



## Brevard County Charter Review Commission's Management and Efficiency Proposal Committee

SYNOPSIS MINUTES  
JANUARY 6, 2010 6:00 P.M.  
Brevard County Government Center  
Florida Room, Building C  
2725 Judge Fran Jamieson Way  
Viera, Florida 32940

- I. Robert Ludwiczak called the meeting to order at 6:09 p.m.
- II. James Sondej led the Pledge of Allegiance
- III. Roll Call: Robert Ludwiczak, District 4; Duwayne Lundgren, District 2; Matthew Nye, District 3 and Frank Zilaitis, District 5

Member Absent: John Porter, District 2

- IV. Approval of Minutes of Previous Meeting  
A. December 16, 2009

Nye/Lundgren – APPROVED, as submitted. The vote was unanimous, 4-0.

- V. Public Comment (Speakers are limited to three (3) minutes after each agenda item)

James Sondej – He spoke about how the committee was doing the selection process for the E&OC. He doesn't think it's going to be easy to get people on the committee. He believes there needs to be some efficiency in Brevard County. He mentioned that there are not a lot of opportunities in the county. He thinks there should be opportunities for small people so they can go into business for themselves.

Frank Zilaitis – He asked if Mr. Sondej had any suggestions for an alternative for the selection process.

James Sondej – He suggested advertising. He thinks you have to alienate the County Commission from the selection process.

Frank Zilaitis – He explained that the opportunity aspects are for the government entities to make better use of fallow resources.

James Sondej – He expressed the concern for the load limit on John Rodes Blvd., and the difficult time the trucks have entering the industrial area.

Robert Ludwiczak – He stated that he hopes people like Mr. Sondej will come before the E&OC to express his concerns.

## VI. New Business

### A. Continue discussion and review of Proposal #4 Brevard County Efficiency Commission

Robert Ludwiczak – He stated that he prepared some thoughts on paper for discussion based on what the full CRC recommended. He doesn't feel that the committee should get involved with the minutia of how the E&OC works. He asked for comments on the mission statement that he proposed.

Duwayne Lundgren – He stated that the mission statement is general enough to allow people to do stuff, but specific enough to give guidance on what needs to be done. He expressed his concern regarding the two month time period between when the Selection Committee is appointed and when they make their appointment. He thinks the Selection Committee should take that period of time to develop some guidance as to where the final E&OC will do their work.

Robert Ludwiczak – He mentioned that the past Efficiency Committee developed a report. He thinks it would be accommodating to provide that report to the new E&OC, as well as ask some of the individuals who served on the committee to discuss things that should have been done, or things that they could do that weren't discussed.

Duwayne Lundgren – He mentioned that Brevard County has \$25 million less funds, and 400 less people to operate with, which is a completely different organization.

Robert Ludwiczak – He doesn't think it makes a difference if you have \$25 million more or less; you still need to look at how you can get the most efficiency and utilization of the resources.

Duwayne Lundgren – He stated that the E&OC will be dealing with something totally different than what the last Efficiency Committee dealt with.

Matthew Nye – He thinks it would be a good idea to look back and review to see what happened last time. He mentioned that it will be obvious if the department already has been trimmed or eliminated.

Robert Ludwiczak – He asked the committee members if they would like to move on to discussion of the mission statement.

The four committee members discussed their changes, which led to the motion as follows:

**Duwayne Lundgren moved for approval of the Mission Statement to read as follows: Review the operations of each County Department and Charter Office for the purpose of working with county personnel to reduce costs, seek alternative solutions to solving problems and provide the County Commission with new and innovative opportunities for delivery of services and organizational operations. The motion died due to lack of a second.**

They continued discussion on their changes, which led to the motion, as follows:

**Nye/Zilaitis – APPROVE, the Mission Statement to read as follows: Review the operation of each County Department and Charter Office and work with county personnel to reduce costs, seek alternative solutions to solving problems and provide the County Commissioners with new and innovative opportunities for delivery of services and maximum utilization of county resources. The vote was unanimous, 4-0.**

Robert Ludwiczak – He asked the committee to move to discussion on commission procedures, as laid out in his notes he provided. He questioned if the committee was doing everything they should be doing, as asked.

Frank Zilaitis – He thinks the committee has done the work, as asked. He is willing to entertain discussion on providing the full CRC with more.

Robert Ludwiczak – He stated that the committee was given a mandate by the full CRC to come up with a procedure for the E&OC. He prepared notes generic enough to do what's needed, but not specific enough to become myopic.

Frank Zilaitis – He thinks it should be granulated and trustworthy for the full CRC.

Robert Ludwiczak – He read the Commission Procedures into the record. He asked for comments/changes/deletions from the committee.

Ms. Scruggs read the following:

Efficiency and Opportunity Commission Procedures: Within one week of the selection of each of the Commission Members, a meeting will be held to select a Chair and a Vice-Chair. At this meeting each member will be assigned to a Department or Charter Officer based on their level of expertise and/or interest. Personnel requirements shall be submitted to the Brevard County Commission at the first meeting to determine a budget for transmission of minutes/legal requirements and putting together the Final Report. The Commission shall meet once a month to give a progress report of their activities to make sure timelines are being met for the full report to the Brevard County Commissioners.

The committee continued discussion on their changes, which led to the following read by Ms. Scruggs:

Within one week of the selection of the Commission Members a meeting will be held to select a Chair and a Vice-Chair. At this meeting each member will be assigned to a Department or Charter Officer based upon the member's expertise and/or interest. At the first meeting, the Commission shall identify resources, personnel requirements and the budget necessary for recording meeting minutes and issuing the Final Report. The Commission shall meet once a month to give a progress report of its activities to make sure timelines are being met for the full report to the Brevard County Commissioners.

The committee made their final recommendations and changes/deletions, which led to the following vote:

Nye/Zilaitis – APPROVE, the Commission Procedures, as follows: E&OC Procedures: Within one week of the selection of each of the Commission Members, a meeting will be held to select a Chair and a Vice-Chair. At this meeting each member will be assigned to a Department or Charter Office based upon the member's expertise and/or interest. At the first meeting, the Commission shall identify resources, personnel requirements and the budget necessary for recording meeting minutes and issuing the Final Report. The Commission shall also decide at the first meeting the manner in which reports are to be written so they may be easily incorporated into the Final Report. The Commission shall meet one a month to give a progress report of its activities to make sure timelines are being met for the Final Report to the Brevard County Commissioners. The vote was unanimous, 4-0.

Robert Ludwiczak – He requested that Ms. Scruggs put together all the language to date on this Amendment to submit to the full CRC.

Elena Scruggs – She proposed preparing all the information for submittal on the meeting of January 21, 2010, to allow the full CRC time to review.

The full committee agreed to submit the proposal on January 21, 2010.

## VII. Adjournment at 7:09 P.M.

Pursuant to Section 286.0105 Florida Statutes, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she will need to ensure that a verbatim record of the proceedings is made, at his or her own expense, which record includes the testimony and evidence upon which any such appeal is to be based. Such person may provide a court reporter, stenographer, or a tape recorder for such verbatim record. In accordance with the Americans Disabilities Act, persons needing a special accommodation or an interpreter to participate in the proceedings, the County's Manager's Office, (321) 633-2001, at least 48 hours in advance.