

**Leon County
Affordable Housing Advisory Committee
January 13, 2021
Meeting Minutes**

MEMBERS PRESENT: Nick Maddox, County Commissioner
Lawrence Tobe
Shawn Menchion
Trina Rose Searcy
Marthea Pitts

MEMBERS ABSENT: Deborah Lloyd
Ian Waldick
Madelon J. Horwich

GUESTS PRESENT: None

STAFF PRESENT: Shington Lamy, Director of the Office of Human Services &
Community Partnerships
Matthew Wyman, Housing Services Manager
Geraldine Green, Housing Services Specialist
Kyle Kemper, Assistant County Attorney

Item #I Call to Order

With a quorum present, Mr. Matthew Wyman called the meeting to order at 10:00 a.m.

Item # II Roll Call

Mr. Matthew Wyman proceeded with roll call by requesting that each person in attendance introduce themselves, as suggested by Mr. Lamy. All members were introduced.

Item #III Approval of January 13, 2021 Agenda

Mr. Wyman requested a motion from the floor for approval of the agenda.

Ms. Trina Rose Searcy moved to approve the agenda, seconded by Commissioner Maddox.
The motion passed unanimously.

Agenda Item #IV **Public Comments**

No public visitors were present therefore Mr. Wyman moved to the next item.

Agenda Item # V. **Old Business**
 None

Agenda Item #VI **New Business**

Presentation on Sunshine Laws presented by County Attorney’s Office

Mr. Kyle Kemper stated the Sunshine Law is set forth in the Constitution and also in Florida Statute. It states that all meetings must be open to the public and the public must be provided reasonable notice.

Mr. Kemper recommended that Committee members establish a folder for all emails from staff in reference to this committee as they are considered public record. He emphasized not to delete any messages. If a member responds to an email from staff, this is another email that should be maintained in a folder similar to messages received.

Mr. Kemper gave several examples of what is and is not acceptable conduct under the Sunshine Law. i.e. if a group email is sent out; two committee members can not engage in private discussions (discussion via telephone, email, text messages or social media) with one another about Affordable Housing Advisory Committee (AHAC) business. If any two or more of this body meet anywhere, discussion cannot be about AHAC business. All AHAC meetings must have a public notice, the public must have access and there must be minutes taken.

Commissioner Maddox asked if someone makes a mistake and doesn’t reply to all; how should the error be corrected? Mr. Shington Lamy replied we always try to blind copy so that when you reply you are only replying to staff.

Mr. Kemper continued by reviewing Standards of Conduct found in County Ordinance No. 2020-23. The ordinance generally follows Statutes and restricts or prohibits members ability to solicit or accept gifts per Chapter 3 part 112 of the Code of Ethics.

Presentation of Bylaws

Mr. Matthew Wyman provided the objective of the AHAC committee from Florida statutes. Mr. Wyman continued to identify the proposed revisions to the Bylaws that are necessary due to changes to Florida Statutes or Leon County Resolution 20-34.

Mr. Wyman asked that the AHAC recommend to the County Administrator and County Attorney that the proposed Bylaws be approved as established in Board Policy.

Ms. Trina Rose Searcy made the motion to accept the proposed bylaws and recommend approval by County Administration; Mr. Shawn Menchion seconded the motion. The motion passed unanimously.

Presentation of Tentative Meeting Schedule for Adoption

Mr. Wyman introduced the proposed meeting schedule for the 2021 calendar year to produce the report of recommendations.

As proposed in the draft schedule, staff intends to schedule presentations from the Planning Department, Department of Development Services & Environmental Management, and the Division of Housing for the meetings from March to July. A draft report is expected to be available for review during September's meeting. The Public Hearing to adopt the final report is tentatively scheduled for November and the report will be presented to the Board of County Commissioners at the December meeting.

Ms. Trina Rose Searcy made the motion to accept the dates; Commissioner Maddox seconded the motion. The motion passed unanimously.

Replacement election for Chairperson and Vice-Chairperson

Mr. Matthew Wyman explained that the current terms for the office of Chairperson and Vice-Chairperson are filled by individuals that are no longer Committee members. Therefore, a replacement Chairperson and Vice-Chairperson must be elected as established in the Bylaws. The term would be through March 2021 when another election will be necessary. The Committee held nominations.

Ms. Trina Rose Searcy nominated herself for the position of Chairperson;

Ms. Marthea Pitts nominated herself for the position of Vice-Chairperson.

No additional nominations were made.

Since only one person for each position was nominated, Mr. Wyman proposed a verbal vote but that the Committee could vote through other means.

Commissioner Maddox made a motion to accept the slate of nominated persons; seconded by Mr. Shawn Menchion. The motion passed unanimously.

Ms. Trina Rose Searcy accepted the position of Chairperson and therefore her term begins immediately;

Ms. Marthea Pitts accepted the position of Vice-Chairperson and therefore her term begins immediately.

Mr. Wyman reminded everyone that the next meeting is scheduled for February 16, 2021 which will be a County/City AHAC joint meeting. Mr. Lamy explained that a few years ago the County Board of Commissioners and the City of Tallahassee Commission held Joint workshops a few years ago and created an Affordable Housing Workgroup. One of the Workgroup's recommendations was for the County and City AHACs to meet jointly once a year.

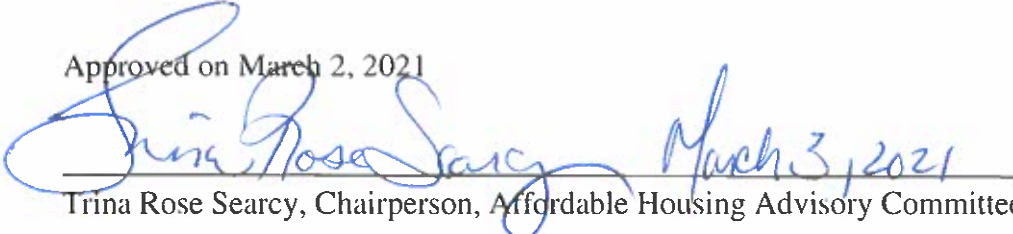
Mr. Lamy continued and provided an overview of the Affordable Housing Advisory Committee's purpose, primary objectives along with the various types of County policy and procedure documents. Commissioner Maddox asked that a roster of the members be shared by staff. Mr. Wyman will share Section 420.9076, Florida Statutes, the Local Housing Assistance Plan and the most recent report of recommendations via email along with the requested roster.

Item # V11 Adjournment

Commissioner Maddox moved to close the meeting; Mr. Shawn Menchion seconded.
The motion passed unanimously.

The meeting adjourned at 11:02

Approved on March 2, 2021


Trina Rose Searcy, Chairperson, Affordable Housing Advisory Committee