



Town of Hilton Head Island
**GULLAH GEECHEE HISTORIC
NEIGHBORHOODS COMMUNITY
DEVELOPMENT CORPORATION
SPECIAL MEETING**

1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers
Wednesday, August 16, 2023, 9:00 AM

- 1. Call to Order**
- 2. FOIA Compliance:** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 3. Adoption of the Agenda**
- 4. Approval of the Minutes**
 - a. Regular Meeting Minutes of May 17, 2023
 - b. Regular Meeting Minutes of June 7, 2023
 - c. Special Meeting Minutes of June 22, 2023
 - d. Special Meeting Minutes of June 26, 2023
 - e. Regular Meeting Minutes of June 29, 2023
 - f. Special Meeting Minutes of July 17, 2023
 - g. Special Meeting Minutes of July 19, 2023
- 5. New Business**
 - a. Discussion and Update on the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director Search- Lisa Stauffer, Human Resources Director
- 6. Executive Session**
 - a. Discussion of Employment, Appointment, and Compensation of a Person Regulated by a Public Body (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a] [1]) related to:
 1. Appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director
- 7. Action From Executive Session**
- 8. Adjournment**



Town of Hilton Head Island
GULLAH GEECHEE HISTORIC
NEIGHBORHOODS
COMMUNITY DEVELOPMENT
CORPORATION COMMITTEE
Wednesday, May 17, 2023, 11:00 a.m.
MINUTES

Present from Committee: Shirley Peterson, *Chair*; Pastor Louis Johnson, *Vice-Chair*; Terry Brubaker, *Secretary*; Alex Brown, *Treasurer* and David Ames, *Committee Member*

Present from Town Council: Alan Perry, *Mayor* and Glenn Stanford, *Council Member*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; John Troyer, *Finance Director*; Lisa Stauffer, *Human Resources Director*; Carolyn Grant, *Communications Director*; Krishana Perry, *Principal Planner-Historic Neighborhood Preservation*; Nicté Barrientos, *Assistant Planner-Economic Development*; Cindaia Ervin, *Assistant Town Clerk*

1. Call to Order

The meeting was called to order at 11:00 a.m.

2. FOIA Compliance

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

3. Swearing in of Appointed Members

- a. Terry Brubaker - Josh Gruber, Deputy Town Manager
- b. Pastor Louis Johnson - Josh Gruber, Deputy Town Manager
- c. Shirley Peterson - Josh Gruber, Deputy Town Manager

Josh Gruber, Deputy Town Manager, swore in the three newly appointed members to the Gullah Geechee Historic Neighborhoods Community Development Corporation. Mr. Gruber thanked them for their willingness to serve the Community and the hard work they will do.

4. Special Orders

- a. Election of Officers

Mr. Brown made a motion to appoint Shirley Peterson as Chair. Mr. Brubaker seconded. After discussion by the Committee, the motion was approved by a vote of 5-0.

Mr. Brown made a motion to appoint Pastor Louis Johnson as Vice Chair. Mr. Brubaker seconded. After discussion by the Committee, the motion was approved by a vote of 5-0.

Mr. Brown made a motion to appoint Terry Brubaker as Secretary. Mrs. Peterson seconded. After discussion by the Committee, the motion was approved by a vote of 5-0.

Mr. Ames made a motion to appoint Alex Brown as Treasurer. Pastor Johnson seconded. After discussion by the Committee, the motion was approved by a vote of 5-0.

5. Appearance by Citizens

At the time of the agenda item, Appearance by Citizens, there were no citizens that signed up to speak before Committee nor were there any comments submitted via the Town's Open Town Hall Portal.

