

CHARTER REVIEW COMMISSION

MAY 13, 2015

A meeting of the Charter Review Commission was held at the Murdock Administrative Complex in Room B-106, Port Charlotte, Florida.

Call to Order

The Meeting was called to order at 3:00 pm.

Roll Call

The following members were present:

William C. Abbatematteo
Katherine D. Ariens
James M. Brown
Thomas P. Conroy, III
William J. Dryburgh
Paula E. Hess

John L. Hitzel
Julie C. Mathis
Donald F. McCormick
Gerald J. O'Halloran
Thomas J. Rice
Scott D. Schermerhorn

Thomas J. Thornberry
Stephen J. Vieira

Alternates

William Kevin Russell
Raymond A. Corcoran
John M. Davidson

The following members were absent: Frank C. Weikel

I. Welcome – Janette S. Knowlton, County Attorney

Attorney Knowlton thanked everyone for attending, gave a brief overview of Charter Review Commission history, rules, regulations, and procedures.

a. Citizen Input on Agenda Items – None

b. Sunshine and Public Records Law

Attorney Knowlton discussed the following areas: the Sunshine Law, Constitutional Rights, Public Meetings, Non in Person Communication, Meeting Requirements, Minutes, Participation Rule, Recording, Audio or Video, Posted Notices, Penalties, Exemptions, Records Retention, Records Requests, Record Format, Unavailability of Records, Resources, Litigation, and Attorney Client Privilege.

Member Thornberry inquired about procedures for attending other meetings with Charter Members. **Member O'Halloran** spoke to the process for discussions. **Member Abbatematteo** questioned the procedure for communication with Commissioners. **Member Hess** mentioned a past conversation with **Commissioner Constance** regarding Charter related items.

II. Administrative Support – Raymond Sandrock, County Administrator

Raymond Sandrock, County Administrator introduced Kelly Shoemaker, Deputy County Administrator and Hector Flores, Assistant to the County Administrator, advised the contact process to be followed, mentioned the budget process, elaborated on the Administrative Support hiring process, a job description for the position,

mentioned hiring through a temporary employment agency, candidate screening, recommended the Charter Chair interview the Candidate for final selection, and advised what is supplied to the Charter Review Commission for office space and materials. Attorney Knowlton responded to Member inquiries and highly recommended that the first order of business at the next meeting be the selection of an Attorney and an Administrative Support Person. Ms. Shoemaker pointed out that legal assistance will also be available.

Member Hess inquired about the Attorney selection process. **Member O'Halloran** inquired about the Charter Review Commission website.

III. Election of Chairman and Vice Chairman

MEMBER HITZEL NOMINATED WILLIAM DRYBURGH AS CHAIRMAN, SECONDED BY MEMBER ABBATEMATTEO

MOTION CARRIED: WILLIAN DRYBURGH, CHAIRMAN

MEMBER HESS NOMINATED JULIE MATHIS FOR CHAIRMAN, MEMBER MATHIS DECLINED NOMINATION, MEMBER HESS WITHDREW NOMINATION

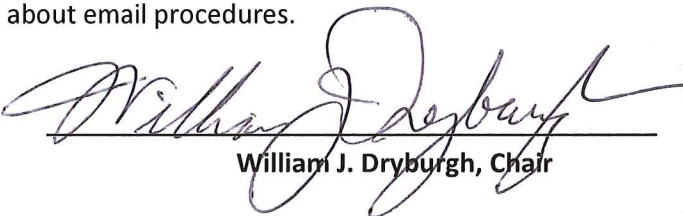
MEMBER SCHERMERHORN NOMINATED DONALD MCCORMICK AS VICE CHAIR, SECONDED BY MEMBER HITZEL

MOTION CARRIED: DONALD MCCORMICK, VICE CHAIR

Committee Discussion

Chair Dryburgh spoke to meeting schedules and polled the Committee for suggestions. **Member Hitzel** recommended the Committee meet once a month and suggested they contact the past Charter Committee secretary to inquire if she is available to fill the current position. **Member Hess** recommended Attorney presence at meetings and suggested recruiting Attorney Robert H. Berntsson for the Charter Review Attorney position. **Member Conroy** questioned the meeting start times. **Member Brown** spoke to the scope of work for potential Attorney's. **Member Rice** inquired about email procedures.

ADJOURNED: 3:50 pm



William J. Dryburgh, Chair

DATE ADOPTED: 6/10/15

ATTEST:

**BARBARA T. SCOTT, CLERK
OF THE CIRCUIT COURT AND
EX-OFFICIO TO THE BOARD
OF COUNTY COMMISSIONERS**

By: Michelle DiBerardino
Deputy Clerk