

# MINUTES OF THE SEPTEMBER 9TH, 2021 MEETING GREEN COVE SPRINGS CITIZEN'S ADVISORY COMMITTEE

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## 1. Call to Order

Cheryl Starnes, Vice-Chairman of the 2021 Green Cove Springs Citizen's Advisory Committee (GCSCAC), called the meeting to order on Thursday Sept 9th 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: Vice-Chair Cheryl Starnes, Secretary Hope Chessel, Henrietta Francis (zoom), Chris Gay, Amber Gifford, Al Herndon, Erin Howard, Tim Howells (Zoom), Kevin Hurley, Dan Jollota, David Kyser, Joanne LaBeouf, Pam Lewis, Scott Mcgee, Dan Nichols, Rick Ott, Nah-Dee Simmons (Zoom) Cindy Ross, Christina Treadway (Zoom), Stephanie Williams (Zoom),

Not present: Taylor Collins, William Meeks, Kimber Muller, Rob Robey, Chairman Thomas Smith, William Taft, Wesley Taylor, Leanne Wilkes, Ron Winstead, Leslie Davidson, and Theresa Crockett. Quorum achieved by attendance.

Also in attendance: Assistant to the City Manager Kimberly Thomas, City Manager Steve Kennedy, Marlena Guthrie of the Green Cove Springs Finance Department, Dee Jones, HR Director.

## 2. Non-agenda topics/audience member discussion: none

**3. Minutes Approval:** Minutes from the previous meeting were approved. motion made by Cindy Ross, seconded by Chris Gay, approved by majority vote.

**4. Department Operations Discussion:** Marlena Guthrie, Finance Director. The CAC was given an overview of the city's finance department including audit processes, official notifications of hearings, budgeting, and millage rates among other topics.

**5. Department Operations Discussion-** Dee Jones, HR Director. The CAC was given an overview of the HR department for the city including topics the methods the city uses for retention, employee wellness, and other functions of Human Resources.

**6. 219 Spring Street Brainstorming.** Discussion regarding the property at 219 Spring Street has been delegated to a subcommittee of CAC members. The main body of the CAC has appointed Sub Chairman Al Herndon through a motion by Hope Chessel, seconded by Pam Lewis. The subcommittee will meet in October to view the property.

## 7. Committee Topic Discussions:

A. In the interest of time, the committee discussed limiting discussion times for each topic, however, the TABLING mechanism in place will be used to end discussions that may be going over reasonable time allotments.

B. Beautification Committee: A subcommittee has been formed for city aesthetic improvement dubbed "Beautification Committee." This subcommittee will have Cindy Ross as the Subcommittee chair. Ms. Ross was placed by motion from Charles Sohm, seconded by Dan Nichols and passed by majority vote. Members include the following CAC members: Rick Ott, Amber Gifford, Erin Howard, and Stephanie Williams.

**8. Old Business:** Following up on Facebook Post discussion, the committee was sent screen shots of each topic within the post from the community (via email). These were followed up on the posting and any committee member may address the CAC with any more information to be added to record. All online correspondence going forward is to be sent to the committee general email as Facebook is proving to be a less than desirable communication method.

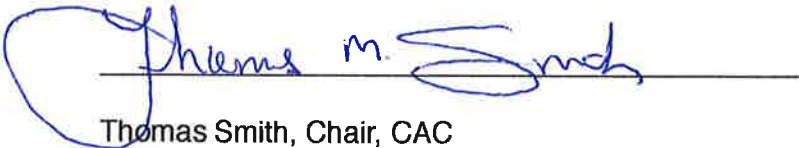
**9. Adjournment:** The meeting was adjourned at 8:27 PM

Minutes prepared by Hope Chessel, Secretary, CAC

October 7, 2021



Hope Chessel, Secretary CAC



Thomas Smith, Chair, CAC



Edward Gaw, Mayor