

**Hilton Head Island
Economic Development Corporation**

Monday, April 7, 2014

9:00 a.m. – Palmetto Electric Community Room

111 Mathews Drive

Hilton Head Island, SC 29928

Note: Please park and enter through the back of the building

AGENDA

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

- 1. Call to Order**
- 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 from March 25, 2014**
- 4. Old Business**
- 5. New Business**
 - a. Presentation on the Hilton Head Island Airport – Mr. Jon Rembold, Airport Director
 - b. Recommendation to authorize the Chairman to execute a contract with an Executive Recruitment Firm.
- 6. Appearance by Citizens**
- 7. Executive Session**
 - a. Discussion of potential contractual arrangements
- 8. 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

Minutes of Tuesday, March 25, 2014

Members Present: Maryann Bastnagel, Steven Carb, Carlton Dallas, John Joseph, Diana McKenzie, Steve Riley, Tom Upshaw, Ray Wenig

Members Absent: none

Town Council: Drew Laughlin, Bill Harkins, George Williams, Kim Likins, John McCann, Lee Edwards

Town Staff: Charles Cousins, Shawn Colin, Nancy Gasen, Susan Simmons

1. Call to Order

Chairman Upshaw called the meeting to order at 9:00 a.m. in the Palmetto Electric Community Room.

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. New Business

a. Economic Development Corporation Presentation to Town Council. Chairman Upshaw reviewed the background, mission, members and the accomplishments to date of the Economic Development Corporation (EDC).

- i. Goal # 1 – Attract New Business.** Diana McKenzie reported on key activities for attracting new business such as launching a separate EDC website, social media outreach and promoting why HHI is “Open for Business.”
- ii. Goal # 2 – Support Existing Business Growth.** John Joseph reported that his team seeks to reduce obstacles to enable success for local businesses; identify specific resources guided by a return-on-investment for the community.
- iii. Goal # 3 – Address Infrastructure Challenges.** Maryann Bastnagel reported that this team is working with telecommunications suppliers and real estate developers/professionals to understand current inventory and condition of available network technology and commercial space.
- iv. Goal # 4 – Hire Executive Director.** Carlton Dallas reported that the Executive Director needs to be a confident, articulate deal maker, possessing a strong network of business contacts and the skills to drive deals to successful closure for Hilton Head Island. Interviews with Executive Recruitment Firms will take place next week; will select a firm by April 15. An Executive Director should be on board by July 2014.
- v. EDC Funding Requirements.** Chairman Upshaw reviewed the EDC FY2015 proposed budget estimates. Chairman Upshaw completed his presentation by asking Town Council for: (1) Validation of EDC strategy and approach; (2) Support for EDC FY2015 budget request.

After a brief discussion, Town Council thanked the EDC for all the work they are doing and they are moving in the right direction and have made good decisions. The work of the EDC is vital for our community's future. In order to have a thriving community we must have diversity.

Chairman Upshaw thanked the Town Council on behalf of the EDC for their support.

4. Adjournment

There being no further business, the meeting was adjourned at 10:40 a.m.

Respectfully submitted:

Eileen S. Wilson
Sr. Administrative Assistant

G. Thomas Upshaw, Chairman



HILTON HEAD ISLAND

Economic Development Corporation

TO: HHI-EDC Board of Directors
VIA: Carlton Dallas, *Chairman of EDC Personnel Committee*
FROM: Shawn Colin, AICP, *Deputy Director of Community Development*
DATE: April 3, 2014
SUBJECT: Request authorization for EDC Chairman to Execute a Contract with an Executive Recruitment Firm

Recommendation: That the Hilton Head Island Economic Development Corporation (HHI-EDC) Board of Directors authorize the Chairman to execute a contract with an Executive Recruitment Firm. The purpose is to provide services to recruit and assist in the placement of a qualified candidate as the Executive Director for the HHI-EDC.

Summary: The HHI-EDC identified hiring an Executive Director as one of its goals at the Strategic Planning Workshop conducted in January 2014. The HHI-EDC also authorized its Personnel Committee to draft an RFP and scope of work to solicit proposals from an Executive Recruitment Firm to assist in the recruitment and placement of a qualified candidate for the position of Executive Director. The Personnel Committee has completed its evaluation and is ready to recommend the preferred firm to the full Board for consideration. Since contract negotiation has not been completed, the request is for the EDC Board of Directors to authorize the Chairman to execute a contract with the recommended firm. Public announcement of the selected firm will be made upon obtaining a signed contract.

Background: The HHI-EDC identified hiring an Executive Director as one of its goals at its strategic planning session conducted in January 2014. The HHI-EDC also authorized its Personnel Committee to draft an RFP and scope of work to solicit proposals from an Executive Recruitment Firm.

The RFP solicitation produced eight proposals received by the deadline date of March 3, 2014. All proposals were reviewed for compliance against approved RFP requirements. The result was a determination that four proposals satisfied the compliance requirements and moved onto the next step for review. The Committee then evaluated the four compliant proposals, conducted reference checks, and independently evaluated them against established criteria. The Committee met on March 21, 2014 to finalize the proposal ratings and selected the three highest-ranked firms to interview. However, one of the three firms subsequently withdrew its proposal from consideration, resulting in the Committee interviewing two firms on April 1, 2014.

The Personnel Committee completed its evaluation of the two finalists and developed a composite scoring to determine the firm to recommend to the full EDC Board of Directors for contract award. Public announcement of the selected firm will be made upon obtaining a signed contract.