

TOWN OF HILTON HEAD ISLAND
FINANCE AND ADMINISTRATIVE COMMITTEE MEETING

Date: October 6, 2015 **Time:** 3:00 p.m.
Members Present: John McCann, *Chairman*; Bill Harkins, Tom Lennox, *Council Members*
Members Absent: None
Staff Present: Greg Deloach, *Assistant Town Manager*; Susan Simmons, *Director of Finance*;
Don Kirkman, *Executive Director-Economic Development Corporation*;
Cindaia Ervin, *Finance Assistant*
Others Present: Kim Likins, *Council Member*; Charles Brown, *Hilton Head Island-Bluffton*
Chamber of Commerce/VCB; Tom Gardo, *Denarius Group, Inc.*; Eleanor
O'Key, *Lowcountry Inside Track*
Media: None

1. Call to Order:

The meeting was called to order at 3:00 p.m.

2. FOIA Compliance:

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Approval of Minutes:

- a. Mr. Lennox moved to approve the minutes from the Finance and Administrative Committee Meeting on September 15, 2015 at 1:30pm. Mr. McCann seconded, and the motion passed with a vote of 2-0. Mr. Harkins did not vote as he was not at the meeting.

4. Unfinished Business:

a. Discussion of the management of the Town Communication Program

John McCann, Chairman, opened the meeting and discussed options of how to manage the Public Communications Firm when it is selected. One of the choices the Committee talked about was having Town Council manage the firm. Mr. McCann thought that would not work and ideally be too much of a task, so he eliminated that option. Having an outside group manage the communications firm was discussed. Mr. McCann and others want council to have more oversight and control; therefore delegation to a citizen committee would be not appropriate. The Committee also spoke about the possibility of using an existing council committee or creating a new committee. Mr. Lennox thought that would slow down the process. Mr. Harkins agreed stating this option would take up a lot of time for all individuals chosen. Mr. McCann asked Kim Likins her opinion; and she stated that they would be stepping into the operation of issues rather than remaining on the policy side of things. She also stated that if it did go to a committee it should go to an existing one rather than forming an entirely new committee. Mr. McCann also presented the idea that the oversight group consist of one Council member and one member of staff. Mr. Lennox concurred with that option. Mrs. Likins concurred based on the fact that it would be a fair representation of what Town Council is looking for and also have the thoughts and opinions

of the staff. Mr. McCann asked Greg Deloach, Assistant Town Manager his thoughts. He stated that he agreed with the Committee's pros and cons of each option; however, he believed having one designated Council Member and one staff member would be ideal. Mr. Deloach spoke about the possibility of keeping the same Council Member for the first year but rotating after that. He informed the Committee that he, Tom Fultz and Kim Likins have finished the reference checks for the Public Communications firm. They will meet soon to narrow down the list of applicants and bring information back to the Committee. Mr. McCann suggested that they make a motion that one Town Council member and one staff member manage the Public Communications firm. Mr. Harkins moved to approve the suggestion, Mr. Lennox seconded, and the motion was passed with a vote of 3-0.

5. New Business:

a. Proposed 2016 Finance & Administrative Committee Meeting Dates

Mr. Harkins moved to approve the 2016 Finance & Administrative Committee meeting dates. Mr. Lennox seconded, and the motion passed with a vote of 3-0.

b. Discussion of Town Council's November 2015 annual workshop agenda

Greg Deloach, Assistant Town Manager, provided the Committee with an update that he will be in receipt of the draft agenda for the annual workshop by the end of the week. Mr. Harkins asked how to proceed if an item was not on the agenda that they felt was important. Mr. Deloach responded that they could go individually to the Mayor or bring it to a Town Council meeting. Mr. McCann stated with only one more meeting prior to the workshop there would not be enough time to take it to full Council.

The Committee discussed whether groups supporting the major initiatives would provide updates to Council at or just prior to the Annual Workshop. The Committee members believe presentations from and discussion with these groups are important. Mr. Harkins is concerned with having enough time for each group to make a proper presentation. Mr. Lennox suggested that each group have a minimum of 1 hour to present. Mr. McCann agreed stating there needs to be ample time to listen, discuss, educate and inform each group what Council expects. Mr. McCann also thought it would be a good idea to have the groups at the retreat with them so they could work together. Mr. Lennox stressed the importance of the four major initiatives that they will have to prioritize for 2016. Mr. McCann thought that the Arts alone could take the majority of the presentation time as this topic affects the whole community. The Committee concluded that there is a lot of ground to cover at the Workshop; they are concerned whether proper time has been allotted for these initiatives. Mr. McCann stated that this item of business would continue at the next meeting. McCann will invite Mayor Bennett to attend to further discuss the workshop agenda.

6. Adjournment:

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded. The motion passed with a vote of 3-0 and the meeting was adjourned at 3:40 p.m.

Approved: October 13, 2015

Respectfully submitted:

John McCann, Chairman

Cindaia Ervin, Secretary