

CHARTER REVIEW COMMISSION

SEPTEMBER 17, 2009

A meeting of the Charter Review Commission (CRC) was held at the Administration Complex, Room B-106, Port Charlotte, Florida. The following CRC members were present: Andrew Dodd, Kenneth W. Doherty, William Dryburgh, William Folchi, Maureen Garrard, Joseph Goggin, Suzanne Graham, Paula Hess, John Hitzel, Julie Mathis, Donald McElroy, W. Kevin Russell, Johnny Vernon and Frank Weikel. Also present were Alternates Michael Grant, Connie Kantor and William Weller, County Attorney Knowlton and Deputy Clerk Lansing. **(CRC member Thomas Rice was not present for the meeting.)** The meeting was called to order at **4:00 PM.**

I. Welcome and Discussion

Janette S. Knowlton, County Attorney welcomed and thanked the CRC members for their service; indicated she would cover topics within the informational notebooks provided to the Commission; discussed Charter history and background; mentioned CRC Alternates are expected to attend all meetings; read the CRC purpose into the record; discussed the CRC powers and restrictions; explained any recommendations approved by the CRC will be placed directly on the ballot; said the Board of County Commissioners will not vote on Charter recommendations; and discussed financial disclosure requirements and instructions. Several CRC members mentioned receiving financial disclosure forms in the mail. Ms. Knowlton indicated forms were mailed to members and stated they are due to the Supervisor of Elections within 30 days of appointment. Ms. Knowlton explained Sunshine Law (Sunshine) requirements and Code of Ethics, mentioned advertising options and public hearings, indicated Minutes are required to be taken at all CRC meetings, noted the Clerk's Office is taking the Minutes today, and announced secretarial support and Minutes would be discussed at a later date. Ms. Knowlton provided guidelines related to emails, ex parte correspondence and public record.

II. Administrative Support

Roger Baltz, County Administrator welcomed the group, announced his department will be responsive to CRC needs, discussed past administrative support, introduced his staff, provided a listing of available meeting locations and dates, and suggested this and other rooms that would accommodate the Committee. Mr. Baltz announced the CRC budget is approximately \$30,000, confirmed all administrative services will be deducted from that budget, and explained the process further. Mr. Sandrock mentioned the current budget is approximately \$33,000. Marie Pecorella provided several advertising options.

III. Selection of Chairman and Vice-Chairman

Ms. Knowlton advised the final order of business is the election of the Chair and Vice-Chair.

Paula Hess motioned to nominate Kenneth W. Doherty as Chairman.

(Members introduced themselves for the record)

Julie Mathis seconded the motion to nominate Mr. Doherty as Chairman.

There was also a motion and second to nominate Kevin Russell as Chairman.

Motion, Second, and Unanimous vote to close the nominations.

Mr. Doherty thanked the committee for the honor, explained he works around the Country and is unable to control his schedule, and said it is possible he will be absent occasionally.

Mr. Russell commented that he would be honored to serve if it were the will of the Board.

The Board voted by a show of hands and elected Ken Doherty as Chairman and Kevin Russell as Vice-Chairman.

**THESE MINUTES ARE NOT OFFICIAL
UNTIL ADOPTION BY THE
CHARTER REVIEW COMMISSION**

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Mr. Doherty recommended they set a day and time for the next meeting. The Board established regular meetings would be held on the 3rd Thursday of the month at 4:00 PM.

A Motion and Second was received to establish the 3rd Thursday of the month at 4:00 PM as the CRC regular meeting day and was Approved.

Mr. Doherty commented on the amount of reading material to review, expressed the importance of organization, indicated they need to discuss administrative support and committees, and suggested they hold an organizational meeting on October 15th at 4:00 PM in Conference Room B-106.

Ms. Hess questioned requirements related to finding an attorney and mentioned the past competitive process. Mr. Doherty asked Mr. Russell to take on the attorney search task and come back with names of those interested in serving.

Mr. Doherty confirmed the next meeting would be held on October 15, 2009.

ADJOURNED: 4:35 PM

Kenneth W. Doherty, Chairman