Hilton Head Island
Economic Development Corporation
Personnel Committee

Monday, July 7, 2014
9:00 a.m. in Conference Room 4
Town Hall
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**
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 – June 19, 2014**
4. **Old Business**
5. **New Business**
   a. Review specific terms of the Executive Director position.
   b. Review PACE Contract Deliverables.
   c. Review of Employee Lease Agreement Language.
   d. Review/Recommend candidates for the Executive Director position.
   e. Discuss candidate interview schedule and other logistics.
6. **Executive Session**
   a. Discussion of matters related to employment, appointment, compensation of employees.
7. **Adjournment**

Note: All or a portion of the meeting may be held in Executive Session.

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 Thursday, June 19, 2014

Members Present: Carlton Dallas, John Joseph, Tom Upshaw

Town Staff: Eileen Wilson

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1. **Call to Order:**
   Chairman Dallas called the meeting to order at 11:03 a.m. at Town Hall 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:** Minutes of May 8, 2014 were approved as presented.

4. **Old Business:** none

5. **New Business:**
   a. **Initial Review of potential candidates for the Executive Director position.** Chairman Dallas stated that the web posting of the Executive Director position is open until June 30, 2014. The EDC Personnel Committee will schedule a meeting for Monday, July 7, 2014 to review the top candidates submitted by Mr. John Lovorn of PACE. The Personnel Committee will narrow the selection down to three candidates and will make a recommendation to the full EDC on July 8, 2014 to interview the three selected candidates on Monday, July 14, 2014.

      Mr. Upshaw made a motion to accept the proposed schedule above for the EDC Personnel Committee meeting on July 7 to select three candidates and recommend them to the full EDC and for the candidates to be interviewed on July 14, 2014. Mr. Joseph seconded. The motion passed unanimously.

At 11:16 a.m. Mr. Joseph made a motion to go into Executive Session to discuss matters related to employment, appointment, personnel issues and potential contractual arrangements. Mr. Upshaw second. The motion passed unanimously.

At 11:45 a.m. Chairman Dallas opened the meeting and stated that no action was taken as a result of Executive Session.

6. **Adjournment:**
   There being no further business, the meeting was adjourned at 11:46 p.m.

Respectfully submitted by: _____
Eileen Wilson

Approved by: _____
Carlton Dallas, Chairman

DRAFT