

COUNTY COUNCIL OF BEAUFORT COUNTY  
ADMINISTRATION BUILDING  
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
100 RIBAUT ROAD  
POST OFFICE DRAWER 1228  
BEAUFORT, SOUTH CAROLINA 29901-1228  
TELEPHONE: (843) 255-2180  
www.bcgov.net

D. PAUL SOMMERVILLE  
CHAIRMAN

GERALD W. STEWART  
VICE CHAIRMAN

COUNCIL MEMBERS

RICK CAPORALE  
MICHAEL E. COVERT  
GERALD DAWSON  
BRIAN E. FLEWELLING  
STEVEN G. FOBES  
YORK GLOVER, SR.  
ALICE G. HOWARD  
STEWART H. RODMAN  
ROBERTS "TABOR" VAUX

JOSHUA A. GRUBER  
INTERIM COUNTY ADMINISTRATOR

THOMAS J. KEAVENY, II  
COUNTY ATTORNEY

ASHLEY M. BENNETT  
CLERK TO COUNCIL

## AGENDA COUNTY COUNCIL OF BEAUFORT COUNTY CAUCUS

Monday, March 12, 2018  
5:00 p.m.

Executive Conference Room, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort

1. CALL TO ORDER – 5:00 P.M.
2. EXECUTIVE SESSION
  - A. Receipt of legal issues incident to potential changes to traffic management in Callawassie Island area
  - B. Discussion of legal issues which have arisen in opioid litigation
3. CAUCUS
  - A. Introduction of executive recruitment firm, GovHR USA
  - B. Receipt of Interim County Administrator's Three-Week Progress Report ([backup](#))
  - C. Discussion of Consent Agenda
  - D. Discussion of Non-Agenda Items
4. ADJOURNMENT





# Memorandum

DATE: March 9, 2018  
TO: County Council  
FROM: Joshua A. Gruber, Interim County Administrator  
SUBJECT: Interim County Administrator's Progress Report

The following is a summary of meeting activities that took place Monday, February 19, 2018 through Friday, March 9, 2018:

February 19, 2018

- New Hire Employee Orientation
- Beaufort County and Town of Hilton Head Island Representatives re: Bridge Replacement Project and Jenkins Island/Windmill Harbour Project
- Natural Resources Committee
- Community Services Committee
- County Council Caucus
- County Council Regular Session

February 20, 2018

- Alicia Holland, Monica Spells, Thomas Keaveny, Suzanne Gregory, Ashley Bennett, Fred Leyda, Bill Love, Ray McBride and Chanel Lewis re: Departments' FY 2018-2019 Budget Reviews
- CTR Factor, Inc. Representatives Suri Surinder, Founder/CEO, Jill Feters, Vice President of Business Development and Anita Gonzales, Co-Founder and Partner re: Metrics Ideas/Employee Engagement Relating to Annual Performance Reviews / Follow-up Conference Call
- Council Member Gerald Dawson, Mitch Mitchell, Mark Roseneau and Graybar Fence Representative re: Paige Point Cemetery / Fence Installation
- Hilton Head Island Town Council re: Jenkins Island Project

February 21, 2018

- South Carolina Association of Counties 2018 Mid -Year Conference, Columbia, SC (Day 1)

COUNTY COUNCIL

March 9, 2018

Page 2

February 21, 2018 (Continued)

- Council Chairman Paul Sommerville, Council Members Mike Covert, Gerald Dawson, Alice Howard and Legislative Delegation Members re: Issues Affecting Beaufort County, Palmetto Club, Columbia, SC

February 22, 2018

- South Carolina Association of Counties 2018 Mid-Year Conference, Columbia, SC (Day 2)
- Beaufort Regional Chamber of Commerce Government Committee Presentation

February 23, 2018

- Jimmy Bagnall, Chief Investigator, and Ryanne Caldwell, Senior Investigator, South Carolina State Ethics Commission re: Complaint
- Monica Spells, Alicia Holland, Suzanne Gregory, Carl Wedler, Daniel Morgan, Patrick Hill and MaryEllen Keough re: Departments' FY 2018-2019 Budget Reviews

February 26, 2018

- Alicia Holland, Technical College of the Lowcountry (TCL) Representatives Mary Carns, Vice President for Institutional Advancement and Executive Director, and Andrew Smith, Vice President of Administrative re: TCL Culinary Institute
- New Hire Employee Orientation
- Council Members Alice Howard and York Glover and Alicia Holland re: United Community Task Force Community Programs
- Beaufort Regional Chamber of Commerce Legislative Luncheon, Callawassie Island Club, Okatie, SC
- County Council Work Session re: Community Development Code

February 27, 2018

- Marc Orlando, Bluffton Town Manager, Kim Jones and Bryan McIlwee, Bluffton Engineering and Eric Larson re: Stormwater
- Southern Lowcountry Regional Board Meeting, Rotary Community Center, Oscar Frazier Park, Bluffton, SC
- Deborah Smith, Chair, Daufuskie Island Council and Council Member Tabor Vaux
- Monica Spells, Alicia Holland, Suzanne Gregory, Scott Grooms, Marie Smalls and Wendell Roberson re: Departments' FY 2018-2019 Budget Reviews

