

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

MINUTES FOR
MEETING HELD
Wednesday, March 27, 2013

County Council Chambers Conference Room
Thomas C. Kelly Administration Center
123 W. Indiana Avenue
DeLand, 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, Don Romanik, 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 – January 23, 2013 POP Committee Meeting

Robert Storke made a motion to approve the minutes of the January 23, 2013 POP Committee meeting as presented; seconded by Rich Walton. Motion carried unanimously.

OLD BUSINESS

Continued discussion and recommendation relating to release of the RSQ for comprehensive plan amendment planning review services

Mr. Hayman stated revisions have been made to the RSQ based upon the discussion and direction at the January 23, 2013 POP meeting. On page 3, Mr. Walton recommended changing “The evaluation committee consists of” to “The evaluation committee may consist of” in case not all officers or POP committee members participate. Mr. Storke stated he suggested including the VGMC Officers as members of the evaluation committee if they wished to be. There was a general consensus to include these changes.

Discussion ensued relating to the proposed schedule on page 3 and proposed wording changes were discussed. Mr. Hayman commented on the importance of staff qualifications and the need to ensure we have the best planning and legal staff. He also feels there is a strict need for oral presentations. Mr. Romanik recommended adding language that requires the designated project manager to give the oral presentation. The committee concurred.

Mr. Chipok summarized the proposed changes to the wording within the proposed schedule:

1st TBD: Change to read “Evaluation committee* to discuss proposals and select firms for oral presentation”

2nd TBD: Change to read “Oral presentations of selected firms to evaluation committee”

3rd TBD: Change to read “Ranking of selected firms by evaluation committee”

Language will also be added to require the designated project manager to give the oral presentation.

Referring to page 9, item 3) Proposed Fee Schedule, Mr. Walton recommended adding language so that the fee schedule specifically identifies the hourly rate of the designated project manager. The committee members agreed.

Discussion ensued regarding the contract term on page 1. The committee agreed to change the contract term to one year with the option of two one year renewals.

With respect to advertising the RSQ, Ms. Smith stated the Florida American Planning Association (FAPA) will advertise it free of charge on their website, and Onvia (which is associated with Demand Star) will also announce the RSQ to its subscribers at no cost. She stated the Orlando Sentinel quoted \$31 to run the notice, and the Daytona Beach News Journal quoted \$76. The committee agreed to have the RSQ advertised on the FAPA website, Onvia and in the Orlando Sentinel.

OTHER BUSINESS

Review VGMC Coordinator Position Description

Mr. Hayman stated he requested this item be on the agenda so that the duties of the VGMC Coordinator can be reviewed by the committee. He also stated the current Rules of Procedure include responsibilities of an “Executive Director”, however, they do not address the duties and responsibilities of the Coordinator. Mr. Hayman feels the Rules of Procedure should include the Coordinator responsibilities since the commission does not have an Executive Director.

Mr. Brandon provided a brief history of the administrative function, stating that years ago the commission had a full-time staff member who served as the Executive Director. When that individual passed away, Mr. Brandon filled in at the position while a replacement was found. During that time, he stated they found the position did not necessarily need a full time administrative person and the position was filled as part-time. Mr. Brandon also discussed the

duties of the position and felt the title "Coordinator" was not truly representative of the responsibilities carried out in this position. Mr. Hayman concurred and discussed the various support functions of the position.

Mr. Walton asked who this position reports to and stated it should be included in the job description. General discussion ensued relating to the support functions provided not only to the commission as a whole, but also individually to the Chair, Vice Chair, Secretary and corresponding committees. Mr. Romanik recommended the position report to the Commission Chairman and the reporting relationship be included in the job description. The committee members agreed.

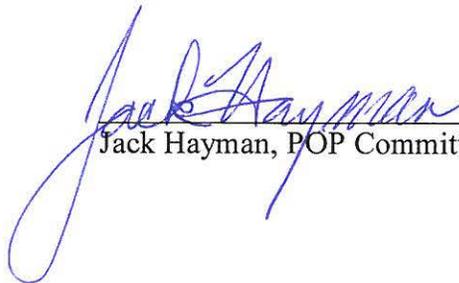
The committee discussed the duties of the Coordinator and various job titles. Mr. Romanik suggested considering "VGMC Administrator" for the position title. The committee agreed to table this item for further discussion at the next POP meeting.

Mr. Hayman stated the commission also needs to clarify the position's standing with respect to retirement, medical and other benefits. He stated Ms. Smith currently does not receive benefits and feels that this position should be entitled to additional benefits. There was general agreement amongst the members.

Mr. Chipok suggested looking at position titles established at the County when considering the title change. Ms. Smith will research the County's position classifications.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:58 p.m.



Jack Hayman, POP Committee Chairman