



**Administration Committee Meeting  
8:30am, Tuesday, April 4, 2023  
1207 Palm Boulevard, Isle of Palms, SC and  
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

**MINUTES**

**1. Call to Order**

Present: Council members Bogosian, Pierce, and Streetman

Staff Present: Administrator Fragoso, Director Kerr, HR Officer Ladd

**2. Citizen's Comments -- none**

**3. Approval of Previous Meeting's Minutes – March 7, 2023**

Council Member Streetman made a motion to approve, and Council Member Pierce seconded the motion. The motion passed unanimously.

**4. Old Business**

**Update on Finance Director hiring and other vacancies**

Administrator Fragoso said 5 interviews for the Finance Director position have been conducted, and they have invited one back for a second interview.

She also reported that the Short-Term Rental Coordinator position made the news, and as a result, the City has received numerous applications. Interviews for the second code enforcement officer position are ongoing. There are vacancies for one firefighter and one CDL position. Only 1 of 10 BSO positions have been filled today. However, Chief Cornett is conducting numerous interviews this week. Administrator Fragoso noted that the increase in the pay rate has helped.

Administrator Fragoso said staff continues to work on the job description for a Financial Analyst. The description will be discussed at the next regular Committee meeting.

**5. New Business**

**Consideration of applications received to fill vacancy on the Planning Commission**

Director Kerr said that Mr. Corney, who is the departing Commissioner, is an engineer who lives in Wild Dunes. The person selected to fill this position will be finishing out his term, which ends next year. Four additional openings will become available at the end of this year.

After some discussion, Committee members decided to hold a Special Administration Committee meeting on Tuesday, April 18 to interview the six candidates who submitted resumes for the opening on the Planning Commission.

**6. Miscellaneous Business**

The Administration Committee will hold a Special Meeting on Tuesday, April 18, 2023 to interview the candidates for the vacancy on the Planning Commission.

The next regular meeting of the Administration Committee will be Tuesday, May 16, 2023 at 8:30am.

**7. Adjournment**

Council Member Streetman made a motion to adjourn, and Council Member Pierce seconded the motion. The meeting was adjourned at 8:45am.

Respectfully submitted,

Nicole DeNeane  
City Clerk