



Town of Hilton Head Island
**FINANCE & ADMINISTRATIVE COMMITTEE
MEETING**
Tuesday, February 15, 2022, 10:00 AM
AGENDA

The Finance & Administrative Committee meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting will also be livestreamed live and can be viewed on the [Town's Public Meetings Facebook Page](#).

1. **Call to Order**
2. **FOIA Compliance** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Roll Call**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
 - a. Regular Meeting - January 18, 2022
6. **Appearance by Citizens**

Citizens who wish to address the Committee concerning the items on the agenda, may do so by contacting the Town Clerk at 843.341.4701, no later than 4:30 p.m., Monday, February 14, 2022.

Citizens may also submit written comments concerning any of the items on the agenda through the eComment portal. The eComment portal can be found by following this link: [February 15, 2022 Finance & Administrative Committee Meeting Information](#)

7. **New Business**
 - a. Status Update from the Community Foundation of the Lowcountry Concerning the American Rescue Plan Act 2021 Grants - Scott Wierman, President and CEO
 - b. Town of Hilton Head Island Financial Update
8. **Adjournment**

Please note, a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
Finance & Administrative Committee
Tuesday, January 18, 2022, 10:00 a.m.
MEETING MINUTES

Present from the Committee: Tom Lennox, *Chairman*; Bill Harkins; Glenn Stanford; Alexander Brown, Jr.; Tamara Becker, *Alternate*

Present from Town Council: David Ames

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Senior Adviser to the Town Manager*; Angie Stone, *Assistant Town Manager*; John Troyer, *Director of Finance*; Chris Yates, *Interim-Director of Community Development*; Aaron Black, *Facilities Manager*; Krista Wiedmeyer, *Town Clerk*; Karen Knox, *Senior Administrative Assistant*

Others Present: Emily Sobozak, *Partner, Greene Finney, LLP*

1. Call to Order

The Chairman called the meeting to order at 10:00 a.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call as noted above.

4. Approval of the Agenda

Chairman Lennox requested an amendment to the agenda, adding a discussion with no action concerning the 2020 Census Redistricting Process. Before calling for the motion and the vote, he asked Mr. Gruber to explain the need for said discussion. Mr. Gruber reported that upon the timing of documentation received from the State regarding the ongoing redistricting process and because of exigent circumstances surrounding the need to get this information out to the public in a timely manner, staff would like to add a discussion item on redistricting to today's Agenda. Mr. Harkins moved to amend the Agenda to include a discussion on redistricting. Mr. Stanford seconded. Motion carried 4-0.

Mr. Stanford moved to approve the Agenda as amended. Mr. Harkins seconded. Motion carried 4-0.

5. Approval of Minutes

a. December 7, 2021

Mr. Harkins moved to approve. Mr. Stanford seconded. Motion carried 4-0.

6. Appearance by Citizens

Skip Hoagland addressed members of the Committee via phone regarding the DMO Contract; ATAX Committee funds and illegal funding.

7. Unfinished Business

a. Consideration of the Final Draft of the Affiliated Agency Application

John Troyer stated staff has worked very closely with Councilman Stanford on this item. Mr. Troyer noted the process is through the Finance Committee to Town Council and it is part of the annual budget process. Mr. Lennox thanked Mr. Stanford for his work and stated that the final draft is a very effective and efficient document.

After discussion, the Committee concurred that the Final Draft of the Affiliated Agency Application should be forwarded to Town Council for their review.

Mr. Stanford moved to forward the Application as part of the entire process of grant requests from non-profits to Town Council for final approval. Mr. Harkins seconded. The motion carried by a vote of 4-0.

b. Redistricting Discussion

Mr. Gruber stated several weeks ago Town Council adopted a Resolution outlining the policy goals regarding conducting the redistricting process. As part of that approval, there was an Action Plan attached to it that outlined the public engagement steps that we are going to utilize to get feedback and comments from the members of the public. Staff has been working to get a baseline map from the State Revenue and Fiscal Affairs Office as the Agency that is charged with helping the General Assembly and the other local government bodies across the State. We have been trying nail down a date by which we could expect to have that baseline map without much success. Town staff has created a map that would be a starting point.

After discussion, the Committee directed staff to begin identifying dates and times for the community engagements. Per the direction received from the Committee, the GIS staff generated map will be utilized to begin soliciting public input.

8. New Business

a. Review and Consideration of Proposed Ordinance 2020-28 – Amendments to the Town of Hilton Head Island Municipal Code Concerning Electronic Public Meetings.

