

**Minutes
Administrative Committee Meeting
Thursday, September 20, 2018**

The Administrative Committee Meeting was held Thursday, September 20, 2018 at 12:00 P.M. in the Raymond Pridgen Auditorium. The following were notified of the time, date, and place of the meeting: Council Chairwoman / Mayor Pro Tem Phillips, Council Member Carolyn Wilson, Council Member Robert Woodbury, the City Staff, and the press. Present at the meeting were the following: Council Chairwoman / Mayor Pro Tem Phillips, Council Members: Robert Woodbury, and Interim City Administrator Holly Jackson.

1. Call Meeting To Order & Welcome: Mayor Pro Tem Phillips called the meeting to order and welcomed all present.

2. Disclosure that local media has been informed of meeting pursuant to South Carolina Freedom of Information Act: Mayor Pro Tem Phillips stated the local media had been contacted regarding the time, date, and place of the Administrative Committee meeting for September 20, 2018.

Council Member Woodbury gave the invocation.

3. Executive Session: Personnel Matter
Council Member Woodbury made a motion to go into Executive Session. Mayor Pro Tem Phillips seconded the motion.

4. Return to Open Session: Council Member Woodbury made a motion to Return to Open Session. Mayor Pro Tem Phillips seconded the motion.

5. Adjournment: Mayor Pro Tem Phillips adjourned the meeting

Patricia Phillips
Mayor Pro Tem / Administrative Chairwoman

ATTEST:

Felicia J. Sawyer
City Clerk