

An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:30 p.m. on July 15, 2020, at James Island Town Hall located at 1122 Dills Bluff Road, James Island, South Carolina.

Present at the meeting were the following members: Marilyn Clifford, Chair, who presided; Inez BrownCrouch, Meredith Poston, Kathy Woolsey and Sandi Engelman, ex-officio (departed at 7:13 pm).

Also present were: Alan Laughlin, Commissioner; Tim Muller, District Attorney; Tamara White, Administrative Services Manager; Lisa Kluczinsky, Human Resources Director; Stephanie Boatwright, Wastewater Administrative Assistant and David Major, Facilities Maintenance Specialist.

Ms. Clifford called the meeting to order.

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

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. Executive Session
 - A. **Ms. Woolsey moved to enter into executive session to discuss the District Manager applicants, seconded by Ms. Poston. A roll call vote was taken and the motion carried unanimously.**
 - B. **The Committee entered into executive session at 6:33 p.m.**
 - C. **The Committee returned to regular session at 7:43 p.m. No action was taken.**
 - D. **Ms. Clifford moved to return to regular session, seconded by Ms. Poston. A roll call vote was taken and the motion carried 4 to 1 as follows:**

Ms. BrownCrouch	Aye	
Ms. Clifford	Aye	
Ms. Engelman		Abstain
Ms. Poston	Aye	
Ms. Woolsey	Aye	
4. **Ms. Woolsey moved to adjourn the meeting, seconded by Ms. Poston. A roll call vote was taken, and the motion carried unanimously.**
5. Ms. Clifford adjourned the meeting at 7:48 p.m.



Inez BrownCrouch
Secretary
IB/TW