6. New Business

a. General Discussion and Overview of Corporation and Community Objectives

Marc Orlando, Town Manager, spoke with the Committee about the Corporation's Objectives, Board Member duties and the Board structure. Mr. Orlando welcomed the Board Members and shared how thrilled he is to work with such a diverse group of local individuals that will bring an undeniable wealth of knowledge and expertise to the corporation. He also provided them with an update about the process thus far for the Executive Director search with the number of potential applicants that have applied and where the job listing has been advertised. Lastly, Mr. Orlando informed the Board of Directors of his and Staffs commitment to advise them and his intent to work closely to assist in achieving the goal of finding the appropriate Executive Director for the Gullah Geechee Historic Neighborhoods Community Development Corporation.

b. Review & Ratification of the Gullah Geechee Historic Neighborhoods Corporation's By-Laws

Josh Gruber, Deputy Town Manager, reviewed and explained the Corporation's By-Laws to the Board. At the time there were few questions and comments of what Mr. Gruber presented. Mr. Ames moved to make a motion to approve and ratify the by-laws of the Gullah Geechee Historic Neighborhoods Community Development Corporation. Mrs. Peterson seconded. The motion was approved by vote of 5-0-0.

c. Consideration of the Proposed Calendar Year 2023 Meeting Dates, Times, and Locations

Marc Orlando, Town Manager, introduced Cindaia Ervin, Assistant Town Clerk, to the Committee. She reviewed the proposed 2023 calendar year 2023 meeting dates. During that time the Board Members wanted to add quarterly community meetings in the evenings to provide working Citizens a chance to participate should they desire. Mrs. Ervin stated that they could table the vote to allow for an adjustment to the calendar and it be discussed at the Committees next meeting. Lastly, Mrs. Ervin provided the Board Members with a brief presentation of how businesses on Hilton Head in the Gullah Geechee Historic Neighborhoods used to thrive with doctors, lawyers, farmers, caregivers, nurses, barbers, and those of many other trades. That Hilton Head she presented was before Mrs. Ervins' time and her views were that with the direction of the Board and the hiring of the Executive Director, the Historic Neighborhoods can and will get back to that thriving community Hilton Head once had. The Committee was thrilled and exceptionally happy to be a part of such a historical time and future for not only the Town but most importantly the Gullah Geechee Community of Hilton Head.

7. Executive Session

a. Discussion of Employment, Appointment Compensation, Promotion, Demotion, Discipline or Release of an Employee, or a Person Regulated by a Public Body

(Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][1])
Related to:

1. Appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director

At 11:30 am, Mrs. Peterson stated that there was a need for an Executive Session to discuss the appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director. Mr. Ames moved to enter into Executive Session for the reasons stated by Chair Member Peterson. Pastor Johnson seconded. The motion was approved by vote of 5-0-0.

8. Possible Action by the Gullah Geechee Historic Neighborhoods Community Development Corporation Community Concerning Matters Discussed in Executive Session

At 12:18 pm, the Committee returned from executive session and Mrs. Peterson stated there was no action as a result of the Executive Session.

9. Adjournment

Mrs. Peterson adjourned the meeting at 12:18 pm.

APPROVED:

DRAFT



Town of Hilton Head Island
GULLAH GEECHEE HISTORIC
NEIGHBORHOODS
COMMUNITY DEVELOPMENT
CORPORATION COMMITTEE
Wednesday, June 7, 2023, 9:00 a.m.
MINUTES

Present from Committee: Shirley Peterson, *Chair*; Pastor Louis Johnson, *Vice-Chair*; Terry Brubaker, *Secretary*; Alex Brown, *Treasurer* and David Ames, *Committee Member*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Lisa Stauffer, *Human Resources Director*; Krishana Perry, *Principal Planner- Historic Neighborhood Preservation*; Cindaia Ervin, *Assistant Town Clerk*

1. Call to Order

The meeting was called to order at 9:01 a.m.

2. FOIA Compliance

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

3. Adoption of the Agenda

Mr. Ames moved to adopt the meeting agenda as presented. Mr. Brubaker seconded. Motion carried 5-0.

4. Appearance by Citizens

At the time of the agenda item, appearance by citizens, Ms. Ervin indicated that there were no citizens that signed up to speak before the Committee nor were there any comments submitted via the Town's Open Town Hall Portal.

