

Minutes

LOCAL GOVERNMENT EFFICIENCY TASK FORCE

December 1, 2020 – Meeting 01

Zoom Webinar

I. Call to order

- Meeting called to order at 1:03 PM EST

II. Roll Call

- All members were present.

III. Member Introductions

- Members introduced themselves and described their experience working in local government.

IV. Election of Task Force Chair and Vice Chair

- Motion to nominate a Chair for the task force
 - Mr. Kelley nominated Ms. Whitmore
 - Motion passed unanimously
- Motion to nominate a Vice Chair
 - Mr. Baker nominated Mr. Caldwell
 - Motion passed unanimously

V. Task Force Legislative Requirement

- Staff reviewed the language from the authorizing statute.
- Members discussed other dates germane to the task force, including the parameters of the state fiscal year, the start of session, and the possibility of the task force term being extended for another year.

VI. Adoption of 2020-2021 Florida Local Government Efficiency Task Force Procedures

- Government Efficiency Task Force rules were presented for use in the Local Government Efficiency Task Force
 - Mr. Caragiulo motioned to adopt, and was seconded by Mr. Baker
 - Motion adopted on a voice vote.

VII. Discussion of Task Force Research Objectives

- Discussion of Task Force objectives yielded research items to be provided by OPPAGA for a January meeting

VIII. Ethics and Florida Sunshine Law Requirements Presentation

- Janet Tashner, OPPAGA General Counsel, presented information on ethics and the Florida Sunshine Law.

IX. Other Business

- The Chair presented the question of future meetings and the task force agreed to a virtual meeting for Wednesday, January 20, 2021 at 1:00 PM EST.

X. Public Comment

- Floor opened for public comment:
 - David Cullen, representing Sierra Club, provided public comment.

XI. Closing Remarks Chair

- Meeting adjourned at 2:34 PM EST

Public Attendees:

First Name	Last Name	User Name (Original Name)	Email
Susan	Adams	Susan Adams	smadasw@msn.com
Florida	Channel	Florida Channel	floridachannelfeeds@gmail.com
Kara	Collins-Gomez	Kara Collins-Gomez	collins-gomez.kara@oppaga.fl.gov
David	Cullen	David Cullen	cullenasea@aol.com
Jonathan	Darden	Jonathan Darden	jonathan.darden@myfloridahouse.gov
Lisa	DeVitto	Lisa DeVitto	Lisadevitto@gmail.com
Vanessa	Gomez	Vanessa Gomez	ethan@libertypartnersfl.com
Tiffany	Henderson	Tiffany Henderson	thenderson@fl-counties.com
Mark	Jeffries	Mark Jeffries	mark.jeffries@ocfl.net
Rebecca	Ohara	Rebecca Ohara	rohara@flcities.com
Rebecca	Ohara	Rebecca Ohara	rohara@flcities.com
Rebecca	Ohara	Rebecca Ohara	rohara@flcities.com
Kati	Phillips	Kati Phillips	kphillips@commoncause.org
Jennifer	Renner	Jennifer Renner	jennifer.renner@myfloridahouse.gov
Kelsey	Roemhild	Kelsey	kroemhild@flcities.com
Kyle	Shephard	Kyle Shephard	kyle.shephard@orlando.gov
Kelley	Teague	Kelley Teague	Kelley.teague@ocfl.net
William	Toliver	William Toliver	lance.toliver@myfloridahouse.gov
John	Toman	John Toman	toman.john@flsenate.gov
Jason	Welty	Jason Welty	jwelty@flccoc.org

MEMORANDUM

TO: Local Government Efficiency Task Force

FROM: Janet Tashner, Counsel to the Task Force

DATE: December 2, 2020

RE: Overview of Public Meeting, Public Records, and Ethics laws relevant to the Task Force

Public Meetings and Public Records Law

The Local Government Efficiency Task Force, is subject to the Sections 119.07, *Florida Statutes*, and public record and public meeting laws.

Public Meetings

The Sunshine Law applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that entity for action. The law prohibits verbal communications, telephone conversations, emails, and texts among board members outside of the publicly noticed meeting and is applicable to all functions, whether formal or informal, which are related to the affairs and duties of the Task Force. Members are not prohibited from meeting together socially as long as there is no discussion regarding any matters that may come before the Task Force. Individual members may call upon Task Force staff for information and advice without being subject to the Sunshine Law.

The Sunshine Law also requires reasonable public notice is required for all meetings with an agenda, if possible, and must be open to all persons who choose to attend. Minutes must be kept of the meetings.

Public Records

The Public Records Act requires that all materials made or received in connection with the transaction of official business which are used to perpetuate, communicate, or formalize knowledge be available for inspection and copying. A public record is defined in Section 119.011(12), *Florida Statutes*, as:

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of the physical form, characteristics, or means of transmission, made or received . . .

LaKeisha Holligan serves as the custodian of the Task Force's records. Please ensure that Ms. Holligan, holligan.k@oppaga.fl.gov, receives a copy of any records, communications sent or received by you related to the business before the Task Force so that she may include it in the Task Force's files.

Ethics Laws

General Ethics Laws for Task Force Members

Members of the Task Force are deemed “public officers” as defined in section 112.313(1), *Florida Statutes*, and are subject to a Code of Ethics contained in Chapter 112, Florida Statutes, administered and enforced through the Florida Commission on Ethics. The Commission’s website has a wealth of information and can be located at: <http://www.ethics.state.fl.us/>. If you have any questions regarding these provisions, the Commission can be reached at (850) 488-7864.