

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

**APPROVED**

**Date:** June 30 , 2015 **Time:** 2:00 p.m.

**Members Present:** John McCann, *Chairman*; Bill Harkins, Tom Lennox, *Council Members*

**Members Absent:** None

**Staff Present:** Greg Deloach, *Assistant Town Manager*; Tom Fultz, *Director of Administrative Services*; Susan Simmons, *Director of Finance*, Jill Foster, *Deputy Director of Community Development*; Erica Madhere, *Finance Administrator*, Cindaia Ervin *Finance Assistant*

**Others Present:** Kim Likins, *Council Member*; Eleanor O’Key, *Lowcountry Inside Track*; Gregg Alford. *Town Attorney*; Ray Deal *Hilton Head Island-Bluffton Chamber of Commerce/VCB*; Members of the public

**Media:** Zach Murdock, *Island Packet and Beaufort Gazette*

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**1. Call to Order:**

The meeting was called to order at 2:00 p.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:**

a. Mr. Harkins moved to approve the Minutes from the Finance and Administrative Committee Meeting on June 23, 2015 at 2:00pm. Mr. Lennox seconded, and the motion passed with a vote of 3-0.

**4. Unfinished Business:**

None

**5. New Business:**

**a. Continued review of Request for Qualifications (RFQ) or Request for Proposals (RFP) for Public Communications Agreement**

Tom Fultz, Director of Administrative Services, opened by presenting his draft Request for Qualifications (RFQ.) He explained that the RFQ was the best fit based on what the members wanted out of a Public Relations firm. The draft provided to the members was based on what he thinks the Committee wants in a firm from the previous meeting. The Committee and Town Staff discussed whether or not they should require the P.R. firm to be local. Mr. Harkins stated that if they are dealing with a good firm they can familiarize themselves fairly quickly with the Town of Hilton Head Island and where it is going. He is more interested in getting the best firm to do the job. Ultimately, the committee decided to require the firm to be approximately within a 5 hour driving distance. Greg Deloach, Assistant Town Manager, recommended

reviewing the draft RFQ today so hopefully they can bring a recommendation to Town Council by the July 21<sup>st</sup> meeting.

After approval at the July 21<sup>st</sup> Town Council meeting, the Town could issue the RFQ. Mr. Fultz believes that there needs to be at least 14 days to allow for responses to come back. He would recommend a longer time frame of about 3-4 weeks in order to receive a highly qualified firm, which would put them at about mid to late August. After receipt of the RFQ's, the Town Staff will remove any unqualified responses. At that time, Mr. Fultz will forward the qualified responses to the Finance & Administration committee and check their references. Mr. Fultz believes that a selection date October 1<sup>st</sup> is a good timeline to award the contract. Mr. McCann stated that he wanted to hear from Mr. Fultz and Mr. Deloach on their top 3 choices and then decide which firms to interview. The Committee discussed that other Council Members would be afforded the opportunity to serve on the selection team.

Mr. Lennox commented on the draft that Mr. Fultz provided and stated that the 1<sup>st</sup> two projects; Project 1: "Paved Road" and Project 2: "Sewer Accessibility" should be combined and say "Sewer & Roads". Ms. Likins asked the Committee to consider revising the item "Mitchellville" to "Heritage Cultural Tourism Projects" because she didn't want to exclude or make anything seem specific to one project alone but instead allow it to be a much broader topic. Mr. McCann thought it would be a good idea to alphabetize the list, as well, which doesn't show one preference over the other.

Susan Simmons requested that to introduce Cindaia Ervin to the Committee. Ms. Ervin is the new Finance Assistant. Ms. Simmons explained that Ms. Ervin will become the secretary to the Committee with appropriate transition time from Erica Madhere, the previous secretary. The Committee welcomed Ms. Ervin and thanked Mrs. Madhere for the excellent service to the Committee.

**6. Executive Session:**

At 2:30 p.m., Mr. Harkins moved to enter into Executive Session to discuss negotiations incident to the proposed contractual arrangements with the HHI-Bluffton Chamber of Commerce and Visitor Convention Bureau with the Town Attorney. Mr. Lennox seconded and the motion was approved by a vote of 3-0.

Mr. McCann called the meeting back to order at 3:11 p.m., and announced there was no action taken as a result of the Executive Session.

**7. Adjournment:**

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded. All members voted in favor and the meeting was adjourned at 3:11 p.m.

**Approved:** July 9, 2015

**Respectfully submitted:**

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**John McCann, Chairman**

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**Cindaia Ervin, Secretary**