

---

An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:30 p.m. on March 9, 2020, in the conference room of the JIPSD offices located at 1739 Signal Point Road, James Island, South Carolina.


Present at the meeting were the following members: Marilyn Clifford, Chair, who presided; Inez BrownCrouch, Eugene Platt, Meredith Poston, Sandi Engelman (departed at 7:27 pm) and Kathy Woolsey served as ex-officio for the meeting.

Also present were: Commissioner Kathy Woolsey; Commissioner Alan Laughlin; Tim Muller, District Attorney, Chris Seabolt, Interim District Manager/Fire Chief; Lisa Kluczinsky, Human Resources Director; Tom Glick, Deputy Fire Chief; Shawn Engelman, Deputy Chief of Administration and JIPSD Safety; Tamara White, Administrative Services Manager and David Major, Facilities Maintenance Specialist.

Ms. Clifford called the meeting to order.

Ms. Clifford led the invocation, followed by the pledge to the flag of the United States of America.

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. Retirement Contribution Proposals
  - A. Ms. Kluczinsky presented the proposals to the Committee. Discussion followed. The Committee made a consensus to use Scenario 5.
4. Revisions to the Grievance Policy Procedures
  - A. Ms. Clifford postponed discussion on the policy until further review.
5. Revision to the District Manager's Position Description for Re-submission for Applicants
  - A. Ms. Kluczinsky presented the position description revisions to the Committee for consideration. Discussion followed about how to handle the advertising process.
6. **Ms. Woolsey moved to adjourn the meeting, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
7. Ms. Clifford adjourned the meeting at 8:06 p.m.



Inez BrownCrouch

Secretary

IB/TW