



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

Monday, August 21, 2023

Committee met at 3:00 p.m., Monday, August 21, 2023 at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:  
Committee members: Jody Latham (Chair), Justin Novak, and Scott Millimet  
Staff: Town Administrator Andy Benke and Staff Members Jason Blanton, Joe Henderson, and Pam Otto.

**1. Call to Order**

Chair Latham 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

**2. Discussion of Improving Participation in Public Meetings**

Justin Novak stated that past recommendations that have been referred to Council are to be discussed at a Council Workshop and the Chair will need to let Mayor Pat O'Neil know when they are to be added to the agenda. These recommendations were to extend public comment time from 90 seconds to two minutes, add public comment item to every meeting's agenda, add a public question and answer session to Council Workshop, publish easy-to-read guidelines on how to participate in meetings that are accessible on the website and mailed to residents, and implement push notifications about upcoming meetings with Citibot.

Scott Millimet suggested having flexibility on the time of public comments depending on how many are signed up to speak. Chair Jody Latham agreed and suggested enforcing a set amount of time that can be divided amongst the speakers.

Mr. Novak stated they also want to try and get more residents to sign up for text message notifications. Mr. Benke stated staff will increase efforts to have residents sign up for Citibot message alerts. These issues will be presented to full Council for final decisions.

3. **Discussion of a Diversity, Equity, and Inclusion statement for the Town of Sullivan’s Island.**

DeLacey Poletti reviewed her previous suggestion of having a Diversity, Equity, and Inclusion statement to show visitors and residents that we are an open and welcoming community. She read her proposed statement and Chair Latham and Mr. Novak expressed their support for moving this forward. Mr. Millimet suggested adding in language about equity for opportunities, not outcome. When the final language is decided and approved, it will be presented at the September 11 Council Workshop. Mr. Benke reminded the Committee to keep any discussion public by including a staff member. It was also discussed where this policy would eventually live. Deputy Administrator Joe Henderson highlighted other Town documents that mention diversity and/or inclusion. Creating a Town mission or purpose statement was also mentioned by Mr. Benke.

4. **Adjourn.** There being no further public discussion or new business, the meeting adjourned at approximately 3:22 p.m.

**Motion was made by Justin Novak, seconded by Scott Millimet, to adjourn the meeting at 3:22 p.m., passed unanimously.**

Respectfully Submitted,



Pamela Otto

Approved at the October 17, 2023 Council meeting