



Town of Hilton Head Island  
**Finance & Administrative  
Committee Meeting**

Tuesday, May 21, 2019 at 3:00 pm  
Conference Room 3

**MEETING MINUTES**

**Present From the Committee:** Tom Lennox, *Chairman*; William Harkins, Tamara Becker;  
*Council Members*

**Present from Town Council:** David Ames, Glen Stanford

**Present from Town Staff:** Josh Gruber, *Assistant Town Manager*; Brian Hulbert, *Staff Attorney*; Angie Stone, *Director of Human Resources*; Steven Markiw, *Deputy Finance Director*; Cindaia Ervin, *Finance Assistant*

**Present from Media:** Katherine Kokal

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**1. Call to Order**

The Chairman called the meeting to order at 3:00 pm.

**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. Finance & Administrative Committee Meeting, May 21, 2019

Mr. Harkins moved to approve the minutes from May 21, 2019. Mrs. Becker seconded. The motion was approved by a vote of 3-0.

**4. Unfinished Business - NONE**

**5. New Business**

- a. General discussion of Town Manager Performance Review Process & Procedure.

Angie Stone, Director of Human Resources, spoke with the Committee regarding the previous meeting recommended changes and additions for the Town Managers Performance form. She indicated that based on the recommended changes that she did see room for clarification and further discussion. The revision recommended by the Committee members were for Competency 3 and Goal 6. Bill Harkins, Committee Member, previously suggested that the criteria for Competency 3 reference how the organizations effectiveness is evident to Town Council Members. Upon further discussion among the Committee, it was explained that those

suggestions were addressed in Competency 3 and 4. The Committee felt that with the further discussion and explanation it helped them understand what was to be expected as a response.

Tamara Becker, Committee Member, asked for further clarification of what was to be evaluated in Goal 6, Infrastructure. Mrs. Stone proposed adding additional wording from the fiscal year 2018 evaluation form to help clarify what each goal was intended to measure. All goals are meant to flow and be evaluated separately in order to tell the narrative of the past year. The overall consensus of the committee was that Goal 6 would have additional wording to assist when the Council Members fill out the evaluations for the Town Manager.

Mr. Harkins made a motion to approve the Town Managers Performance Review Form and schedule as outlined in the Finance & Administrative Committee Meeting. Mrs. Becker seconded. The motion passed with a vote of 3-0.

Mrs. Stone indicated that she would distribute the fiscal year 2019 evaluation form and schedule to all of Town Council to review and begin the process. Mr. Lennox thanked Mrs. Stone for her time and clarification provided.

**6. Executive Session – NONE**

**7. Adjournment**

At 3:34 p.m., Mr. Lennox adjourned the meeting.

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Cindaia Ervin, Secretary

Approved: \_\_\_\_\_

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Tom Lennox, Chairman