

Hardee County Economic Development Council/Industrial Development Authority
Workshop Meeting Minutes
April 25, 2013
Hardee County BOCC

Jim See- IDA Chairman/EDC Vice Chairman-P	Rick Justice-P	Donald Samuels-P
Vanessa Hernandez- EDC Chairwoman/Vice Chairwoman-P		John O'Neal-A
Dottie Conerly-P	Michael Prescott-P	Lory Durrance-P
Russell Melendy-P	Paul Roberts-A	Diana Youmans-P
Doug Jensen-P		

The meeting was called to order at 9:06 am.

Visiting: Doug Knight, Travis Bond, Robert Cole, Bryan Pelham, Stan Pelham, Tony Pazzaglia, Robbie Smith and Robert Pritt.

County Attorney: Ken Evers

County Commissioners: Mike Thompson, Grady Johnson and Sue Birge

Press: Michael Kelly

Staff: Bill Lambert, Sarah Pelham, Kristi Schierling, Krystin Chapman and Casey Dickson (Chamber of Commerce)

Agenda: The agenda was approved as printed.

Item 1-Health Insurance for EDC employees

Kristi Schierling spoke to the Board about possibly offering group health insurance for the employees. Kristi has been collecting quotes from different providers and will make a spreadsheet of the different providers and the costs. The EDC currently gives an allowance for the employees to put toward the insurance they have taken out on their own. They board had different discussions regarding how to proceed with this. One suggestion was to possibly piggyback on the County's policy or to bring in a consultant to help us choose what works best for our office. Another suggestion was to increase the monthly allowance if a group policy would not work. Kristi Schierling will put a spreadsheet together and gather more information to bring back to the Board at a later date.

Item 2-New Staff Person

Discussion was held regarding the EDC hiring another person to help with the tasks of putting public records together since we have been receiving such a large number of them. This person could be part time or on a contractual basis. Some board members thought that if we hired someone new, they should not be an entry level person but someone who is more knowledgeable with handling procurement and project management. One board member would like for this person to be the in house accountant. After much discussion, Sarah Pelham addressed the Board. Her suggestion was moving Kristi Schierling up to become the Public Records/office administrator and then hiring someone to take her place out front. This way no one has to train someone on everything that the office has done or has going on. Kristi Schierling is aware and has knowledge of this already.

Item3-Presentation on Sunshine Law and Public Records- Robert Pritt

Mr. Pritt came today to give his presentation to the Board. The two topics were Sunshine Law and Public Records. A copy of his presentations is on file at the EDC office and on the EDC website.

Item 4-Policies and Procedures

The Policies and Procedures Manual was brought before the Board. It is a draft copy. The Board went through and made suggestions and changes. The policy will be updated and brought back to the Board for approval at a later date.

The Public Records Policy was also reviewed. This is what the County uses and it is based on the one that Highlands County uses. EDC staff will word it to fit the EDO office and bring back for the Board for approval and adoption.

Item 5- Agenda Layout

It was brought up that a list of tabled items should be added with the agenda. This way nothing is looked over or forgot about.

Item 6- Public Communications

Discussion was held regarding having a policy in place to handle situations that may arise in the office when citizens come into the office that are being hostile and refuse to leave or cooperate. When people come into the office to make a records request, the Board felt like the staff should have a policy to fall back on in the event any situation was to arise.

Item 7- Back door security

Discussion was had about having the backdoor locked at all times and used as an employee only entrance. All others would use the front door. This way we would know and see who is coming in. Staff will come up with the best solution and bring it back before the Board at a later date.

Item 8-Other business or Additional Items to discuss

Donald Samuels brought up the question of why the office made a public records request to the Joint Legislative Auditing Committee. The office requested all the records that had been sent to them from citizens from the County. The fee that was paid for the records was under the threshold for Board approval. Mr. Samuels also brought up his concerns with the budget and how money is pulled and appropriated for different projects. Mrs. Pelham tried to answer his questions the best she could.

Item 9-Adjournment

Meeting was adjourned at 2:05 pm.