

Revision to Agenda Item #14

Meeting of Tuesday, June 14, 2022

GENERAL BUSINESS:

14. Full Board Appointments to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission
(County Administration/ PLACE/ Planning)

The updated agenda item modifies Option #6 to remove the reappointment of Mr. Thomas Eisel to the CareerSource Capital Region Board, and removes Attachment #7.

Leon County Board of County Commissioners

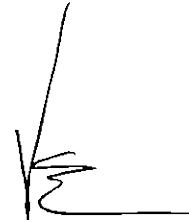
Agenda Item #14

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Mary Smach, Agenda Coordinator

Statement of Issue

This item seeks the full Board's consideration of the appointment of citizens to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Tallahassee-Leon County Planning Commission.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

See next page.

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Staff Recommendation:

- Option #1: Appoint one citizen, Leroy Peck, to Seat #6–CONA nominee on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2025.
- Option #2: Appoint one citizen, David Kirk, to Seat #14–NEBA nominee on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2025.
- Option #3: Appoint one citizen, Marguerite McCauley, to the Animal Shelter Advisory Board for the remainder of the unexpired term ending September 30, 2023.
- Option #4: Reappoint one citizen, Erin VanSickle, to the Architectural Review Board for a three-year term ending on June 30, 2025.
- Option #5: Reappoint one citizen, John Outland, to the Board of Adjustments and Appeals for three-year terms ending June 30, 2025.
- Option #6: Reappoint ~~two~~ **one** citizens, Amy (Beth) Cicchetti ~~and Thomas Eisel~~, to the CareerSource Capital Region Board for **a** three-year terms ending June 30, 2025.
- Option #7: Appoint one citizen to the Tallahassee-Leon County Planning Commission for a three-year term ending on June 30, 2025. The eligible applicants are: Erin Ballas, Kim Gabbard, Carrie Lee, Rebecca O’Hara and Jo Laurie Penrose.

Should the Board choose to appoint Ms. Gabbard, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #9) by a two-thirds affirmative vote.

Report and Discussion

Background:

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Advisory Committee for Quality Growth (ACQG)

Purpose: The Advisory Committee for Quality Growth serves as a standing advisory committee made up of development industry professionals and community stakeholders to provide continuous feedback and guidance to the Department of Development Support and Environmental Management (DSEM) on process improvements, service enhancements, and regulatory policies which support the highest quality growth and development attainable for our community. The ACQG is staffed by the Chief Development Resources Officer and charged with providing feedback and input on the overall customer experience at DSEM including proposed process improvements, customer service and desired regulatory enhancements. The responsibilities of the ACQG place a great emphasis on proactive input and feedback for all development review and approval matters.

Composition: The ACQG has sixteen (16) members appointed by the full Board: nine (9) are nominated by local organizations/associations and the remaining seven (7) do not require a nomination. The members serve three-year terms. The eligibility for each seat is as follows:

- **Seat 1:** a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Tallahassee Builders Association.**
- **Seat 2:** a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Big Bend Contractors Association.**
- **Seat 3:** a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the National Association of Women in Construction.**
- **Seat 4:** a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Associated Builders and Contractors of North Florida.**
- **Seat 5:** a person who is employed by the university or local school system, no nomination required.
- **Seat 6:** a person who serves on a neighborhood association board or represents a neighborhood-based organization, **nominated by the Council of Neighborhood Associations.**
- **Seats 7 & 8:** persons employed by or who represents, a community-based, environment-related organization, no nomination required.
- **Seats 9, 10 & 11:** residents of Leon County, no nomination required.
- **Seat 12:** a person who represents a business association or organization, **nominated by the Greater Tallahassee Chamber of Commerce.**

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- Seat 13: a person who represents a business association or organization, **nominated by the Big Bend Minority Chamber of Commerce.**
- Seat 14: a person who represents a business association or organization, **nominated by the Network of Entrepreneurs & Business Advocates.**
- Seat 15: a person who represents a business association or organization, **nominated by the Capital City Chamber of Commerce.**
- Seat 16: an archaeologist, no nomination required.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
16	1	Male - 12 Female - 3	White - 10 Black- 5

Vacancies: The term of Jack Davis, the Council of Neighborhood Associations (CONA) nominee, and Will Croley, the Network of Entrepreneurs & Business Advocates nominee, expired on May 31, 2022. Mr. Davis and Mr. Croley did not seek reappointment. CONA has provided a new nomination which is included in Attachment #1 and NEBA has provided a nomination which is included in Attachment #2. The eligible applicant is listed in Table #1.

