



**Administration Committee Meeting  
Tuesday, February 4, 2025, 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: Mayor Pounds, Council members Bogosian and Ward

Staff Present: Director Kerr, HR Officer Ladd, Director Hamilton

Others: Chris Jordan, General Manager, IOP Water & Sewer Commission, Linda Tucker

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

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

**MOTION: Council Member Bogosian made a motion to the minutes of the January 10, 23, and 24, 2025 meetings. Mayor Pounds seconded the motion. The motion passed unanimously.**

**4. Old Business**

**Discussion and consideration of job description for Financial Analyst**

Director Hamilton said the job description had been changed based on City Council feedback to a position requiring both bookkeeping and financial analysis skills. In describing the changes made, Director Hamilton said this person could work with the financial modeling module created by David Cheatwood. She suggested ways in which the City could capitalize on the work this position could provide but believes the salary might be too low.

Council Member Bogosian asked about the physical demands of the position as listed in the job description. HR Officer Ladd said the language in the job description has been vetted through Evergreen's legal team and the City's legal team and is standard across the industry. HR Officer Ladd will revisit this section of the job description to verify.

Discussion ensued as to whether or not the job candidates should be a CPA or a CPA Candidate. Council Member Bogosian agrees that the salary will likely not meet the demands of the market. He suggested removing the CPA/CPA Candidate requirement and increasing the salary to the G8 range.

**MOTION: Council Member Bogosian made a motion to approve the job description as amended. Mayor Pounds seconded the motion. The motion passed unanimously.**

**5. New Business**

**Discussion about Beach Preservation Committee**

Director Kerr said the timeline and guidelines for the creation of this committee mirror the one used to create the Environmental Advisory Committee. Mayor Pounds suggested staggered 3-year terms. Council Member Bogosian said the members should be recommended by the Administration Committee and approved by City Council.

Discussion ensued as to the makeup of the group and whether or not the majority of members should be oceanfront property owners. It was decided that a preference for three oceanfront property owners from three different areas of the island would be included in the description of the committee makeup. Director Kerr said that being too prescriptive could make positions hard to fill.

**7. Executive Session**

**MOTION: Council Member Ward made a motion to go into Executive Session in accordance with Section 30-40-70 (1) discussion of proposals from Federal lobbyist firms and to interview a candidate for City Administrator position. Council Member Bogosian seconded the motion. The motion passed unanimously.**

The Committee moved into Executive Session at 1:30pm.

The Committee returned from Executive Session at 2:45pm.

Mayor Pounds said no decisions were made.

Final interviews for the City Administrator position will be held in a Special City Council meeting on February 13, 2025 at 10:00am.

The next meeting of the Administration Committee will be Wednesday, March 5, 2025 at 10:00am

**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 2:45pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk