



**Administration Committee
1:00 p.m., Tuesday, October 1, 2024
City Hall Council Chambers
1207 Palm Boulevard, Isle of Palms, SC**

Public Comment:

Citizens who wish to speak during the meeting must email their first and last name, address and topic to Nicole DeNeane, City Clerk, at nicoled@iop.net no later than 3:00 p.m. the day before the meeting. Citizens may also provide written public comment here: <https://www.iop.net/public-comment-form>

Agenda

- 1. Call to order and acknowledgement that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.**
- 2. Citizen's Comments** – All comments have a time limit of three (3) minutes.
- 3. Approval of previous meeting's minutes** – September 9, 2024
- 4. Old Business** – None
- 5. New Business** – Interview applicants for the Environmental Advisory Committee
- 6. Miscellaneous Business** – Next meeting date: 1:00 p.m. November 5, 2024
- 7. Adjournment**



**Administration Committee Meeting
Tuesday, September 10, 2024, 1:00pm
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Bogosian and Carroll

Staff Present: Administrator Fragoso, Director Hamilton, Chief Oliverius

2. Approval of Previous Meeting's Minutes

MOTION: Council Member Carroll made a motion to the minutes. Council Member Bogosian seconded the motion. The motion passed unanimously.

3. Citizen's Comments – none

4. Old Business -- none

5. New Business

A. Discussion and consideration of Employee Referral Program

In an effort to recruit and retain employees, Administrator Fragoso suggested implementing an Employee Referral program. A current full or part-time employee who refers someone who is hired and completes their 6-month probationary period will receive a \$500 award. She pointed out that referrals have worked out well in the Police Department. She does not anticipate the program to have a significant impact on the FY25 budget since there is a 6-month wait before payout. It will need to be addressed in the FY26 budget.

Council Member Bogosian suggested another category with a lower payout for those who recommend seasonal employees (BSOs) or interns. The program will be discussed at the City Council workshop.

MOTION: Council Member Bogosian made a motion to recommend the program to City Council for consideration with the addition of a modification for referrals of seasonal employees and interns. Council Member Carroll seconded the motion. The motion passed unanimously.

B. Discussion of Boards and Commissions terms expiring in 2024 and new applications

Administrator Fragoso reviewed the openings on each board or commission, which of those current members could serve another term, and the candidates who have applied to be on a board or commission.

A current Recreation Department employee has applied to be on a committee, but Administrator Fragoso needs to check to see if employees are allowed to do so.

Candidates who expressed interest in the Environmental Advisory Committee will be invited to interview with the Committee on October 1.

C. Discussion and consideration of new job descriptions for Police and Fire Departments

Administrator Fragoso explained that Chief Cornett would like to change the title of Captain to Deputy Police Chief to be in line with other City offices and neighboring agencies. There is no financial impact or adjustments to the job description with this title change.

In the Fire Department, Chief Oliverius would like to create two new positions: Deputy Chief of Special Operations and Deputy Chief of Fire Operations. He believes these positions provide a cleaner organizational structure, which is needed with the addition of the paramedic program. Some of the responsibilities for these positions are currently covered by current employees who will need to interview for the new positions, should they wish to do so.

MOTION: Council Member Bogosian made a motion to recommend the adoption of these positions and their respective job descriptions and send them to City Council for approval. Council Member Carroll seconded the motion. The motion passed unanimously.

6. Executive Session

MOTION: Council Member Bogosian made a motion to go into Executive Session in accordance with SC Code Section 30-4-70(a)(1) to discuss nominations for the Leola Hanbury Employee of the Year Award. Council Member Carroll seconded the motion. The motion passed unanimously.

The Committee went into Executive Session at 1:24pm.

The Committee returned from Executive Session at 1:46pm.

MOTION: Council Member Bogosian made a motion to approve the recipient of the Leola Hanbury Award as discussed and present the award at the Employee Appreciation Event on Friday, September 20, 2024. Council Member Carroll seconded the motion. The motion passed unanimously.

7. Miscellaneous Business

The Administration Committee will have its next meeting on Tuesday, October 1, 2024 at 1:00pm.

8. Adjournment

Council Member Carroll made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 1:46pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

Application for Boards and Commissions

Applicant Name

Eric Cicora

Position Sought

Environmental Advisory Committee

Home Phone

(571) 337-5612

Work Phone**Mobile Phone**

(571) 337-5612

Email

ecicora@gmail.com

Are you a resident of the Isle of Palms?

Yes

How many years have you lived in the Isle of Palms?

6

Address

6 Driftwood Lane, Isle of Palms, South Carolina 29451

Occupation and Title

Senior Sales Director

Business or Employer Name

Enphase Energy

Have you ever served on a board or commission for the City of Isle of Palms or another local government?

No

If yes, please provide information about that service**Have you served as an elected official of local government?**

No

Please list community and volunteer activities you may be involved in.

Previous (not active) involvement in IOP Recreation Center Coaching and as IOP Clean Up Crew participant

Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.

No

State your interest in serving on this Board or Commission.

I have deep experience within the clean energy sector and feel that my experience could be leveraged to help guide our community leadership to making sound decisions related to clean energy and environmental protection investments, targets, and goals.

Upload Résumé

RES.pdf

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

ERIC CICORA

6 Driftwood Lane • Isle of Palms, SC 29451 • (571) 337-5612 • ecicora@gmail.com

Professional Summary

I have spent the last seven years of my professional career working at Enphase Energy, one of the largest residential and commercial solar companies in the US. Enphase manufactures residential and small commercial solar inverters, battery storage, and Electric Vehicle (EV) Charging Stations. Inverters are critical components to solar systems by allowing solar panels to convert power from the sun to useable electricity (alternating current) for a home or business. Enphase has shipped approximately 68 million inverters and has approximately 3.5 million systems deployed in more than 145 countries, helping people gain access to clean, affordable, and reliable energy.

Experience

Enphase Energy

July 2017 – Present

Senior Sales Director, Eastern United States and Latin America

June 2024 – Present

- Responsible for Sales Revenue and B2B partnerships within the Eastern United States and Latin America. Sales efforts focused on sales and deployment of Residential and Small Commercial microinverters, battery back-up systems, EV Charging Stations, and Solar Design and Proposal software.
- Lead a team of eight Sales people to manage our Solar Installer partners and grow market share in our geographies.

Sales Director and Supervisor, Eastern United States

April 2022 – June 2024

- Managed Sales Revenue and B2B partnerships within the Eastern United States
- Managed a team of five Sales people focused on these efforts and associated revenue

Regional Sales Manager, Southeastern United States

July 2017 – April 2022

- Manage Sales Revenue and B2B partnerships within the Southeastern United States, from Florida to Maryland.
- Focus on microinverter and battery back-up systems for residential applications.
- Led Enphase sales efforts in North and South Carolina and helped bring Enphase's first back-up battery systems to these markets.

United States Department of State

June 2011 – July 2017

Foreign Service Officer/Political Officer, Washington DC

August 2016 – Present

- Enrolled in full time Mandarin Chinese Language Training at the Foreign Service Institute for onward assignment to Taipei, Taiwan

Foreign Service Officer/Economic Officer, US Embassy; Athens, Greece

August 2014 – August 2016

- Conducted economic security and fraud investigations leveraging information obtained directly from local contacts
- Performed interviews of contacts in order to prepare risk assessments used to implement USG foreign economic policy
- Detected international security threats, creating and deploying counter measures to protect and secure USG interests

Foreign Service Officer/Political Officer, Washington DC and US Mission; Geneva, Switzerland

June 2011 – August 2014

- Served as a member of the US Delegation to the Conference on Disarmament at the United Nations
- Leveraged French language abilities to gather information from, and promote USG goals with, foreign government officials
- Utilized information from contacts to conduct political analysis needed to implement USG WMD and cybersecurity policy measures
- Significant training in interview methods and tactics, focused on detecting veracity, fraud, and the distortion of truth
- Developed, maintained, and managed database concerning security threats to the USG
- Worked closely with a broad range of USG law enforcement and security agencies to investigate potential security breaches
- Provided direction for collection of national security information overseas

Education

University of Maryland, College Park, MD

BA, Spanish and Criminal Justice/Criminology

- 3.7/4.0 GPA, Graduated Cum Laude, Dean's list with Distinction

Application for Boards and Commissions

Applicant Name

Cindy Marrs

Position Sought

Environmental Advisory Committee

Home Phone

(781) 492-9292

Work Phone**Mobile Phone**

(781) 492-9292

Email

Immarrs13@gmail.com

Are you a resident of the Isle of Palms?

