

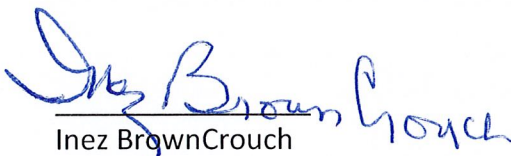
An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 7:35 p.m. on October 17, 2022, at James Island Town Hall located at 1122 Dills Bluff Road, James Island, South Carolina.

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

Also present were: Meredith Poston, Commissioner; Susan Milliken, Commissioner; Kathy Woolsey, Commissioner; Joe Borgstrom, Consultant, Place + Main Advisors, LLC; Chip Bruorton, District Attorney; Dave Schaeffer, District Manager; Tamara White, Assistant District Manager; Joanne Tucker, Administration Manager; Tom Glick, Fire Chief; Brad Smiley, Deputy Fire Chief; Steve Aden, Director of Fleet Services; Walter Desmond, Director of Solid Waste Services; Ed Kilcullen, Director of Finance; Charlsie Tarpley, Accounting Manager and David Major, Facilities Maintenance Specialist.

Ms. BrownCrouch called the meeting to order and 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. JIPSD Employee Policy Manual
  - A. Mr. Schaeffer presented changes in the policy manual. He also highlighted the new roles of District Manager, Assistant District Manager, Director of Finance, and changes in benefits administration, employee relations and the grievance procedure. Discussion followed.
4. Recommendations from the Administrative Committee
  - A. **Ms. BrownCrouch moved to recommend the employee policy manual to the full Commission, seconded by Ms. Grant. A roll call vote was taken and the motion carried unanimously.**
5. Ms. BrownCrouch adjourned the meeting at 7:35 p.m.

  
Inez BrownCrouch  
Chair  
IBC/TW