

**Charter Review Commission
Administration Staff
Subcommittee Meeting
December 8, 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 3:30 P.M. on December 8, 2021.

Roll Call:

The following members were present:

Donna Barrett, Chairman
Cherie Burnette
Cyril Schrage
Rob Humpel, Alternate

Members Absent: None.

Citizens: None present.

Call to Order:

The meeting was called to order at 3:30 PM by Chairman Donna Barrett.

Approval of Minutes: Tabled.

Agenda Items:

I. Citizens Input – None.

II. Old Business –

a. Reviewed two Pending Charter issues from the last meeting:

1) **Pending Item 1:** Ms. Lewis mentioned an issue with Economic Development and the short time for Public Notice. After discussion, there was still uncertainty what the Deputy Administrator was requesting regarding this issue. Chair Barrett will follow-up with Deputy Director Lewis and request a proposal from her in writing which will be communicated to all members.

The Committee members discussed the issue of the Change Memo and the lack of time sometimes involved in researching new information, especially for Economic Development projects. **The Committee recommends:**

- The County Attorney and County Administrator approve these changes in advance.
- County Administrator to review with Economic Development their change memo procedures.

- For County Administration to outline and define the procedures for Economic Development projects to be vetted through various relevant county departments prior to Board of County Commissioner meetings where actions would be taken.

2) **Pending Item 2:** Attorney Knowlton recommends deleting language regarding the Non-interference Clause/enforcement, in Sec. 2.3 C. (2) and (3). After discussion there was still uncertainty as to why this deletion was being requested. The committee agreed to listen to Attorney Knowlton's interview again before continued discussion of this recommendation.

The committee members discussed the ramifications of the deletion of this language and decided it was important to leave it in at this time.

MOTION WAS MADE NOT TO DELETE THE NON-INTERFERENCE CLAUSE/ENFORCEMENT AS RECOMMENDED BY ATTORNEY KNOWLTON.

MOTION CARRIED: 3:0

III. New Business: None.

IV. Discussion:

- a. Single District Voting
- b. Elected Charter Review Members

V. Adjournment:

MOTION WAS MADE BY CYRIL SCHRAGE AND SECONDED BY CHERIE BURNETT TO ADJOURN THE MEETING AT 4:53 p.m.

MOTION CARRIED 3:0

No future meeting was scheduled.

Donna Barrett 1-12-22

Donna Barrett, Chairman Date

Administration Staff Sub-Committee