



**Administration Committee Meeting  
Wednesday, November 6, 2024, 1:00pm  
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 and Carroll

Staff Present: Administrator Fragoso

**2. Approval of Previous Meeting's Minutes**

**MOTION:** Council Member Bogosian made a motion to the minutes of the October 1, 2024 meeting. Council Member Carroll seconded the motion. The motion passed unanimously.

**3. Citizen's Comments – none**

**4. Old Business -- none**

**5. New Business**

**A. Interview of Candidate for the Environmental Advisory Committee**

Cindy Marrs, who is retiring at the end of the year, has an interest in climate issues. She shared some of her career-related work with Duke University. She is interested in keeping the island sustainable for future generations.

**B. Discussion and consideration of applications for Boards and Commissions terms expiring 12/31/2024**

This item will be discussed in Executive Session.

**C. Discussion and consideration of recruitment firms for City Administrator search**

Committee members, in addition to Mayor Pounds, interviewed representatives from three firms who submitted proposals for recruiting candidates for the City Administrator opening.

Mayor Pounds asked Christin Mack from Find Great People, who did the search for the Finance Director position, what the City could do better in this search. Ms. Mack said they received great feedback and engagement during the previous search, and the touchpoints for this search will be much different. It will be critical to set up regular communications during this process. Mayor Pounds expressed his concern about losing momentum for the search over the holidays. Ms.

Mack proposed a workflow over the holidays that would prepare them for interviews at the first of the year. Isle of Palms is the only City Administrator search they would be conducting at this time. She said she believes the pool of candidates will include seasoned city managers as well as deputy city managers looking to move up.

Bob Slavin of Slavin Management Consultants explained that he expects to meet with the City in person at least three times during the search process. He was also asked how they will conduct the search over the holidays. Mr. Slavin said they cannot control candidates' time and availability, but they will set timelines to meet the City's benchmarks. He said the holidays are a good time to gather information about potential candidates but not a good time to meet with them. He said the City pays their proposed fee when they are satisfied with the selection. He shared some of the process they used in finding the city administrator for Hardeeville.

Colin Baenziger of Colin Baenziger & Associates said his company does not have a physical presence in South Carolina yet because they have not had as many clients here. He explained how his company finds their candidates. He said he is very comfortable working over the holidays for the City, adding that he has never missed a client deadline or milestone. Council Member Bogosian asked him to elaborate on his fee as it is higher than the others. He said their background investigations are very thorough.

Council members Bogosian and Carroll both agreed the City's experience with Find Great People and their local presence is very appealing to them. Mayor Pounds pointed out Mr. Slavin's 2-year warranty on the selection and would like that to be used in negotiations with Find Great People. Council Member Bogosian agreed and said he would speak to Ms. Mack about that point.

**MOTION: Council Member Bogosian made a motion to recommend to City Council the approval of the proposal from Find Great People to conduct the search for the next City Administrator. Council Member Carroll seconded the motion. The motion passed unanimously.**

## **6. Executive Session**

**MOTION: Council Member Bogosian made a motion to go into Executive Session in accordance with Section 30-40-70 (1) to discuss appointment of candidates for the City's Boards and Commissions. Council Member Carroll seconded the motion. The motion passed unanimously.**

The Committee moved into Executive Session at 2:02pm.

The Committee returned from Executive Session at 2:14pm.

**MOTION: Council Member Bogosian made a motion to:**

- reappoint David Cohen, Tim Ahmuty, and Sandy Stone to the Planning Commission;**
- reappoint Glenn Thornburg and Susie Wheeler to the Board of Zoning Appeals;**

**-appoint Sean Popson, Eric Cicora, and Cindy Marrs to the Environmental Advisory Committee.**

**Council Member Carroll seconded the motion. The motion passed unanimously.**

**7. Miscellaneous Business**

The Administration Committee will schedule its next meeting at a later date.

**8. Adjournment**

Council Member Carroll made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 2:14pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk