

TOWN OF HILTON HEAD ISLAND
Evaluation Committee Meeting Minutes
RFP 2019-0029
Classification and Compensation Study
August 13, 2019 @ 3:30 p.m.
Town Hall - Conference Room 3

Committee Members Present: Angie Stone, Lisa Stauffer, Marcie Patton & Richard Groth

Committee Members Absent: None

Non-Committee Members Present: None

1. Call to Order

Mr. Groth called the meeting to order at 3:30 pm.

2. FOIA Compliance

Public notification of this meeting was 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. Regular Session

Ms. Stone motioned to go into Executive Session which was seconded by Ms. Stauffer. The motion was approved unanimously.

4. Executive Session

Evaluation Committee members discussed and reviewed the methodology to be used in the evaluation of proposals submitted in response to RFP-0029. Tentative timeline was established for completion of initial scoring, with target date for the next Committee meeting to be held on either August 30th or sometime during the first week of September.

5. Adjournment

At 3:54 p.m. Ms. Patton moved to end the Executive Session and adjourn the meeting, which was seconded by Ms. Stone. The motion was approved unanimously.

Submitted/ Approved By: Richard Groth, Procurement Officer, 8/30/19