5. Unfinished Business

a. Consideration of Proposed Calendar Year 2023 Meeting Dates, Times, and Locations

Cindaia Ervin, Assistant Town Clerk, provided the Committee with the suggested changes to the proposed calendar year 2023 meeting dates, times and locations from their prior meeting. The Committee wished to host quarterly meetings within the community at a later start time and a location within one of the Gullah Geechee Historic Neighborhoods to accommodate those that are interested in learning more about the Committee. Mr. Ames moved to approve the proposed 2023 meeting dates, times and locations. Mr. Brubaker seconded. Motion carried 5-0.

6. Executive Session

a. Discussion of Employment, Appointment Compensation, Promotion, Demotion, Discipline or Release of an Employee, or a Person Regulated by a Public Body

(Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][1])
Related to:

1. Appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director

At 9:07 am, Mrs. Peterson stated that there was a need for an Executive Session to discuss the appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director. Mr. Ames moved to enter into Executive Session for the reasons stated by Chair Member Peterson. Mr. Brubaker seconded. The motion was approved by vote of 5-0-0.

7. Possible Action by the Gullah Geechee Historic Neighborhoods Community Development Corporation Community Concerning Matters Discussed in Executive Session

At 9:51 am, the Committee returned from executive session and Mrs. Peterson stated there was no action as a result of the Executive Session.

8. Adjournment

At 9:52 am, Mr. Ames made a motion to adjourn the meeting. Mr. Brubaker seconded. Motion carried 5-0.

APPROVED:

DRAFT



Town of Hilton Head Island
GULLAH GEECHEE HISTORIC
NEIGHBORHOODS
COMMUNITY DEVELOPMENT
CORPORATION COMMITTEE
Thursday, June 22, 2023, 9:00 a.m.
MINUTES

Present from Committee: Shirley Peterson, *Chair*; Terry Brubaker, *Secretary*; and Alex Brown, *Treasurer*

Absent from the Committee: Pastor Louis Johnson, *Vice-Chair*, and David Ames, *Committee Member*

Present from Town Staff: Marc Orlando, *Town Manager*; Lisa Stauffer, *Human Resources Director*; and Cindaia Ervin, *Assistant Town Clerk*

1. Call to Order

The meeting was called to order at 9:02 a.m.

2. FOIA Compliance

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

3. Adoption of the Agenda

Mr. Brubaker moved to adopt the meeting agenda as presented. Mr. Brown seconded. Motion carried 3-0-0.

4. Executive Session

- a. Discussion of Employment, Appointment Compensation, Promotion, Demotion, Discipline or Release of an Employee, or a Person Regulated by a Public Body (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][1]) Related to:

1. Appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director

At 9:03 am, Mrs. Peterson stated that there was a need for an Executive Session to discuss the appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director. Mr. Brown moved to enter into Executive Session for the reasons stated by Chair Member Peterson. Mr. Brubaker seconded. The motion was approved by vote of 3-0-0.

5. Possible Action by the Gullah Geechee Historic Neighborhoods Community Development Corporation Community Concerning Matters Discussed in Executive Session

At 11:32 am, the Committee returned from executive session and Mrs. Peterson stated there was no action as a result of the Executive Session.

6. Adjournment

At 11:33 am, Mr. Brown made a motion to adjourn the meeting. Mr. Brubaker seconded. Motion carried 3-0-0.

APPROVED:

DRAFT



Town of Hilton Head Island
GULLAH GEECHEE HISTORIC
NEIGHBORHOODS
COMMUNITY DEVELOPMENT
CORPORATION COMMITTEE
Monday, June 26, 2023, 9:00 a.m.
MINUTES

Present from Committee: Shirley Peterson, *Chair*; Pastor Louis Johnson, *Vice-Chair*; Terry Brubaker, *Secretary*; and Alex Brown, *Treasurer*

Absent from the Committee: David Ames, *Committee Member*

Present from Town Staff: Marc Orlando, *Town Manager*; Lisa Stauffer, *Human Resources Director*; and Cindaia Ervin, *Assistant Town Clerk*

1. Call to Order

The meeting was called to order at 9:00 a.m.

2. FOIA Compliance

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

3. Adoption of the Agenda

Mr. Brown moved to adopt the meeting agenda as presented. Pastor Johnson seconded. Motion carried 4-0-0.

