

An Administrative Committee meeting of the James Island Public Service District (District/JIPSD) Commission was held at 6:00 p.m. on September 18, 2017, in the conference room of the District offices located at 1739 Signal Point Road, James Island, South Carolina.

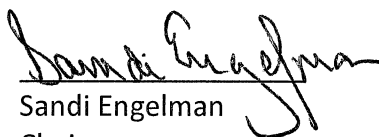
Present at the meeting were the following members: Sandi Engelman, Chair, who presided; Eugene Platt, Kathy Woolsey and Bill Cubby Wilder, ex-officio.

Also present were: Inez BrownCrouch, Commissioner; Donald Hollingsworth, Commissioner; Kay Kernodle, Commissioner; Robert Wise, District Manager; Susan Gladden, Chief Financial Officer; Tamara Eberhart, Administrative Coordinator; David Hoffman, Director of Wastewater Services; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Tom Glick, Deputy Fire Chief; Cathy Valerio, Director of Human Resources; David Major, Facilities Maintenance Specialist and Officer Alan Ali, Charleston County Sheriff's Office.

Ms. Engelman called the meeting to order and commended the Wastewater, Fire and Solid Waste Departments for going above and beyond the call of duty.

1. The Freedom of Information Act Report – In compliance with the Freedom of Information Act, notice of this meeting and its agenda were provided to all news media and persons requesting notification.
2. The roll was called.
3. Commission Salaries
  - A. Mr. Platt spoke about adjusting Commission salaries and suggested making plans for a salary adjustment in the future. Ms. Engelman suggested putting the issue up for discussion in 2018. Further discussions followed.
4. Change of Official Title of One or More JIPSD Positions
  - A. Ms. Engelman expressed that she is not a fan of all the new buzzwords and title changes such as 'associates' and 'campus'. Mr. Wise stated that the word 'campus' was never officially used and the word 'associates' came from Mr. McNair to motivate employees and get them ingenious to working here and feeling part of a team. Further discussions followed.
5. Earnings Statements for Staff and Commission
  - A. Mr. Platt asked for a modification to be made in the policy so that any staff member or Commissioner would have the option to receive their pay stub in the mail. Discussion followed. Ms. Engelman stated that there were not enough votes to bring about a discussion to the full Commission. Mr. Wise provided statistics that 73 associates have signed up so far and 25 are outstanding for various reasons.
6. Frequency of Regular Commission Meetings
  - A. Mr. Platt expressed that he was very disappointed that the Commission voted to cut in half the frequency of the meetings and would like to revisit the matter. Discussion followed. Ms. Engelman stated that the issue is over due to lack of support.
7. Use of Bilge Pumps on Signal Point Road
  - A. Ms. Engelman suggested that the Commission be notified beforehand of flooding in the area. Discussion followed. Mr. Wilder asked Mr. Wise to study relocating the meeting during intermittent weather and bring the results back to the full Commission.

8. "Attitude and Atmosphere" of the Workplace – David McNair, The McNair Group, LLC
  - A. Ms. Engelman spoke to phone calls she received from a customer and employees about the attitude and atmosphere of the workplace and asked Mr. Wise if this was going on, why wasn't he addressing it. Mr. Wise stated that he wasn't aware of the incidents and would address specific complaints that were in writing. Discussion followed. Mr. McNair stated that the organization had really good associate survey results and recommended conducting them on an annual basis to see how the organization is doing. Discussion followed.
9. Appropriate Matters Discussion in Executive Session
  - A. Agenda item tabled.
10. **Ms. Woolsey moved to adjourn the meeting, seconded by Ms. Kernodle. The motion carried unanimously.**
11. Ms. Engelman adjourned the meeting at 7:36 p.m.



Sandi Engelman

Chair

SE/TE