

# FINAL

2020 Overview Commission  
Wednesday, January 8, 2020, 6:00 - 7:30p  
Governmental Building  
120 West Dougherty Street  
Athens, GA 30601

## **First Regular Full Commission Meeting**

**Members Present:** Elizabeth Higgins (Chair), John Napier (Vice-Chair), Mumbi Anderson, Gail Cowie, Richard Davis, Joseph Fabregas, Brandy Kirkwood, Stephanie Lynn, Peter Norris, Timothy Pierce-Tomlin, Hunaid Qadir, Taisheema Schley, Roy Schmidt, Sherry Tanner, Bernard Tant, Alex Vanden Heuval, Ellen Walker, Paul Bunce, Toby Chapeau

**Members Absent:** Andrea Farnham, Frank Platt

**Others Present:** Kelly Girtz, Mayor of Athens-Clarke County, and Michael Smith, Citizen

Meeting was called to order at 6:00p.

### **I. Welcome**

#### **A. Review**

Members introduced themselves to each other and to guests.

#### **B. Q&A**

Mayor Girtz provided a handout and led a general discussion about the previous OC based on his experience as a commissioner.

There was also discussion about certain services we may like to use during the process. Services might include clerking services, meeting facilitation, industry research, document gathering, etc.

The three possible providers of some or all services were suggested by several commission members as Operational Analysis (ACC), Carl Vinson Institute of Government (CVIOG), and the Northeast Georgia Regional Commission Planning & Government Services Division (NEGRC PGS).

No decision was made to select or provision any services. The decision was made to ask the secretaries to reach out to the various parties to inquire about service offerings, availability and capacity, and pricing. A proposal will be presented to the commission once this information is collected.

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## C. **Committee Structure**

Chair reviewed the idea of committees. The only real conversation was just that we might stick with the names and figure out which functional areas go under which committee later. There was discussion about the agenda item and whether we were creating committees and committee structures. Chair explained the Executive Committee would consist of Chair, Vice-Chair, Co-secretaries, Public Information Officer and the Committee Chair for each Committee.

A motion was presented to bring the list of committee names to the floor for discussion

- **Motion was presented, seconded and approved by all**

Some discussion and clarification was provided that we are simply accepting the list of committee names used in previous OC. We agreed that we can modify these as we move forward. Committee structure and composition will be determined at a later date.

A motion was made to approve the list of committees

- Motion was presented, and seconded but before the motion was voted on, a substitute motion was made to approve the list of committees BUT with an addition of a Public Information and Relations Committee
- **Motion was presented, seconded and approved by all**

## D. **Officer positions, Executive Committee, Roles and Responsibilities**

Chair discussed the different officer roles, and the idea of who would serve on the executive committee. She explained the purpose and function of the executive committee.

## E. **Source Documents**

There was no real discussion - just a confirmation of what documents are freely available. If there are documents we want to access but can't locate, Mayor Girtz pledged to provide those documents to us.

## II. **Meeting Management**

This was originally lower on the agenda, but due to this being a new commission, Timothy suggested we bring this to the top of the agenda so the rules might help govern

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the remainder of the meeting.

John Napier gave an overview of Robert's Rules and provided handouts to commission members for reference. This portion of the meeting occurred between Q&A and Committee Structure

### III. **Communication Plan**

We discussed the need for a communications plan for outward communication and public information sessions. There will be a Public Information and Relations committee who provide support in this area. We have not created committee assignments. There was a recommendation that the chair of this committee could serve in the role of Public Relations Officer. There was no action or decision taken on this discussion.

### IV. **Election of Officers**

The Chair introduced the topic of officer selection.

The Chair explained that the Vice-Chair was recommended by the Grand Jury as John Napier. A motion was presented to approve John as Vice Chair

- **Motion was presented, seconded and approved by all**

The chair presented two nominees for Secretary who have agreed to serve as co-secretaries: Mumbi Anderson and Stephanie Lynn

- **Motion was presented, seconded and approved by all**

The chair suggested we appoint a Public Information Officer. After some discussion, Alex Vanden Heuvel was open to the idea of serving in this role temporarily. However, he wasn't sure he could commit and no one else volunteered. A motion was put forward to table the discussion

- **Motion was presented, seconded and approved by all**

### V. **Closing Remarks**

Secretaries will send a scheduling poll to schedule the next meeting where we will hear presentations from select individuals to get a background on the unified government.

Meeting was adjourned at 8:15pm.