4. Executive Session

- a. Discussion of Employment, Appointment Compensation, Promotion, Demotion, Discipline or Release of an Employee, or a Person Regulated by a Public Body (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][1]) Related to:

1. Appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director

At 9:01 am, Mrs. Peterson stated that there was a need for an Executive Session to discuss the appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director. Mr. Brown moved to enter into Executive Session for the reasons stated by Chair Member Peterson. Pastor Johnson seconded. The motion was approved by vote of 4-0-0.

5. Possible Action by the Gullah Geechee Historic Neighborhoods Community Development Corporation Community Concerning Matters Discussed in Executive Session

At 12:45 pm, the Committee returned from executive session and Mrs. Peterson stated there was no action as a result of the Executive Session.

6. Adjournment

At 12:45 pm, Pastor Johnson made a motion to adjourn the meeting. Mr. Brown seconded. Motion carried 4-0-0.

APPROVED:

DRAFT



Town of Hilton Head Island
GULLAH GEECHEE HISTORIC
NEIGHBORHOODS
COMMUNITY DEVELOPMENT
CORPORATION COMMITTEE
Thursday, June 29, 2023, 11:00 a.m.
MINUTES

Present from Committee: Shirley Peterson, *Chair*; Pastor Louis Johnson, *Vice-Chair*; Terry Brubaker, *Secretary*; Alex Brown, *Treasurer* and David Ames, *Committee Member*

Present from Town Staff: Marc Orlando, *Town Manager*; Lisa Stauffer, *Human Resources Director*; and Cindaia Ervin, Assistant Town Clerk

1. Call to Order

The meeting was called to order at 11:00 a.m.

2. FOIA Compliance

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

3. Adoption of the Agenda

Mr. Ames moved to adopt the meeting agenda as presented. Mr. Brubaker seconded. Motion carried 5-0-0.

4. Executive Session

- a. Discussion of Employment, Appointment Compensation, Promotion, Demotion, Discipline or Release of an Employee, or a Person Regulated by a Public Body (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][1])
Related to:

1. Appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director

At 11:13 am, Mrs. Peterson stated that there was a need for an Executive Session to discuss the appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director. Mr. Ames moved to enter into Executive Session for the reasons stated by Chair Member Peterson. Pastor Johnson seconded. The motion was approved by vote of 5-0-0.

5. Possible Action by the Gullah Geechee Historic Neighborhoods Community Development Corporation Community Concerning Matters Discussed in Executive Session

At 12:49 pm, the Committee returned from executive session and Mrs. Peterson stated there was no action as a result of the Executive Session.

6. Adjournment

At 12:50 pm, Pastor Johnson made a motion to adjourn the meeting. Mr. Ames seconded. Motion carried 4-0-0 (Mr. Brubaker was absent from at the time of voting).

APPROVED:

DRAFT



Town of Hilton Head Island
GULLAH GEECHEE HISTORIC
NEIGHBORHOODS
COMMUNITY DEVELOPMENT
CORPORATION COMMITTEE
Monday, July 17, 2023, 10:00 a.m.
MINUTES

Present from Committee: Shirley Peterson, *Chair*; Pastor Louis Johnson, *Vice-Chair*; Terry Brubaker, *Secretary*; Alex Brown, *Treasurer* and David Ames, *Committee Member*

Present from Town Staff: Marc Orlando, *Town Manager*; Lisa Stauffer, *Human Resources Director*; and Cindaia Ervin, Assistant Town Clerk

1. Call to Order

The meeting was called to order at 10:08 a.m.

2. FOIA Compliance

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

3. Adoption of the Agenda

Pastor Johnson moved to adopt the meeting agenda as presented. Mr. Ames seconded. Motion carried 5-0-0.

4. Executive Session

- a. Discussion of Employment, Appointment Compensation, Promotion, Demotion, Discipline or Release of an Employee, or a Person Regulated by a Public Body (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][1])
Related to:

1. Appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director

At 10:08 am, Mrs. Peterson stated that there was a need for an Executive Session to discuss the appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director. Pastor Johnson moved to enter into Executive Session for the reasons stated by Chair Member Peterson. Mr. Brubaker seconded. The motion was approved by vote of 5-0-0.

