

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

MINUTES FOR  
MEETING HELD  
**Wednesday, January 28, 2015**

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

The meeting was called to order at 6:30 p.m. by Committee Chairman, Gerald Brandon.

The following POP Committee Members were present: Committee Chairman Gerald Brandon, Sandy Gallagher, Robert Lovelace, Don Romanik, Robert Storke and Rich Walton. Also in attendance were Roger Sonnenfeld, VGMC Secretary and Merry Chris Smith, VGMC Operations Manager.

**NEW BUSINESS**

Approval of Minutes

Rich Walton made a motion to approve the minutes of the August 27, 2014 committee meeting as presented; seconded by Robert Storke. Motion carried unanimously.

Rich Walton made a motion to approve the minutes of the October 9, 2014 committee meeting as presented; seconded by Robert Storke. Motion carried unanimously.

Rich Walton made a motion to approve the minutes of the October 22, 2014 committee meeting as presented; seconded by Robert Storke. Motion carried unanimously.

Rich Walton made a motion to approve the minutes of the November 3, 2014 committee meeting as presented; seconded by Robert Storke. Motion carried unanimously.

Annual Performance Evaluation – VGMC Operations Manager

Mr. Brandon asked Ms. Smith to step out of the meeting during committee discussion on this matter. The individual evaluation forms were collected from the members and Mr. Brandon read from the member comments. He also stated the overall evaluation rating for Ms. Smith's performance was outstanding. Ms. Gallagher joined the meeting.

Ms. Smith was asked to rejoin the meeting. Mr. Brandon informed her that the committee rated her performance outstanding and he submitted the completed evaluations into the record. Ms. Smith thanked the committee and expressed pleasure working for the commission and members.

Preliminary discussion regarding proposed Request for Statement of Qualifications (RSQ) for Contract Legal Services

Mr. Brandon stated the draft has been prepared for preliminary discussion. He pointed out on an error on page 1 of the RSQ with respect to the contract term. The term of the contract should be for one year, with the option of two, one-year renewals. Referring to the proposed schedule, Mr. Brandon asked if any of the committee members had a concern with the tentative scheduled dates for the release and closing of the RSQ. Mr. Romanik raised a question concerning the current legal contract expiration, and it was confirmed that the RSQ was for the 2015-16 VGMC fiscal year.

Mr. Brandon stated another meeting of the POP Committee will be scheduled for the committee to review the RSQ in more detail prior to release. He also stated he and Ms. Smith discussed publishing the RSQ in the Florida Bar News and one newspaper. Ms. Smith stated when the last legal RSQ was processed, we published in three newspapers and the Florida Bar News and received three proposals in response. She stated the cost to publish in the News Journal and the Florida Bar News (both in print and online) would cost approximately \$200.

Mr. Brandon asked Ms. Smith to set up another POP meeting over the next 3-4 weeks for the committee to review and discuss the RSQ in more detail. Mr. Lovelace asked if the content of the RSQ is consistent with language the VGMC utilized in the past. Mr. Brandon responded affirmatively, stating that it is consistent with the planning RSQ's done this past year, except that it is modified for a legal contract. Several members also commented that the POP Committee has closely reviewed and modified the RSQ standard language over the past few years.

**OLD BUSINESS**

None

**OTHER BUSINESS**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:43 p.m.

  
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Gerald Brandon, POP Committee Chairman