



**Town of Hilton Head Island  
FINANCE AND ADMINISTRATIVE  
COMMITTEE MEETING  
Monday, March 9, 2026, 10:00 AM  
Minutes**

Call to Order

Chair Brown called the meeting to order at 10:00 a.m.

Committee Members Present: Alex Brown, Chair; Patsy Brison, and Melinda Tunner

Other Members of Town Council Present: Steve Alfred

Adoption of the Agenda

**Ms. Brison made a motion to adopt. Ms. Tunner seconded. Motion carried 3-0.**

Approval of the Minutes

Regular Meeting Minutes of February 9, 2026

**Ms. Brison made a motion to approve. Ms. Tunner seconded. Motion carried 3-0.**

Presentations

Town of Hilton Head Island FY2026 Monthly Financial Update – Dave Byrd, Finance Director

Dave Byrd, presented the Town's Fiscal Year 2026 financial update through January 31, 2026, providing an overview of revenues, expenditures, capital activity, and fund balance projections. Total revenues were reported higher than the prior year, primarily due to bond proceeds, while normalized revenues reflected a decrease driven largely by the timing of property tax collections. Total expenditures were also higher year-over-year; however, when adjusted for one-time and non-recurring items, expenditures remained relatively consistent with the prior fiscal year. Key cost drivers included personnel-related expenses, planned debt service activities, and capital investments such as land acquisition and park development. Mr. Byrd also provided an update on Capital Improvement Program (CIP) activity, noting that a substantial portion of the budget has been either expended or committed, with several major projects nearing completion. Fund balance projections remain strong, with a positive variance compared to budget expectations. There were no questions or comments from the Committee.

## Unfinished Business

### Review and Discussion of the Town of Hilton Head Island's Affiliated Agency Funding Request Applications for Fiscal Year 2027 - Dave Byrd, Finance Director

Dave Byrd, Finance Director, presented the Committee with an overview of the submitted Fiscal Year 2027 affiliated agency funding applications. Mr. Byrd reported that seven applications were submitted, totaling approximately \$2.43 million in funding requests. Each agency presented their request to the Committee. Details of each applicant's presentation can be viewed here: [Affiliated Agency Presentations](#).

The Committee held discussion and asked questions regarding the structure, evaluation, and expectations of the affiliated agency program; committee members emphasized the importance of clearly defining what constitutes an “affiliated agency,” noting that designation should reflect a direct alignment with the Town’s strategic priorities and a demonstrated public benefit; clarification about whether meeting baseline application criteria should equate to eligibility for funding and consensus that qualification does not guarantee financial support; additional discussion focused on consistency and transparency in the review process; committee members expressed interest in refining the application format to better distinguish between types of organizations and funding purposes, and to ensure that requests are evaluated on comparable criteria; the inclusion of the importance of accountability measures, including clearly defined scopes of work and performance expectations we requested to be included; a request that any memoranda of understanding (MOUs) or similar agreements be included with each application to clarify the Town’s relationship with each affiliated agencies and outline expectations for the use of public funds; there was also mention noted that incomplete submissions limit the Committee’s ability to fully evaluate requests and directed staff to follow up with applicants to obtain any missing documentation; and the Committee expressed a desire to strengthen the review framework to ensure that funding recommendations are strategic, equitable, and aligned with the Town’s long-term priorities. No formal action was taken at this time.

## New Business

### Consideration of a Resolution of the Town Council of the Town of Hilton Head Island to approve the Program Year 2026 Annual Action Plan as required by the U.S. Department of Housing and Urban Development (HUD) for Participation in the Community Development Block Grant (CDBG) Entitlement Program - Michele Bunce, Senior Grants Administrator

The Senior Grants Administrator presented the proposed Program Year 2026 Annual Action Plan, a required submission to the U.S. Department of Housing and Urban Development (HUD) for continued participation in the Community Development Block Grant (CDBG) Entitlement Program. The plan outlines the Town’s proposed allocation of federal funds to support eligible community development activities, with a focus on addressing housing and community needs.

The Committee held discussion and asked questions regarding the proposed Action Plan, including the types of projects eligible for funding and the overall impact of CDBG resources within the community; comments regarding the use of funds for lateral sewer connections; a request was made to provide the Committee any comments from the public as possible during the comment period; clarification on how projects are prioritized and how funding decisions align with identified community needs and federal requirements; and the Committee expressed general support for the plan and its role in advancing community development initiatives.

**Ms. Brison made a motion to forward to Town Council for consideration a resolution to approve the Program Year 2026 Annual Action Plan as required by the U.S. Department of Housing and Urban Development for participation in the Community Development Block Grant Entitlement Program. Ms. Tunner seconded.**

Chair Brown asked for public comment.  
There were no comments at this time.

**Motion carried 3-0.**

#### Public Comment - Non Agenda Items

Chair Brown asked for public comment on non-agenda items.  
There were no comments at this time.

#### Adjournment

Chair Brown adjourned the meeting at 12:03 p.m.

**Approved: April 6, 2026**

**The full recording and a transcript of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)**