

**TOWN OF HILTON HEAD ISLAND
FINANCE AND ADMINISTRATIVE COMMITTEE
SPECIAL MEETING**

Date: April 7, 2015 **Time:** 11:45 a.m.
Location: New York City Pizza, 28 Shelter Cove Lane, Hilton Head Island, SC 29928
Members Present: John McCann, *Chairman*; Tom Lennox and Bill Harkins, *Council Members*
Members Absent: None
Staff Present: Susan Simmons, *Director of Finance*
Others Present: Eleanor O'Key, *Lowcountry Inside Track*
Media: Zach Murdock, *Island Packet*

1. Call to Order:

The meeting was called to order at 12:35 a.m.

2. FOIA 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. Unfinished Business:

None

5. New Business:

a. Format for Management Agreement

Mr. Lennox shared information and definitions from the ICMA Manager Evaluations Handbook that could be helpful in formatting the performance measures for the Town Manager. He gave some examples and the Committee agreed to go into more detail at a later meeting.

b. Other Matters

The Committee also briefly discussed the USCB Hospitality Training Program as the Members have reached out to local hotels and restaurants, and found that there are many companies using the Program. The Committee also has heard from some restaurants and hotels that are concerned about a possible change in federal laws regarding hiring foreign workers that could impact businesses ability to fill service jobs on the Island.

6. Adjournment:

The meeting was adjourned at 1:00 p.m.

Approved:

Respectfully submitted:

John McCann, Chairman

Susan Simmons, Director of Finance