

CHARTER REVIEW COMMISSION

MAY 12, 2021

A Charter Review Commission (CRC) Organizational Meeting was held at the Murdock Administration Center, 18500 Murdock Circle, Room B106, Port Charlotte, Florida.

Call to Order

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

Roll Call

The following CRC members were present:

William C. Abbate Matteo, Vice Chairman	William J. Dryburgh, Chairman	Stephen J. Vieira
Patricia W. Aho	Donald McCormick	
William A. Akins	Theresa H. Murtha	<u>Alternates</u>
Jeffrey K. Anlauf	Donna C. Peterman	Steve A. Drake
Donna L. Barrett	Richard J. Pitz	
Joyce S. Cream	Cyril F. Schrage	

The following members were absent: Adam James Riley, William B. Schafer, Colleen C. Palinski-Ferrara, Cherie A. Burnette.

Citizens:

None

I. Chairman – William Dryburgh

Chairman Dryburgh brought up the first item on the agenda, Approval of Minutes and noted there were some changes to the April 21, 2021 minutes. Change one is William Abbate Matteo was elected as Vice-Chair. Change two is Vice-Chair Abbate Matteo clarified that he inquired into the time of the next meeting, there was not a discussion.

BILL ABBATE MATTEO MOTIONED TO APPROVE MINUTES WITH CHANGES, SECONDED BY PATRICIA AHO.

MOTION CARRIED 14:0

Chairman Dryburgh spoke to a housekeeping item; when responding to an email, do not reply to all.

II. No citizen input

No citizen input, no citizens were present.

III. Old Business

- a. Selection of Administrative Support: Chairman Dryburgh discussed administrative support. Applications were provided to the Chairman, and that by next meeting an assistant will be hired. He also talked about the assistant's role.

- b. Selection Process of Legal Counsel: Chairman Dryburgh mentioned that a notice will be sent to Florida Bar to hire an attorney. He also talked about the attorney's role.
- c. Meeting Schedule: Chairman Dryburgh reviewed the meeting schedule that was provided to members. He also discussed additional meetings for subcommittee meetings.

Chairman Dryburgh noted that citizens can attend the subcommittee meetings but there is no citizen input. A discussion ensued as to the duration of citizen input. After discussion, agreement was to limit citizen input to 3 minutes. Discussion took place about requesting citizens to provide supplemental information in written form for their input.

Chairman Dryburgh confirmed with all members that the proposed meeting schedule works for all. Starting time is 3 pm, one meeting will be held at Tringali Recreation Center and one at Charlotte Harbor Event Center.

IV. New Business

- a. Sub-committees: Chairman Dryburgh discussed the different types of committees: Administration/Staff Committee, Board of County Commissioners Committee, Constitutional Officers Committee, and Other Boards and Agencies Committee. Chairman provided the signup sheets to the members along with instructions to start coming up with questions for the committee that they select and to ensure they provide their scheduled meeting dates to county staff to provide proper notice to the public. Several members expressed a desire to review the Charter at the next meeting. Chairman Dryburgh indicated that this will be added to the agenda and asked that each member read the Charter prior to the next meeting.

V. Discussion

Member Theresa Murtha remarked on notifying the public of the meetings, to ensure that they provide this information to the public.

Member Theresa Murtha remarked about using video to transmit meetings online to the public. Deputy County Administrator Emily Lewis noted that videoing Charter Review Commission is a separate process from County operations. If the CRC board chose to contract for audio/visual services to record the meetings, they can do that, under the CRC budget. But it will not be a part of the normal county operations. Question was asked if CCTV can be used and County Attorney Janette Knowlton clarified that it must be separate from county operations. Deputy County Administrator Emily Lewis noted to consider the location of the meetings if the decision is made to live-stream the meetings, to ensure the room can accommodate it. Members discussed and decided to explore live stream of three public meetings. Chairman Dryburgh asked where meetings were announced in the paper. Deputy County Administrator Emily Lewis indicated they are printed in legal notices and on the county website. County Attorney Janette Knowlton suggested a press release for the meetings.

Chairman Dryburgh spoke to the meeting schedule, asked if anyone objects to having a meeting on November 10th at Tringali. No objections. He asked about March 9, 2022 meeting to be held at the Charlotte Harbor Event Center. No objections.

Member Patricia Aho inquired about which meetings will have a public hearing. County Attorney Janette Knowlton advised that there will be three Public Hearings at the end of this process and will be publicly noticed.

MEMBER DONNA BARRETT MOTIONED FOR PUBLIC INPUT TO BE 3 MINUTES, NOT YIELDING AND ANY ADDITIONAL TIME AT THE DESCRETION OF THE CHAIRMAN, SECONDED BY PATRICIA AHO.

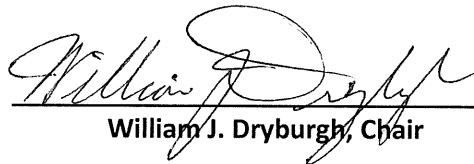
MOTION CARRIED 14:0.

Discussion took place regarding resumes and the hiring process for the administrative assistant. Chairman Dryburgh explained that there are four resumes, and two were picked based on qualifications. They will be scheduled to interview with Chairman Dryburgh and Deputy County Administrator Emily Lewis. The attorney selection process for hiring the attorney will take place at the next meeting.

Chairman Dryburgh distributed the signup sheets for the subcommittees to members to fill them out.

Member Steve Viera inquired about the administrative assistant position salary. Deputy County Administrator Emily Lewis spoke to current rate of salary and that this is a part-time position. Discussion also took place regarding the budgeted amount for the committee. Deputy County Administrator Emily Lewis reported that the Charter Commission budget is \$35,000 but they would be provided the resources to complete the work of the Charter Commission. Member Donna Barrett asked what are the expenses? Deputy County Administrator Emily Lewis reviewed the expense categories from 2016. Legal Notice (\$389); Advertisement for Attorney (\$481.00); Attorney Fees (\$11,490.00); Administrative Assistant wages (\$11,750.); Miscellaneous Office Exp. (\$145.00) for a total of \$24,255.00.

ADJOURNMENT: 4:05 pm



William J. Dryburgh, Chair

DATE ADOPTED: June 9, 2021