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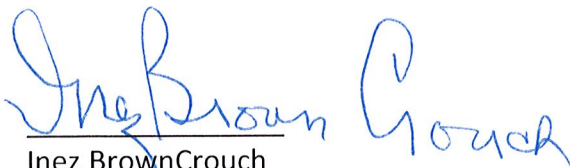
An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 9:00 p.m. on November 8, 2021, at James Island Town Hall located at 1122 Dills Bluff Road, James Island, South Carolina.

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: Tim Muller, District Attorney; Dave Schaeffer, District Manager; Stephanie Boatwright, Administrative Assistant II; David Major, Facilities Maintenance Specialist and Officer Owens, Charleston County Sheriff's Office.

Ms. BrownCrouch called the meeting to order.

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. BrownCrouch moved to enter into executive session to discuss a personnel matter, seconded by Mr. Laughlin. A roll call vote was taken, and the motion carried unanimously.**
  - B. **The Commission entered into executive session at 9:02 p.m.**
  - C. **The Commission returned to regular session at 9:11 p.m. No action was taken.**
4. **Ms. BrownCrouch moved to adjourn the meeting, seconded by Ms. Grant. A roll call vote was taken, and the motion carried unanimously.**
5. Ms. BrownCrouch adjourned the meeting at 9:11 p.m.



Inez BrownCrouch  
Chair  
IBC/SB