

**Charter Review Commission
Administration Staff
Subcommittee Meeting
June 23, 2021**

A meeting of the Charter Review Commission Administration Staff Subcommittee was held at Charlotte County Administration Center, 18500 Murdock Circle, Room B-106, Port Charlotte, Florida at 3:00 P.M. on June 23, 2021.

Roll Call:

The following members were present:

Donna Barrett, Chairman

Stephen J. Vieira

Steve Drake

Cyril Schrage

Cherie Burnette

Citizens: None

Call to Order:

The meeting was called to order at 3:01 PM by Chairman Barrett. The members of the committee gave a brief introduction and spoke of their experience, if any, with prior Charter Review Commissions.

Agenda Items:

I. Citizens Input – None.

II. New Business:

- a. Review of Potential Questions: The interview questions from prior Charter Review Administration Staff questions were reviewed, discussed in detail for additional language or deletion. Several new questions were added. Two questions were pulled to be discussed as possible follow-up questions:

#5. Is the Administrative Code current? (Charter Section 2.3E.) The annual debt policy? (Charter Section 2.2J.) Are economic impact statements faithfully prepared in accordance (Charter Section 2.2I.)

#7. Is the two (2) year budget cycle working, does it impact the MSBU process?

Other possible topics raised in the development of questions were: How are MSBU's managed? What are affordable housing plans and/or long-range plans?

Steve Vieira requested that the new list of questions be e-mailed to the committee for review prior to the next meeting. Chairman Barrett asked that the prior records be researched to see if the questions were provided in advance to the Administration Staff who were to be interviewed.

- b. Review of which Administration Staff to Interview: Chairman Barrett provided the committee a list of positions and the current person holding the position for the discussion of potential interviews.

MOTION WAS MADE BY STEVE VIERA TO INTERVIEW ALL CURRENT STAFF POSITIONS INTERVIEWED IN 2016 IN 2021. SECONDED BY CHERIE BURNETTE.

Discussion: During discussion it was noted that the position of Assistant County Administrator, Claire Jubb was not included in the list and if not interviewed, the departments under this position would not be represented. Chairman Barrett ask for an amended motion.

MOTION WAS MADE BY SERVE VIERA TO AMEND THE MOTION TO INCLUDE THE ASSISTANT COUNTY ADMINISTRATION CLAIRE JUBB IN THE STAFF TO BE INTERVIEWED. SECONDED BY CHERIE BURNETTE.

MOTION CARRIED: 5:0

The following list will be the 2021 list of Administration Staff Interviewees:

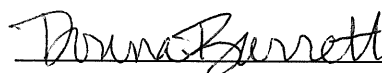
- County Attorney – Janette Knowlton
- County Administrator – Hector Flores
- Deputy County Administrator – Emily Lewis
- Assistant County Administrator – Claire Jubb
- Budget Director – Gordon Burger
- Public Works Director – John Elias
- Community Development – Ben Bailey
- Utilities Operations Manager – Craig Rudy
- Director of Community Services – Tommy Scott
- Economic Development Director – Dave Gammon

- c. Scheduling of Interview Meetings: It was decided that the committee needed to focus more time on the development of questions to be asked and could not schedule Interview Meetings until after the next scheduled meeting of July 7, 2021.

III. Adjournment:

MOTION WAS MADE BY STEVE VIEIRA, SECONDED BY CHERIE BURNETTE TO ADJOURN THE MEETING AT 4:29 P.M.

MOTION CARRIED 5:0



Donna Barrett, Chairman

Date

Administration Staff Sub-Committee

**2021-2022
Charter Review Commission
Administration Staff Subcommittee**

Interview Questions

1. What are your specific duties and in the performance of those duties what, if any, local government re-structuring could be proposed for the Charter that would improve your ability to deliver services?
2. Have you read the Charlotte County Charter and how is your job performance affected by the Charter?
3. Have you had experience working under an elected Administrator, and what is your opinion on an elected Executive form of government?
4. In your experience is the non-interference clause observed? Is the method of enforcement adequate?
5. How do you create the budget for your departments?
6. Are there any aspects you know from other communities that the Charter Review Commission should consider for Charlotte County?

In addition to the above, the following specific questions will only be asked of County Attorney Knowlton and Administrator Flores:

Should there be a residency requirement for Charlotte County Executive Administrative Staff?