



Town of Sullivan's Island

ADMINISTRATION COMMITTEE MEETING

February 20, 2026 – 10:00 AM

Town Hall Council Chambers
2056 MIDDLE STREET • SULLIVAN'S ISLAND, SC

- A. CALL TO ORDER
- B. CONFIRMATION OF FREEDOM OF INFORMATION ACT REQUIREMENTS
- C. APPROVAL OF MINUTES – January 7, 2026 Administration Committee meeting minutes
- D. NEW BUSINESS (Discussion and Action Items)
 - 1. Sexual Harassment Policy Refresh
 - a. Follow up on whether a general sexual harassment policy statement has been added to the town website.
 - b. Follow up on previous discussion to suggest topics to be amended on the policy.
 - c. Follow up on previous discussion about requiring the policy to be reviewed and signed off annually by all town staff, council members and commissions/board members.
 - 2. Organizational Chart
 - a. Status update on summarizing job descriptions to add clarity on goals and objectives.
 - 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 for 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 all residents to encourage them to sign up for TOSI and Everbridge.
- E. OLD BUSINESS (Staff update available)
- F. PENDING ITEMS (Discussion / Action not required)
- G. PUBLIC COMMENT
- H. ADJOURN