
An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:30 p.m. on October 23, 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: Paul Cantrell, Commissioner; Susan Milliken, Commissioner; Tim Muller, District Attorney; Chip Bruorton, District Attorney; Dave Schaeffer, District Manager; Tamara Robinson, Assistant District Manager; Joanne Tucker, Administration Manager; Tom Glick, Fire Chief; Brad Smiley, Deputy Fire Chief; Shawn Engleman, Deputy Fire Chief for Administration & JIPSD Safety; Joe Marcinkus, Director of Wastewater; and Charleston County Officer Martin.

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 Employee Policy Manual
 - A. Mr. Schaeffer presented updates to the policy manual. The committee discussed changes to the manual.
4. Discussed Recommendations
 - A. Ms. Grant moved to recommend to the full commission that the policy manual be amended to state that employees can speak with commission without repercussions, seconded by Ms. BrownCrouch. A roll call vote was taken and the motion carried unanimously.
5. Ms. Clifford adjourned the meeting at 7:13 p.m.



Marilyn Clifford

Chair

MC/TR