

**CELLULAR COMMUNICATIONS  
ADVISORY COMMITTEE  
UNAPPROVED MINUTES**

Facilitator: Dr. Navita James, University of South Florida  
Facilitator: Dr. David Payne, University of South Florida

Recap of Meeting on March 8, 2011 at 5:00 p.m.  
County Center

**Members**

The following Cellular Communications Advisory Committee members were present:

Laura Belflower	Will Bissett	Michael Brooks
Bill Cook	Richard Davis	Carrie Grimail
Jim Porter	Michael Rothenberg	David Smith
Denise Verrill	Lisa Williams	Manuel Perotin

**Welcome**

County Administrator Mike Merrill called the meeting to order at 5:12 p.m. and welcomed everyone to the meeting. He gave a brief history and purpose for the Cellular Communications Advisory Committee and introduced the facilitators from the University of South Florida, Dr. Navita James and Dr. David Payne.

**Explanation of the “Sunshine Law”**

Mary Helen Farris, Managing County Attorney, gave a presentation on the Sunshine Law as it applies to governmental meetings. The law has three requirements which must be met: (1) the meetings must be open to the public at all times; (2) reasonable notice of the meeting must be provided to the public; and (3) written minutes must be kept of the meeting. Tapes can be made of the meeting, however, tapes will not meet the requirements of the law. Ms. Farris advised that if any of the committee members had questions regarding the sunshine law to contact her at 813-272-5673.

**Introductions**

Dr. James gave a brief explanation of her background and her goals for the committee.

Dr. Payne gave a brief explanation of his background and his goals for the committee.

## **Outline of the Committee Process**

Dr. James and Dr. Payne explained what they will and will not do during the process. Further, the facilitators reviewed these items with the committee:

- The role of the facilitator
- General outline of the committee's work plan
- General guidelines for effective group process
- "Rules" for committee procedures
- Resources for the committee.

During discussion of the procedure rules, the committee agreed on the following rules:

- That one-half of the committee members must be present in order to have a quorum. Also, the committee can proceed with regular business without a quorum, but at least two-thirds of the members must be present for final votes on issues. If a committee member leaves the committee, the quorum number required for the final vote will be adjusted accordingly. A motion to approve this item was made by David Smith and was approved unanimously.
- The committee can share information/ideas if less than one-half the members are present, however, the meeting will not be considered "official".
- Members can participate by phone as long as a speaker phone with conference capability is available in the room and everyone can hear the conversation.
- No member is authorized to speak on behalf of the committee to the media. Inquiries from the media should be referred to the county to file a records request for information.
- Unapproved minutes will be posted to the website after the meeting and approved at the next scheduled meeting.
- The committee will decide when, and if, observers should be allowed to address the committee.

## **Committee Liaisons and Resources**

Dr. Payne introduced Joe Moreda, Interim Zoning Administrator, of the Planning and Growth Management Department and David B. Guildersleeve, Sr. Vice President of Wade-Trim. Mr. Guildersleeve gave a brief overview of the services offered by Wade-Trim. He indicated that he is in the process of completing a comparative analysis of different codes throughout the state and some from outside the state. This comparison should be available to the committee at the next meeting. Any requests for information should be routed through Joe Moreda.

Adam Gormly, Managing County Attorney will provide legal guidance to the committee. As such, the County Attorney's office will make the final decision on issues where there are differing opinions on legal issues.

### **Self-introduction of the Committee Members**

Each committee member provided a brief background of their professional achievements, their interests and what they would like to see accomplished by the committee.

### **Future Agenda Items**

- The committee agreed to have discussion to establish working parameters for the committee to set goals, including how information is received, what issues the committee wants to deal with and the manner in which the issues will be handled.
- The committee agreed to have discussion on cell tower codes to get a better understanding of the codes.

### **Scheduling of Future Meetings**

The committee agreed to schedule meetings every three weeks after the April meeting. The meetings will be scheduled on Wednesdays.