

Charter Review Commission Meeting

August 12, 2015

The Charter Review Commission Meeting was held at Charlotte County Administration Building at 18500 Murdock Circle, Room B106, Port Charlotte FL

The meeting was called to order at 3:30 p.m.

Roll Call

The following Commission Members were present

William C. Abbatematteo

Katherine D. Ariens

Jim M. Brown

Thomas (Skip) P. Conroy III

William Dryburgh, Chair

Paula Hess

Donald McCormick, Vice Chair

Frank C. Weikel

Jerry J. O'Halloran

Thomas J. Rice

Thomas J. Thornberry

Stephen J. Vieira

Scott Schermerhorn

Alternates Present

W. Kevin Russell

Raymond A Corcoran

John M. Davidson

Attorney Robert Berntsson was also present.

Members Julie Mathis and John Hitzel were not present.

I. Approval of Minutes of June 24, 2015 Meeting

Chairman Dryburgh stated that the minutes were emailed to everyone, are there any corrections or additions to the minutes?

Katherine Ariens stated; I do not understand, did the minutes get corrected that actually said I was talking, but it was not me.

Kelly Shoemaker stated the minutes are draft until you get here and then they become final, so when they are in draft form any of you can write to us and ask us to make some changes to it, so in this case there were comments that were attributed to you Katherine and they were actually Paula's comments, so we went ahead and made that change when it was pointed out to us. You are going to receive what we consider to be a Final Draft, before this meeting, so that you will have the most up-to-date minutes, so when you come here that is what you are voting on.

Katherine Ariens stated; I just wanted clarification because that is not how I have ever seen it done before. Thank you.

Chairman Dryburgh stated in the final if something happened and you looked and found a mistake, then we can vote on that correction here at the meeting.

Kelly Shoemaker stated to explain the reason why it is done that way is so when we come downstairs, we bring what we consider to be a final, unless you make a change, so that Bill can sign it and we can post right after the meeting and that is why it is done that way.

Katherine Ariens stated; okay. Thank you.

Chairman Dryburgh stated are there any other corrections or additions to the minutes? (Silence)

Paula Hess motioned for approval and Frank C. Weikel seconded.

Chairman Dryburgh; Any discussion? (Silence) All in favor say I. (Everyone said I.)

II. Citizen Input on Agenda Items – None

III. Old Business

Chairman Dryburgh stated Rob pointed out to us a problem with the November 25th meeting date, which is one (1) day before Thanksgiving and we thought a lot of you may be traveling or going off to see family and would not necessarily be here.

Paula Hess stated Mr. Chairman, I agree with you that is too close to Thanksgiving and let's look for a change.

Rob Berntsson stated we had looked at November 11th, which is two (2) weeks before on a Wednesday.

Paula Hess asked what day is that?

Rob Berntsson stated Wednesday, November 11th, it is the official Veteran's Day but not the recognized Veteran's day.

Paula Hess stated; I move to change the November meeting date to November the 11th, instead of November the 25th, from 3:30 on.

Chairman Dryburgh stated; Do I have the second?

Several people stated "Second".

Chairman Dryburgh asked; Any more discussion? (Silence) All in favor say I. (Everyone said I.) Now the other thing is Rob has a conflict with our December 9th meeting.

Rob Berntsson stated he would be unable to attend this meeting

Paula Hess asked what is the alternative we have there?

Rob Berntsson stated the 16th, which is the following Wednesday.

Paula Hess stated is that day open, because when the open dates were discussed you gave us the 23rd, which was terrible.

Kelly Shoemaker stated actually, I think we were looking for some kind of consistency and we went for the 2nd and the 4th, we can go back and look for the 16th and I am sure we can make some kind of....

Thomas J. Rice stated would we just want to then, go with December 16th?

Rob Berntsson stated we need a Motion then.

Chairman Dryburgh asked do we have a Motion?

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Paula Hess stated; So moved.