Table #1. Advisory Committee for Quality Growth

Vacancy / Category <i>Term Status</i>	Term Expiration	Eligible Applicant (Application Attachment #)	Gender - Race	Recommended Action
Jack Davis Seat #6 – Council of Neighborhood Associations nominee <i>Not seeking reappointment</i>	5/31/2022	1. Leroy Peck	Male - Black	Appoint one eligible applicant for a three- year term ending May 31, 2025.
Will Croley Seat #14 – Network of Entrepreneurs & Business Advocates nominee <i>Not seeking reappointment</i>	5/31/2022	2. David Kirk	Male - White	Appoint one eligible applicant for a three- year term ending May 31, 2025.

Animal Shelter Advisory Board (ASAB)

Purpose: The ASAB is a citizens' board in support of the Tallahassee-Leon Community Animal Services Center. Responsibilities include assisting in the development of Animal Services' mission, program, policies and procedures, and serving as liaisons to the community, increasing support and awareness of Animal Services, and assisting in the resolution of citizen concerns and issues.

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Composition: The membership is comprised of twelve (12) members: nine (9) members appointed by the Mayor of City of Tallahassee and three (3) members appointed by the Board of County Commissioners. Members appointed by the Board of County Commissioners must be County residents per Board Policy. Terms are for three years and members are limited to serve no more than two full consecutive terms.

Diversity of the Current Board-Appointed Membership:

Total Seats	Vacant Seats	Gender	Race
3	1	Female - 2	White – 1 Asian - 1

Vacancies: Board-appointed member Jessica Lauria has resigned. Her term was due to expire on September 30, 2023. The eligible applicant is listed in Table #2.

Table #2: Animal Shelter Advisory Board

Vacancies	Term Expiration	Eligible Applicants Application Attachment #	Gender - Race	Recommended Action
Jessica Lauria <i>Resigned</i>	9/30/2023	3. Marguerite McCauley	Female - Hispanic	Appoint one eligible applicant for the remainder of the unexpired term ending September 30, 2023.

Architectural Review Board (ARB)

Purpose: The responsibilities of ARB are included in Section 10-2.363 of the Land Development Code and include, among others, to review and make recommendations on the listing of properties on the Local Register Historic Places; protect the character of property in the Historic Preservation Overlay (HPO) designation; and, on behalf of County and City, administer federal Certified Local Government program for historic preservation.

Composition: ARB membership consists of ten (10) total members: four (4) citizens appointed by the Board, four (4) citizens appointed by the City of Tallahassee (City), the Planning Commission Chairman (or designee) and the Planning Department Director (or designee). The Board and the City each appointed citizen members from the following eligibility categories:

- Two (2) owners of property zoned with the Historic Preservation Overlay (HPO)
- One (1) member of American Institute of Architects (AIA)
- One (1) member representing Tallahassee Trust for Historic Preservation (TTHP)

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As per the County Code of Laws, appointed members serve three-year terms, expiring on June 30 and may not serve more than two full consecutive terms. All appointed members of the ARB must be residents or property owners in Leon County.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
10	0	Female – 6 Male – 4	White – 10

Vacancies: The term for Board appointed member, Erin VanSickle, who fills the seat for an owner of historic preservation property, will expire on June 30, 2022. Ms. VanSickle is eligible for and is seeking reappointment. Her application and attendance records are included as Attachment #4. The eligible applicant is listed in Table #3.

