

**Hilton Head Island
Economic Development Corporation
Personnel Committee**

Friday, March 21, 2014

1:30 p.m. – Town Hall - Conference Room 3

1 Town Center Court

Hilton Head Island, SC 29928

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting

- 1. Call to Order** – Committee Chairman Carlton Dallas
- 2. Freedom of Information Act 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** – minutes from February 21, 2014
- 4. Old Business - None**
- 5. New Business**
 - a. EDC Staff Recruitment Status
- 6. Executive Session**
 - a. Discussion of personnel issues and potential contractual arrangements
- 7. Adjournment**

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

**Hilton Head Island
Economic Development Corporation
Personnel Committee
Minutes of Friday, February 21, 2014**

Members Present: Carlton Dallas, Tom Upshaw

Members Absent: John Joseph

Town Staff: Shawn Colin, Nancy Gasen

1. Call to Order:

Chairman Dallas called the meeting to order at 1:00 p.m. in Conference Room 3.

2. Freedom of Information Act 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. Old Business: none

5. New Business:

a. EDC Staff Recruitment Status.

Mrs. Nancy Gasen reported that the Request for Proposals for the Executive Search Firm was placed on the Town's website on Friday, February 14, 2014 and placed in news media on Monday, February 17, 2014. The submittal deadline is Monday, March 3, 2014. Mr. Tom Fultz, Procurement Official will open each submittal individually and list each bidder.

6. Executive Session

At 1:10 p.m. the Committee went into Executive Session to discuss personnel issues and potential contractual arrangements. At 1:50 p.m. the Committee came out of Executive Session. As a result of Executive Session, Mr. Upshaw made a motion to approve the RFP Selection Criteria Weighing, the Executive Search Firm Selection Process and the Overall Selection Process Schedule. (details are listed below.) Mr. Dallas seconded. The motion passed unanimously.

7. Adjournment

There being no further business, the meeting was adjourned at 2:00 p.m.

Respectfully submitted:

Eileen S. Wilson
Sr. Administrative Assistant
Community Development

Carlton Dallas, Chairman