Thomas J. Rice; I'll Second.

Chairman Dryburgh; Any discussion? All in Favor say I. Opposed Silence.

Rob Berntsson stated one thing while we are early in the minutes, for Tammy's sake, before you speak, if you could say your name, because she does not know everybody's voices, so that she can accurately get the minutes. It does not come natural to say your name before speaking.

Paula Hess stated she has made both motions on the meeting date.

Chairman Dryburgh stated also, remember our next meeting is September 9th.

Rob Berntsson stated there is one other item under old business, again it could come under new, but we will put it here if that's okay, there has been some questions when you have your subcommittee meetings, what constitutes a quorum of a subcommittee. Because you have such small committees and the time frame is difficult, we can set whatever we want to be the quorum for those meetings, so I would suggest that we set it that, whoever attends makes a quorum for the purposes of those meetings, because otherwise you are going to have to consistently reschedule, we have a small group of people to begin with, so if there is consensus about that maybe a motion, that the subcommittees would be whatever members are able to attend the meetings that are scheduled.

Thomas J. Rice stated he will make that motion.

Paula Hess stated; I second.

Chairman Dryburgh; Any discussion? All in Favor say I. Opposed Silence.

I also have a copy of the Administration staff subcommittee; they already have their interviews setup for September 10th and 11th, and when the different people come in. They are ahead of the game; Good Job. We do not have any people here from the public, so what I would like to do is go into the subcommittees.

Rob Berntsson stated we will convene for the subcommittees and come back as the full committee, pending any further discussion and then adjournment.

Paula Hess stated; Mr. Chairman, I have a question for Mr. Berntsson, please, the last time I was in a subcommittee, we had a recording device to just record what so and so said, and after that in the minutes, you said we have to keep minutes of the subcommittee, it was just that, these were the questions that were submitted, very simply. Is that too simple, or do you have to say Paula said this, or Ray said that?

Rob Berntsson stated the minutes just have to be a general outline and it does not have to be verbatim.

Paula Hess stated okay. Thank you.

IV. New Business

Scott D. Schermerhorn stated; Mr. Chairman, are we in New Business?

Chairman Dryburgh stated we are in New Business now.

Scott D. Schermerhorn stated as a result of my accepting a position with the county, I have to formally resign from this board, I appreciate everyone and wish you all well, hopefully one of the alternates will be able to fill my place, I am sure they will be able to do it quite well and meet with Mr. Rice on the subcommittee.

Chairman Dryburgh stated; That's a shame, hate to see you go.

Rob Berntsson stated that Kevin Russell is listed as the First Alternate, so he would move into that position, I believe that is how we set it up this time, there would be no question, no action required by the commission.

Kelly Shoemaker stated that is correct.

Chairman Dryburgh stated is there anything else under New Business? (No response)

One other thing before we go into the subcommittees, Tammy has provided the questions put together for the different committees last time. So, as you break out into the different committees, I will bring these around to you, it really makes it kind of easy for you. Would you like to flip a coin or how do you want to determine who will get Tammy to take their minutes or do you want to take your own?

Jerry J. O'Halloran; We'll take her!

Chairman Dryburgh; We will now break into our committees like we did last time and work on your questions or anything else, I will bring these around, pass them out and when everybody's done we will come back real quick and discuss anything we need to discuss.

Paula Hess stated times have changed, some of the questions may not be very appropriate, just information, we have some new things in mind.

BREAK OUT DISCUSSION / MINUTES ATTACHED

MEETING RECONVENED

V. Discussion

Chairman Dryburgh stated is there anything else we need to discuss?

It was asked; When is our next meeting?

Chairman Dryburgh stated our next meeting is the 9th of September, I believe. Anything else?

William Abbatematteo stated will we have the same format recall?

