

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

MINUTES FOR
MEETING HELD
Wednesday, February 26, 2014

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

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

The following POP Committee Members were present: Committee Chairman James Wachtel, Sandy Lou Gallagher, Kenneth Kuhar, Don Romanik, Robert Storke and Rich Walton. Also in attendance were VGMC Chairman Gerald Brandon and Paul Chipok, VGMC Legal Counsel.

NEW BUSINESS

Approval of Minutes

Richard Walton made a motion to approve the minutes of the July 9, 2013, August 5, 2013 and August 28, 2013 meetings; motion seconded by Sandy Lou Gallagher. Motion carried unanimously.

Annual Performance Evaluation – VGMC Operations Manager

The committee members and VGMC Chairman submitted their individual performance evaluations of the Operations Manager. Committee Chairman Wachtel reviewed the evaluations and stated the committee unanimously ranked Ms. Smith's performance as outstanding. Several members commented favorably on her performance. Mr. Wachtel will report the results at the regular meeting.

OLD BUSINESS

The committee reviewed the Operations Manager ordinance which was approved by the Volusia County Council on February 20, 2014. The ordinance includes provisions that the VGMC retains control of the position and also provides the VGMC the ability to opt out of the County service provision and go to a contract or leased employee arrangement if they so choose in the future. The committee discussed the benefits of the County providing the benefits package for this position.

OTHER BUSINESS

Mr. Wachtel stated the committee would be looking at starting the process to put out a Request for Statement of Qualifications (RSQ) for the planning contract currently with VHB-Miller Sellen. There was brief discussion concerning timing. Mr. Wachtel stated the POP Committee did a comprehensive review of the planning RSQ last year and the language of the current RSQ would be similar. There was also discussion of the intent to have the applications distributed more evenly between the two planning firms. A copy of the prior RSQ was distributed to each of the committee members. Chairman Wachtel asked the members to review the document to determine if changes or improvements need to be made. This item will be scheduled for discussion at the March 26, 2014 POP Committee meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 p.m.


POP Committee Chairman Date