

**TOWN OF HILTON HEAD ISLAND
FINANCE AND ADMINISTRATIVE COMMITTEE
SPECIAL MEETING**

Date: April 21, 2015 **Time:** 11:45 a.m.
Location: Town Hall Conference Room 1
Members Present: John McCann, *Chairman*; Tom Lennox and Bill Harkins, *Council Members*
Members Absent: None
Staff Present: Steve Riley, *Town Manager*; Susan Simmons, *Director of Finance*; Brian Hulbert, *Staff Attorney*; Erica Madhere, *Finance Administrator*
Others Present: None
Media: None

1. Call to Order:

The meeting was called to order at 11:50 a.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:

None

4. Unfinished Business:

None

5. New Business:

a. Framework for Town Manager's review process

6. Executive Session:

At 11:50 am, Mr. Harkins moved to enter into Executive Session to discuss matters related to developing performance objectives and annual evaluation criteria for the Town Manager. Mr. Lennox seconded. The motion was approved by a vote of 3-0.

Mr. McCann called the meeting back to order at 12:35 pm and stated there was no action taken as a result of the Executive Session.

7. Other Matters:

Mr. Lennox moved to amend the Agenda to add an item for the discussion of the budget process. Mr. Harkins seconded and the motion passed with a vote of 3-0. The Committee and Susan Simmons, Director of Finance for the Town, spoke about providing a clear and concise picture of what Town Council and Town Staff would like to have included in the budget. Mr. Harkins presented a handout entitled Draft Budget Process with some suggested steps to take into consideration for the future. Ms. Simmons and Steve Riley, Town Manager, informed the Committee that many of the processes were performed prior to the Town Manager's budget is

submitted to Town Council. With the first Council budget meeting in two weeks, everyone agreed that the procedures would be considered for the FY2017 budget development.

8. Adjournment:

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded the motion. All members voted in favor and the meeting was adjourned at 1:30 p.m.

Approved:

Respectfully submitted:

John McCann, Chairman

Susan Simmons, Director of Finance