

**MINUTES OF THE July 8, 2021, MEETING GREEN COVE SPRINGS
CITIZEN'S ADVISORY COMMITTEE**

1. Call to Order

Thomas Smith, Chairman of the 2021 Green Cove Springs Citizen's Advisory Committee (GCSCAC), called the meeting to order on Thursday July 8, 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: Chairman Thomas Smith, Vice-Chair Cheri Starnes, Secretary Hope Chessel, Taylor Collins, Chris Gay, Henrietta Francis, Amber Gifford, Al Herndon, Erin Howard, Kevin Hurley, David Kyser, Joanne LaBeouf, Pam Lewis, Scott McGee, William Meeks, Kimber Muller, Dan Nichols, Rick Ott (via tele), Cindy Ross, Nah-Deh Simmons, W Taylor, Christina Treadway, Leann Wilkes, and Stephanie Williams. (24)

Not present: Mason Beasley, Dan Jollata, Tim Howells, Robert Robey, Charles Sohm, William Taft, and Ron Winstead. Quorum achieved by attendance.

Also in attendance: Assistant to the City Manager Kimberly Thomas, City Clerk Erin West, Public Information Officer Tiffany Kelly, and Network Administrator Angel Alicea.

2. Non-Agenda topics: none

3. Minutes Approval: Minutes from the previous meeting were approved. motion made by Cindy Ross, seconded by Henrietta Francis

4. Department Operations Discussion- City Clerk Erin West: *The CAC members were presented with information concerning sunshine laws, public records requests, and our responsibilities as members in relation to interactions with members of the public.* This was followed by a Q&A session.

5. Department Operations Discussion- Tiffany Kelly- Public Information Officer: *Tiffany Kelly presented the CAC with information on the city's social media accounts, press releases, external communications budget, and other topics pertaining to information flowing from the City of Green Cove Springs Government to the citizens.* This was followed by a Q&A session.

6. Department Operations Discussion- Angel Alicea- Network Administrator: Angel Alicea presented an overview of the city's IT department including networking with other agencies, digital security, communication services, and plans for updating and upgrading the IT systems of the city. This was followed by a Q&A session.

7. Membership topic: Membership issues, New Member Application: A member of the CAC sent in an email requesting to be removed from the committee. After discussion with present members a motion was made by Hope Chessel to reach out to the member to clarify the cited

issues the member has prior to voting for removal, seconded by William Meeks. Motion passed by majority vote.

Chairman Thomas Smith presented a potential new member's application for consideration without disclosing this person's identity. Secretary Hope Chessel made a motion to add the new member to the committee, this was seconded by Dan Nichols. Motion passed by majority vote.

8. Committee Topic Discussion: During this section of the agenda the CAC discussed the purpose of the committee in relation to public interactions (being a liaison, transparency, being transparent, approachable, and open to the public). This was published by Hope Chessel in the local Facebook Group *Residents of Green Cove Springs and Clay County*. This included a group photo taken after conclusion of meeting.

9. Old Business: Follow up on questions from last CAC meeting. Tax incentives for economic development, plans for building at 219 Springs Street, and mowing of medians during wildflower bloom cycle.

10. Adjournment

A motion was made to adjourn by Hope Chessel, seconded by David Kyser. It was passed by majority vote.

The meeting was adjourned at 7:40PM

Minutes prepared by Hope Chessel, Secretary CAC



Hope Chessel, Secretary CAC



Thomas Smith, Chairman CAC

Ed Gaw, Mayor