

# Orange County Government

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



## Draft Meeting Minutes

**Monday, February 20, 2023**

**5:30 PM**

**County Commission Chambers**

## **Charter Review Commission**

***CRC Members:***

***Homer Hartage, Chair***

***Lee Chira, Vice Chair***

***Mark Arias - Rishi Bagga - Dick Batchelor - Tom Callan -***

***John E. Fauth - Eric R. Grimmer - Erica Jackson - Greg Mellowe -***

***Alejandro Pezzini - Angel de la Portilla - Alisia Adamson Profit -***

***Eugene Stoccardo - Dotti Wynn***

**Call to Order**

**Present:** 11 - Member Dick Batchelor, Member Alisia Adamson Profit, Member Angel de la Portilla, Member Eric R. Grimmer, Member Homer Hartage, Member Lee Chira, Member Mark Arias, Member Rishi Bagga, Member Tom Callan, Member Dotti Wynn, and Member Eugene Stoccardo

**Absent:** 4 - Member Erica Jackson, Member Alejandro Pezzini, Member John E. Fauth, and Member Greg Mellowe

Others present:

County Mayor Jerry L. Demings  
Commissioner Mayra Uribe  
Commissioner Emily Bonilla  
Commissioner Michael Scott  
County Comptroller Phil Diamond as Clerk  
Assistant County Attorney David Berman  
Assistant County Comptroller Keith Nowlin  
Assistant Deputy Clerk Jennifer Lara-Klimetz  
Minutes Supervisor Craig Stopyra

**I. Welcome & Introductions**

Assistant Deputy Clerk Lara-Klimetz welcomed the members of the CRC and opened the first meeting of the 2024 Charter Review Commission.

**Pledge of Allegiance****II. Purpose of the CRC**

County Mayor Demings welcomed members of the 2023-2024 Charter Review Commission and thanked them for their willingness to serve on the CRC. County Mayor Demings provided a brief history of the Orange County Charter, a form of government that was adopted by voters in 1986. County Mayor Demings added that their role will include reviewing the County Charter and all phases of County government, utilizing research, discussion, as well as listening to public input to decide whether to propose revisions and/or amendments to the County Charter as necessary. The CRC will hold monthly meetings including public hearings that will take place in each of the six (6) County Commission districts. These meetings are open to the public and County Mayor Demings encouraged Orange County citizens to get involved.

**III. Administrative Functioning of the CRC****A. CRC-24-001 Comptroller Services**

Comptroller Diamond congratulated the members on their appointment to the CRC Commission and thanked them for their willingness to serve. Comptroller Diamond serves as Clerk to the Charter Review Commission. The Comptroller's Office provides the administrative support to the CRC including office space where meetings will take place on the fourth floor. Comptroller Diamond introduced members

of his staff to the CRC Commission. Assistant Deputy Clerk Jennifer Lara-Klimetz and Assistant County Comptroller Keith Nowlin are the main point of contact for the CRC Commission.

#### **IV. Orientation**

##### **A. CRC-24-002 Sunshine Law**

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

Discussion ensued.

##### **B. CRC-24-003 Public Records Law**

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

##### **C. CRC-24-004 State Code of Ethics**

Assistant County Attorney Berman 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-24-005 Rules of Procedure**

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

##### **E. CRC-24-006 Quorum Requirements**

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

#### **V. Key First Tasks of CRC**

##### **A. CRC-24-007 Election of Chair and Vice Chair**

Assistant County Attorney Berman called for nominations of Chair.

Member Wynn nominated Member Hartage for Chair. Member Hartage accepted the nomination.

Member Stoccardo nominated Member Bagga for Chair. Member Bagga accepted the nomination.

Member Callan nominated Member Arias for Chair. Member Arias accepted the nomination.

Member de la Portilla nominated Member Callan for Chair. Member Callan declined the nomination.