Chairman Dryburgh stated we can, if that's what you are liking, but I also want from now on in the minutes you are going to see our expense account report that we need to approve and needs to be in the minutes, mostly Rob's expenses and Tammy's, and you will see that on there, if we could vote that officially, so you will see that coming up. These breakout sessions, I don't mind doing it, it's really great, obviously as you get done with each of your committees and you get your report, then that's when we are going to start discussing each one of those, one at a time, at these meetings and that's going to take a while, we need to dig down in it, get the recommendations from each committee, on what you think needs to be on the ballot.

Thomas J. Rice asked; Bill, when do you want our committees to wrap up and be ready to come back?

Chairman Dryburgh stated according to Rob, we have to have this in by June or after....

Rob Berntsson stated he was just reading again the minutes from the last Charter Review Commission to just refresh everything and Ken Doherty was the Chairman last time and it was interesting looking back, because he actually went backwards at one point and said that to be on the November ballot we had to have everything to the County Commission in July, we have to have the required, I believe three (3) public hearings, so that put us back into June, that we had to have my ballot language drafted by May in order to be ready for the public hearings, so if we can start right after the first of the year, with getting the committee recommendations and then voting on the full committee as to what items you want put into ballot language, really by April we have to know what I am drafting so that we can formally then vote on what to bring forward to the public hearings and after the public hearings vote to, actually what you are going to put on the agenda. Now that meant in the end of that cycle last time, which was a shorter cycle, that they were meeting like every two (2) weeks, in the end of May through the beginning of July, to avoid that kind of time frame, you know, we need to push it back, if you want to try to keep it to once a month meetings. So, as soon as we can get reports done and committees work done, the better it is going to be overall.

William Abbatematteo stated what do you want; January, December....

Rob Berntsson stated he would say if by the February meetings, if all the subcommittees could give their reports, that would be great.

Paula Hess asked Robert, the subcommittee meeting minutes just circulate among the subcommittee members?

Rob Berntsson stated the subcommittee should technically approve their minutes and they should be formalized and approved at each subcommittee meeting, I think it's good, I mean certainly, they are public records and I think it's probably adventitious for each member to see what the other groups are doing, because it's all, your ultimately the whole committee that's going to make the decision.

Paula Hess asked so send them to Tammy and have her send them out to everybody?

Rob Berntsson stated that is fine.

Thomas J. Rice asked when each of the subcommittees meet we need to give notice so there could be potential members of the public hear that point.

Rob Berntsson; That is correct.

Chairman Dryburgh stated all meetings that you have that are subcommittees have to be noticed so the public can show up.

Katherine Ariens asked when is the next meeting the 9th, September 9th?

Chairman Dryburgh; Yes.

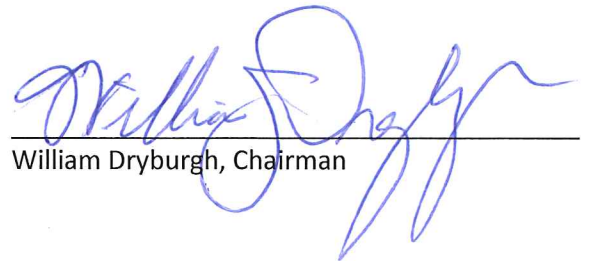
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Paula Hess; Move for adjournment.

Frank C. Weikel; I second.

Chairman Dryburgh; All in Favor (Everyone said I). You are adjourned, Thank you very much.

Adjourned at 4:37 pm



William Dryburgh, Chairman

ATTACHMENT #1**NOTES FROM BREAK OUT SESSION****ADMINISTRATION STAFF**

Administration Staff Subcommittee will be meeting on September 2, 2015, from 4:00 – 5:00 p.m., to finalize interview questions. The Draft interview questions were submitted to Tammy for typing, completed and sent to Chair Julie Mathis as she could not attend this CRC meeting. The next committee meetings and interview schedule is as follows:

