



**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
ADMINISTRATION COMMITTEE OF COUNCIL**

Wednesday, February 20, 2026

Committee met at 10:00 a.m., Wednesday, February 20, 2026 at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:

Committee members: Laura Schroeder (Chair), Jody Latham, and Justin Novak

Staff: Town Administrator Joe Henderson and Staff Members Jason Blanton and Pam Otto.

A. Call to Order

B. Chair Schroeder called the meeting to order, stating the press and public were duly notified pursuant to state law, and all Committee members were present.

Media: None present

Public: One (1) present

C. Approval of Minutes – January 7, 2026 Administration Committee meeting minutes

Motion was made by Jody Latham, seconded by Justin Novak, to approve the January 7, 2026 Administration Committee meeting minutes, passed unanimously.

D. New Business (Discussion and action items)

1. Sexual Harassment Police Refresh

- a. Follow up on whether a general sexual harassment policy statement has been added to the Town website

Mr. Henderson confirmed it has been added.

b. Follow up on previous discussion to suggest topics to be amended on the policy. Chair Schroeder gave some recommendations for changes and the Committee discussed. They agree it is best to make the person reporting an issue feel safe and comfortable in doing so, that some clarification regarding different topics needs to be added, and that the Town's labor attorney should review all of these suggestions before moving forward with any.

- c. Follow up on previous discussion about requiring the policy to be reviewed and signed off annually by town staff, council members, and commissions/board members

Some language was amended on the existing policy for board and commission members. Discussion about how to legally have Council members sign it. The committee would like a legal opinion about it, but will likely leave it as optional for elected officials, similar to the civility pledge. Town employees will be required to sign the policy and go through training annually.

2. Organizational Chart

- a. Status update on summarizing job descriptions to add clarity on goals and objectives

Mr. Henderson presented a comprehensive organizational chart as requested. There was discussion about adding a Deputy Administrator. He also mentioned a pay study that was done with Seabrook Island, stating some of our employees are paid less than Seabrook. There has been discussion with the Finance Committee about raising the salaries of those positions. He also took questions from the Committee. He then provided more detailed information about each department, as well as goals and objectives for each one. It was suggested to add in specific trainings and certifications needed for each position.

At the next meeting the Committee will hear from the Fire Department in order to understand the different positions, the training/certifications required and to identify any training gaps that may exist. Chair Schroeder would like to learn how the training budget will be used.

3. Improving Public Engagement and Communication with residents

- a. An action was taken by Mr. Henderson to benchmark the speaking time allowed at public meetings in surrounding municipalities. Review that information and discuss whether an increase in the recommended time should go to Town Council for consideration.
- b. An action was taken by Mr. Henderson to speak to the attorneys to identify how to create a forum to enable more back and forth discussion at meetings. We previously pointed out that these forums (likely “town halls”) could be used provided we state the agenda up front and that no decisions are being made at the meeting. This would allow residents to speak freely, town officials to answer questions, and gather concerns to discuss at future meetings while assuring FOIA adherence.
- c. Identify what additional alerts should be sent out through TOSI and Everbridge. Consider sending out a one time “mailer” to encourage them to sign up for TOSI and Everbridge.

Mr. Henderson presented a chart showing the public comment speaking times for multiple towns and cities across South Carolina, with times ranging from one to five minutes and a range of caps. Our current policy is two minutes for comments and Chair Schroeder will welcome a motion to extend speaking time to three minutes with an hour cap overall.

- Melanie Burkhold, 1660 Atlantic Ave – wants to start town halls, supports a possibly three minute speaking limit and a 45-minute cap for comments.

Chair Schroeder feels there is a way to hold town halls without breaking any FOIA laws. Mr. Henderson stated the Town attorney is concerned about advertising these meetings if there is going to be a quorum. He cautioned against them without having a formal agenda advertised. The Committee discussed having these types of meetings on a specific topic to align with FOIA laws. Mr. Novak also mentioned making sure Town staff will have the additional time and resources to cover additional meetings. He asked Mr. Henderson for a quick analysis of impacts on staff. Chair Schroeder would like the Committee to decide on an official recommendation to send to Council, as well as recommendations for a schedule. She also liked the idea of polling residents for agenda topics.

An announcement was sent out in all utility bills, paper and email, to encourage residents to sign up for the various ways the Town sends out notifications regarding meetings, road closures, emergencies, etc. The Committee requested an ad be put in the Island Eye News with a QR code to sign up.

E. **Pending Items (Discussion / Action not required)**

F. **Public Comment**

G. **Adjourn.** There being no further public discussion or new business, the meeting adjourned at approximately 11:41 a.m.

Motion was made by Justin Novak, seconded by Laura Schroeder, to adjourn the meeting at 11:41 a.m., passed unanimously.

Respectfully Submitted,



Pamela Otto

Approved at the March 20, 2026 Administration Committee meeting