

# **Orange County Government**

*Orange County Administration Center  
201 S Rosalind Ave.  
Orlando, FL 32802-1393*



## **Draft Meeting Minutes**

**Monday, February 25, 2019**

**4:30 PM**

**County Commission Chambers**

## **2020 Charter Review Commission**

*CRC Members:*

*Camille Evans, Chair*

*Carmen Torres, Vice Chair*

*James R. Auffant–Jack Douglas–Russell Drake–John E. Fauth–Matthew Klein–  
Jeffrey A. Miller–Nikki Mims–Samuel Vilchez Santiago–Soraya Smith–  
Lee Steinhauer–Eugene Stoccardo–Anthony (Tony) Suarez–Dotti Wynn*

**Call to Order**

The meeting was called to order at 4:34 p.m.

**Present** 14 - Member Anthony (Tony) Suarez, Member Camille Evans, Member Carmen Torres, Member Dotti Wynn, Member Eugene Stoccardo, Member Jack Douglas, Member James R. Auffant, Member Jeffrey A. Miller, Member John E. Fauth, Member Lee Steinhauer, Member Matthew Klein, Member Russell Drake, Member Samuel Vilchez Santiago, and Member Soraya Smith

Others present:

County Comptroller Phil Diamond as Clerk  
Assistant County Attorney Kate Latorre  
Deputy Clerk Katie Smith  
Assistant Deputy Clerk Jessica Vaupel  
Senior Minutes Coordinator Craig Stopyra  
Senior Minutes Coordinator Noelia Perez

Board Members: County Mayor Jerry L. Demings; Commissioners Mayra Uribe, Maribel Gomez-Codero, and Emily Bonilla

Official Recognized: Orange County Tax Collector Scott Randolph

**Pledge of Allegiance****I. Welcome & Introductions**

Deputy Clerk Katie Smith opened the meeting and welcomed the members of the CRC. The Commission members introduced themselves and discussed their varied experience.

**II. Purpose of the CRC**

County Mayor Jerry L. Demings welcomed members of the 2020 CRC. Mayor Demings thanked members of the CRC for their willingness to serve on the CRC and reiterated the importance of the work of the Commission. Mayor Demings gave a brief overview of previous topics considered during past Charter Review cycles.

**III. Administrative Functioning of the CRC****A. [CRC-20-001](#) Comptroller Services**

County Comptroller Phil Diamond thanked the members of the CRC for their service. Comptroller Diamond explained the role of the Comptroller's Office in facilitating the CRC deliberations along with the administrative functions regarding CRC budget, staffing and office space. Comptroller Diamond discussed that as an informational resource the CRC website will provide agendas, minutes, and historical records of the CRC and urged members to visit the website.

**IV. Orientation****A. [CRC-20-002](#) Sunshine Law**

Assistant County Attorney Kate Latorre presented a Powerpoint presentation with regards to the Sunshine Law and their applicability to the CRC and its members.

Discussion ensued.

**B. [CRC-20-003](#) Public Records Law**

Assistant County Attorney Kate Latorre presented a Powerpoint presentation with regards to Florida's Public Records Law and their applicability to the CRC and its members.

Discussion ensued.

**C. [CRC-20-004](#) State Code of Ethics**

Assistant County Attorney Kate Latorre presented a Powerpoint presentation with regards to Florida's State Code of Ethics and their applicability to the CRC and its members.

Discussion ensued.

**D. [CRC-20-005](#) Rules of Procedure**

Assistant County Attorney Kate Latorre presented a Powerpoint presentation with regards to the Rules of Procedure and their applicability to the CRC and its members.

Discussion ensued.

**E. [CRC-20-006](#) Quorum Requirements**

Assistant County Attorney Kate Latorre presented a Powerpoint presentation with regards to Quorum Requirements and their applicability to the CRC and its members.

Discussion ensued.

**V. Key First Tasks of CRC****A. [CRC-20-007](#) Election of Chair and Vice Chair**

Assistant County Attorney Kate Latorre called for nominations of Chair.

Member Stoccardo nominated Carmen Torres for Chair. Carmen Torres accepted the nomination.

Member Wynn nominated Camille Evans for Chair. Camille Evans accepted the nomination.

Member Miller nominated Dotti Wynn for Chair. Dotti Wynn accepted the nomination.

AYE votes cast by voice vote for Carmen Torres as follows: Member Santiago, Member Smith, Member Auffant, Member Fauth, Member Stoccardo, Member Torres

NO votes cast by voice vote for Carmen Torres as follows: Member Evans, Member Steinhauer, Member Douglas, Member Klein, Member Suarez, Member Drake, Member Miller, Member Wynn

AYE votes cast by voice vote for Camille Evans as follows: Member Evans, Member Steinhauer, Member Douglas, Member Klein, Member Santiago, Member Suarez, Member Fauth, Member Drake, Member Wynn

NO votes cast by voice vote for Carmen Torres as follows: Member Smith, Member Auffant, Member Stoccardo, Member Miller, Member Torres

Camille Evans received a majority and was elected as Chair; no further votes were cast.

