


An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:30 p.m. on November 20, 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, SLS Consulting (via phone conference), Paul Cantrell, Commissioner; Ronald Ladson, Commissioner; Susan Milliken, Commissioner; Tim Muller, 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; Steve Aden, Director of Fleet Services; Kevin LaVaughn, Assistant Director of Wastewater Services 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 Employee Policy Manual
  - A. Mr. Schaeffer presented updates to the policy manual. Discussion followed. Ms. Clifford asked that another Administrative Committee meeting be scheduled for December 11, 2023.
4. Ms. Clifford adjourned the meeting at 6:59 p.m.



Marilyn Clifford  
Chair  
MC/TR