| Interview Date | Time | | Interviewee |
|------------------------------|----------------|------------|--------------------|
| Thursday, September 10, 2015 | 1:00-2:00 PM | 1 Hour | Janette Knowlton |
| | 2:15 - 2:45 PM | 30 Minutes | Claire Jubb |
| | 3:00 - 3:30 PM | 30 Minutes | Tom Patton |
| | 3:45 - 4:15 PM | 30 Minutes | Tommy Scott |
| | 4:30 - 5:00 PM | 30 Minutes | Dan Quick |
| Friday, September 11, 2015 | 1:00 - 1:30 PM | 30 Minutes | Kelly Shoemaker |
| | 1:45 - 2:45 PM | 1 Hour | Ray Sandroek |
| | 3:00 - 3:30 PM | 30 Minutes | Gary Hubbard |
| | 3:45 - 4:15 PM | 30 Minutes | Gordon Burger |

ATTACHMENT #2

NOTES FROM BREAK OUT SESSION

BOARD OF COUNTY COMMISSIONERS

The Board of County Commissioners Subcommittee submitted the following minutes.

The Committee discussed changes in the Charter which may be forthcoming from the public and other Charter Commission members. It was decided to ask each Commissioner's opinion on the following topics:

- *Elections by District
- *Non Partisan Elections
- *Term Limits
- *Elected Mayor
- *Appointed Sheriff

Further discussion resulted in agreement to also ask general questions regarding governance:

- *Any changes, additions you would like to see and why?
- *Economic Development Director employed by Commission added 2010.
Better than employed by Administrator or not? Explain.

Committee went on to consult with Attorney Berntsson about how perceived inefficiencies of County Departments might be addressed as Charter issue. This question was developed to ask each Commissioner:

- *Do you think there are inefficiencies that an independent body to oversee and review could correct, for example the permitting process and deadline decisions presented to the commission without sufficient information provided by staff?

No meeting dates have been set at this time. Subcommittee Chair Abbatematteo asked Paula Hess to draft minutes of this subcommittee meeting.

ATTACHMENT #3

NOTES FROM BREAK OUT SESSION

CONSTITUTIONAL OFFICERS

The Constitutional Officers Subcommittee will be meeting on September 24, 2015, from 3:00 – 5:00 p.m., to finalize interview questions. Tammy was asked to send each member the Interview questions from 2010, which were emailed as requested the following day. It was encouraged to have the public invited for input. It was decided the interviewees this year would be scheduled for the October 20, 2015, meeting starting at 12:30 p.m. and would be as follows:

Supervisor of Elections
Tax Collector
Property Appraiser
Clerk of the Circuit Court
Charlotte County Sherriff

The meeting on November 16, 2015 will start at 12:30 p.m. and will be to discuss interviews conducted.

ATTACHMENT #4

NOTES FROM BREAK OUT SESSION

OTHER BOARDS AND AGENCIES

The Other Boards and Agencies Subcommittee submitted the following minutes:

At the breakout session yesterday, our committee agreed on the following meeting schedule (all in room B-106):

August 27, 2015 from 3:30 – 4:30: Subcommittee members only to finalize interview questions and meeting details

September 29, 2015 from 3:00 – 4:30: Interviews with representatives of Chambers of Commerce for Charlotte County, Punta Gorda, Englewood; all three organizations will meet with the subcommittee together

October 7, 2015 from 10:00 – Noon: Interviews with representatives of Charlotte DeSoto Building Industry Association, Charlotte Board of Realtors and Enterprise Charlotte Economic Council together

October 23, 2015 from 10:00 – Noon: Interviews with Punta Gorda City Council from 10:00 – 11:00; and Interviews with Charlotte County Airport Authority from 11:00 – Noon

October 30, 2015 from 2:00 – 3:00: Interviews with Charlotte County School Board Superintendent

The subcommittee would like to send a notice to each of these groups inviting them to these meetings as a "save the date" invitation and a reference on how they can access a copy of the current Charlotte County charter.