MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, January 27, 2025 – 11:00 AM
City Hall Council Chambers

Members Present:	Lauren Wise, Chair, Council Member Gary Daniel, Vice-Chair, Council Member Susan Miller, Citizen Member
Staff Present:	Wilson Hooper, City Manager Dean Luebbe, Assistant City Manager/Finance Director Selena Coffey, Assistant to the City Manager
Guests:	None

A. Welcome & Call to Order

Committee Chair Lauren Wise welcomed everyone and called the meeting to order at 11:00am.

B. Certification of Quorum

Quorum was certified by Assistant to the City Manager

C. Approval of Agenda

Motion by Ms. Miller, seconded by Mr. Daniel, to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes of December 16, 2024 Meeting

Motion by Mr. Daniel seconded by Ms. Miller to approve the minutes of the December 16, 2024 meeting as presented. The motion carried unanimously.

E. Code of Ethics for Appointed Committee Members

Mr. Hooper introduced this agenda item and noted that he didn't expect the discussion to be finalized at this meeting but wanted to begin discussions with the Committee. He stated that his goal was for this to go to the full City Council when a draft code of ethics was ready.

Mr. Hooper noted that this proposed code of ethics should set forward standards of behavior, performance, ethics, and the procedure for rescinding appointments. Mr. Hooper further explained that the City appoints members to four statutory committees and eight elective committees, with all appointments being approved by the full City Council. Mr. Hooper's documents identified the committees as follows:

Statutory Committees:
Codified with in statute or City ordinance, whereby members can only be removed for cause and must be given due process.

1. ABC Board of Directors
2. Brevard Board of Adjustment
3. Brevard Planning Board
4. Brevard Housing Authority

Elective Committees:
Appointed by resolution, whereby committee members serve at the pleasure of City Council

1. Downtown Master Plan Committee
2. Finance, Human Resources, & Citizen Appointment Committee
3. Parks, Trails, & Recreation Committee
4. Public Safety Committee
5. Public Works & Utilities Committee
6. Housing Committee
7. Rosenwald Community Advisory Board
8. Ecusta Trail Advisory Board

Mr. Hooper posed the question as to whether the Committee felt comfortable having two sets of standards, one for statutory committees and another for elective committees, or one set of standards for both types of committees.

Mr. Hooper recommended that the code of ethics address confidentiality, conflicts of interest, and procedures for removal from committees. After providing an overview of his recommendations, Mr. Hooper requested feedback from Committee members.

Mr. Daniel commented that he agreed with having committee members abide by a code of ethics. He noted that he thought City Council should also abide by a code of ethics and stated that the City should have an orientation for new council members. When asked if this type of orientation should be held for appointed committee members as well, Mr. Daniel responded affirmatively. Mr. Wise agreed stating that he felt that a code of ethics was especially important for statutory committees. He felt that one standard code of ethics would be easier to administer as opposed to having two separate codes, one for statutory committees and another for elective committees. Mr. Wise and Mr. Daniel agreed that the City should subject codified and elective committees to a stricter local conflict of interest standard.

Mr. Daniel noted that there should be an easier way to remove people from committees if necessary. Mr. Hooper asked the Committee members if they felt that all committee appointees should have due process for removal from a committee. Mr. Daniel stated that he would like to see one warning before an appointee was removed from a committee as opposed to a "three strikes, you're out" approach. Mr. Hooper noted that some instances may require a "one strike, you're out" approach.

Ms. Miller asked if Mr. Hooper has noted a process for reporting misbehavior by a committee member and who would oversee that process. Mr. Hooper responded that he would recommend that the City Manager be responsible for receiving reports of committee appointee misbehavior but ask that City Council make the decision about the next step.

Mr. Hooper referred to the addendums provided that listed the types of behaviors expected of committee appointees, examples of unsatisfactory performance, and examples of and asked the Committee to review these and be prepared to discuss further at a future meeting.

F. Public Comment

None.

G. Set Date for Next Meeting

The next meeting of the Committee was scheduled for February 24, 2025 at 11:00am

H. Adjourn

There being no further business, Mr. Daniel made a motion to adjourn, seconded by Ms. Miller, and all in favor. Meeting adjourned at 11:44am.

Minutes Approved: February 24, 2025

X _____
Lauren Wise, Chair, Council Member or
Gary Daniel, Vice Chair, Council Member

X _____
Selena D. Coffey
Assistant to the City Manager