: Proposed Changes for FY 2014
 - 1. Work Flow Study Report: Support Staff

Dick Farmer of Employers Association of South Carolina presented a Capacity Study for the Executive Administrative Support Group. The scope of the study focused on current work capacity for administrative support services for the Authority. This work-study was commissioned following instructions from Authority Chairman Savage. The study examined the need for additional administrative support services as a result of increased administrative activities associated with the expansion of Authority Board and Committee proceedings.

- 2. Proposed Personnel Changes: FY 2014 Budget Submission
 - B. Hagood moved, seconded by S. Pryor that the Committee recommend proposed personnel changes for the FY 2014 Budget be accepted and presented at the Finance Committee Meeting on Wednesday, May 15, 2013, and the Authority Board Meeting on Thursday, May 16, 2013. The motion was adopted.
- 3. Compensation Plan: FY 2014 Budget Submission
 - B. Hagood moved, seconded by S. Pryor that the Committee recommend proposed Compensation Plan, Pay for Performance, which includes a 3% increase based upon information of national averages obtained from the U.S. Compensation Planning Survey published by Mercer Human

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Resource Consulting, Culpepper Surveys and Services, and RSM McGladrey Business Consulting. The motion was adopted.

II. EXECUTIVE SESSION DISCLAIMER

Authority Board meetings are open to the public; however, exceptions to the open meeting policy may occur from time to time when a member of the Authority Board makes a motion to enter into Executive Session regarding an item listed on the published meeting agenda. In compliance with existing provisions under State law, the motion for Executive Session must be approved by the Authority's Legal Counsel and voted on by all present Board members.

The Committee did not go into Executive Session

III. ADJOURNMENT

Chairman Stavrinakis declared the meeting adjourned at approximately 3:30 p.m.

Respectfully yours

Michael Stavrinakis HR Committee Chairman