

Personnel, Operations & Procedures Committee  
Volusia Growth Management Commission

MINUTES FOR  
MEETING HELD  
Wednesday, March 28, 2012

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, James Wachtel, Robert Storke, Joan Spinney, Kenneth Kuhar and Richard Walton. Also in attendance was Merry Chris Smith, VGMC Coordinator.

OLD BUSINESS

Chairman Brandon reported that the VGMC Chairman would be meeting with the County Attorney regarding the proposed amendments to the consistency certification rules and the County's desire to add language relating to membership.

NEW BUSINESS

Approval of the minutes of the January 25, 2012 POP Committee Meeting

Richard Walton made a motion to approve the minutes of the January 25, 2012 POP Committee meeting as presented; seconded by Robert Storke. Motion carried unanimously.

Rules of Procedure Discussion

The committee members were provided a copy of the Rules of Procedures with notations based on prior discussions between the Commission Coordinator and Chairman Katz (see Exhibit 1). Ms. Smith explained that Chairman Katz would like the committee to review the rules in their entirety, but also consider specific changes and corrections to the sections noted.

Discussion ensued regarding Article II., Sections 6, 7 & 8 relating to notice requirements, publication of the agenda, and the order of the agenda. Mr. Walton stated he would like input from Paul Chipok, General Counsel to the VGMC, to insure any changes meet legal requirements. Mr. Brandon stated he would invite Mr. Chipok to the next POP meeting. Ms. Spinney commented that the language in Section 7.b. relating to no changes to the agenda once published was originally added with the intent to avoid outside requests for items to be placed on the agenda at the last minute.

The committee agreed to discuss this issue at greater length at the next meeting.

Regarding Section 9, Recording of Minutes, the committee discussed the language that requires all commission members receive draft minutes at least seven days prior to a vote of approval. There was a general consensus that this rule is not necessary.

With respect to Article V., Section 2, the committee generally agreed that the language which states "Nonvoting members shall serve at the pleasure of their appointing authorities, but in any case for terms not in excess of 3 years" should be stricken. The committee felt the nonvoting members should not be limited to 3 years when the voting membership can be reappointed after serving a 3 year term.

The committee discussed attendance requirements as it relates to excused versus unexcused absences. Several members commented in opposition of a rule which states that a member will be considered removed for cause by the commission for three consecutive absences without regard for the basis of their absence. The committee suggested looking at further defining what constitutes an "excused" absence.

With the regular meeting of the VGMC scheduled to begin in just a few minutes, the committee agreed to review the Rules of Procedure in more detail at the next scheduled POP meeting. They also requested the Commission Coordinator prepare a summary outline of the sections noted in the rules handout.

#### Request for Statement of Qualifications (RSQ)

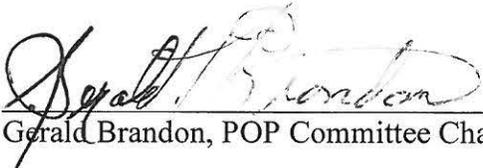
Chairman Brandon stated the commission is expected to put out an RSQ each year for contract services. He stated it is done on a rotational basis and the last RSQ was done for legal services in 2010. (A copy of the legal RSQ from 2010 was distributed to the committee members.) Following brief discussion, the committee discussed preparing an RSQ in 2012 for small scale amendment reviews. Mr. Walton asked Ms. Smith to forward a copy of the three staff contracts to each of the committee members. The committee agreed to further discuss the RSQ process at the next POP meeting.

#### OTHER BUSINESS

None

#### ADJOURNMENT

The meeting was adjourned at 7:05 p.m.

  
Gerald Brandon, POP Committee Chairman