

Personnel, Operations & Procedures (POP) Committee
Volusia Growth Management Commission

MINUTES FOR
MEETING HELD
Wednesday, August 26, 2009

County Council Chambers
Thomas C. Kelly Administration Center
123 W. Indiana Avenue
DeLand, FL 32720

The meeting was called to order at 6:30 p.m. by Committee Member, Dwight Lewis.

The following POP Committee Members were present: John Heaphy, James Kerr, Dwight Lewis, Terry Griffiths, Sandy Jones, Sandra Walters and Committee Chair Gerald Brandon.

Also in attendance: VGMC Legal Counsel Paul Chipok and VGMC Planner Barry Wilcox.

Approval of Minutes – July 28, 2009 POP Committee Meeting

James Kerr made a motion to approve the minutes of the July 28, 2009 POP Committee meeting; seconded by Sandy Jones. Motion carried unanimously.

Commissioner Walters arrived at 6:35 p.m.

Committee Chair Gerald Brandon arrived at 6:37 p.m.

New Business – Renewal of Planning Design Group Annual Contract

Commissioner Lewis commented that he was happy with the Planning Design Group (PDG). VGMC Coordinator Merry Smith was called in to discuss the renewal request. Ms. Smith explained that the renewal would be for the 10/1/09 – 9/30/10 fiscal year. She stated that in July, 2009 the original annual contract was extended by the VGMC Chair through 9/30/09 in order to bring the annual contract consistent with the fiscal year. Ms. Smith stated that upon recommendation by the POP Committee, a renewal contract for the period of 10/1/09 – 9/30/10 will be brought back to the next meeting.

Barry Wilcox discussed his experience working with the Planning Design Group. He stated that PDG has been handling the small scale amendment applications and several large scale and they have done a fine job. Commissioner Walters asked if they were paid hourly or by the job. Mr. Wilcox responded that they are paid hourly.

Sandy Jones made a motion to recommend renewing the Planning Design Group contract; seconded by James Kerr. Motion carried unanimously.

Other Business

Committee Chair Brandon discussed the upcoming evaluation of the VGMC Coordinator and stated he would ask the coordinator to forward a copy of her last evaluation to the committee members for review.

The next POP Committee meeting will be scheduled on September 23, 2009 prior to the regular meeting.

ADJOURNMENT

The meeting was adjourned at 6:45 p.m.



Gerald Brandon, POP Committee Chairman