Hands raised as AYE votes for Member Hartage for Chair as follows: Member Adamson Profit, Member Batchelor, Member Chira, Member Grimmer, Member Hartage, Member de la Portilla, and Member Wynn.

Hands not raised as NAY votes for Member Hartage for Chair as follows: Member Arias, Member Bagga, Member Callan, and Member Stoccardo.

Members absent - Member Jackson, Member Pezzini, Member Fauth, and Member Mellowe

Member Hartage received a majority and was elected as Chair; no further votes were cast.

Chair Hartage opened the floor and called for nominations of Vice Chair.

Member Wynn nominated Member Chira for Vice Chair. Member Chira accepted the nomination.

Member Stoccardo nominated Member Adamson Profit for Vice Chair. Member Adamson Profit accepted the nomination.

Hands raised as AYE votes for Member Chira for Vice Chair as follows: Member Arias, Member Callan, Member Chira, Member Grimmer, Member Hartage, Member de la Portilla, and Member Wynn.

Hands not raised as NAY votes for Member Chira for Vice Chair as follows: Member Adamson Profit, Member Bagga, Member Batchelor, and Member Stoccardo.

Members absent - Member Jackson, Member Pezzini, Member Fauth, and Member Mellowe

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

Member Hartage and Member Chira were elected as Chair and Vice Chair.

**B. CRC-24-008 Appointment of General Counsel Procurement Committee Members**

Assistant Deputy Clerk Lara-Klimetz provided CRC members with a history of the importance of General Counsel to the Charter Review Commission. General Counsel to the CRC is independent from the Orange County Board of County Commissioners and provides legal advice only to the CRC. The Comptroller Clerk of the Board department, as the initiator, provided the Orange County Procurement Division with the approved budget and selection criteria for general counsel. In accordance with the Orange County Procurement Ordinance, the division on February 1, 2023, issued RFP Y22-1077, including identification of valuation criteria and weights. A procurement committee will be formed for the purpose of reviewing and scoring proposal responses. The Committee will be comprised of the CRC Chair, two (2) CRC Member delegates, one (1) BCC Commissioner and three (3) County Staff members. Please note that the mandatory County procurement committee training will be held on or before March 7, 2023 with the mandatory procurement committee meeting estimated to be on March 29, 2023.

Member Chira and Member Callan volunteered to serve as CRC member delegates on the procurement committee. Member Hartage will serve as Chair.

Discussion ensued.

A motion was made by Member de la Portilla, seconded by Member Wynn, to appoint CRC Chair Hartage, Member Chira, and Member Callan to serve on the Procurement Committee. The motion carried by the following vote:

**Aye:** 11 - Member Batchelor, Member Adamson Profit, Member de la Portilla, Member Grimmer, Member Hartage, Member Chira, Member Arias, Member Bagga, Member Callan, Member Wynn, and Member Stoccardo

**Absent:** 4 - Member Jackson, Member Pezzini, Member Fauth, and Member Mellowe

**C. CRC-24-009 Administrative Assistant Update**

Assistant Deputy Clerk Lara-Klimetz provided the CRC with the Administrative Assistant update. The Orange County Human Resources Division solicited for a temporary Administrative Assistant on January 25, 2023 through January 31, 2023, and February 7, 2023 through February 14, 2023. Twenty-six (26) applicants in total applied for the position. This position is for a limited duration and is projected to begin in March 2023 and end as late as November 2024. This individual will work under the general direction of the Assistant Deputy Clerk of the BCC serving as Staff to the CRC Commission.

Discussion ensued.

