

TOWN OF HILTON HEAD ISLAND
FINANCE AND ADMINISTRATIVE COMMITTEE MEETING

Date: June 18, 2015 **Time:** 9:00 a.m.
Members Present: John McCann, *Chairman*; Bill Harkins, Tom Lennox, *Council Members*
Members Absent: None
Staff Present: Greg DeLoach, *Assistant Town Manager*; Erica Madhere, *Finance Administrator*
Others Present: Lyle Sumek (via telephone)
Media: None

1. Call to Order:

The meeting was called to order at 9:02 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. Telephone interview with prospective Facilitator for annual Town Council strategic planning workshop

The Committee conducted a telephone interview with Lyle Sumek, the Facilitator the Town has been using for several years. Mr. McCann explained the Committee is interested in reformatting the annual retreat by possibly reducing the number of days from 2 ½ to 1 ½ with an abbreviated meeting agenda of 5 or 6 key items for Town growth, and asked for Mr. Sumek's opinion about the desired redirection. Mr. Sumek stated his belief that if the overall strategic framework of vision and goals is in place, the workshop can focus on setting direction on the key strategic issues. He explained that over the several years he has worked with the Town, his method of facilitating the annual workshop has changed numerous times to adapt to the different styles of the various Council members and Mayors. Mr. Sumek spoke about a number of approaches he uses to achieve success with narrowing down to 5-6 key issues, such as holding a citizen summit prior to the workshop with each Council member inviting 5-7 citizens to hear their areas of concern; or working with the Town's committees and asking each committee to identify 1-2 issues that need key strategic discussion, then creating a subcommittee tasked with the duty of narrowing the list; or holding interviews with each Council member and bringing the compilation of issues to a committee to drill down farther. Mr. Sumek has used each of these approaches with other municipalities, as well as many other approaches not discussed. Mr. Sumek explained the

importance of giving each Council member an opportunity to give input, no matter what method is used. A couple of his suggestions were to conduct interviews himself and then pass the ideas to the F&A Committee for narrowing, or for the F&A Committee to hold a meeting and give each Council member an allotted amount of time to speak about 1-2 key ideas that are important to them.

Mr. Sumek and the Committee also discussed using a portion of the retreat to talk about budget issues as related to the key items at hand. Mr. Harkins explained that the new budget process will already have started prior to the retreat so they may be able to divulge an idea of where the base budget will stand and how much funding could be available for new items. This could be discussed at the beginning of the retreat so as to lay the foundation for the workshop. Mr. Sumek agreed, and shared that at many other sites he facilitates, at the start of the workshop the Town Manager will give a briefing including the projected revenues for the next year so everyone knows the framework of what will be available, unless they want to make choices to reduce services, eliminate other projects, or consider raising taxes.

The Committee asked what the role of the Town Manager should be in the strategic planning process, and Mr. Sumek stated his opinion that the Town Manager should be a full participant during the discussion process as he has critical information that should be shared, and could possibly even give recommendations to Council before Council votes on direction.

Mr. Sumek assured the Committee he could help Council through the desired workshop reformatting, and made suggestions of approaches to take during preplanning in order to be able to assist with focusing the vision for the retreat. He also mentioned that he works closely with the Town of Bluffton and Beaufort County, so he could bring regional vision and awareness to the Town of Hilton Head Island's process.

Mr. McCann closed the telephone interview and thanked Mr. Sumek for speaking with the Committee.

Mr. Deloach recommended that, after all interviews have been completed, the Committee should identify one prospective facilitator and request a scope of work and quote from them, which will then come back to the Committee for review. If the scope is satisfactory, the Committee will recommend the prospective facilitator to the full Council.

6. Adjournment:

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded. All members voted in favor and the meeting was adjourned at 9:48 a.m.

Approved: June 23, 2015

Respectfully submitted:

John McCann, Chairman

Erica Madhere, Secretary