Table #3: Architectural Review Board

Vacancies <i>Term Status</i>	Term Expiration	Eligible Applicant Application Attachment #	Gender - Race	Recommended Action
Erin VanSickle <i>Seeking reappointment (has served 1 full term)</i>	6/30/2022	4. Erin VanSickle	Female – White	Reappoint one eligible applicant for a three-year term ending June 30, 2025.

Board of Adjustments and Appeals (BOAA)

Purpose: The Tallahassee-Leon County BOAA is a County/City joint board that hears and decides on appeals of administrative decisions as provided in the City of Tallahassee and Leon County Land Development Code, and variances to sign, plumbing, zoning, housing, building, gas and fire prevention codes of the City of Tallahassee and Leon County as provided in the City and Leon County Land Development Codes.

Composition: The BOAA membership consists of nine (9) citizens, seven (7) members plus two (2) alternates. Three (3) members are appointed by the County, three (3) members are appointed by the City and one (1) member is alternately appointed by the County and the City Commissions. In addition, both the County and the City Commissions may appoint one (1) alternate member, who serves in the event that their presence is needed to constitute a quorum. The members serve 3-year terms and may not serve more than two full consecutive terms. Vacancies are filled for the remainder of the unexpired term.

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Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
9	1	Female – 4 Male – 4	White – 3 African American - 3 Hispanic - 2

Vacancies: The term of Board-appointed member, John Outland, is due to expire on June 30, 2022. Mr. Outland is eligible for and is seeking reappointment. His application and attendance record are included as Attachment #5. The eligible applicant is listed in Table #4.

Table #4: Board of Adjustments and Appeals

Vacancies <i>Term Status</i>	Term Expiration	Eligible Applicant Application Attachment #	Gender- Race	Recommended Action
John Outland <i>Seeking reappointment (has served 1 partial term)</i>	6/30/2022	5. John Outland	Male – White	Reappoint one eligible applicant, for a 3-year term ending June 30, 2025.

CareerSource Capital Region Board (CSCR)

Purpose: CareerSource Capital Region connects employers with qualified, skilled and talented Floridians with employment and career development opportunities to achieve economic prosperity in Gadsden, Leon and Wakulla counties. The CSCR Board develops the region's strategic workforce development plan; identifies occupations for which there is a demand in the area and selects training institutions that may provide training; solicits the input and participation of the local business community in the provision of services for the residents of the region; provides policy guidance and procedures for programs established by CareerSource Capital Region; and, provides oversight and monitoring activities.

Composition: The CSCR Board has twenty-three (23) voting members, including seven (7) private sector representative members appointed by the full Board. Nominations for the private sector seats are submitted by local business organizations including local chambers of commerce, downtown merchants' associations, area business associations, etc., and must be compliant with the Workforce Innovation and Opportunity Act (WIOA) and Florida Statutes. Nominees are representative of the business community in optimal business leadership positions, such as CEOs, VPs of HR, General Managers, Presidents and executives of firms that require a large workforce to maintain their business. The members serve a three-year term and members representing business can serve up to three rotations (for a total of up to nine (9) years) and then must sit off

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the CSCR Board for a minimum of one (1) year. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Board-Appointed Membership:

Total Seats	Vacant Seats	Gender	Race
7	0	Female – 5 Male – 2	White – 5 Black – 2

Vacancies: The terms of Board-appointed members Beth Cicchetti and Thomas Eisel are due to expire on June 30, 2022. ~~Both~~ Ms. Cicchetti ~~and Mr. Eisel are~~ is eligible for, and ~~are~~ is seeking, reappointment. ~~Their~~ Her applications and letters of recommendation from CareerSource Capital Region are included as Attachments #6 ~~and #7~~. Mr. Eisel has submitted his resignation on June 2, 2022 and therefore is no longer seeking reappointment. The recommended applicants ~~are~~ is listed in Table #5.

