

## **Board of County Commissioners Agenda Request**

**Date of Meeting:** December 6, 2016

**Date Submitted:** November 18, 2016

**To:** Honorable Chairperson and Members of the Board

**From:** Robert M. Presnell, County Administrator  
Jill Jeglie, Interim Director of Planning and Community Development

**Subject:** Appointments and/or Re-Appointments to the Gadsden County Planning Commission for District 1, District 3 and District 5

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### **Statement of Issue:**

This agenda item seeks Board approval of the Gadsden County Planning Commission appointments and re-appointments for District 1, District 3 and District 5 (Attachment #1).

### **Background:**

The Planning Commission appointment terms for three districts expire in January of 2017. These include the two (2) appointments to District 1; the two (2) appointments to District 3; and the two (2) appointments for District 5 (Attachment #1).

The Planning Commission is designated as the Local Planning Agency in Gadsden County. This commission is required by Florida Statute to be the agency responsible for the comprehensive plan, including comprehensive plan amendments. This commission also reviews “proposed land development regulations, land development codes, or amendments thereto, and make recommendations to the governing body as to the consistency of the proposal with the adopted comprehensive plan.” (§163.3174(4)F.S.)

Pursuant to Section 2-175 of the Gadsden County Code of Laws (Code), “*Each county commissioner shall make either a new appointment, or reconfirm the appointment of seated planning Commissioners in January following the county commissioner’s election or reelection to office.*”

Section 2-174 of the Code identifies the number of members and terms (Attachment #2). Gadsden County has a twelve (12) member Planning Commission. Each county commissioner has two appointments. The Planning Commissioners serve four (4) year terms and may be re-appointed once. In addition, there is one member appointed by the school board and an at-large member voted on by the BOCC. Citizens of Gadsden County may apply for the at-large

position. The at-large position is currently filled and will expire October of 2019. However, applications may be considered for BOCC member appointments (Attachment #3).

**Analysis:**

Sec. 2-174 of the Gadsden County Code of Ordinances (Code) allows each county commissioner to select two (2) appointments to the Planning Commission (local planning agency). The appointee does not have to live within the district of the Commissioner appointing the individual. Sections 2-174 through Section 2-176 of the Gadsden County Code of Ordinances outline the terms and procedures for the 'Planning Commission Membership', 'Terms of Service', and for 'Removal and Vacancies' (Attachment #2).

The Board is asked to confirm the appointments or reappointments for District 2 by Commissioner Hinson; District 3 by Commissioner Morgan; and, District 5 by Commissioner Taylor. These terms shall run for four (4) years expiring in January of 2021.

The County has received an application from a citizen who would like to serve as the At-Large Planning Commissioner or to be considered by a Board member for a BOCC district appointment (Attachment #3).

**Fiscal Impact:**

None

**Options:**

1. Accept the Planning Commission appointments and reappointments for District 2, District 3 and District 5 to be effective January 2017.
2. Do not accept.
3. Board direction.

**County Administrator's Recommendation:**

Option 3

**Attachments:**

1. Gadsden County Planning Commission Terms
2. Article V, Division 2. Planning Commission, Gadsden County Code of Ordinances
3. Applications for At-Large Planning Commissioner

| GADSDEN COUNTY PLANNING COMMISSION<br>TERMS  |  |  |
|--|--|--|
| District   | Appointment  | Term Expiration                        |
| <b>District 1:</b><br>William Chukes<br>Havana<br>David Tranchand<br>Havana                          | January 15, 2013<br><br>October, 2010 (Partial Term)           | January 2017<br><br>January 2017       |
| <b>District 2:</b><br>John Youmans<br>Quincy, FL<br><br>Gerald McSwain<br>Quincy, FL                 | January, 2015<br><br>January, 2015                             | January 2019<br><br>January 2019       |
| <b>District 3:</b><br>Libby Henderson<br>Greensboro, FL<br><br>Douglas Nunamaker<br>Quincy, FL       | October 2016 (Partial Term)<br><br>January 2016 (Partial Term) | January 2017<br><br>January 2017       |
| <b>District 4:</b><br>Edward Dixon<br>Quincy, FL<br><br>Dr. Gail Bridges-Bright<br>Chattahoochee, FL | January 15, 2013 (Partial Term)<br><br>May 1, 2007             | January 2019<br><br>January 2019       |
| <b>District 5:</b><br>Lori Bouie<br>Quincy, FL<br><br>Marion Lasley<br>Quincy, FL                    | November 2015 (Partial Term)<br><br>April 2015 (Partial Term)  | January 2017<br><br>January 2017       |
| <b>At Large Member:</b><br>Regina Davis<br>Quincy, FL  | November 2011  | October, 2019                          |
| <b>School Board Representative:</b><br>Issac Simmons   |  | N/A – As appointed by the School Board |

## DIVISION 2. - PLANNING COMMISSION<sup>[9]</sup>

*Footnotes:*

*--- (9) ---*

*Editor's note—Ord. No. 2001-005, § 2, adopted May 15, 2001 repealed the former §§ 2-171—2-173 and enacted a new §§ 2-171—2-177 as set out herein. The former §§ 2-171—2-173 pertained to similar subject matter and derived from Res. of Apr. 1, 1991; Ord. No. 88-003, § 2. Subsequently, Ord. No. 06-003, § 1, adopted Mar. 21, 2006, amended Div. 2, in its entirety, to read as herein set out. Former Div. 2 was entitled "Planning and Zoning Commission." See also the Code Comparative Table.*

*State Law reference— Comprehensive Planning and Land Development Regulation Act, F.S. § 163.3161 et seq.*

*State Law reference— Designation of local land planning agency, F.S. § 163.3174.*

### Sec. 2-171. - Duties and responsibilities of the local planning agency.

The local planning agency in accordance with F.S. Ch. 163, shall:

- (1) Be the agency responsible for the preparation of the comprehensive plan and shall make recommendations to the county commission regarding the adoption of such plan or element or portion thereof. During the preparation of the comprehensive plan prior to any recommendation to the county commission, the local planning agency shall hold at least one public hearing, with due public notice, on the proposed plan or element or portion thereof. The county commission, in cooperation with the local planning agency may designate any agency, committee, department, or person to prepare the comprehensive plan or element thereof, but final recommendation of the adoption of such plan to the county commission shall be the responsibility of the local planning agency.
- (2) The local planning agency shall monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the county commission such changes in the comprehensive plan as may from time to time be required, including preparation of the periodic reports required by F.S. § 163.3191, as the same now exists or may be hereafter amended.
- (3) The local planning agency, being also known and referred to as the planning commission, shall review proposed land development regulations, land development codes, or amendments thereto, and make recommendations to the county commission as to the consistency of the proposal with the adopted comprehensive plan, or element

or portion thereof, when the local planning agency is serving as the planning commission or the local government requires review by both the local planning agency and the planning commission.

- (4) Perform any other functions, duties, and responsibilities assigned to it by the county commission, or by general or special law, including but not limited to the review of development applications, requests for changes in future land use designation, and requests for variances or waivers to the conditions of development as described in the land development code. The county commission, at its discretion may elect to grant variances or waivers to the conditions of the land development code with or without prior hearing of the planning commission.

(Ord. No. 06-003, § 1, 3-21-2006)

Sec. 2-172. - Organization, rules and procedures of the agency.

Members of the local planning agency shall continue to be appointed and follow such rules of procedure, methods of choosing officers, setting of public meetings, providing of financial support, and otherwise accomplishing its duties as may be provided by law.

(Ord. No. 06-003, § 1, 3-21-2006)

Sec. 2-173. - Public meetings and records.

All meetings of the local planning agency shall be public meetings, and all agency records shall be public records. The local planning agency shall encourage public participation. The agency shall normally meet on the second Thursday evening following the first monthly meeting of the board of county commissioners except when such date shall fall on a national holiday. The growth management director shall prepare a calendar of regularly scheduled meetings each year in January. Special workshops and or special hearings may be convened with prior notice as required by the county commission to conduct the county's business in a more efficient manner.

(Ord. No. 06-003, § 1, 3-21-2006)

Sec. 2-174. - Membership.

