



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:** February 15, 2022

**The recording of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov).**