A motion was made by Member Adamson Profit, seconded by Member Batchelor, to authorize Comptroller staff to finalize the duties to bring on the CRC Administrative Assistant subject to County hiring requirements. The motion carried by the following vote:

**Aye:** 11 - Member Batchelor, Member Adamson Profit, Member de la Portilla, Member Grimmer, Member Hartage, Member Chira, Member Arias, Member Bagga, Member Callan, Member Wynn, and Member Stoccardo

**Absent:** 4 - Member Jackson, Member Pezzini, Member Fauth, and Member Mellowe

**D. CRC-24-011 Future Meeting Schedule**

Assistant Deputy Clerk Lara-Klimetz presented to the CRC the future meeting schedule. In review of the tentative 2024 CRC timelines, Chambers has been reserved for your next two (2) regular business meetings on March 9, and March 20, 2023, at 5:30 p.m. These meeting dates and times will be shared with the CRC followers list, posted on the County calendar, and on the CRC webpage. The Comptroller will use all of its resources to ensure that the CRC meetings are advertised in an effort to engage public comment. For the remaining regular business meetings beginning in April, the following dates of the month are available: the 2nd Thursday of the month or third Monday of the month. The CRC is to hold six (6) public hearings in all of the districts. After the district public hearings, CRC meetings will meet back in Chambers in November 2023.

Discussion ensued.

A motion was made by Member Arias, seconded by Member Grimmer, that all future CRC meetings start at 6:00 p.m. The motion carried by the following vote:

**Aye:** 11 - Member Adamson Profit, Member Arias, Member Bagga, Member Batchelor, Member Callan, Member Chira, Member Grimmer, Member Hartage, Member de la Portilla, Member Stoccardo, and Member Wynn

**Absent:** 4 - Member Jackson, Member Pezzini, Member Fauth, and Member Mellowe

A motion was made by Member Batchelor, seconded by Member Stoccardo, to schedule the next two (2) CRC meetings on March 9, and March 20, 2023, at 6:00 p.m. The motion carried by the following vote:

**Aye:** 11 - Member Adamson Profit, Member Arias, Member Bagga, Member Batchelor, Member Callan, Member Chira, Member Grimmer, Member Hartage, Member de la Portilla, Member Stoccardo, and Member Wynn

**Absent:** 4 - Member Jackson, Member Pezzini, Member Fauth, and Member Mellowe

A motion was made by Member Adamson Profit, seconded by Member Arias, that CRC meetings occur on the third Monday of each month. The motion carried by the following vote:

**Aye:** 11 - Member Adamson Profit, Member Arias, Member Bagga, Member Batchelor, Member Callan, Member Chira, Member Grimmer, Member Hartage, Member de la Portilla, Member Stoccardo, Member Wynn

**Absent:** 4 - Member Jackson, Member Pezzini, Member Fauth, and Member Mellowe

Public comment for future CRC meetings will occur at the beginning of each meeting and each public speaker will be afforded three (3) minutes. It will be at the discretion of the Chair to decide whether to limit or increase the time for public comment. This will be announced by the Chair at the beginning of CRC meetings.

Discussion ensued.

All CRC meetings are broadcast by Orange TV.

Comptroller Staff will work with County Staff on how to inform the public regarding the purpose of the CRC, the commission itself, roles and responsibilities of the CRC, overall general knowledge of the process, and notify media of the CRC proceedings.

Discussion ensued.

A motion was made by Member Grimmer, seconded by Member Bagga, to approve the tentative future meeting schedule timelines. The motion carried by the following vote:

**Aye:** 11 - Member Batchelor, Member Adamson Profit, Member de la Portilla, Member Grimmer, Member Hartage, Member Chira, Member Arias, Member Bagga, Member Callan, Member Wynn, and Member Stoccardo

**Absent:** 4 - Member Jackson, Member Pezzini, Member Fauth, and Member Mellowe

## **VII. Public Comment**

The following persons addressed the CRC for public comment:

- Chuck O'Neal
- Commissioner Michael Scott
- Commissioner Emily Bonilla

## **VI. Member Comment**

The Commission members introduced themselves and discussed their varied experience.

There being no further business, the CRC adjourned at 7:24 p.m.

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Homer Hartage, Chair  
2024 Charter Review Commission