Yes

How many years have you lived in the Isle of Palms?

4

Address

43 Morgan Place, Isle of Palms, South Carolina 29451

Occupation and Title

Investment Management - Partner, Head of Global Wealth Management

Business or Employer Name

Wellington Management

Have you ever served on a board or commission for the City of Isle of Palms or another local government?

No

If yes, please provide information about that service**Have you served as an elected official of local government?**

No

Please list community and volunteer activities you may be involved in.

Duke Financial & Economic Steering Committee, Duke Climate Commitment Committee, Duke Regional Board

Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.

No

State your interest in serving on this Board or Commission.

I spent my childhood on IOP as my family has lived on the island for over 30 years. This island, and its natural habitat, is very important to me, and I want to play an active role in preserving it for generations to come. I believe that I have leadership skills, through my long career and other Board work, that will allow me to be a contributor. I am also currently engaged in climate initiatives -- a partnership between my firm and Woods Hole climate research center, and the Duke Climate Commitment Committee (to make Duke a top university in Climate Science and Technology) I have always been interested in environment issues and am an avid reader of all related content.

Upload Résumé

Cindy Marrs Resume 2024.docx

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

LUCINDA (CINDY) MARRS, CFA

43 Morgan Place Dr
Isle of Palms, SC 29451

(781) 492-9292

GLOBAL INVESTMENT MANAGEMENT EXECUTIVE

Partner and Global Head of Wealth Management for Wellington Management, a \$1.3 Trillion AUM asset manager. Track record as entrepreneur/business builder, starting firm's London office, managing US Sub-Advisory business (grew revenue from \$348 mil. to \$723 mil/yr), and starting Global Wealth Management (non-US business with >\$300 mil/yr in revenue). Global and commercial business leader with experience in US, Europe, Asia, and Latin America. Board Director on a US Trust company, a UK PLC, an Irish UCITS, and Lux SICAV and ManCo companies. Serve on firm's 7-member Executive Committee.

EXPERIENCE

- | | |
|--|----------------|
| WELLINGTON MANAGEMENT COMPANY, LLP | 1994 – Present |
| Global leader of Wellington's Wealth Management business | |
| Head, Global Wealth Management | 2016 –present |
| <ul style="list-style-type: none">Built a non-US funds' distribution business from "start up" to "rapid growth" phase (\$5 mil to >\$300 mil in annual revenue). Hired "local" sales professionals, established a presence in 8 countries, built a marketing and service function, and managed WMF Funds to manufacture products for this team to distribute into non-US Wealth channel.Additional role as Co-Head Alternative and Private Investing – worked with investors to launch Alternative/PI products for Wealth channel. | |
| President, Wellington Management Funds | 2015-2022 |
| <ul style="list-style-type: none">Took over \$32 bil offshore institutional funds platform (84 funds, 25 people, 7 fund domiciles) and re-tooled and expanded to distribute funds through the wealth channel. Launched 12 UCITS funds/year for 4 years and established 140 distribution relationships with private banks and financial intermediaries. Established an end-to-end business, from product design, to wrapper, to regulatory filing, to compliance and Board oversight, to marketing, to ongoing client support | |
| Director, US Mutual Fund Group | 2005 -2016 |
| <ul style="list-style-type: none">Took lead on entire sub-advisory business (\$249 bil AUM), in addition to lead role with largest client (Hartford). Managed team overseeing 52 relationships.Expanded role globally, as Director Global Financial Intermediaries. Responsible for all sub-advisory business across US, EMEA, Asia, and LatAm. Tripled book of business to \$730 mil. in annual revenue. | |
| Senior Relationship Manager, Mutual Fund Group | 2002 –2004 |
| <ul style="list-style-type: none">Asked by CEO to relocate back to Boston to manage firm's largest revenue client, where firm sub-advised 45 funds and over \$55 bil. (>\$90mil in annual revenue). Managed complex business issues (fee negotiations, product development, distribution support, Board) and grew relationship to >\$100 bil. in AUM over time in role. | |
| Team Leader, EMEA Institutional (London) | 1997 – 2002 |
| <ul style="list-style-type: none">Relocated to establish client relationship function for EMEA clients. Generalist role as business developer/consultant relations/product management/relationship management. Won 86 client relationships with \$9 bil AUM (>\$40 mil in revenue). Hired 65 people. | |
| Relationship Manager, Institutional Client Group (Boston, MA) | 1994 -1997 |
| <ul style="list-style-type: none">Oversaw team managing 182 client relationships (endowments, family office, pensions) | |