The local planning agency shall be comprised of 12 members. Each duly elected member of the county commission shall have two appointments to the local planning agency. These ten regular members shall be augmented by one at-large member who shall be appointed to the agency. Citizens of Gadsden County will have an opportunity to apply for this position after adequate public notice. Applicants will be required to submit a resume and will be interviewed by the chairman of the county commission, the county manager and the planning and zoning director. Their recommendation for appointment to the at-large position will be submitted for final approval to the board of county commissioners. In addition, a representative of the school board shall serve as the 12th member of the agency, with full voting rights.

(Ord. No. 06-003, § 1, 3-21-2006; Ord. No. 2008-032, § 1, 11-18-2008)

Sec. 2-175. - Terms of service.

The regular members shall serve four-year terms or at the pleasure of the appointing county commissioner. Each county commissioner shall make either a new appointment, or reconfirm the appointment of seated planning commissioners in January following the county commissioner's election or reelection to office. The at-large commissioner shall serve a four-year term of office and may be reappointed one time at the pleasure of the county commission. The school board representative shall be appointed by the school board for a term to be determined by the procedures of the school board.

(Ord. No. 06-003, § 1, 3-21-2006; Ord. No. 2008-032, § 1, 11-18-2008)

Sec. 2-176. - Removal and vacancies.

The county commission, upon recommendation by the appointing commissioner, may remove any member for cause after written notice and public hearing. Any vacancy occurring during the unexpired term of the office of any member shall be filled by the county commission for the remainder of the term. Vacancies shall be filled within 30 days after the vacancy occurs. The school board representative shall be subject to removal and replacement in accordance with the procedures of the school board.

(Ord. No. 06-003, § 1, 3-21-2006; Ord. No. 2008-032, § 1, 11-18-2008)

Sec. 2-177. - Funds.

The board of county commissioners shall appropriate funds at its discretion to the local planning agency for expenses required in the conduct of its work. The local planning agency may, in order to accomplish the purposes and activities required by Florida law, expend all sums so appropriated and other sums made available for use from fees, gifts, state or federal grants, state or federal loans, and other sources; provided acceptance of loans or grants must be approved by the board of county commissioners.

(Ord. No. 06-003, § 1, 3-21-2006)

Secs. 2-178—2-200. - Reserved.



Action Center

# Item Detail Report - 2016-5363IL

# RECEIVED

JUL 25 2016

## Submission Information

COUNTY ADMINISTRATOR'S  
OFFICE

|                         |  |
|-------------------------|--|
| <b>ID:</b>              | 693                                    |
| <b>Item:</b>            | Citizen Advisory Committee Application |
| <b>Tracking Num:</b>    | 2016-5363IL                            |
| <b>Submission Date:</b> | 2016-07-21 14:50:51                    |

## Submitter Responses

Form Page: Page 1

|                             |   |
|-----------------------------|---|
| <b>Date:</b>                | 07/21/2016                              |
| <b>APPLICANT:</b>           |   |
| <b>First Name:</b>          | CHARLES                                 |
| <b>Last Name:</b>           | ROBERTS                                 |
| <b>Occupation:</b>          | RETIRED ARMY                            |
| <b>Employer:</b>            |   |
| <b>PHYSICAL ADDRESS:</b>    |   |
| <b>Address:</b>             | 605 E. BETLINET DRIVE, QUINCY, FL 32351 |
| <b>MAILING ADDRESS:</b>     |   |
| <b>Address:</b>             | P.O. BOX 1131, QUINCY, FL 32351         |
| <b>CONTACT INFORMATION:</b> |   |
| <b>Home Phone:</b>          | --                                      |
| <b>Work Phone:</b>          | --                                      |
| <b>Mobile Phone:</b>        | 253-228-0310                            |
| <b>Email:</b>               | CHARLESROBERTS31905@GMAIL.COM           |