Mr. Gruber reviewed the proposed draft Ordinance. Currently Town Code requires the Town be under a Declared State of Emergency as a prerequisite to convene a virtual or electronic meeting. Staff is proposing to utilize language that has been brought forth by the Municipal Association of South Carolina as a recommendation on how to provide

flexibility for local government bodies in convening electronic and virtual meetings. It basically gives the discretion to the Chairperson of the body that is meeting to call for the virtual meeting if it is appropriate for them to do so. Regular meetings, Special Meetings and or Public Hearings of Town Council and any of its Boards and Commissions may be held at Town Hall, may be held electronically or by a combination thereof with some members in physical attendance and others attending electronically. You can have an in-person meeting with some members of the body in attendance in person and other members in attendance virtually. We also used to require notice of the meetings no less than five days in advance – we are proposing to change that to be in line with the South Carolina Freedom of Information Act. What that Statue requires now is 24 hours of advance notice of the Agenda being provided to the public.

After discussion, Mr. Stanford moved the Finance & Administrative Committee forward this proposed Ordinance on to Town Council for consideration with the following amendments 1) make it clear that for an all virtual meeting there be an opportunity for public input on actionable items and 2) that attendance at a hybrid meeting that has public participation as well as virtual participation that a Member of Council or a Member of a Committee or Commission first seek approval of the Chairman or the Mayor for virtual participation. Mr. Harkins seconded. The motion passed with a vote of 4-0.

- b. Town of Hilton Head Island Financial Audit Presentation for Fiscal Year Ending June 30, 2021, from Greene Finney, LLP – Emily Sobczak, Partner

Ms. Sobczak reviewed and delivered a presentation on the Town of Hilton Head Island's Financial Audit for Fiscal Year Ending June 30, 2021. Upon conclusion of the presentation, she answered questions posed to her by the Committee.

- c. Town of Hilton Head Island Financial Update

Mr. Troyer reviewed and delivered a presentation on the status of the Town's finances. Upon the conclusion of the presentation, he answered questions posed to him by the Committee.

9. Adjournment

By unanimous vote, the meeting adjourned at 12:31 p.m.

Submitted by: Karen D. Knox
Senior Administrative Assistant

Approved: [Date]

The recording of this meeting can be found on the Town's website at www.hiltonheadislandsc.gov.



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Finance & Administrative Committee
FROM: Marcy Benson, *Senior Grants Administrator*
VIA: Shawn Colin, AICP, *Senior Advisor to The Town Manager*
CC: John Troyer, *Director of Finance*
DATE: February 1, 2022
SUBJECT: Community Foundation of the Lowcountry ARPA Grant Funding Update

Recommendation:

Review of Community Foundation of the Lowcountry American Rescue Funds Act (ARPA) grant funding update.

Summary:

The Community Foundation of the Lowcountry (CFL) awarded Town of Hilton Head Island American Rescue Plan Act (ARPA)/State and Local Fiscal Recovery Funds (SLFRF) grants to 13 recipient organizations. A total of \$338,825 was distributed from the \$500,000 allocation of fiscal year 2022 ARPA funds. This was the initial funding round of the Hilton Head Island ARPA/SLFRF grant program. The Community Foundation of the Lowcountry will work to disburse an additional round of grant awards for the remaining 2022 fiscal year funds. Attached to this memo is the Hilton Head Island ARPA/SLFRF Committee Funding Recap document.

Background:

ARPA funds allocated to the Town of Hilton Head Island by the U.S. Department of the Treasury were used to establish the Hilton Head Island ARPA/SLFRF grant program administered by The Community Foundation of the Lowcountry. In fiscal year 2022 ARPA funds in the amount of \$500,000 were allocated to the grant program and another \$500,000 of ARPA funds are programmed for fiscal 2023. The grant program was established to distribute \$1 million over fiscal years 2022 and 2023. This program is in accordance with the partnership and funding allocations outlined in the memorandum of agreement executed in October 2021.