COUNTY COUNCIL

March 9, 2018

Page 3

February 27, 2018 (Continued)

- Thomas Keaveny, Monica Spells, Haig Point Representatives Doug Egly, Steve Hill, Richard Inglis and Council Member Tabor Vaux re: Buckingham Landing Ferry Embarkation

February 28, 2018

- Chairman Paul Sommerville, Vice Chairman Jerry Stewart and Executive Staff re: Agenda for March 12, 2018 County Council Meeting
- Beaufort County Transportation Committee and Public Facilities Committee Joint Workshop at Beaufort-Jasper Water and Sewer Authority

March 1, 2018

- Greater Island Council of Hilton Head Island and Bluffton Presentation
- Monica Spells, Alicia Holland, Chanel Lewis, Suzanne Gregory, Gary James, Edra Stephens, Dave Thomas and Dale Butts re: Departments' FY 2018-2019 Budget Reviews
- Alicia Holland, Suzanne Gregory and Tyler Traudt, Vice President, First Tryon Securities re: Data Visualization Tool
- Beaufort Regional Chamber of Commerce Executive Board Presentation re: Transportation Sales Tax

March 2, 2018

- Monica Spells, Alicia Holland, Suzanne Gregory, Kyle Jackson, Eric Larson, Tony Criscitiello, Eric Greenway, David Wilhelm, Pamela Cobb, Robert McFee, Colin Kinton, Jon Rembold and Mark Roseneau re: Departments' FY 2018-2019 Budget Reviews
- William Gregory re: 6% Penalty for Out of State Property
- Confidential Attorney/Client Communication / Conference Call – Attorney Al Nickles, Nickles Law Firm

March 3, 2018

- National Association of Counties 2018 Legislative Conference, Washington, DC (Day 1)

March 4, 2018

- National Association of Counties 2018 Legislative Conference, Washington, DC (Day 2)

COUNTY COUNCIL

March 9, 2018

Page 4

March 5, 2018

- National Association of Counties 2018 Legislative Conference, Washington, DC (Day 3)

March 6, 2018

- National Association of Counties 2018 Legislative Conference, Washington, DC (Day 4)

March 7, 2018

- National Association of Counties 2018 Legislative Conference re: Meetings with United States Congressional Officers and/or Legislative Assistants: Senator Timothy Scott, Senator Lindsey Graham, Congressman Mark Sanford, Congressman James Clyburn, along with Chairman Paul Sommerville, Vice Chairman Jerry Stewart and Council Member Michael Covert re: US 278: Hilton Head Bridge Rehabilitation/Replacement, Local Issues on Corridor Initiatives, and Traffic Growth, Reconstruction Era National Monument Update and FEMA Reimbursement Update (Day 5)

March 8, 2018

- Return from Washington, DC

March 9, 2018

- Christopher Inglese re: Financial Policies

# ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Topic: County Administrator - Recruitment Schedule  
Date Submitted: March 12, 2018  
Submitted By: Sarah McKee  
Venue: County Council Caucus

Topic: County Administrator - Recruitment Schedule  
Date Submitted: March 12, 2018  
Submitted By: Sarah McKee  
Venue: County Council Caucus

**Beaufort County, SC**  
**County Administrator -- Recruitment Schedule 2018**

- Week of March 26**                      **Consultant travels to Beaufort County for on-site meetings with the Beaufort County Council, county personnel, and any other identified stakeholders to develop Position Announcement and Recruitment Brochure.**
- March 28**                              **Consultant submits list of announcement websites and social media for approval of advertising sites by County.**
- Week of April 2**                      **Position announcement is placed on appropriate websites and social media venues including GovHRUSA website and our social media outlets. Recruitment letters and position announcement is sent to potential candidates and all applicants to date. Generally, this will identify about 5,000 potential applicants.**
- April 27**                              **Deadline for resumes**
- April 30 – May 18**                      **Consultant reviews resumes, conducts Skype interviews with potential candidates, conducts initial background due diligence, etc. Candidate references are contacted (generally one supervisor and one subordinate). Consultant narrows field to 10-15 Candidates for further consideration.**
- Week of May 21**                      **Consultant submits Recruitment Report to Council for their review. Consultant will travel to Beaufort County to present information obtained through Skype interviews, reference checks and initial background research. Based upon selection of candidates, Consultant will do additional background due diligence as well as reference/education/criminal/credit checks for selected candidates prior to First/Second Round on-site interviews.**
- Week of June 18**                      **Council will conduct First/Second Round interviews with candidates. Additionally, if desired, community meetings/interviews will be conducted with candidates. Official start date for new Administrator will depend on chosen candidate's current employment status and notice to current employer.**