

County of Collier
CLERK OF THE CIRCUIT COURT
COLLIER COUNTY COURTHOUSE
3301 TAMiami TRAIL EAST
P.O. BOX 413044
NAPLES, FLORIDA 34101-3044

Dwight E. Brock
Clerk of Courts

Clerk of Courts
Accountant
Auditor
Custodian of County Funds

April 25, 2011

To: The Honorable Fred Coyle, Chairman
Board of County Commissioner Workshops or District Town Hall Meetings

Mr. John Sorey, III, Chairman
Coastal Advisory Committee and Subcommittees

Dr. James Talano, M.D., Chairman
E.M.S. Policy Advisory Board

The Honorable Fred Coyle, Chairman
Public Safety Coordinating Council

The Honorable Georgia Hiller, Chairman
Tourist Development Council and Subcommittees

Please be advised that the Collier County Clerk's office provides abbreviated minutes for the advisory boards and committees of the Board of County Commissioners as requested.

These summary minutes are intended as nothing more than a recap of action items taken by the board. They are not intended as a transcript. You may obtain a video tape from the Board of County Commissioners through the County Manager that gives a detailed recounting of individual participants.

The Clerk can also provide verbatim minutes. If that is desired, the advisory board will have to bear the cost.

I have instructed my vendor to provide a recap of action items only. A transcript may be obtained through the DVD or alternative verbatim transcription if requested.

If you have any questions you can contact me in regard to this issue.

Respectfully,



Dwight E. Brock
Clerk of the Circuit Court

DEB/sb

cc: Hon. F. Coyle, Chairman, BCC
Hon. J. Coletta, Vice-Chairman, BCC
Hon. D. Fiala, BCC
Hon. T. Henning, BCC
Hon. G. Hiller, BCC
L. Ochs, Cty. Mgr.
P. Morgan, Mgr., Clerk BMR

From: [Patricia L. Morgan](#) on behalf of [Minutes and Records](#)
To: [HambrightGail](#); [Minutes and Records](#)
Subject: RE: Minutes of Meetings
Date: Wednesday, November 02, 2011 4:36:59 PM

Gail,

The issues/problems that we have had in the past is when abbreviated/summary minutes contain too much detail and either board members or citizens complain that it wasn't their intent, or they didn't say those exact words, or "my whole statement wasn't there", "for the record" and they never took it off record, why wasn't every point mentioned exactly how I stated, etc.

This clarified process, whereby the minute-taker only puts in the action items: Roll Call, Agenda Item titles, Vote Count (opposing vote if the Advisory Board member states why they voted against the majority), Public Speaker names, Next Hearing Date, and Adjournment, doesn't bring forth the same questions/problems that the "expanded" minutes bring. The only thing that can be acted upon is WHAT THE ADVISORY BOARD MOTIONS/APPROVES BY MAJORITY. If they give direction to have Staff do something or bring back something, that is their ACTION (by Consensus, if they do not formally vote but agree in majority "nods").

Our office doesn't process many committees' abbreviated minutes any longer and haven't had any issues since the process has been clarified as to what was within our contract with our vendor. Some staff members take care of that process for other advisory committees, while others use a court reporter for verbatim transcripts. Of course, the minutes that are prepared for the Coastal Advisory Committee state "***Any persons in need of the verbatim record of the meeting may request a copy of the video recording from the Collier County Communications and Customer Relations Department or view online***". We would be happy to provide court reporting services to the CAC if they are requested/desired for their meeting minutes in the verbatim format.

Regards,

Trish Morgan, BMR Manager
Clerk of the Circuit Court & VAB
Minutes and Records Department

From: HambrightGail [mailto:GailHambright@colliergov.net]
Sent: Wednesday, November 02, 2011 2:09 PM
To: Minutes and Records
Subject: Minutes of Meetings

Could you tell me if other BCC appointed committees have had issues with the minutes that are taken for their committee meetings or if they have requested additional information?

Your input on this matter is very much appreciated.

Thanks,

Gail D. Hambright, Accountant

Coastal Zone Management

Collier County Government

3299 Tamiami Trail East, Suite 103

Naples, Florida 34112

Phone: (239) 252-2966

Fax: (239) 252-2950

Stream Fax (239) 252-6502



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COASTAL ADVISORY BOARD

2011 Minutes Billed

Task 1

Paid to Date

Minutes for 2011

Minutes billed
per month

1/13/2011 #15292	(230.79)	230.79
2/10/11 Cancelled	0.00	
3/10/2011 #15334	(304.97)	304.97
4/4/2011 #15357	(304.97)	304.97
5/12/2011 #15378	(346.19)	346.19
6/9/2011 #15400	(296.73)	296.73
No meeting in July	0.00	0.00
8/11/11 Cancelled	0.00	0.00
9/8/2011 #15462	(329.70)	329.70
10/13/11		0.00
		0.00
		0.00
Paid	(1,813.35)	1,813.35

Total P.O. Amount to date	1,813.35
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Billed to date

(1,813.35)

FY 2011-2012 Budget is \$2,500

Current monthly average \$302.25 X 11 meeting (No meeting in July) = \$3,322 this will exceed our budget with current contracted for minute taking. However fully recorded agenda is available on County web for public viewing.

COASTAL ADVISORY BOARD

2010 Minutes Billed Task 1 Paid to Date

Minutes for 2010

	Minutes billed per month	
1/14/2010 #14999	(507.50)	507.50
Feb no meeting		0.00
03/11/10	(306.00)	306.00
4/18/10 Reg. #15085	(420.00)	420.00
4/29/10 Special #15085	(183.75)	183.75
5/13/10 Cancelled		
6/10/10 Reg. #15137	(297.50)	297.50
7/8/10 Cancelled		0.00
8/12/10 #15182	(402.50)	402.50
9/9/10 #15203	(210.00)	210.00
10/14/10 #15227	(393.75)	393.75
12/31/10 #15270	(166.25)	166.25
		0.00
PAID	(2,887.25)	2,887.25

Total P.O. Amount to date	2,887.25
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Billed to date

(2,887.25)

Monthly Average is \$320.80