

**Administrative Committee Meeting**  
**Monday, November 20, 2023**  
**6:30 PM**

**MEETING LOCATION:**  
**JI Fire Station #1 | 1108 Folly Road | James Island, SC 29412**

Call to Order

Opening Exercises

1. Freedom of Information Act Report
2. Roll Call
3. Proposed Updates to the Employee Policy Manual<sup>1</sup> – Dave Schaeffer, District Manager
4. Discuss any Recommendations from the Administrative Committee to be Considered by the Full Commission

Adjournment

*<sup>1</sup> Item indicated has material attached for, or otherwise provided to Commissioner.*

PLEASE NOTE - Committee meetings are open to the public. In keeping with the Americans with Disabilities Act, persons needing assistance should contact the James Island Public Service District office at 843-795-9060, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday, prior to the meeting.

