



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

Thursday, June 2, 2022

Committee met at 8:35a.m., Thursday, June 2, 2022 at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:

Committee members: Justin Novak (Chair), Kaye Smith and Scott Millimet

Staff: Town Administrator Andy Benke, Deputy Administrator Joe Henderson, Zoning Administrator Charles Drayton, Town Clerk Bridget Welch, and Committee Staff member Pam Otto

1. **Call to Order.** Chair Novak 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: Two (2) present
2. **Approval of Minutes from March 23, 2022 Administration Committee meeting.**  
**Motion:** A motion was made by Ms. Smith to accept the minutes as written, seconded by Mr. Millimet; this motion passed unanimously.
3. **Discussion of Adoption of Town of Sullivan's Island Employee Handbook**  
Chair Novak gave a brief background of the current personnel manual, which is in an Ordinance, Chapter 16, making it difficult to amend. He mentioned that input had been received from Council and Department Heads, creating the latest version.

Chair Novak asked Benke for his opinion. Benke agreed with the attorney review, saying Caroline Cleveland, Esq. of Cleveland & Conley, LLC., was reviewing the current draft to ensure compliance with federal law for the Town. Benke was hopeful to have it back with her recommendations by the end of June for Council consideration in July. He also stated that she will let the Town know how often the handbook should be reviewed. Ms. Smith verified that the Department Heads had agreed on it, Benke said they had and asked how the Committee would like to have it reviewed by Council.

Chair Novak said there was a benefit to having Council as a whole discuss it, not just the Administration Committee.

**Motion:** A motion was made by Chair Novak to recommend consideration and eventual adoption by Council of the Employee Handbook once the legal review is completed.

**Discussion**

Mr. Millimet asked if there were any gray areas that needed more review. Benke said he did not believe so. He said a big point was that previously if an employee needed to stay home with a sick child, they would have to use vacation time. He said the new handbook allows the use of sick time to take care of ill members of the employee's immediate household. Mr. Millimet said it seems like the handbook had been sufficiently vetted and agreed it should probably move forward.

**Motion:** A motion was made by Chair Novak to recommend consideration and eventual adoption by Council of the Employee Handbook once the legal review is completed, seconded by Mr. Millimet; this motion passed unanimously.

4. **Discussion of Formation of Town of Sullivan's Island Youth Advisory Council**

Chair Novak asked Bennett Gilhuly (2118 Pettigrew St.) to discuss his ideas for the Youth Council as he was the one to bring it to Council. Mr. Gilhuly went through the Mission Statement for his vision of the Youth Council which he distributed on a handout (Exhibit A).

**Discussion**

Mr. Millimet asked if there were enough kids on the island to participate and if it would be open to Sullivan's Island residents only. Mr. Gilhuly said he felt there were enough who could participate and that it would be residents only.

Ms. Smith said it was helpful that Mr. Gilhuly was prepared to garner interest for this, another need would be a staff member and a budget.

Chair Novak supports this idea as it would engage the youth in the Town and their input would be very valuable for the Master Plan for Stith Park. He also said he would like to see the age minimum lowered to ten (10). Chair Novak asked Benke if they formed this Youth Council, could it be ad hoc or would it necessitate an ordinance. Benke said it could be ad hoc and that Council would need to provide the funding. Then there would be an application process and advertisement for participants.

Mr. Millimet asked what first project would be taken on by the Youth Council. Mr. Gilhuly said the African American Cemetery and beach cleanup would be first.

Benke said if the Youth Council is set up to be a component of the Town, they would need to be added to the Town's insurance policy and they would need to be supervised while doing these activities. He said there would need to be some discussion on how it would be set up. If they are just an independent group that uses Town Hall for their meetings, then their projects would be separate from the Town.

Chair Novak asked how that would be impacted by funding. Benke said it would depend on the wording, a donation might not assign responsibility. Ms. Smith said the Town should ask other Towns who have a Youth Council how they manage it.

**Motion:** A motion was made by Chair Novak to recommend to Council to discuss and adopt a Youth Advisory Council, providing funding of up to one thousand dollars (\$1,000) through whatever mechanism is necessary, seconded by Mr. Millimet; this motion passed unanimously.

#### 5. Discussion of Improving Participation in Public Meetings

Chair Novak stated that he was in the process of drafting a recommendation of best practices to improve public participation. He hopes to circulate it to the Administration Committee members soon to discuss at the next meeting. Once that is done, it will be forwarded to Town Council. He wanted it on the agenda to see if the Committee has any input.