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|  |     |
|--|-----|
| <b>APPLICATION DATA:</b>                                       |     |
| <b>Do you live in Gadsden County?:</b>                         | Yes |
| <b>Do you own property in Gadsden County?:</b>                 | Yes |
| <b>Do you CURRENTLY serve on a County Advisory Committee?:</b> | No  |
| <b>If you currently serve on a</b>                             |     |



|   |  |
|---|--|
| <b>County Advisory Committee, please list the name of that/those committee(s)::</b>   |  |
| <b>Have you PREVIOUSLY served on a County Advisory Committee?:</b>  | No   |
| <b>If you have previously served on a County Advisory Committee, please list the name of that/those committee(s) along with the beginning and ending dates of service::</b> |  |
| <b>Are you interested in serving on any specific committee? If so, please indicate your 1st and 2nd choice below.:</b>  |  |
| <b>1st Choice:</b>  | The Gadsden Hospital Inc. Board of Directors |
| <b>2nd Choice:</b>  | The Gadsden County Planning Commission       |
| <b>MEETING ATTENDANCE:</b>  |  |
| <b>If you're appointed to a committee, you're expected to attend regular meetings. Are you available to attend meetings at least once a month?:</b>                         | Yes  |
| <b>What times are you available to attend meetings?:</b>  | Evenings                                     |

Form Page: Page 3

|   |   |
|---|---|
| <b>EXPERIENCE (If you wish to submit your professional resume, you may do so via email to Laurel Bradley at lbradley@gadsdencountyfl.gov.):</b> |   |
| <b>Please describe or list any previous experience you have serving on committees.:</b>   | I WILL SEND IN MY RESUME AT A LATER DATE. |
| <b>Please list your educational background.:</b>  | CONTAINED IN RESUME                       |
| <b>Please list your skills and experience that enable you to contribute to the committee(s) you are interested in volunteering with.:</b>       | CONTAINED IN RESUME                       |
| <b>Professional licenses and/or designations, their effective date and whether said licenses are effective in Gadsden County::</b>              | CONTAINED IN RESUME                       |
| <b>Please list any charitable or community activities in which</b>  |   |

|  |  |
|--|--|
| <b>you participate.:</b>   |  |
| <b>REFERENCES (you must provide at least one personal reference who IS NOT a family member):</b> |  |
| <b>Reference #1's relationship to you::</b>  | FRIEND                                 |
| <b>First Name:</b>   | DARREN                                 |
| <b>Last Name:</b>  | SIMMONS                                |
| <b>Contact #:</b>  | 706-575-3436                           |
| <b>Address:</b>  | 3122 COLLEGE DRIVE, COLUMBUS, GA 31907 |
| <b>Reference #2's relationship to you::</b>  | FRIEND                                 |
| <b>First Name:</b>   | MERCEDES                               |
| <b>Last Name:</b>  | LANEY                                  |
| <b>Contact #:</b>  | 347-357-2320                           |
| <b>Address:</b>  | P.O. BOX 53802, FORT BENNING, GA 31995 |

## Contact Information

|                     |  |
|---------------------|--|
| <b>Contact One:</b> | Laurel Bradley<br>lbradley@gadsdencountyfl.gov |
|---------------------|--|

## Workflow History

### Status Update

|                    |                     |
|--------------------|---------------------|
| <b>Status:</b>     | Open                |
| <b>Step:</b>       | Submitted           |
| <b>Updated:</b>    | 2016-07-21 14:50:51 |
| <b>Updated By:</b> | eGov Strategies     |
| <b>Notes:</b>      | No Notes            |

## Contituent's Messages

|                              |  |
|------------------------------|--|
| <b>Service Norm:</b>         |  |
| <b>Confirmation Message:</b> | <p>On behalf of the Gadsden County Board of County Commissioners, thank you for expressing an interest to serve your community by volunteering with one of our Citizen Advisory Committees. Your application has been forwarded to the County Administrator's Office for review. You will receive a follow-up phone call / email from the County Administrator's Executive Assistant, Laurel Bradley, within 48-hours. If you should have any questions or concerns prior to being contacted, please feel free to contact the <b>County Administrator's Office</b> at <b>850-875-8650</b>.</p> <p><b>Important Legal Requirements for Advisory Committee Membership:</b> As a member of an advisory committee, you will be obligated to follow any applicable laws regarding Government-In-The-Sunshine, code of ethics for Public Officers, and Public Records disclosure. The consequences of violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee action and of any subsequent action by the Board of County</p> |

## CHARLES ROBERTS Jr.

605 E Betlinet Drive, Quincy, FL., 32351

253-228-0310

CHARLESROBERTS31905@GMAIL.COM

OBJECTIVE: Seeking a position in North Florida

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### KEY QUALIFICATIONS

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|   |                           |
|---|---------------------------|
| FEMA Course completions (100,200,300,400,800) | Research                  |
| HIPPA Certified                               | EO/EEO Coordinator        |
| Security                                      | Conflict Resolution       |
| Communicates and manage a diverse population  | Operations                |
| Investigation                                 | Procurement and Budgeting |
| Microsoft Office Applications                 | Instruction               |

