

Hilton Head Island Economic Development Corporation

Tuesday, August 26, 2014

9:00 a.m. – **Town Hall Hilton Head Island**

1 Town Center Court

CONFERENCE ROOM 3

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 August 12, 2014**
4. **Executive Director Comments**
5. **Old Business**
6. **New Business**
 - a. HH Area Realtor's Association – Jean Beck
 - b. Discussion of Permanent Office Space
 - c. Update on EDC Logo
 - d. E-mail for EDC, business cards
 - e. Update on Web Development Project
7. **Appearance by Citizens**
8. **Executive Session**
 - a. Discussion of negotiations incident to potential contractual arrangements.
 - b. Discussion of matters related to potential economic development.
 - c. Discussion of matters related to employment, appointment, compensation of employees.
9. **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, August 12, 2014

Members Present: Steven Carb, Carlton Dallas, John Joseph, Diana McKenzie, Tom Upshaw,

Members Absent: Maryann Bastnagel, Ray Wenig, Steve Riley

Town Staff: Shawn Colin, Eileen Wilson

1. Call to Order:

Chairman Upshaw called the meeting to order at 9:00 a.m. in the Community Room 3 at Palmetto Electric on Hilton Head Island.

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 July 22, 2014.

The minutes of July 22, 2014 were approved as presented.

4. Old Business: none

5. New Business:

a. HH Hospital – Medical Center Presentation. Mr. Mark O’Neil, Jr., President of Hilton Head Regional Healthcare is responsible for all strategic activities for Hilton Head Hospital, Coastal Carolina Hospital, the Bluffton-Okatie Outpatient Center and the new Bluffton Medical Campus. Mr. O’Neil gave an overview of all the services each of the facilities provide, patient statistics, local taxes, charity care and economic impact. Mr. O’Neil also covered new technology – the Hilton Head Hospital went live on the CERNER electronic health record in February 2014.

b. Discussion of Executive Director Orientation/Logistics. Chairman Upshaw stated that Mr. Don Kirkman has already reached out to individuals and organizations that will be beneficial to the EDC and he will be on board Monday, August 18, 2014. Mr. Kirkman will temporarily occupy an office located in town hall until the EDC identifies and selects a permanent office location. When Mr. Kirkman arrives on Monday, he will have a computer, phone line, EDC business post office box and credit card for expenses. Mr. Dallas stated that the next phase is to introduce Don Kirkman to various community groups. The EDC may switch from having individual presentations to grouping similar based groups to present at the same meeting.

- c. **Update on EDC Logo.** Mr. Joseph stated that he received input regarding all seven proposed EDC logos. Modifications will be made and presented at the next EDC meeting so that Mr. Kirkman can participate.
 - d. **Update of Web Development Project.** Ms. McKenzie stated that Smart Marketing Communications has been selected to complete Phase I of the EDC website. Smart Marketing Communications had the most diverse offering for the EDC needs.
6. **Appearance by Citizens.** Ms. Jocelyn Staiger, Government Affairs Director for the Hilton Head Island Association of Realtors stated that a grant has been obtained from the National Association of Realtors to host a summit to promote awareness of the need for economic development. It will be held at Hampton Hall on Thursday, November 13, 2014 from 10:00 a.m. until noon. This is to provide the opportunity of the various entities to present their goals, meet with each other and get their message to the public.

Mr. Thomas Barnwell Jr. congratulated the EDC and the Town for their efforts with economic development.

7. **Executive Session.**

At 10:15 a.m. Mr. Joseph made a motion to go into executive session for discussion of negotiations incident to potential contractual arrangements. Mr. Dallas seconded the motion. The motion passed unanimously.

At 10:40 a.m. Chairman Upshaw opened the meeting. As a result of Executive Session Mr. Dallas made a motion that the EDC authorize the expenditure of funds (up to \$5,875) to participate in a partnership opportunity with the Lowcountry Economic Alliance and other area municipalities in a special section of the new SC Commerce Guide. Mr. Joseph seconded the motion. The motion passed unanimously.

Mr. Dallas made a motion that the EDC ratify an amendment to the contract with “The PACE Group” executive recruitment firm, to cover fees and expenses incurred in the fulfillment of services excess of the contract award, in the amount of \$1,248.77. Ms. McKenzie seconded the motion. The motion passed unanimously.

8. **Adjournment.**

There being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted:

Eileen S. Wilson
Sr. Administrative Assistant
Community Development

Thomas Upshaw, Chairman