

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

**Date:** July 23, 2015 **Time:** 2:00 p.m.  
**Members Present:** John McCann, *Chairman*; Bill Harkins, Tom Lennox, *Council Members*  
**Members Absent:** None  
**Staff Present:** Nancy Gasen, *Director of Human Resources*; Cindaia Ervin, *Finance Assistant*  
**Others Present:** None  
**Media:** None

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**1. Call to Order:**

The meeting was called to order at 2:05 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. Harkins moved to approve the Minutes from the Finance and Administrative Committee Meeting on July 21, 2015 at 2:00 pm. Mr. Lennox seconded, and the motion passed with a vote of 3-0.

**4. Unfinished Business:**

None

**5. New Business:**

None

**6. Executive Session:**

At 2:05 p.m. Mr. Harkins moved to enter into Executive Session to discuss the Town Manager Performance Review and Compensation. Mr. Lennox seconded and the motion was approved by a vote of 3-0.

Mr. McCann called the meeting back to order at 2:58 p.m., and announced there was no action taken as a result of the Executive Session.

**7. Adjournment:**

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded. All members voted in favor and the meeting was adjourned at 2:58 p.m.

**Approved:** July 28, 2015

**Respectfully submitted:**

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**John McCann, Chairman**

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**Cindaia Ervin, Secretary**