Attachment: Hilton Head Island ARPA/SLFRF Committee Funding Recap

Hilton Head Island ARPA/SLFRF Grant
Awards: December 10, 2021

<i>Organization Name</i>	<i>Project Name</i>	<i>Response Area</i>	<i>Request Amount</i>	<i>Award Amount</i>
Hilton Head Island Recreation Association	David M. Carmine Children's Scholarship Fund-Childcare	Childcare	\$12,500.00	\$ 6,250.00
Lowcountry Legal Volunteers	Housing Protection Program	Housing	\$44,250.00	\$ 22,125.00
Meals-on-Wheels, Bluffton-Hilton Head	Meal Program	Food	\$40,000.00	\$ 20,000.00
Memory Matters	Compass Day Program In-person Services Reopening	Healthcare	\$50,000.00	\$ 15,000.00
Mental Health America of Beaufort/Jasper.	Hilton Head Island Citizen Scholarships for Low to Moderate Income Citizens Impacted By COVID-19.	Healthcare	\$48,000.00	\$ 24,000.00
Native Island Business & Community Affairs Association Inc.	NIBCAA COVID-19 Rental Assistance Grant	Housing	\$50,000.00	\$ 50,000.00
Programs for Exceptional People (PEP)	Enabling HHI Families Struggling Due to the Pandemic to Send Intellectually Disabled Member to PEP	Other	\$15,000.00	\$ 15,000.00
Sandalwood Community Food Pantry	Serving the Huge Number of Clients Needing Food Due to Lingering and New Effects of COVID	Food	\$50,000.00	\$ 50,000.00
Second Helpings	Healthy Food for Hilton Head	Food	\$50,000.00	\$ 25,000.00
Society of St. Vincent de Paul Holy Family Conference	Financial Assistance COVID	Housing	\$20,000.00	\$ 20,000.00
The Children's Center	Ensuring Economic Vitality with Affordable Childcare	Childcare	\$45,400.00	\$ 22,700.00
The Hilton Head Island Deep Well Project	Emergency Housing Expenses - Rent/Utilities - due to COVID-19	Housing	\$50,000.00	\$ 50,000.00
The Hunger Coalition of the Lowcountry	Backpack Buddies	Childcare	\$18,750.00	\$ 18,750.00
Central Oak Grove Missionary Baptist Church (COG)	COG Hilton Head Island (HHI) Food Distribution Program	Food	\$25,000.00	\$ -
Hilton Head Symphony Orchestra, Inc.	Young People's Concerts	Education	\$10,000.00	\$ -
Total			\$ 528,900.00	\$ 338,825.00

Hilton Head Island ARPA/SLFRF Committee
Funding Recap – 21.11-30 Cycle
Decisions: December 10, 2021

Approvals:

Hilton Head Island Recreation Association

Project Title: David M. Carmine Children's Scholarship Fund-Childcare
Project End Date: 6/15/2022

COVID-19 Response Area: Childcare

\$6,250 approved to be used for childcare scholarships for low- to moderate income residents of Hilton Head Island impacted by COVID-19 between January 1, 2022 and June 15, 2022. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Lowcountry Legal Volunteers

Project Title: Housing Protection Program
Project End Date: 6/15/2022

COVID-19 Response Area: Housing (including rent, mortgage and utility assistance)

\$22,125 approved for expenses relating to the Housing Protection Program in Hilton Head Island with \$15,000 allocated to salaries for direct client support and up to \$7,125 allocated to other costs as defined in the project budget. A final report must be filed with costs related to work performed for Hilton Head Island residents and should be in-line with the \$250 - \$1000 estimate per person cost defined in the grant application. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Meals-on-Wheels, Bluffton-Hilton Head

Project Title: Meal Program
Project End Date: 6/15/2022

COVID-19 Response Area: Food

\$20,000 approved for meals to be delivered to low- to moderate-income residents of Hilton Head Island who have been negatively impacted by COVID-19. A final report must be filed verifying the number of meals served and the client's geographic eligibility. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Hilton Head Island ARPA/SLFRF Committee

Funding Recap – 21.11-30 Cycle

Decisions: December 10, 2021

Memory Matters

Project Title: Compass Day Program In-person Services Reopening

Project End Date: 6/15/2022

COVID-19 Response Area: Healthcare

\$15,000 approved for scholarships for low- to moderate-income individuals who cannot pay for services due to the impact of COVID-19. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Mental Health America of Beaufort/Jasper.

Project Title: Hilton Head Island Citizen Scholarships for Low to Moderate Income Citizens Impacted By COVID-19

Project End Date: 6/15/2022

COVID-19 Response Area: Healthcare

\$24,000 approved for scholarships for low- to moderate-income individuals suffering from mental health needs due to the impact of COVID-19. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Native Island Business & Community Affairs Association Inc.

Project Title: NIBCAA COVID-19 Rental Assistance Grant

Project End Date: 6/15/2022

COVID-19 Response Area: Housing (including rent, mortgage and utility assistance)

\$50,000 approved for emergency housing assistance for low- to moderate income Hilton Head Island residents who have been negatively impacted by COVID-19. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Programs for Exceptional People (PEP)

Project Title: Enabling HHI Families Struggling Due to the Pandemic to Send Intellectually Disabled Member to PEP

Project End Date: 6/15/2022

Hilton Head Island ARPA/SLFRF Committee

Funding Recap – 21.11-30 Cycle

Decisions: December 10, 2021

*COVID-19 Response Area: Other, the COVID pandemic has been hard on those who are isolated, leading to depression and even suicide. It has left struggling families with intellectually disabled loved ones devastated. In this case, financial situations have degraded due to loss of work. **Staff considers this a response to Food (participants will be fed 5 days per week at PEP), Health (socialization with have a positive effect on participants) and education (PEP members are offered art, music and physical activity classes).***

\$15,000 approved for scholarships for low-income residents of Hilton Head Island who have been negatively impacted by COVID-19*. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

*Staff commentary: This application benefits two Hilton Head Island residents with extreme need and extraordinary family circumstances that makes participation in the program essential for their mental and physical quality of life.

