



Minutes of  
August 15, 2017

Members in attendance: Patty Schmidt, Alice Hunt, Cassandra Denmark, Ramon “Eddie” Vicioso, Greg Masters, Mike Hickman, Charles McPherson, Lisa Jensen and Christian Spinosa.

Members Absent: Robert Stanz, Clay Watkins and Bob English

Pledge of Allegiance

Public Comments:

None

Approval of Minutes Charter Review Commission (CRC) Meeting on July 19, 2017

- Motion to approve the minutes of July 19, 2017 – Patty Schmidt
- Motion Second - Christian Spinosa
- **Minutes approved**

Financial Report

Alice Hunt, CRC Chairperson

Alice Hunt gave a brief overview of how the sample Financial Report will be used in the future to track the CRC monthly expenses; there is a budget in place and this document will help to keep the committee informed of the monies being spent. This will be presented every month, so please take the time to review upon receipt of the monthly packets.

Old Business

RFP 17-606 Update – Selection Committee’s Recommendation

Michael Craig, County Attorney

Michael Craig explained the RFP committee met on August 8, 2017 to rank the firms who submitted proposals. The number one ranking firm was Boswell & Dunlap, LLP from Bartow, FL. Mr. Drew Crawford will be the primary attorney representing the firm to provide legal advice to the CRC.

- They were the recommendation of the selection committee



- If approved by the full board there will be negotiations for a contract which will be approved at the next board meeting.
- Lisa Jensen and Cassandra Denmark were the representatives for the CRC.

Alice Hunt thanked both Commissioner Jensen and Commissioner Denmark for their participation on the Selection Committee. She introduced Drew Crawford.

- Drew Crawford gave a brief bio and explained he is a partner at Boswell and Dunlap; he is original from Bartow and has been practicing here for the past 12 years. He explained he represents several cities in Polk County and they are: Bartow, Mulberry, Winter Haven, Lake Alfred and Town of Dundee. He is the Special Magistrate for the Town of Lake Hamilton and the City of Davenport. This is his 4<sup>th</sup> charter review commission; he was counsel to Bartow (2007), Winter Haven (2017) and currently Mulberry.

Michael Craig stated this is an action item in accordance with the RFP Selection Committee which collectively decided to request the CRC commission to approve the selection of Boswell and Dunlap, LLP and authorized contract negotiations.

- Motion to approval Drew Crawford - Boswell & Dunlap, LLP – Ramon Eduardo Vicioso
- Motion Second – Patty Schmidt
- **Motion Approved**

Michael Craig explained the contract with Boswell & Dunlap is straight forward; they will be officially retained at the next meeting; after the Board of County Commissioners approve..

#### Final Action Item(s) – Efficiency Committee Recommendation

Alice Hunt, CRC Chairperson

Alice Hunt explained the reason for the Charter Review Commission is to place items on the ballot for the public to vote on. She explained why items will be separated on the agenda and located under Final Action item(s).

- Suggestions can come from public
- CRC commissioners

The action to eliminate the Efficiency Commission came from the Efficiency Commission themselves. The committee was formed in 2004 they met every 8 years and in 2014 recommended the Efficiency Committee be eliminated. This request can go to the Polk County Board of County Commission (BoCC) to be placed on the ballot or go before the Charter Review Commission; this item is coming before us now.



Michael Craig gave more details regarding the Efficiency Commission report and that BoCC took action to refer this action item to the Charter Review Commission as to whether to place on the ballot.

- Under the rules of procedure as adopted by the CRC the action to take this forward to referendum would take a super majority which will be a majority plus one.
- What was the reasoning?

Michael Craig gave a brief overview on lay boards and how they operate under the BoCC.

Greg Masters talked about the doing away of the Efficiency Commission it doesn't preclude the BoCC from creating Efficiency Commission in the future. There are no real issues at this time. He would support recommending the doing away of the Efficiency Commission.

- Motion for discussion purpose the elimination of the Efficiency Commission – Greg Masters
- Motion Second – Patty Schmidt

Open Discussion:

- What was accomplished by the Efficiency Commission the last time they met?
- There were a number of recommendations some from the commission, consultant, staff and some may have been from BoCC.
- How many Efficiency Commissions have there been. There have been 2; the Efficiency Commission was formed because there was a need; how do we know if a need will happen again. Wait for BoCC to recommend the need; or change the timeframe they meet.
- G. Masters gave a brief overview of the commission and why they were formed. He explained about when the Charter Commission was first formed there was pressure to have an Efficiency Commission. Maybe 4 years is too close, maybe push the timeframe out. Keeping in mind the BoCC can at any time request the formation of a Efficiency Commission when there is a need to discuss certain issues
- Eliminating the Efficiency Commission would still have to go to the voting public. The vote from this group would be to put it on the ballot.
- Who determines the language for the ballot? All language will be written by the Attorney to make sure it will be approved for state law. It would still be the recommendation of the CRC to eliminate the Efficiency Commission.



The language will still need to be approved by the BoCC before it can go to the ballot.

