

Government and Administration Committee  
February 25, 2020  
Fire Station #7  
Barnett Shoals Road Athens GA 30605  
Meeting #2

**Members Present- Peter Norris (chair), Joe Fabregas, Richard Davis, Mumbi Anderson, Andrea Farnham, Elizabeth Hughes (ex-officio)**

**Members Absent- Gail Cowie**

**Guests**

None

**Members of the public**

none

**~Meeting called to order at 12:06 pm ~**

- I. Opening Comments –Chair. P. Norris has none
- II. Public Input – None
- III. Approval of minutes: Richard moves, Beth seconds. Unanimous
- IV. Old Business
  - I. Vote on Previous Meeting Decisions
    - a. Members nominate Chair Norris and Secretary Anderson.  
**J. Fabregas moves, R. Davis Seconds. Approved Unanimously**
    - b. meeting times fluctuate b/w 12pm and 1pm at Barnett Shoals Fire Hall #7.
    - c. Quorum of majority is discussed. E. Higgins’ role as ex-officio is discussed. Committee agrees her role is as a non-voting member who will assist with administrative functions as needed. Committee also moves to grant authority of E. Higgins to be tie-breaker in cases where the committee is evenly split on a vote.  
**Farnham moves, R. Davis seconds. Approved Unanimously.**

## II. Work Process

- a. Strategy-Discussions about departments to invite to commission meetings. Discussions about questions to ask invited guests and how to develop that list. Chair Norris recommended members send him a preliminary list of questions to ask the OOA by March 3<sup>rd</sup>. She and Envision Athens are invited to speak at the General OC Meeting on March 5<sup>th</sup>. **Chair Norris will compile the list on behalf of the Committee.**
- b. Dept. Overview-There is a lot of confusion of which list of departments each committee is charged to review, is the final list. B. Higgins asked General OC Chair J. Napier to develop the final list to present on March 5. **This committee will hold off on discussing the final list of Departments until it is voted on by General OC.**
- c. J. Fabregas has created a spreadsheet we can use to determine size and scope of all ACC departments and units. Columns are split into Full-time/part-time, and notes to refer to for discrepancies in the items listed on the first few columns. Based on this grouping, R. Davis recommends we ask **Central Services** to present to General OC, next. **Committee approves of this recommendation and will bring it to General Commission for discussion.**

- d. S. Maddox will bring a 10” binder of what is available with regard to surveys and audits that exist. R. Davis thinks it’ll be helpful to first mine the data and documents to determine next steps.

III. Next Scheduled Meeting – Tuesday March 10, 2020 – Public Input

IV. Other Items as needed

- a. Richard has some basic information to share with the group. Census data that may come in handy at some point.
- b. Andrea-what will the public forum look like? Peter says that we will work more on this as the contract with CVIOG is pinned down and gets started. Particularly since that’ll be their purview.

V. Closing Remarks – P. Norris shared information on group dynamics.

**~Meeting adjourned at <1:06 PM>~**