

2018 Charter Review Commission
Minutes of
June 21, 2017

Commissioner Melony Bell welcomed everyone and thanked them for their service on behalf of the Board of County Commissioners.

Commissioner George Lindsey gave a historical perspective of prior Charter Review commissions.

Commissioner Bell introduced county staff: Jim Freeman, County Manager; Michael Craig, County Attorney and Lea Ann Thomas, Deputy County Manager. Commissioner Bell asked the members to introduce themselves: Patty Schmidt, Clay Watkins, Alice Hunt, Cassandra Denmark, Ramon “Eddie” Vicioso, Greg Masters, Robert Stanz, Mike Hickman, Charles McPherson, Lisa Jensen and Christian Spinoso. (Bob English and Rennie Heath not in attendance)

Michael Craig gave an overview of the documents provided to each member in a three-ring binder (Exhibit A):

- Member list with everyone’s contact information
- Primer of the differences between Charter and non-Charter counties prepared by the Florida Association of Counties
- Charter that is in effect
- Sunshine Law & Public Records Laws, by the Florida Commission on Ethics
- Abbreviated voting rules of procedure – these follow Roberts Rules of Order – just abbreviated version of it. (This document is the rules of procedures that are used for the County Commission meetings.)
- Two reports done by the two prior Charter Review Commissions

Mr. Craig went over the charge and responsibilities of the Charter Review Commission. Mr. Craig stated that one of the critical things to know, the time to talk about the matters before you is in the meetings. Trading text messages and e-mails about business individually is a violation of the sunshine law. Mr. Craig stated if you have questions to please call him or reach out to any of his staff members.

Mr. Craig explained the public records law. As documents are created and/or generated you will need to keep them in the event a request for public records is made from the press or a citizen - you have to be able to produce those items. E-mails are also subject to the public records law. Mr. Craig asked if there were any questions about the sunshine law or public records law? There were none.

Mr. Craig went over a one-page document concerning responsibilities of the Charter Review Commission (Exhibit B).

Mr. Craig informed the commission, there will need to be a section on the agenda for public comment, required by Chapter 286.0114 before any action is taken at each meeting. Mr. Craig asked if there were any members of the audience that would like to speak - seeing none, Mr. Craig moved to the next subject on the agenda.

Mr. Craig stated he would accept nominations from the floor for a Chair. Greg Masters made a motion to nominate Alice Hunt, the motion was seconded, all members were in favor, the motion passed with none opposing.

Mr. Craig asked if there was a nomination from the floor for a Vice-Chair? Mr. Vicioso made a motion to nominate Greg Masters, the motion was seconded, all members were in favor, the motion passed with none opposing. Mr. Craig turned the meeting over to the Chair, Alice Hunt.

Ms. Hunt asked Mr. Craig to go over the Rules of Procedures. Mr. Craig explained the rules that are located in the binder are condensed down to four pages which follow's Roberts Rules that were adopted by the Board of County Commissioners in 2008. A motion was made to adopt the abbreviated version with a second - discussion followed. Michael Craig will bring back a clean copy of the Rules of Procedures at the next meeting for the commission to vote on.

Mr. Craig discussed options for legal services for the commission. Lisa Jensen made a motion to hire outside council, the motion was seconded. Discussion followed. Mr. Hickman asked Commissioner Lindsey what is the budget for the commission? Commissioner Lindsey replied, no salaries for the commission members, no travel allowance, no meals. There is a number in Mr. Freeman's budget for this purpose. Mr. Freeman explained

during the adoption process for the FY 16-17 budget we allocated \$200,000 for the Charter Review Commission. The Charter itself basically states the Board will fund the Charter Review Commission, it does not provide guidance as to what level. Mr. Freeman stated that he looked at the two past Charter Review Commissions and it indicates there have been different approaches, at this point there is a \$200,000 appropriation available for expenses approved by my office.

Ms. Hunt asked Mr. Craig how the process will work. Mr. Craig stated if the Board chooses to move forward with an RFP for legal services, staff would start working on it tomorrow to get out a solicitation. Mr. Craig suggested the commission identify a committee to review the responses to shortlist and make recommendations to the commission. Ms. Hunt stated there is a motion and a second, all were in favor, motion passed with none opposing.

Ms. Hunt asked for two volunteers to review the list of RFP responses. Ms. Denmark and Ms. Jensen volunteered. Mr. Freeman confirmed if Ms. Hunt wants the County's Procurement Division to facilitate the process on behalf of the Charter Commission, Ms. Hunt stated yes. Mr. Craig asked does the commission want the committee to bring forward one name or more than one name. Ms. Hunt said they trust the committee to bring forth a name.

Mr. Freeman discussed administrative support, office location, and technology. The committee agreed to hire an administrative support person. Greg Masters made a motion to hire a support person for the commission through the County's process. A motion was seconded. Ms. Jensen suggested that Ms. Hunt select the person. All members were in favor with none opposing.

Mr. Freeman offered a large room on the 4th floor for the Charter Review Commission office; he also mentioned that the commission can elect to have an office located at a different site, those are options for you to consider. Mr. Masters made a motion to accept the county's offer to use the room on the 4th floor for the Charter Review Commission office, as well as Room 413 for the meetings. There was a second; all members were in favor with none opposing.

Mr. Freeman discussed technology for the commission - the purpose would be to have a tool to communicate with the public. The county has technology available in this building, a separate web page, a link off the county web page or both. We have an e-mail system that is setup to

capture public records so that you don't have to take any action when you send or receive to your e-mail address. It will be as simple as giving you a portal. With the County's technology, you have the option to setup your own, just be mindful you will have to have those features that will allow you to comply with public records. Greg Masters made a motion to accept technology from Polk County. Discussion followed.

Ms. Hunt explained from day one, all of the communication is done through the server, you are to be diligent in a way that information from the public comes to your personal device and you forward it to your charter e-mail address, i.e. AliceHunt@polkcharter.com. You will help the county, you will help yourself and you will help the purpose of the commission. The motion was made with a second to move forward with a charter review commission e-mail address for each member - all were in favor, motion passed with none opposing.

Ms. Hunt discussed future meetings. Greg Masters made a motion to meet the third Wednesday of each month at 5:30 p.m. Mr. Vicioso asked to amend the motion to begin the meetings to 6:00 p.m., the motion was seconded, with none opposing, the motion passed. The next meeting is scheduled for July 19th at 6:00 p.m. Commissioner Lindsey reminded the commission that the commission has one-year from today's date; you have meetings as well as public hearings.

Mr. Masters asked that the meetings begin with the pledge of allegiance, Mr. Vicioso seconded the motion – all were in favor with none opposing.

With no further business, the meeting adjourned at 6:40 p.m.

Respectfully submitted,

Diane Pannebaker