

**Personnel, Operations & Procedures Committee
Volusia Growth Management Commission**

MINUTES FOR
MEETING HELD
Wednesday, January 23, 2013

City of Daytona Beach
Room #291
301 S. Ridgewood Avenue
Daytona Beach, FL

The meeting was called to order at 6:00 p.m. by Committee Chairman, Jack Hayman.

The following POP Committee Members were present: Committee Chairman Jack Hayman, Sandy Lou Gallagher, Kenneth Kuhar, Don Romanik, Joan Spinney, Robert Storke and Rich Walton. Also in attendance were VGMC Chairman Gerald Brandon, Paul Chipok, VGMC Legal Counsel and Merry Chris Smith, VGMC Coordinator.

NEW BUSINESS

Approval of Minutes – November 5, 2012 POP Committee Meeting

Referring to page 4 of the minutes, Mr. Romanik raised a question relating to RSQ advertising requirements. Mr. Chipok stated the RSQ needs to be advertised, but not necessarily in a newspaper.

Robert Storke made a motion to approve the minutes of the November 5, 2012 POP Committee meeting as presented; seconded by Joan Spinney. Motion carried unanimously.

Mr. Hayman stated the annual performance evaluation of the VGMC Coordinator would be moved to later on the agenda since the VGMC Chairman, Gerald Brandon, would be joining the meeting after the Budget Committee meeting and he would like to participate in this discussion.

Consideration of amendments to the VGMC Rules of Procedure

Mr. Hayman stated the modifications to Article VI, Section 5 relating to Committee Authority as recommended by Commissioner Bohannon at the November 28, 2012 regular meeting are included for consideration by the POP Committee. In addition, he stated there are several other matters for consideration based upon conversations at prior committee meetings. Mr. Chipok recommended bundling any proposed changes for consideration by the commission at one time.

With respect to the discussion at the November 28, 2012 regular meeting, Mr. Walton raised concern that changes to the proposed Rules of Procedure amendments were being presented to the full commission without prior consideration by the POP Committee. He stated he felt the motion to send the recommended change back to POP was the appropriate action.

Mr. Storke commented that he felt the proposed amendment to Article VI, Section 5 as presented is a good change.

Mr. Hayman commented that one of the issues not clear is the process of the commission modifying amendments once the motion is on the floor from a committee. Mr. Chipok stated when recommendations from committee have come before the full commission in the past, the commission considers the recommendation and may make changes.

General discussion ensued relating to first and second readings on matters being considered by governing bodies. There was general consensus that scheduling two readings on matters such as amendments to the Rules of Procedure would allow for sufficient commission discussion and public comment.

Mr. Chipok clarified that historically, recommendations from the committees come to the full commission as a motion and a second for consideration and final action by the entire body. He also stated that in his opinion, there is no prohibition to modifying and voting on a resolution at the same meeting.

Robert Storke made a motion to recommend changing the proposed language to Article VI, Section 5, Committee Authority, as presented; seconded by Joan Spinney. The motion carried unanimously.

The committee discussed several other points of interest relating to the Rules of Procedure.

1) Article IX, Section 6(i.)(j.), Reimbursements and Billing

Ms. Smith stated based on actions in the previous year with particular invoice disputes which resulted in several months of delayed payment, there was a suggestion at a previous POP meeting to look at further defining the process for disputed invoices. Following general discussion relating to the specific issue, Mr. Chipok commented that he felt the current language in this section is sufficient. Mr. Hayman added that the staff contracts also address invoice disputes and payments. There was a general consensus that the current language in Article IX, Section 6(i.)(j.) is sufficient and no change is necessary.

2) Article X, Section 1, Amendments to the Rules of Procedure

There was discussion at a prior meeting about possibly modifying the two meeting requirement in order to adopt amendments to the Rules of Procedure. The committee discussed this earlier in the meeting and agreed that two readings would be appropriate in order to allow sufficient commission discuss and public comment. No changes were recommended.

3) Addressing the RSQ process in the Rules of Procedure

Mr. Chipok stated the commission could make the process as formal or informal as they wish. Following discussion, the committee agreed not to address the RSQ process in the Rules of Procedure.

OLD BUSINESS

1) Continued discussion relating to the RSQ for contract planning services

Mr. Walton recommended changing the submittal due time to 1:00 p.m. since the VGMC office closes at 2:00 p.m. Ms. Spinney suggested correcting the second line of the second paragraph on page 1 to read "...qualified planning firm primarily to....".

Considerable discussion ensued relating to the insurance requirements. Questions were raised relating to the purpose and applicability of some of the coverage. The committee requested Ms. Smith contact the County to get further explanation of the insurance requirements and how they apply to the VGMC.

Discussion ensued relating to advertising. Mr. Romanik suggested we look further at the ability to advertise the RSQ through Demand Star.

2) Consideration of VHB-MillerSellen revised 2012-13 planning services contract

Mr. Hayman stated Jim Sellen revised page 2 of the Terms and Conditions Agreement by deleting the reference to "engineer" and changing it to "VHB" as recommended at the November 28, 2012 regular commission meeting.

Rich Walton made a motion to recommend the commission approve the 2012-13 planning contract; seconded by Robert Storke. Motion carried unanimously.

VGMC Chairman Gerald Brandon joined the meeting.

Annual performance evaluation of the VGMC Coordinator

Mr. Hayman collected the written evaluations from the committee members. The committee members and VGMC Chairman commented favorably on Ms. Smith's performance over the past 12 months. Mr. Hayman commented that the current Rules of Procedure discuss in great detail the duties of an Executive Director, however, they do not address the Coordinator position. He felt this needs to be updated.

Mr. Hayman suggested that in future deliberations, the POP Committee consider including both the Chairman and Secretary of the commission in the annual performance evaluation process since they work very closely with Ms. Smith. In addition, he stated he would like the committee to further consider updating the position description and offering benefits to this position.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:00 p.m.


POP Committee Chairman