Sandalwood Community Food Pantry

Project Title: Serving the Huge Number of Clients Needing Food Due to Lingering and New Effects of COVID

Project End Date: 6/15/2022 (up to 12/31/2022)

COVID-19 Response Area: Food

\$50,000 awarded for fresh food for clients. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Second Helpings

Project Title: Healthy Food for Hilton Head

Project End Date: 6/15/2022

COVID-19 Response Area: Food

\$25,000 awarded to purchase food and/or food bags to distribute to partner organizations serving low- to moderate-income residents of Hilton Head Island before June 15, 2022. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Hilton Head Island ARPA/SLFRF Committee

Funding Recap – 21.11-30 Cycle

Decisions: December 10, 2021

Society of St. Vincent de Paul Holy Family Conference

Project Title: Financial Assistance COVID

Project End Date: 6/15/2022

COVID-19 Response Area: Housing (including rent, mortgage and utility assistance)

\$20,000 awarded for emergency housing assistance for low- to moderate-income residents of Hilton Head Island who have been negatively impacted by COVID-19. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

The Children's Center

Project Title: Ensuring Economic Vitality with Affordable Childcare

Project End Date: 6/15/2022

COVID-19 Response Area: Education

\$22,700 awarded to supplement the cost of food and teacher salaries to benefit children of low- to moderate income residents of Hilton Head Island. The agency must include the number of students who live in Hilton Head Island on their final report. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

The Hilton Head Island Deep Well Project

Project Title: Emergency Housing Expenses - Rent/Utilities - due to COVID-19

Project End Date: 12/31/2022 (up to 12/31/2022)

COVID-19 Response Area: Housing (including rent, mortgage and utility assistance)

\$50,000 to provide emergency housing assistance to low- to moderate-income who have been negatively impacted by COVI-19. The agency can apply for additional funding once the final report is submitted and approved, based on the timing of the report, the grant cycle and available funds.

Organization: The Hunger Coalition of the Lowcountry

Project Title: Backpack Buddies

Project End Date: 1/31/2022

COVID-19 Response Area: Childcare and Food

\$18,750 awarded for food cards to be provided to families of Neighborhood Outreach Connection students to offset the negative impact of COVID-19.

Hilton Head Island ARPA/SLFRF Committee

Funding Recap – 21.11-30 Cycle

Decisions: December 10, 2021

Declinations:

Central Oak Grove Missionary Baptist Church (COG)

Project Title: COG Hilton Head Island (HHI) Food Distribution Program

COVID-19 Response Area: Food

Funding declined, but the committee requests that staff inform COG that they are interested in the proposal and would like to encourage COG to research other organizations doing similar work to benchmark need and learn best practices. The ARPA/SLFRF Grants Committee invites COG to apply for funding once they have completed this research and amended their request to remove religious activity and to allow eligible individuals of all races and ethnicities to be equally considered for funding.

Hilton Head Symphony Orchestra, Inc.

Project Title: Young People's Concerts

COVID-19 Response Area: Education

Funding declined but the committee requests that staff encourage HHSO to apply through an alternate fund at CFL if possible.



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Finance and Administrative Committee
FROM: John M. Troyer, Director of Finance
VIA: Marc Orlando, Town Manager
CC: Cindaia Ervin, Krista Wiedmeyer
DATE: February 1, 2022
SUBJECT: Financial Update

Recommendation: Staff recommends that Finance Department continue to monitor Town Revenues and Expenditures and to ***provide monthly updates to the Finance & Administrative Committee for their review and discussion.***

Summary: As part of the pandemic response, Town Management identified the importance of monitoring revenue and expenditure items in a pandemic environment. Close monitoring can provide the ability to respond timely to changing economic realities.

To provide Town Council as clear a picture of the Town's revenue collections and financial position, I plan to give Finance and Administrative Committee an update during their next meeting of the committee. I plan to give a preview of year-to-date results. This will give the Finance and Administrative Committee a continuing look at Town financial position and provide a forum for discussions. We will continue those discussions monthly to ensure the Town is appropriately positioned in this economic environment.

Background: As Town Council considered the proposed budget for FY 2021, one issue at the forefront of the discussion was the economic uncertainties due to the impact of the COVID-19 pandemic -- which prompted the need for more frequent financial updates. Now the Town is into FY 2022, and the pandemic is still not behind us. The financial updates need to continue at least until the COVID threat is contained, and probably much beyond. Town Council recognized that even after the budget was adopted for FY2022, continuing the close monitoring of the revenue collections and spending would continue to be important again this year.