Chair Evans called for nominations for Vice Chair.

Member Suarez nominated Carmen Torres for Vice Chair. Carmen Torres accepted the nomination.

Member Steinhauer nominated Matthew Klein for Vice Chair. Matthew Klein accepted the nomination.

Member Stoccardo nominated Russell Drake for Vice Chair. Russell Drake declined the nomination.

AYE votes cast by voice vote for Camen Torres as follows: Member Evans, Member Santiago, Member Smith, Member Auffant, Member Suarez, Member Fauth, Member Stoccardo, Member Drake, Member Miller, Member Torres, Member Wynn

NO votes cast by voice vote for Carmen Torres as follows: Member Steinhauer, Member Douglas, Member Klein

Carmen Torres received a majority and was elected as Vice Chair; no further votes were cast.

Camille Evans and Carmen Torres were elected as Chair and Vice Chair.

**B. [CRC-20-008](#) Appointment of General Counsel Procurement Committee Members**

Deputy Clerk Katie Smith summarized the selection process for General Counsel to be retained for the CRC. Ms. Smith indicated the Clerk's Office initiated the RFP for General Counsel based upon the County's Ordinance and the County's procurement process. The Chair, two members of the CRC, a member of the Board of County Commissioners, and three County staff members will serve on the Procurement Committee. There will be two mandatory meetings regarding the procurement process for selection of CRC General Counsel which will be held on Tuesday, March 5, 2019 from 3:00 pm. - 4:30pm. The second meeting will be held on March 27, 2019.

Chair Evans announced the two delegate members volunteering to serve on the Procurement Committee are Members Klein and Wynn.

Discussion ensued.

A motion was made by Member Auffant, seconded by Member Steinhauer, to select Chair Evans, and Members Klein, and Wynn to serve on the Procurement Committee for selection of General Counsel for the CRC. The motion carried by the following vote:

**Aye:** 14 - Member Suarez, Member Evans, Member Torres, Member Wynn, Member Stocco, Member Douglas, Member Auffant, Member Miller, Member Fauth, Member Steinhauer, Member Klein, Member Drake, Member Santiago, and Member Smith

Discussion ensued regarding the number of County staff members serving on the Procurement Committee for selection of General Counsel. Ms. Smith contributed to the discussion.

A motion was made by Member Klein, seconded by Member Torres, to remove one County staff appointee from the Procurement Committee for selection of General Counsel for the CRC. The motion carried by the following vote:

**Aye:** 14 - Member Suarez, Member Evans, Member Torres, Member Wynn, Member Stocco, Member Douglas, Member Auffant, Member Miller, Member Fauth, Member Steinhauer, Member Klein, Member Drake, Member Santiago, and Member Smith

Chair Evans requested staff reach out to the Procurement Division regarding the CRC's request for one Board of County Commissioner and two County staff members to serve on the Procurement Committee for General Counsel.

**C.**     [CRC-20-009](#)   Appointment of Administrative Assistant

Deputy Clerk Katie Smith presented information regarding the hiring process for the Administrative Assistant to the CRC. After careful review and consideration, Ms. Smith has recommended that Julie Alvin be appointed as the CRC Administrative Assistant. Discussion ensued.

A motion was made by Member Klein, seconded by Member Wynn, to appoint Julie Alvin as the Charter Review Commission Administrative Assistant. The motion carried by the following vote:

**Aye:** 14 - Member Suarez, Member Evans, Member Torres, Member Wynn, Member Stocco, Member Douglas, Member Auffant, Member Miller, Member Fauth, Member Steinhauer, Member Klein, Member Drake, Member Santiago, and Member Smith

**D.**     [CRC-20-010](#)   Future Meeting Schedule

Deputy Clerk Katie Smith indicated the dates for the next two CRC Meetings are scheduled for March 14, 2019 and April 11, 2019 at 4:00 p.m., in the County Commission Chambers. Ms. Smith mentioned the CRC would need to establish the meeting schedule for the upcoming CRC meetings thereafter.

Discussion ensued.

A motion was made by Member Steinhauer, seconded by Member Miller, to select the first Wednesday of every month at 5:30 p.m., as the CRC meeting schedule. The motion carried by the following vote:

**Aye:** 13 - Member Suarez, Member Evans, Member Torres, Member Wynn, Member Stoccardo, Member Douglas, Member Auffant, Member Miller, Member Fauth, Member Steinhauer, Member Drake, Member Santiago, and Member Smith

Clerk's Note: During the 2020 CRC regular business meeting on February 25, 2019, Member Klein voted present.

#### **VI. Member Comment**

Chair Evans addressed the CRC and encouraged the members to review Assistant County Attorney Kate Latorre's presentation regarding Sunshine Law, Public Records Law, State Code of Ethics, and Rules of Procedure. Discussion ensued.

#### **VII. Public Comment**

The following person addressed the CRC for public comment: Doug Head.

#### **VIII. Adjournment**

There being no further business, the CRC adjourned at 6:00 p.m.

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Camille Evans, Chair  
2020 Charter Review Commission