

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

Date: August 2, 2016 **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* and Cindaia Ervin, *Finance Assistant*
Others Present: David Bennett, *Mayor* and David Ames, *Council Member*
Media: None

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:

None

4. Unfinished Business:

None

5. New Business:

None

6. Executive Session:

- a. At 2:06 p.m. Mr. Harkins moved to enter into Executive Session to discuss the Town Manager annual performance review and also to discuss the Town Attorney annual performance review. Mr. Lennox seconded and the motion was approved by a vote of 3-0.

Mr. McCann called the meeting back to order at 2:35 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. The motion passed with a vote of 3-0. The meeting was adjourned at 2:35 p.m.

Approved: September 13, 2016

Respectfully submitted:

John McCann, Chairman

Cindaia Ervin, Secretary