

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

MINUTES FOR
MEETING HELD
Wednesday, January 24, 2018

Thomas C. Kelly Administration Center
County Council Chambers Conference Room
123 W. Indiana Avenue, DeLand, FL

The meeting was called to order at 6:30 p.m. by Committee Chair Sid Vihlen.

The following POP Committee Members were present: Committee Chair Sid Vihlen, Sandy Lou Gallagher, Robert Lovelace, John Meikle, Larry Saffer, Robert Storke and Mary Swiderski. Also in attendance were VGMC Chair Debbie Connors and Legal Counsel Heather Ramos.

NEW BUSINESS

- 1) Approval of the minutes of the August 23, 2017 POP Committee meeting

Mary Swiderski made a motion to approve the minutes of the August 23, 2017 POP Committee meeting as presented; seconded by Robert Storke. Motion carried unanimously.

- 2) Annual performance evaluation of VGMC Operations Manager

Several of the committee members commented favorably on Ms. Smith's overall performance. Mr. Vihlen stated that he has reviewed each of the evaluation forms completed and every one of them ranked her performance outstanding in each category.

OLD BUSINESS

None

OTHER BUSINESS

Mr. Vihlen stated he had spoken with Ms. Smith regarding the professional staff contracts which will be coming up for review and renewal later in the year. He indicated that there is generally discussion relating to their performance and competitiveness by the committee prior to the renewal. Mr. Vihlen stated Ms. Smith had commented favorably on the performance of the commission's current staff and also felt their rates were competitive.

A question was raised as to whether there was a need to request proposals in order to have back up staff available in the event current staff was unable to perform the work. Mr. Storke stated when the rules were amended a couple of years ago, there was discussion then about only needing one planner, however, the commission retained contracts with two planning firms so as to have a back up to the primary planner. Following brief discussion, Mr. Vihlen commented that the commission doesn't necessarily have a back-up attorney, however, the firm has many

lawyers that could step up if need be. He also commented favorably on the rates charged by current staff, and spoke of the time and cost involved in the RFP process.

There were no concerns expressed concerning the current VGMC planning and legal staff, and there was general agreement by the committee that an RFP was not necessary at this time.

ADJOURNMENT

Mr. Vihlen thanked everyone for attending. There being no further business, the meeting was adjourned at 6:45 p.m.


POP Committee Chairman Date
VGMC 1-26-18