5. Possible Action by the Gullah Geechee Historic Neighborhoods Community Development Corporation Community Concerning Matters Discussed in Executive Session

At 2:16 pm, the Committee returned from executive session and Mrs. Peterson stated there was no action as a result of the Executive Session.

6. Adjournment

At 2:16 pm, Mr. Ames made a motion to adjourn the meeting. Mr. Brown seconded. Motion carried 5-0-0.

APPROVED:

DRAFT



Town of Hilton Head Island
GULLAH GEECHEE HISTORIC
NEIGHBORHOODS
COMMUNITY DEVELOPMENT
CORPORATION COMMITTEE
Wednesday, July 19, 2023, 10:00 a.m.
MINUTES

Present from Committee: Shirley Peterson, *Chair*; Pastor Louis Johnson, *Vice-Chair*; Terry Brubaker, *Secretary*; Alex Brown, *Treasurer* and David Ames, *Committee Member*

Present from Town Staff: Marc Orlando, *Town Manager*; Lisa Stauffer, *Human Resources Director*; and Cindaia Ervin, Assistant Town Clerk

1. Call to Order

The meeting was called to order at 10:06 a.m.

2. FOIA Compliance

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

3. Adoption of the Agenda

Pastor Johnson moved to adopt the meeting agenda as presented. Mr. Brubaker seconded. Motion carried 5-0-0.

4. Executive Session

- a. Discussion of Employment, Appointment Compensation, Promotion, Demotion, Discipline or Release of an Employee, or a Person Regulated by a Public Body (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 [a][1])
Related to:

1. Appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director

At 10:06 am, Mrs. Peterson stated that there was a need for an Executive Session to discuss the appointment of the Gullah Geechee Historic Neighborhoods Community Development Corporation Executive Director. Mr. Ames moved to enter into Executive Session for the reasons stated by Chair Member Peterson. Pastor Johnson seconded. The motion was approved by vote of 5-0-0.

5. Possible Action by the Gullah Geechee Historic Neighborhoods Community Development Corporation Community Concerning Matters Discussed in Executive Session

At 1:30 pm, the Committee returned from executive session and Mrs. Peterson stated there was no action as a result of the Executive Session.

6. Adjournment

At 1:31 pm, Mr. Ames made a motion to adjourn the meeting. Pastor Johnson seconded. Motion carried 5-0-0.

APPROVED:

DRAFT



TOWN OF HILTON HEAD ISLAND

Human Resources

TO: Gullah Geechee Historic Neighborhoods CDC Board Members
FROM: Lisa Stauffer, HR Director
VIA: Marc Orlando, Town Manager
CC: Cindaia Ervin, Assistant Town Clerk
DATE: August 9, 2023
SUBJECT: GGHN CDC Executive Director Recruitment Process Update

SUMMARY:

On February 15, 2023, the Town of Hilton Head Island advertised its Executive Director position for the Gullah Geechee Historic Neighborhoods Community Development Corporation on its official job openings website. Additionally, the position was posted on several other job boards including International City/County Management Association, Indeed, Municipal Association of South Carolina, LinkedIn, South Carolina Economic Development Association, International Economic Development Association, National Community Development Association, and Diversity.com.

By May 2023, the Board had reviewed a total of 91 applications. Of these, 13 applicants were chosen for initial virtual interviews, which were conducted at the end of June 2023.

Between July 17 and 19, 2023, the Board of Directors of the Gullah Geechee Historic Neighborhoods Community Development Corporation conducted in-depth virtual interviews with five selected candidates.

At this time, one (1) candidate has been recommended for further consideration as a finalist for the position.

Final candidates will come to the Island to meet with the Board, the Town Manager and his executive team, invited community members, and representatives of the Native Island Leadership Team.

The position has been re-posted to gather additional applications for the Board's evaluation. Qualified candidates will be interviewed virtually, and additional final candidates may be recommended for further consideration following a process similar to one used previously.