

Ann's copy

**CHARTER REVIEW COMMISSION**  
**November 17, 1997**  
**6:30 p.m., CRB**

The Charter Review Commission met on Monday, November 17, 1997, 6:30 p.m., CRB, Fourth Floor, County Administration Building. Those in attendance are listed on the attached sign-in log. Those not in attendance were: Mark Taylor and Ronald Coleman.

After discussion, nomination made by Dr. Clive Rayner to appoint Steven W. McDermaid as Chairman of the Charter Review Commission, seconded by Nancy Keaton, and carried 13-0.

After discussion, nomination made by Nancy Keaton to appoint Danny Hamilton as Vice-Chairman of the Charter Review Commission, seconded by Tigger Megonegal, and carried 13-0.

After discussion, nomination made by Chairman McDermaid to appoint Diane Melton as Secretary/Treasurer of the Charter Review Commission and carried 13-0. The Secretary/Treasurer to be responsible for the budgetary needs of the Commission and would be the liaison to the future hiring of a secretary/assistant.

Lengthy discussion was held concerning the secretarial needs and administrative duties required of the Charter Review Commission during their duration. It was determined that the Commission would need an individual to perform secretarial tasks and administrative duties of taking minutes, mailing out information, copying documentation, advertising, etc., to also be the liaison to the Commission's Secretary/Treasurer, Diane Melton. The Commission inquired if recording secretary, Ann Mitchell was in a position to perform those secretarial tasks and duties necessary and she advised the Commission that she was available to take the minutes at this time but could not commit to any other secretarial tasks or duties, as she was not sure what could be done during office hours. Since there were no established guidelines or information available for the Commission to propose a budget, or to hire a secretary, the Commission **Recommended** Dr. Clive Rayner to prepare a draft for a proposed job description and salary plan for a secretary/assistant. Dr. Rayner offered his secretarial staff to the Commission to perform small administrative tasks (such as copying and mailing) necessary for the Commission to move forward, until it was further determined if a secretary will be hired. Until further notice, Ann Mitchell will continue to take minutes for the Commission. It was the consensus of the Commission that transcribed minutes should be mailed to its members at least 10 days prior to the next scheduled meeting for their review and Recording Secretary, Ann Mitchell would fax the minutes to Dr. Rayner's office for distribution.

Commission discussion as to the budget was premature, in that no information was available for the Commission to make any decisions and move forward. The budget would be one of the agenda items for the next Commission meeting.

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The Commission **Recommended** Nancy Keating be provided past minutes and information of the Charter Review Commission, to be reviewed for possible future agenda issues, to be presented to the Commission at the next meeting.

Chairman McDermaid stated that the Commission must try to develop an Agenda based on the needs of the Charter and encouraged each member to comment and share any of their ideas/concerns. The Commission would be meeting at least once a month and possibly twice, as agenda issues are addressed and the Commission moves forward. The Commission must be completed 90 days prior to the next election and there must be three (3) public hearings held by August 30, 1997.

The Commission **Recommended** Nancy Keating submit a letter/notice to the local papers advising that the Charter Review Commission has been formed, encompassing the purpose of the Commission, introducing the Chairman, elected officers and its members. Nancy is to also invite the public and anyone who may have participated in the past Charter Commission to attend the meetings to give input on their concerns and address issues.

Secretary/Treasurer, Diane Melton will contact County Attorney, Mark Scruby to request information on posting legal notices for the Commission.

It was the consensus of the Commission that an Agenda must be followed at each meeting to be prepared by Secretary/Treasurer, Diane Melton and sent to the Commission prior to meetings.

**Items to be placed on future Agendas:**

1. Review the Charter Article by Article.
2. Dividing the duties of the Clerk of Court.
3. Reviewing other county Charters comparable to Clay County.  
Commission Recommended Dr. Clive Rayner to contact County Attorney, Mark Scruby for a copy of Florida counties that are currently under the Charter "Home Rule", to be copied by his staff and sent to each member prior to the next meeting.
4. Each member make a list of issues that are important to them and address them at the next meeting.

The next meeting is scheduled for **Monday, December 8, 1997, 6:30 p.m.**, CRB, 4th Floor of the Administration building.

There being no further business, the meeting adjourned at 8:20 p.m.

  
**Recording Secretary**