

**Charter Review Commission
Administration Staff
Subcommittee Meeting
July 20, 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 10:00 A.M. on July 20, 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 10:05 PM by Chairman Donna Barrett.

Approval of Minutes:

MOTION WAS MADE BY STEPHEN VIEIRA AND SECONDED BY CHERIE BURNETTE TO APPROVE THE MINUTES.

MOTION CARRIED: 4:0

Agenda Items:

- I. Citizens Input – None.
- II. Old Business
 - a. Review of Potential Questions:

The members recapped the previous meetings' discussion on questions to ask in general and with various staff.

The committee agreed by consensus to ask the following question of John Elias, Public Works Director.

How does Public Works create the Project Lists?

The committee members continued their discussion regarding developing a question about MSBU/TU's. Member Vieira provide answers to many questions the committee raised regarding the operation of the MSBU/TU's based on the knowledge he has being as a member of one. After much discussion and research, the following general question was developed.

MOTION MADE BY STEPHEN VIEIRA AND SECONDED BY CYRIL SCHRAGE TO APPROVE THE FOLLOWING MSBU/TU QUESTION:

How can we make the process of committee involvement be more effective regarding the MSBU/TU's?

MOTION CARRIED 4:0.

This question will be asked of Hector Flores, Administrator, Janette Knowlton, Attorney, Gordon Berger, Budget Director and John Elias, Public Works Director.

- b. Scheduling of Interview Meetings: The Committee chose the order of inviting and interviewing the staff and split them into the following three groups; with a General Interview time of 30 minutes with a 15-minute break between interviews. The last half hour of each day will be reserved for committee discussion and recap of the meeting.

Group One: Economic Development Director, Director of Community Services, Utilities Operations Manager, Community Development and Public Works Director. August 16 and August 23 (Times 10-12 and 1-3).

Group Two: Budget Director, Assistant County Administrator, Deputy County Administrator and County Attorney (one hour). August 26 and September 20 (Times 10-12 and 1-3).

Group Three: County Administrator (one hour) will be the very last interview on September 23 (10-12 and 1-3 depending on his schedule). One hour to be scheduled for him and one hour scheduled for the committee to recap.

The Committee agreed to the following schedule:

10:00 Opening/Citizen Input
10:15 -11:00
11:00-11:45
Lunch
1:00 – 1:45
1:45- 2:30
2:30-3:00 Committee Recap

Chair Barrett asked if the Public Notice lists the positions being interviewed or just the general topic of Interviewing Administration/Staff? This will be researched and reported back to the committee. (Per Attorney Berntsson, only a general notice of "Interviewing Administration Staff" is required.)

Questions will be sent in advance to those staff being interviewed.

Member Schrage commented on the lack of Public Input regarding these meetings and asked why? He commented further that he feels this County is being very well run and asked if anyone else had heard

of any complaints. Other members agreed that they have heard little in the way of verbal complaints in the proper forums like County Commission meetings.

III. New Business: None.

IV. Adjournment:

**MOTION WAS MADE BY CYRIL SCHRAGE, SECONDED BY CHERIE BURNETTE TO
ADJOURN THE MEETING AT 10:50 P.M.**

MOTION CARRIED 4:0

Next meeting is scheduled for Monday, August 16 at 10:00 a.m.

Donna Barrett 8/16/21
Donna Barrett, Chairman Date
Administration Staff Sub-Committee