

TOWN OF HILTON HEAD ISLAND
Community Services Committee Special Meeting
Monday, February 13, 2017 at 9:00 a.m.
Conference Room 4

Members Present: Chairman Kim Likins, Bill Harkins, and Marc Grant
Members Absent: None
Town Council Present: None
Town Staff Present: Jayme Lopko, Senior Planner; Teresa Haley, Sr. Administrative Assistant; Nancy Gasen, Director of Human Resources; Greg DeLoach, Assistant Town Manager; Brian Hulbert, Staff Attorney

1. Call to Order

Chairman Likins called the meeting to order at 9:05 a.m.

2. Freedom of Information Act Compliance

Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Approval of Minutes - Meeting Minutes of January 9, 2017 were approved as presented. The September minutes could not be approved since Ms. Likins is the only member of this Committee that was on the Committee at that time.

4. Unfinished Business

a) Discussion and recommendation to Town Council regarding the powers and duties of an Advisory Board for the newly created Culture and Arts Network Director position.

The newly created Culture and Arts Network Director position will be a Town employee and report to Greg DeLoach, Assistant Town Manager. Mr. Harkins made a motion to approve the Culture and Arts Network Director job description and the reporting structure as defined. Mr. Grant seconded the motion. The motion passed 3-0-0.

The Committee discussed the responsibility of the Culture and Arts Advisory Committee as working actively with this position and not just give direction. Mr. DeLoach suggested adding a sub-section in the Powers & Duties section “to make annual recommendations to the Assistant Town Manager as to the performance of the Cultural and Arts Network Director.”

In order to make the language more collaborative, the Community Services Committee revised the Powers and Duties in the Alternative 2: Powers and Duties document. Mr. DeLoach and Ms. Joseph will finalize this draft document in the next day or so to have it ready for the next Town Council meeting. Mr. Harkins made a motion to accept the Powers and Duties as amended today as well as the Ordinance to move forward to Town Council. Mr. Grant seconded. The motion passed 3-0-0.

Ms. Gasen reviewed the Selection Process Schedule for the Culture & Arts Network Director position. Additional “art focus” advertising sites have been identified as well as the Town’s website. The typical advertising period is three weeks. Meeting the selection process timeline is dependent upon how many are involved in the process and how quick we work through it.

This Committee asked Ms. Gasen to check into the possibility of also using a search firm.

5. Adjournment

The meeting was adjourned at 10:43 a.m.

Submitted by:

Approved by: March 13, 2017

Eileen Wilson
Sr. Administrative Assistant

Kim Likins, Chairman