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### PROFESSIONAL EXPERIENCE

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Martin Army Community Hospital, Fort Benning, GA

*Senior Clinical NCO*

November 2014 – Present

- Serves as primary advisor to the Chief Medical Officer serving a population of 96,000 beneficiaries ; Provides direct leadership and oversight of 7 Departments and 13 Clinics
- Reconciled staff and equipment drastically improving access to care issues and decreased patient wait times by 25 percent
- Developed and implemented the Hospital's Emergency Operations Plan(EOP) and Emergency Operations Center (EOC) structure streamlining the activation process and decreased the time from notification to fully operational from 3 hours to 1 hour for the EOC
- Established an atmosphere for improvements in all areas surrounding Operational and Clinical needs; instrumental in facility attaining Joint Commission Accreditation
- Spearheaded Skills Proficiency Training of Health Care Providers by creating a rotational program in all clinical areas; further enhancing patient care by having multi-discipline professionals
- Ensured assigned personnel properly utilized equipment and understood policies and procedures by aggressively enforcing and instilling a safety conscious environment resulting in zero incidents and saving \$150,000 by documenting 200 previously undocumented items by planning, organizing and executing a detailed inventory strategy

**30<sup>th</sup> Medical Brigade, Sembach, Germany*****Operations NCO*****October 2012 – November 2014**

- Served as the Senior Advisor to the Chief of Current Operations on policies, procedures; provided Senior Leadership and supervision of 15 personnel in all administrative, operational, planning, chemical biological nuclear and radiological(CBRN), training and readiness functions through the production of over 250 operations orders in support of Department of Defense operations in Europe, Africa and Southwest Asia
- Instituted a Junior Leaders mentorship program providing professional and personal growth resulting in 80 service members career advancement
- Advocated and participated in weekly Sexual Harassment and Assault awareness using direct leader engagement that promoted trust, dignity and respect in the workplace
- Researched and implemented Lean Six Sigma Principles to improve the timeliness of Military Higher Education packets raising first time submission rate from 75 to 98 percent
- Saved \$200,000 by combining and procuring training and equipment from Higher Headquarters for Medical Skills Training

**Southern Regional Medical Command, Fort Hood, TX*****Assistant Inspector General*****October 2008 – September 2012****Achievements:**

- Advised Commanding General of SRMC through research of regulatory guidelines and policies governing the subject matter of complaints, grievances, violations and deficiencies, Army hospital systems, procedures, American Disabilities Act and processes improving operations to accomplish command objectives
- Resolved over 200 assistance cases by conducting detailed and timely analysis of complex problems for the best course of action to resolve issues for personnel and family members significantly enhancing overall readiness of Southern Regional Medical Command, III CORPS, and Fort Hood
- Demonstrated exceptional oral and written communication skills when in contact with the U.S. Congress, Department of Defense, and The Department of the Army staffs and agencies

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**EDUCATION**

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## FORT SAM HOUSTON, TX

- Health Care Specialist 22OCT86-13MAR97
- Basic Noncommissioned Officer Course 02SEP96-27JAN97
- Advanced Noncommissioned Officer Course 06JAN03-13FEB03
- Senior Clinical Noncommissioned Officer Course 12-18SEP15

## FORT BENNING, GA

- Equal Opportunity Leaders Course May 1998
- Basic Instructors Course May 1999
- Chemical Biological Radioactive and Nuclear Operator/Responder Course July 1999

## FORT JACKSON, SC

- Basic Combat Training 18AUG-22OCT 1986
- Army Recruiter Course 20MAY-11JUL 2001

## FORT HOOD, TX

- Commanders Safety Course December 2009
- First Sergeant Course January 2010

## FORT BELVOIR, MD

- Department of The Army Inspector General's Course 08SEP-22OCT 2008

## OTHER TRAINING

Battle Staff Operations October 2012

Information Awareness August 2015

HIPPA Certification August 2015

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**REFERENCES**

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References are available upon request.