

## JANUARY 19, 2001 – WORKSHOP

The Board of County Commissioners, Walton County, Florida, held a workshop on Friday, January 19, 2001 at 9:00 A.M. in the conference room at Section 8 Housing.

The following Board members were present: Commissioner Tim Pauls, Commissioner Larry D. Jones, Chairman Herman L. Walker, Vice-Chairman Lane Rees and Commissioner Gene Ryan. Ms. Shirl Williams, Administrative Supervisor, Ms. Martha Ingle, Clerk of Courts, were also present.

Chairman Walker called the meeting to order and stated that the purpose was to facilitate a meeting to help the Board be more effective as Commissioners and to learn proper procedures and legal guidelines.

Mr. Herb Marlow, Analytica, presented handouts and spoke on the following four step Guideline for an Effective Board: Understand Authority of the Board; Create a System for doing the Work of the Board; Keeping Public Trust & the Confidence of Your Colleagues; Building and Keeping Good Working Relationships.

Mr. Marlow briefly addressed the issues of Charter counties versus non-Charter counties. He also spoke about how to address the public based on decisions made by the Board versus items not yet decided upon by the Board. Mr. Marlow stated that comments should be based on stating your opinion not that of the Board. Discussion was held regarding policy for two or more Commissioners attending a meeting and discussing issues that may be presented for a decision at a later time. The Sunshine Laws were referred to.

Mr. Marlow discussed establishing clear roles, duties and expectations of the Chair. The Commissioners discussed adopting written policy stating that the Board would meet to ratify any decisions made by the Chair in the event of an emergency. Attorney Walker will draft a policy for the Board's consideration. Duties of the Vice-Chairman were also discussed.

Another topic discussed was Holding Effective Meetings-Getting Information and Making Decisions. Discussion was held regarding various types of workshops that could be held that would be most beneficial for presenting information. The Commissioners spoke about allowing a public comments section during their meetings with a limitation of three minutes and only items that will require no action by the Board, citizens will sign in if requesting to speak. Due to the length of time it takes for a quasi-judicial hearing the Commissioners agreed that they need to be held separate from regular meetings. The pros and cons of a consent agenda were discussed.

Mr. Marlow discussed the agenda format, how items are placed on the agenda, closing times and executive summaries on the agenda. The Commissioners discussed the possibility of holding intergovernmental meetings with the school board and municipalities within the county. The Commissioners agreed to hold annual meetings with other governmental agencies and district meetings at various locations throughout the county.

Mr. Marlow suggested that each Commissioner create a list of items to be presented to Ms. Williams that could then be consolidated with four or five similar concerns to be used as a yearly goal to work toward. The budget was also discussed and the benefits of establishing a policy. Chairman Walker voiced his concern with all of the

district funds being under one pool of money for Public Works with no guidelines for expenditures.

The third step discussed was Keeping Public Trust and the Confidence of Your colleagues; records retention and what types of records should be kept. Commissioner Rees requested a written policy be established regarding phone usage and requirements regarding personal phone usage records versus business phone records.

Chairman Walker pointed out that a Commissioner could attend a meeting and vote via conference call if a quorum is present at the meeting.

The Commissioners discussed Effective Working Relationships between Board members. Each Board member presented his personal position for dealing with issues on a personal level and his preference for communicating with each other. Lengthy discussion followed regarding the most appropriate method for working together and communicating effectively between Commissioners. Communications between staff and Commissioners was discussed in addition to requests for information.

Mr. Marlow reviewed the roles of other constitutional officers in relation to the Commissioners.

The Commissioners spent time presenting general comments and questions.

There being no further discussion, the workshop was adjourned.

APPROVED: \_\_\_\_\_  
Herman L. Walker, Chairman

ATTEST: \_\_\_\_\_  
Martha Ingle, Clerk of Courts