- This board will make their recommendation, this could be the only recommendation or there could be more recommendations made by this CRC. The CRC can make recommendation as to what the Charter language would be. When the BoCC gets the recommendation they have to put it on the ballot; there is a process typically it is through the adoption of an “Ordinance”. There are rules about ballot language:
  - ✓ Limited number of words
  - ✓ Single subject
  - ✓ Language needs to be clear and not confusing
  - ✓ After the language is written the CRC will see it again
- If the CRC makes the recommendation, will it be subject to 3 public hearings as mentioned in the Charter.
  - ✓ Yes there will be the need for the public hearings.
- The CRC could request a copy of the minutes from the Efficiency Commission meeting where they made the recommendation which would allow us to see the discussion.
  - ✓ The minutes could be made available to the CRC.
  - ✓ The CRC would like to be able to review the minutes to understand why the Efficiency Commission made the dissolution of this commission.
- C. McPherson stated in the Efficiency Report which a copy was provided to the CRC, it shows via the responses a lot of the recommendations were already in place or in some form or fashion already being done. The minutes will cover most of the items covered in the report. Our charge as the CRC is to listen to the input coming from the sectors. Since the Efficiency Commission made a request; this is where we should be coming from.
- The Efficiency Commission did the homework and the CRC if they choose to eliminate are trusting they did their due diligence and we are accepting their recommendation.
- This decision is not a quick decision, 3 different sets of commissioners have reviewed.

Alice Hunt stated the CRC is going to take a vote on the motion to move this recommendation as written forward.

A vote was taken and all members voted AYE to approve the process of moving forward with the elimination of the Efficiency Commission.



## **MOTION APPROVED**

Clarification this is moving to the attorney to write the language.

- A. Hunt explained the motion was to move to have the attorney write the language.
- The attorney will write the language and the document will be reviewed by the CRC for our approval
- There are still a couple of stop gages available.
- In the future any recommendation from the CRC once voted on will go to the attorney to write the language, and then it will return to the CRC for their approval and then proceed from there.

## New Business

IT Report – CRC Email and/or Website hits (Information)

Alice Hunt, Chairperson

The Chair explained about the chart created by IT and how it will keep the CRC informed of the traffic on the emails and website.

## Recommendation for the September 19, 2017 Agenda

- There are no recommendations from the public for the September 19<sup>th</sup> agenda at this time.

## CRC Member Comments

- There is a news release regarding this committee meetings times and date.
- Last time there was a discussion on how aggressive the CRC wants to be.
  - ✓ Social Media
  - ✓ IT Dept.
  - ✓ Meetings are noticed
  - ✓ Website is active
- Where are the notices being placed, legal section?
- There is a County Public Notice process which includes media and it is an extensive process.
- The CRC has not been listed in the Lakeland Ledger on Monday's they have county meetings upcoming and this meeting has not be listed as of yet.
- At the last meeting there was a discussion about putting the CRC meetings on Face Book.
- Can we list the CRC meetings on the BoCC Face Book page?
- The CRC needs to be as aggressive as possible to get the word out about the meetings.



- ✓ The notice is not being listed in The Ledger and it needs to be.
- ✓ Needs to be added to the BoCC Face Book page.
  
- Motion to put the CRC meetings on the BoCC Face Book page and any other social media outlets the BoCC uses for public notices - Greg Masters
- Motion Second – Patty Schmidt
  - C. Spinosa would like to add The Lakeland Ledger – it’s called the Upcoming Political Business for the week, comes out on Monday.
  - This might be done; by making a call and finding out why it’s not being listed.
  
- Motion was reworded to include any media
- Motion Second – Patty Schmidt

Alice Hunt stated there is a motion and a second to have the CRC meetings listed on any media available. There is a need to aggressively use the county’s media access; social, print or otherwise.

A voted was taken and all member voted AYE to approve a more aggressive advertising of the meetings of CRC on all forms of media.

Alice Hunt stated another way of items to be discussed would be by the CRC Commissioners to bring them forward at this forum. She asked if there is a need to go through the CRC charter; as it is now but not line by line; but subject by subject. So the CRC understands what is in the charter and if anything needs to be changed as things have evolved. She requested input regarding spending time on this matter.

- L. Jensen recommended each commissioner read the charter; list the concerns there might be. Everyone is pretty familiar with the charter, talk to the commissioner who appointed you to the CRC for their input. Get information from them of items they might want to have discussed. Each commissioner does speaking engagements all the time; so the CRC is not remiss in getting the word out. There are groups of people who are interested and there are others who are not. Submit them to the Chair and they can be discussed at the September meeting.
- G. Masters gave a background on how things were in the past. If there wasn’t a majority of the people who wanted to debate the issue, the issue would just fell through. Each person has one or two things they would like



to discuss and get the information out on the table and voted on. Those might get other items brought forward or capture the public interest or intention.

- A. Hunt asked everyone to go and review the charter and come back with suggestions and each individual needs to get with their commissioner too. Come back to the table next month and the CRC can tackle them and put them on the agenda for the following month of October. Each commissioner can forward through the email process or bring them back to the next meeting. The email might be better. All emails will be captured and brought back to the committee for discussion or if you don't want to email just bring them to the September meeting.
- M. Craig stated make any suggestions at the September meeting is fine; but he cautioned the CRC about not conducting a meeting by email.
- G. Masters asked about how many votes are needed to move to discussion. Is the number 8 for sending the information to the BoCC or was it for discussion.
- M. Craig read the information to the committee; there needs to be an Extraordinary Majority vote; which is the majority of the commissioners plus one.
- R. Vicioso stated if he has a suggestion; he needs to email it to the [Chartercommission@polkcharter.com](mailto:Chartercommission@polkcharter.com) so everyone will know before they come to the meeting.
- A. Hunt stated all of the emails will be captured and placed in everyone's CRC book for discussion. **(DO NOT REPLY ALL)**.

The committee liked the new master books presented at this meeting.

With no further business, the meeting adjourned at 6:43 PM

Respectfully submitted,

Deborah Curry, Administrative Supervisor  
Charter Review Commission