

An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:30 p.m. on September 13, 2021, at James Island Town Hall located at 1122 Dills Bluff Road, James Island, South Carolina.

Present at the meeting were the following members: Inez BrownCrouch, Chair, who presided; Brenda Grant, Alan Laughlin, and Marilyn Clifford, ex-officio.

Also present were: Susan Milliken, Commissioner; Meredith Poston, Commissioner; Kathy Woolsey, Commissioner; Chip Bruorton, District Attorney; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara White, Administrative Services Manager; Lisa Kluczinsky, Director of Human Resources; Chris Seabolt, Fire Chief; Shawn Engelman, Deputy Fire Chief for Administration & JIPSD Safety; David Hoffman, Director of Wastewater Services; Ed Kilcullen, Director of Finance; Joanne Tucker, Revenue Collections Manager; Stephanie Boatwright, Administrative Assistant II; David Major, Facilities Maintenance Specialist and Sergeant Owens, Charleston County Sheriff's Office.

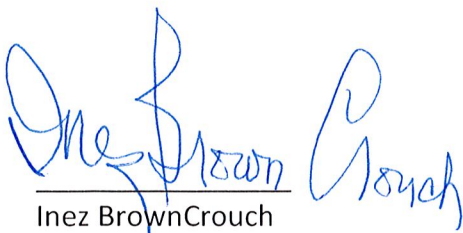
Ms. BrownCrouch called the meeting to order.

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. Proposed Changes to the District's 2022 Holiday Schedule (Juneteenth)
 - A. Mr. Schaeffer stated that the Interim District Manager, Chief Seabolt decided to provide a floating day off worth of leave in lieu of the District's formally recognizing Confederate Memorial Day. The proposed action item would swap a uniformly recognized federal holiday of Juneteenth in 2022, rather than continue the practice of providing a day's worth of personal leave in the floating fashion.
 - B. **Ms. BrownCrouch moved to recommend the proposed changes to the Commission associated with the District's 2020 holiday schedule. A roll call vote was taken, and the motion carried 2 to 1 as follows:**

Ms. BrownCrouch	Aye
Ms. Grant	Aye
Mr. Laughlin	Nay
4. Changes to Annual Leave Payout at Employment Separation
 - A. Mr. Schaeffer discussed the proposed annual leave payout changes upon separation of employment that involves a tiered system based on the employee's longevity with the District.
 - B. **Ms. BrownCrouch moved to recommend the proposed changes to the Commission associated with the annual leave payout at employment separation. A roll call vote was taken, and the motion carried unanimously.**

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5. Proposed Changes to OPEB and Draft of Resolution to Terminate Participation in the SC Other Retirements Benefits Employer Program
- A. Mr. Schaeffer discussed the investigation of annual audited financial statements between 2008 through 2017 and the retiree healthcare benefits. Mr. Schaeffer has spoken to 27 out of the 28 future retirees currently employed by the District about the proposed changes.
- B. Ms. Kluczinsky presented information on the Other Post-Employment Benefits (OPEB) Funding. A discussion followed.
- C. **Ms. BrownCrouch moved to recommend presenting the proposed resolution to the Commission with the District's retiree healthcare benefits. A roll call vote was taken, and the motion carried 2 to 1 as follows:**
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|------------------------|------------|------------|
| Ms. BrownCrouch | Aye | |
| Ms. Grant | | Nay |
| Mr. Laughlin | Aye | |
6. Proposed Changes to Optional Virtual Meetings and Draft Resolution 2021-006
- A. Mr. Schaeffer discussed having Zoom meetings as a contingency plan if the in-person meetings are no longer an option because of COVID-19. He also stated that there will be zoom practices scheduled to work out all technical issues.
- B. **Ms. BrownCrouch moved to recommend presenting the proposed resolution to the Commission associated with future virtual Commission meetings. A roll call vote was taken, and the motion carried 2 to 1 as follows:**
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|------------------------|------------|------------|
| Ms. BrownCrouch | Aye | |
| Ms. Grant | Aye | |
| Mr. Laughlin | | Nay |
7. Annual Employee Appreciation Event
- A. Mr. Schaeffer discussed the possibility of canceling the annual event because of COVID-19 again this year as done in 2020. He also asked for ideas in case 100 people cannot get together at one time because of COVID-19 to recognize employee's years of service with the District.
8. Recommendations to the Commission
- A. Mr. Schaeffer stated that the recommendations were done individually, and the recommendations will be discussed on September 27, 2021, at the Regular Commission meeting.
9. Ms. BrownCrouch adjourned the meeting at 7:31 p.m.



Inez BrownCrouch
Chair
IBC/SB