

**Charter Review Commission
Administration Staff
Subcommittee Meeting
July 7, 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 July 7, 2021.

Roll Call:

The following members were present:

Donna Barrett, Chairman
Stephen J. Vieira
Steve Drake
Cyril Schrage
Cherie Burnette

Citizens: None present.

Call to Order:

The meeting was called to order at 3:04 PM by Chairman Donna Barrett.

Approval of Minutes:

It was noted that Cherie Burnette was not listed as present at the June 23, 2021 meeting and Donna Barrett's last name was spelled incorrectly.

MOTION WAS MADE BY CYRIL SCHRAGE AND SECONDED BY STEVE VIEIRA TO APPROVE THE MINUTES WITH CORRECTIONS.

Agenda Items:

- I. Citizens Input – None.
- II. Old Business:
 - a. Review of Potential Questions: There was a lengthy discussion concerning MSBU/TU's and the development of possible questions for specific administrative staff. Steve Vieira felt that a question should be asked of Attorney Knowlton, Administrator Flores and Budget Director Gordon Burger concerning MSBU/TU's such as:

How are MSBU/TU's managed and why can't there be more authoritative input by citizens to the budget and planning process? Chairman Barrett suggested in the interview with

Public Works Director John Elias to ask a question on how he creates the project lists or bring the lists to the committee.

Another possible question could be: Is there anything in the Charter that would prevent expanding the responsibility of MSBU members or expanding citizen involvement in the management of MSBU/TU's? Steve Vieira also spoke to the infrequency of meetings for MSBU/TU's (4 times per year) that he feels is a detriment and slows the process down. Basically, actions on proposals can only take place at every other meeting.

Chairman Barrett reworded a possible question to read: Citizens would like more oversight and input on MSBU/TU's. What changes to the Charter would you feel could help ensure the voices of our community are heard? How do you feel about having more meetings or what would be the disadvantage of having more meetings?

Steve Vieira stated he felt the changes in the ordinance passed in 2016 changed the operation of the MSBU/TU's from an open concept of meetings (where you could possibly develop strategic plans) to a more condensed scenario of meetings.

A question to that effect could be: Now that the 2016 Ordinance is in effect, we are seeing disadvantages such as untimely proposals. What else are you seeing regarding this Ordinance?

Steve Vieira suggested adding a question to the six general questions that simply asks What is your opinion of MSBU/TU's?

The discussion of MSBU/TU's was tabled until the next meeting. The committee decided more information was needed concerning the language of ordinances adopted about MSBU/TU's and asked that this be researched and provided via email before the next meeting.

- b. Review of Administrative Staff to be interviewed: The committee reviewed the list of interviewees as they considered additional questions. The committee agreed by consensus that our County Administrator should remain an appointed position.

Cyril Schrage raised the issue of budget accountability citing the example of many cars remaining unused in the lot at the Eastport Campus. This could be a question directed at Utilities Operations Manager, Craig Rudy. Steve Vieira pointed out that this could be covered under question #5 regarding budgets and could be asked as a follow-up question. He advised the committee to be good listeners and based on the answers to the general questions, good follow-up questions could be asked and lead to some of the information the committee is looking to discover.

The committee agreed by consensus that aside from a potential question on MSBU/TU's that the questions 1-6 and #7 for the Attorney and Administrator were the final questions.

- c. Scheduling of Interview Meetings: This was tabled until the interview questions were finalized at the next meeting. Next meeting is scheduled for Tuesday, July 20 at 10:00 a.m.

III. New Business: A discussion was held regarding having an appointed or elected Sheriff. After much discussion it was agreed that it was not in this committee's purview to pursue further.

However, the members were welcome to send a question regarding this issue to Administrative Assistant Andrea Yerger and request that it be forwarded to the Constitutional Officers Committee. Andrea reported that the Constitutional Officers committee had already finalized their questions however, it might be considered for a follow-up question.

Andrea also reminded the committee that the recordings of these meetings are public record and may be requested by the public.

IV. Adjournment:

**MOTION WAS MADE BY STEVE VIEIRA, SECONDED BY CHERIE BURNETTE TO
ADJOURN THE MEETING AT 4:35 P.M.**

MOTION CARRIED 5:0

Donna Barrett 7/20/21

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?