Table #5: CareerSource Capital Region

Vacancies <i>Term Status</i>	Term Expiration	Eligible Applicants Application Attachment #	Gender - Race	Recommended Action
Amy (Beth) Cicchetti <i>Seeking reappointment (has served 1 partial and 1 full term)</i>	6/30/2022	6. Amy (Beth) Cicchetti	Female – White	Reappoint one eligible, recommended applicant for a 3-year term ending June 30, 2025.
Thomas Eisel <i>Seeking reappointment (has served 1 full term)</i>	6/30/2022	7. Thomas Eisel	Male White	Reappoint one eligible, recommended applicant for a 3-year term ending June 30, 2025.

Planning Commission

Purpose: The Tallahassee-Leon County Planning Commission was established by interlocal agreement on September 26, 1967, between Leon County and the City of Tallahassee. This Agreement designated the Planning Commission as the entity responsible for comprehensive area wide planning within the City of Tallahassee and Leon County. The Planning Commission is also designated as the Local Planning Agency (LPA) that reviews amendments to the Comprehensive Plan. Duties and responsibilities of the Planning Commission and the LPA are set forth in the Planning Commission bylaws as well as the interlocal agreement and local land development codes for the City and County.

Composition: The Planning Commission has seven (7) total members: three (3) members appointed by the Board, three (3) members appointed by the City, and one (1) member selected by

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the School Board and approved and appointed jointly by the Board and the City Commission. The members serve three-year terms and may be reappointed. County appointed members are limited to 3 consecutive full terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
7	0	Male – 4 Female – 3	African American 4 White – 3

Vacancy: The term of Board appointed member L. Collins Proctor is due to expire on June 30, 2022. Mr. Proctor is not seeking reappointment. The eligible applicants are listed in Table #6.

Table #6: Planning Commission

Vacancy	Term Expiration	Eligible Applicant Application Attachment #	Gender - Race	Recommended Action
L. Collins Proctor <i>Not seeking reappointment</i>	6/30/2022	8. Erin Ballas 9. Kim Gabbard* 10. Carrie Lee 11. Rebecca O'Hara 12. Jo Laurie Penrose	Female – White Female – White Female – Black Female - White Female – White	Appoint one eligible applicant for a 3-year term ending June 30, 2025.

* Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #9). Should the Board choose to appoint Ms. Gabbard, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.

In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

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Options:

1. Appoint one citizen, Leroy Peck, to Seat #6–CONA nominee, on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2025.
2. Appoint one citizen, David Kirk, to Seat #14–NEBA nominee on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2025.
3. Appoint one citizen , Marguerite McCauley, to the Animal Shelter Advisory Board for the remainder of the unexpired term ending September 30, 2023.
4. Reappoint one citizen, Erin VanSickle, to the Architectural Review Board for a three-year term ending on June 30, 2025.
5. Reappoint one citizen, John Outland, to the Board of Adjustments and Appeals for three-year terms ending June 30, 2025.
6. Reappoint ~~two~~ **one** citizens, Amy (Beth) Cicchetti ~~and Thomas Eisel~~, to the CareerSource Capital Region Board for **a** three-year terms ending June 30, 2025.
7. Appoint one citizen to the Tallahassee-Leon County Planning Commission for a three-year term ending on June 30, 2025. The eligible applicants are: Erin Ballas, Kim Gabbard, Carrie Lee, Rebecca O'Hara and Jo Laurie Penrose.

Should the Board choose to appoint Ms. Gabbard, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #9) by a two-thirds affirmative vote.

8. Board direction.

Recommendation:

Options #1, #2, #3, #4, #5, #6 and #7

Attachments:

1. Peck application and nomination
2. Kirk application, resume and nomination
3. McCauley application and resume
4. VanSickle application and attendance
5. Outland application, resume and attendance
6. Cicchetti application, bio and CSCR recommendation letter
7. ~~Eisel application, bio and CSCR recommendation letter~~ **REMOVED**
8. Ballas application and resume
9. Gabbard application, resume and Disclosure Form 4A
10. Lee application
11. O'Hara application and resume
12. Penrose application and resume