

An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:34 p.m. on September 11, 2023, at James Island Town Hall located at 1108 Folly Road, James Island, South Carolina.

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

Also present were: Sharon Sellers, President, SLS Consulting; Paul Cantrell, Commissioner; Ronald Ladson, Commissioner; Susan Milliken, Commissioner; Chip Bruorton, District Attorney; Dave Schaeffer, District Manager; Tamara Robinson, Assistant District Manager; Joanne Tucker, Administration Manager; Ed Kilcullen, Director of Finance; Tom Glick, Fire Chief and Charleston County Officer Trainum.

Ms. Clifford 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. Proposed Updates to the Procurement Resolution
 - A. Mr. Kilcullen presented the proposed updates to the committee. Discussion followed.
4. Proposed Updates to the Employee Policy Manual
 - A. Ms. Sellers presented the proposed changes to the policy manual.
5. Recommendations from the Administrative Committee
 - A. **Ms. Clifford moved to recommend the proposed changes in the procurement resolution to the full Commission, seconded by Ms. BrownCrouch. A roll call vote was taken and the motion carried unanimously.**
6. Executive Session
 - A. **Ms. Clifford moved to enter into executive session to receive an update on Peregrine Point homeowners' association issue, seconded by Ms. Grant. A roll call vote was taken and the motion carried unanimously.**
 - B. The Commission entered into executive session at 8:04 pm.
 - C. The Commission exited executive session at 8:38pm. No action was taken.
7. Ms. Clifford adjourned the meeting at 8:38 p.m.



Marilyn Clifford
Chair
MC/TR