

MINUTES OF THE MARCH 31, 2021 MEETING GREEN COVE SPRINGS CITIZEN'S ADVISORY COMMITTEE

1. Call to Order

City Manager Steve Kennedy acting as the temporary Chairman of the 2021 Green Cove Springs Citizen's Advisory Committee (GCSCAC), called the second meeting to order on Wednesday, March 31, 2021, at 6:30 p.m. The meeting was held in the Green Cove Springs City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

The following members were present: Hope Chessel, Taylor Collins, Theresa Crocket, Henrietta Francis, Chris Gay, Al Herndon, Erin Howard, Tim Howells, Kevin Hurley, Dan Jollota, David Kyser, Joanne LaBeouf, Pam Lewis, Scott McGee, Kimber Muller, Rick Ott, Robert Robey, Cindy Ross, Nah-Deh Simmons, Thomas Smith, Charles Sohm, Cheryl Starnes, Wes Taylor, Christina Treadway, Leann Wilkes, Stephanie Williams

The following members were not present: Mason Beasley, William Meeks, Dan Nichols, Ward Phelps, Ron Winstead

Also present were City Manager Steve Kennedy, Executive Assistant Kimberly Thomas, and City Attorney Jim Arnold.

2. Sunshine Law - L. J. Arnold, III, City Attorney

Mr. Arnold informed committee and staff that

Mr. Arnold gave an overview of the Sunshine Law and the committee's responsibilities. Q&A discussion followed for open meetings, social media etiquette for committee members, conversations between committee members outside of meetings, and much more.

Mr. Arnold discussed making motions, posting notice, and recording meetings.

3. Selection of Chairman, Vice-Chairman, and Secretary

Ms. Thomas wrote down the list of names for Chairman of those who had submitted their name via email. Pam Lewis was nominated by someone else but requested to be removed from the list. Mr. Kennedy asked the committee for any additional names and the list consisted of the following upon voting: Thomas Smith, Rob Robey, and Joanne LaBeouf.

Mr. Kennedy requested the committee vote by raising their hands as a name was called and Mr. Smith was voted in as Chairman by majority of the vote.

Ms. Thomas repeated the steps for Vice-Chair with the nominees of Rob Robey, Kimber Muller, Scott McGee, and Sherry Starnes. Mr. McGee requested to remove his name from the list. Ms. Starnes was voted in by majority of the vote.

The same steps were repeated for Secretary, however only one person volunteered and so by unanimous decision Hope Chessel was voted as secretary.

4. Set date and time for regular monthly meetings.

The committee was given a mock calendar showing all meetings set for the Council Chambers on a monthly basis. Mr. Kennedy gave some basic information and requested the committee select a specific date and time to be placed on the Council Chamber calendar.

A MOTION WAS MADE BY COMMITTEE MEMBER DAVID KYSER TO APPROVE THE FIRST THURSDAY OF THE MONTH. THE MOTION WAS SECONDED BY COMMITTEE MEMBER KEVIN HURLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS VOTED ON WITH AYES – 10 COMMITTEE MEMBERS. MOTION DID NOT PASS.

A MOTION WAS MADE BY COMMITTEE MEMBER CINDY ROSS TO APPROVE THE SECOND WEDNESDAY OF THE MONTH. THE MOTION WAS SECONDED BY COMMITTEE MEMBER DAVID KYSER.

Ms. Leanne Wilkes mentioned a possible conflict for members and citizens who attend Wednesday night church services. Ms. Pam Lewis suggested choosing a date in the second week of the month to allow staff ample time to prepare the chambers for each monthly meeting based on the calendar provided by Ms. Thomas.

COMMITTEE MEMBER CHARLIE SOHM AMENDED THE MOTION TO APPROVE THE SECOND THURSDAY OF THE MONTH. THE MOTION WAS SECONDED BY CHAIRMAN THOMAS SMITH. THERE BEING NO FURTHER DISCUSSION, THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY SECRETARY HOPE CHESSSEL TO SET THE MONTHLY MEETING TIME AT 6:30 P.M. THE MOTION WAS SECONDED BY CHAIRMAN THOMAS SMITH. MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY COMMITTEE MEMBER DAVID KYSER TO START THE MONTHLY MEETINGS ON APRIL 8, 2021 AT 6:30 P.M. THE MOTION WAS SECONDED BY CHAIRMAN THOMAS SMITH. MOTION PASSED UNANIMOUSLY.

5. Adjournment

The meeting was adjourned at 8:30 p.m.

Steve Kennedy, City Manager

Attest:

Kimberly Thomas, Executive Assistant