EVALUATION ASSOCIATES, INC

1989- 1994

Director – International Equity Research

- Consulted to 63 EAI clients (including corporate, public pension plans, endowments, and high net-worth individuals) concerning their aggregate of \$6.3 billion in international equities. Continuously evaluate 46 managers investing EAI clients assets, along with prospective managers, and make buy/hold/sell recommendations.
- Led research team in performing due diligence on over 200 international equity managers.
- Researched and recommended international investment strategies

PAINE WEBBER, INC

1986-1987

Registered Representative

OLIN CORPORATION

1983-1985

Marketing Analyst- Industrial Sales Division

EDUCATION

COLUMBIA BUSINESS SCHOOL, NY, NY

MBA – Finance 1989

Dean's List. Member, American Finance Assoc., Venture Capital Club

DUKE UNIVERSITY, DURHAM, NORTH CAROLINA

BS- Chemistry, 1983

Cum Laude. Dean's List. Phi Eta Sigma Honor Society. Phi Lambda Epsilon Chemical Honor Society. Duke Equestrian Team.

OTHER

- Registered Supervisor – Series 3, 7, 63,24
- Currently Director of 4 Boards – Wellington Trust Company, Wellington Management International, PLC, Wellington Management Funds Ireland, Wellington Management Funds Luxembourg
- Duke University Committees – Duke Boston Board (last 6 years), Duke Financial & Economic Steering Committee (last 5 years), Duke Climate Commitment Committee (2 years)
- Wellesley Country Club Finance Committee (6 years)

Application for Boards and Commissions

Applicant Name

Sean Popson

Position Sought

Environmental Advisory Committee

Home Phone**Work Phone****Mobile Phone**

(843) 860-1159

Email

spopson@comcast.net

Are you a resident of the Isle of Palms?

Yes

How many years have you lived in the Isle of Palms?

39

Address

7 32nd Ave, Isle of Palms, South Carolina 29451

Occupation and Title

Recently retired

Business or Employer Name**Have you ever served on a board or commission for the City of Isle of Palms or another local government?**

No

If yes, please provide information about that service

Have you served as an elected official of local government?

No

Please list community and volunteer activities you may be involved in.

Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.

No

State your interest in serving on this Board or Commission.

Having lived on the island for 39 years, it is a special place that requires constant monitoring to ensure all animals and the environment are taken care of through our citizens. I am active in recycling via compost, glass, recycling, etc. and take our environment seriously. Having recently retired, I would like to utilize my passion of the environment along with my previous work experience to be an advocate for the island and explore other ways we can improve the environment and the island.

Upload Résumé

Sean Popson Resume.pdf

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

Sean D. Popson

7 32nd Avenue, Isle of Palms, SC 29451
843-860-1159

Executive Profile

spopson@comcast.net

High performing finance professional with 16 years of Healthcare experience. In-depth knowledge of healthcare operations at all levels. Demonstrated proficiency in staffing, training and development, budgeting and program management. Comprehensive knowledge of Managed Care Medicaid and Medicare Part D Pharmacy statutory and regulatory reporting.

