

**Charter Review Commission  
Administration Staff  
Subcommittee Meeting  
November 18, 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 12:30 P.M. on November 18, 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 12:42 PM by Chairman Donna Barrett.

**Approval of Minutes:**

**MOTION WAS MADE BY CYRIL SCHRAGE AND SECONDED BY CHERIE BURNETTE TO APPROVE THE MINUTES OF 8/26/21, 9/21/21, 9/23/21 AND 10/7/21.**

**MOTION CARRIED 3:0**

**Agenda Items:**

**I. Citizens Input** – None.

**II. Old Business** – Review of Charter Issues to recommend to the Commission. Chair Barrett gave the committee a handout that summarized their interview findings and is as follows:

Ben Bailey	August 16 <sup>th</sup>	No changes
John Elias	August 16 <sup>th</sup>	No changes
Dave Gammon	August 16 <sup>th</sup>	No changes
Tommy Scott	August 23 <sup>rd</sup>	No changes
Gordon Burger	August 23 <sup>rd</sup>	YES
Janette Knowlton	August 26 <sup>th</sup>	YES
Claire Jubb	September 21 <sup>st</sup>	No changes
Craig Rudy	September 23 <sup>rd</sup>	No changes

Emily Lewis  
Hector Flores

September 23<sup>rd</sup>  
October 7<sup>th</sup>

YES  
Agreed with other recommendations

The committee reviewed and discussed all the issues and the following motions are the result of those discussions:

1) Gordon Burger recommends:  
Article II Sec. 2.2 D Authority  
Change "annual review" to "in conjunction with the budget process".

**The committee agreed by consensus to recommend this change.**

2) Change Charter Review Commission to be reviewed from every 6 years to "every 10-12 years."

**MOTION WAS MADE BY CYRIL SCHRAGE AND SECONDED BY DONNA BARRET TO RECOMMEND A CHARTER REVIEW BE CHANGED TO EVERY 10 YEARS.**

**MOTION CARRIED: 2:1**

3) Attorney Janette Knowlton recommends:

a. "Delete Section 2.3 F Director of Economic Development" – change reporting status to the County Administrator.

**MOTION WAS MADE BY DONNA BARRETT AND SECONDED BY CYRIL SCHRAGE TO NOT DELETE SECTION 2.3 F AND CHANGE THE REPORTING STATUS OF THE ECONOMIC DEVELOPMENT DIRECTOR TO THE COUNTY ADMINISTRATOR.**

**MOTION CARRIED: 3:0**

b. Add the same employment language as the Administrator to the Position of Economic Development Director.

**MOTION WAS MADE BY CYRIL SCHRAGE AND SECONDED BY CHERIE BURNETTE TO ADD SAME EMPLOYMENT LANGUAGE TO THE POSITION OF ECONOMIC DEVELOPMENT DIRECTOR.**

**MOTION CARRIED: 3:0**

c. Add the same employment language as the Administrator to the Position of County Attorney.

**MOTION WAS MADE BY DONNA BARRETT AND SECONDED BY CYRIL SCHRAGE TO ADD SAME EMPLOYMENT LANGUAGE TO THE POSITION OF COUNTY ATTORNEY.**

**MOTION CARRIED: 3:0**

d. Change Article II Sec 2.2 Authority – Budget Director – change annual review to every other year or in conjunction with the budget process. This was voted upon and approved under #1.

e. Feels changing the Charter Review to every 10 years is reasonable. This was voted upon and approved under #2.

4) Deputy Administrator Emily Lewis recommends:

a. 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. **Pending item.**

5) 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. Copies of the recorded interview were given to all members. **Pending item.**

Chair Barrett asked the Committee members if they wished to discuss the proposals raised by citizen David Kesselring who attended various CRC meetings and presented CR proposals (single district voting, election of charter review commission members, additional language for the County Attorney, additional language for the Administrator and the new citizen bill of rights). The committee agreed by consensus that those discussions should take place at the full board meetings of the CRC.

**III. New Business:** None.

**IV. Discussion:** None.

**V. Adjournment:**

**MOTION WAS MADE BY CYRIL SCHRAGE AND SECONDED BY CHERIE BURNETT TO ADJOURN THE MEETING AT 1:42 p.m.**

**MOTION CARRIED 3:0**

No future meeting was scheduled, but the committee agreed to meet after the CRC meeting on December 8, 2021 to discuss final details to their recommendations to the Charter Review Commission.

 1/12/2022

Donna Barrett, Chairman Date

Administration Staff Sub-Committee