



**Administration Committee Meeting  
Friday, January 10, 2025, 10:30am  
1207 Palm Boulevard, Isle of Palms, SC and  
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

**MINUTES**

**1. Call to Order**

Present: Mayor Pounds, Council members Bogosian and Ward

Staff Present: Director Kerr, HR Officer Ladd

**2. Nominations and election of Chair and Vice Chair**

**MOTION: Council Member Ward nominated Mayor Pounds for Chair of the Administration Committee. Council Member Bogosian seconded the motion. There being no other nominations, a vote was taken. The motion passed unanimously.**

**MOTION: Mayor Pounds nominated Council Member Bogosian for Vice Chair of the Administration Committee. Council Member Ward seconded the motion. There being no other nominations, a vote was taken. The motion passed unanimously.**

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

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

**MOTION: Council Member Bogosian made a motion to the minutes of the November 6, 2024 meeting. Mayor Pounds seconded the motion.**

Council Member Bogosian noted the placeholder on page 2 that needed to be filled with Ms. Mack's last name.

**VOTE: A vote was taken with all in favor of the minutes as amended.**

**5. Old Business -- none**

**6. New Business**

**Discussion and consideration of job description for Staff Accountant position**

HR Officer Ladd said this position was budgeted in the second half of FY25 as someone who would be "doing more of the cash application, reconciliation of bank statements," etc. to allow Director Hamilton more time for high-level finance work.

Council Member Bogosian said he remembered the original discussions about this position were originally for someone who could do financial planning and or analysis. HR Officer Ladd said

staff re-evaluated the duties of the position based on the needs of Director Hamilton. Council Member Bogosian would like to enhance the job description with more financial planning and analysis capabilities.

HR Officer Ladd said staff reviewed other job titles and a financial analyst would not meet the needs as detailed by Director Hamilton. Director Kerr said enhancing the job requirements will require a pay grade increase. A revised job description, requirements, and pay scale will be presented at the City Council Workshop for discussion.

Council Member Ward asked where this person will be situated as far as office space. He also would like to see a CPA candidate requirement in the job description. The Committee would like to add that a CPA candidate is preferred but not required.

**7. Executive Session**

**MOTION: Mayor Pounds made a motion to go into Executive Session in accordance with Section 30-40-70 (1) to discuss candidates for the City Administrator position. Council Member Ward seconded the motion. The motion passed unanimously.**

The Committee moved into Executive Session at 10:49am.

The Committee returned from Executive Session at 11:53am.

Mayor Pounds said no decisions were made.

Interviews with potential City Administrator candidates will be scheduled for January 23 and 24, 2025.

**7. Miscellaneous Business**

**8. Adjournment**

Council Member Ward made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 11:55am.

Respectfully submitted,

Nicole DeNeane  
City Clerk