Skill Highlights

Leadership/Communication Skills	Extensive Medicaid Managed Care	Budget Development
Operations and Finance Expert	Strategic Planning	Professional Integrity
US GAAP Principles	Staff Management Ability	PeopleSoft
Critical Thinking	Claims Knowledge	Sound Decision Making

Core Accomplishments

- Led development of financial reporting and operations for start-up company.
- Developed accounting general ledger and financial reporting system for start-up company.
- Led in the development of an enrollment unit for start-up company.
- Partnered with the Senior Management team, developed short and long-range business plans, strategic plans, annual budgets and capital development.

Professional Experience

Select Health of South Carolina – North Charleston, SC

Director, Plan Operations and Administration

December 2018 to present

- Responsible for day-to-day direction, management and coordination of all business planning and administrative-related functions, processes and resources.
- Serves as a liaison between South Carolina Department of Health and Human Services (SCDHHS) health plan, and enterprise functions.
- As second in command to the Market President, helps to ensure the plan meets state program contractual and regulatory requirements and works with local and corporate resources to deliver on these commitments.

Director, Finance

March 1996 to December 2018

- Directs and manages financial reporting to meet all accounting standards, government regulations and federal, state and local laws.
- Directs annual external GAAP and Statutory financial audits, triennial Department of Insurance financial examinations, Department of Health and Human Services (DHHS) audits and internal audits and activities related to these audits.
- Manages and directs fiscal operations, including authorizing expenditures, accounting, reconciling capitation rates and coordinating financial reporting.
- Creates annual goals/ objectives and manages budget and revenue expectations while actively seeking ways to eliminate or reduce expenses.
- Directs financial control of payroll, purchasing, accounts payable disbursement and expenditures of treasury and capital assets.
- Directs treasury functions and controls and administration of on-line banking accounts and

Sean D. Popson

relationships.

- Manages the collaboration of claim functions including high dollar claim reviews, aged open payable monitoring and DHHS accounts receivable.
- Participates in the operations management of the health plan providing financial input and support to all departments.
- Maintains good communication between department directors and validates interdepartmental functions while working with the directors to develop annual budgets and span of control documents.
- Participates in rate setting discussions with DHHS and coordinates validation of rates with corporate actuaries.
- Participates in meetings with Department of Insurance officials with regulatory filings and financials updates.
- Manages all facility activity, including security and expansion projects.
- Interim Chief Financial Officer twice during tenure at Company.

East Cooper Community Hospital – Mt. Pleasant, SC

Controller

August 1992 to March 1996

- Managed daily operations in data processing and accounts payable.
- Managed financials and accounting for facility and three physician practices.
- Implemented and monitored hospital contract tracking system.
- Managed accounting oversight of hospital construction project.
- Worked closely with internal audit and prospective payment departments.
- Assisted in smooth transition of hospital physician practices managed by hospital.
- Interim Chief Financial Officer during tenure.

Senior Staff Accountant

February 1991 to August 1992

- Generated hospital financial statements and prepared SEC and tax schedules.
- Worked closely with CFO to generate and complete hospital budget and forecast/projections.
- Successfully implemented of accounting and accounts payable decentralization from American Medical International corporate office in Dallas, Texas.

Roper Hospital - Charleston SC

Staff Accountant

November 1987 to February 1991

- Prepared, analyzed and maintained cost data as required for regulatory reporting.
- Provided yearly cost data for submission and review by Medicare auditors.
- Executed and completed capital expenditure, FTE, statistical and other expense budgets for all overhead and ancillary departments.
- Assisted independent auditors with interim and year-end audit and special projects.

Payroll Supervisor

February 1987 to November 1987

- Implemented automated time and attendance system for on-site employees, and provided system training for converted departments.
- Supervised payroll system to ensure compliance with hospital policies for clinical and non-

Sean D. Popson

clinical departments for 1500 employees.

Education

College of Charleston

Bachelor of Business Administration, Major in Accounting

Awards Received

Executive Leadership LINC, Graduate, 2018

Executive Leadership LINC, Excellence Award Winner, 2018