The Committee members discussed options to improve the public knowledge about meeting. Some ideas discussed were a dedicated page on the website and a sign board on the Causeway. It was agreed that once a way was decided on, there needs to be an effort to blast it out to residents.

Chair Novak discussed putting a guide to Town Council on the website, telling the public when and where they can be heard. He then asked about the electronic sign and how difficult it would be to be used.

Benke said there needed to be time to tow it to the site and to program it, he asked how long the Committee would like it there and for which meetings, just Council or including Committee, Boards and Commissions as well. Chair Novak feels there are many meetings and with the sign out there a week before every meeting, it would lose its efficacy as it would always be there.

Benke said an option might be a program to stimulate interest in what Town Council does. At this time, all meetings are properly advertised but there is no turnout except for issues involving the accreted land and dogs on the beach.

Chair Novak hopes the push notifications through Citibot will help but that requires people to opt in so there will need to be a drive to notify residents. Ms. Smith asked if it was an option to put something in the water bills. Benke said it was possible. Chair Novak feels that it will have a higher impact if it was mailed separately. Mr. Millimet said it needs to be clear what happens at Council meetings and Council Workshops.

Chair Novak said an outline of the process would be helpful. A list of meetings that invite public input, speaking time limits, and when they can talk. He said he would start

working on a letter and would invite input from the other Committee members. He said he would put it on the agenda for the next meeting so they can discuss the letter before presenting it to Town Council.

6. **Discussion of Adopting Community Outreach and Communication Technology Including a Mobile Application to Enhance Citizen Engagement**

Chair Novak asked Benke where the Town was in the Citibot process. Benke said staff had recently completed training. He then briefly described how it works, using key words to help visitors to the website find what they are looking for as well as push notifications. He hopes to roll it out to the public in July.

It was brought up that the Town should do more notification on social media. Benke said that there is no person on staff dedicated to social media and the Town Facebook is set up where it does not allow responses. Ms. Smith asked if there needed to be a staff member added to do that. Mr. Millimet said it might be best to wait for the Citibot roll out and see how it works.

Chair Novak asked who manages the Citibot portion of the website. Benke stated that once finished, there is no oversight by Citibot. When things come in, they are directed to the appropriate department, where a staff member there will handle it. Benke said there is no way at this time to know the impact on staff.

Chair Novak said it might be worth a discussion with Council at Workshop to determine the need for a dedicated staff member.

7. **Adjourn**

There being no further public discussion or new business, the meeting adjourned at approximately 9:30a.m.

**Motion:** A motion was made by Mr. Millimet to adjourn, seconded by Ms. Smith; this motion passed unanimously.

Respectfully submitted,

Pamela Otto,  
Administration Committee Staff Member

# EXHIBIT

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## A

### YOUTH COUNCIL MISSION STATEMENT

Youth needs to be visible in our town. The philosophy behind a Youth Council is that youth working with youth through peer directed activities is an effective approach to get things done and creates a positive impact on both youth and the entire community.

### COMMITTEES

The Youth Council would consist of three committees made up of 2-3 people per committee much like Town Council. The Youth Council would have 3 sub committees which would be:

- By laws committee governing members and managing affairs of the Youth Council.
- Service project committee leading projects that benefit the community.
- Recreation/entertainment project committee who would initiate activities for Recreation.

### OBJECTIVES OF YOUTH COUNCIL

- To provide an organization for youth driven projects for the benefit of the entire community.

To be planners/Go between to engage different groups within our community.

- To provide an opportunity for youth to share in Town Council matters and to learn to become responsible and engaged citizens.
- To conceive create and launch programs and projects that benefit youth and the entire community.
- To encourage Town Council to invite youth to Town Council committee meetings such as Recreation, Administration, Planning
- To be the voice of youth for all youth in the community.

### CORE GOALS

- Responsibility through working together for the common good.
- Success by meeting the needs of youth.
- Challenge through creating and implementing our plans/projects/ service.
- Leadership through spearheading a new Youth Council together and setting down a plan that will work for many Councils to come.
- Fellowship by working together

### YOUTH COMMITTEE APPOINTMENT PROCESS

- Applications for an appointment on the committee would be welcomed and advertised in the Island Eye and in Mayor O'Neils newsletter.
- The Town Council Administration Committee could weigh in on the applications and appoint members of the first committee.
- Going forward the Youth Council Committee could filter the applications with Town Council Administrative Committee overseeing the process.
- Ages 14-18 with a two year maximum to serve.