



BOARD REVIEW COMMITTEE | OFFICIAL MINUTES  
THURSDAY, SEPTEMBER 13, 2018 | 8:30 A.M.  
CROSSROADS CONFERENCE ROOM | CITY HALL

A meeting of the City Board Review Committee for the City of Orlando was held on Thursday, September 13, 2018, at 8:30 a.m. at City Hall, 400 South Orange Avenue, Orlando, Florida 32801.

**Members Present:**

Celeste Thomas – Chair [4/1]  
Elena Pathak – Vice Chair [4/1]  
Kimberly Holdridge [2/2]  
Mark Jansen [3/2]  
Jason Searl [3/2]

**Members Absent:**

Andre Young [3/2]  
Eileen Fernandez [3/2]

**Others Present:**

Denise Aldridge, City Clerk  
Alexis Walker, Board Coordinator

I. **CALL TO ORDER**

Celeste Thomas, Chair, determined there was a quorum and called the meeting to order at 8:47 a.m.

II. **APPROVAL OF MINUTES**

1. Approval of the Meeting Minutes from August 9, 2018
  - o Kimberly Holdridge moved to approve the minutes. Elena Pathak seconded the motion. The committee voted to approve the minutes 5-0.
2. Approval of the Meeting Minutes from August 16, 2018
  - o Kimberly Holdridge moved to approve the minutes. Jason Searl seconded the motion. The committee voted to approve the minutes 5-0.

III. **PUBLIC COMMENTS**

IV. **BOARD REVIEW**

1. Downtown Development Board (JS)
  - o Jason Searl presented his evaluation of the Downtown Development Board. Jason Searl moved to maintain the board. Elena Pathak seconded the motion. The committee voted to approve the motion, 5-0.
2. Municipal Planning Board (JS)
  - o Jason Searl presented his evaluation of the Downtown Development Board. Jason Searl moved to maintain the board with a suggestion to modify the Municipal Planning Board's Policies & Procedures. Elena Pathak seconded the motion. Discussion ensued. The committee voted to approve the motion, 5-0.

3. Affordable Housing Advisory Committee (KH)

- Kimberly Holdridge presented her evaluation of the Affordable Housing Advisory Committee. Kimberly Holdridge moved to maintain the board. Mark Jansen seconded the motion. Discussion ensued. The committee voted to approve the motion, 5-0.

V. **NEW BUSINESS**

The committee discussed annual training needs of the board to include Sunshine Law and Public Records.

Discussion ensued regarding members whose terms are expiring feeling unappreciated when their terms end. The committee discussed having exiting board members fill out an exit survey. Denise Aldridge advised that the Nominating Board recently created a survey for exiting board members to complete.

VI. **OLD BUSINESS / GENERAL DISCUSSION**

Discussion ensued regarding the telephone attendance policy for each board. The Clerk's Office will research the telephone policies for each board and provide a summary at the next meeting.

The committee discussed that the board member evaluation forms do not have a space to write the dates of service, so it is unclear which forms are from current members and which forms are from former members. Moving forward, Alexis Walker will note whether the evaluations are from current or former members before sending them to the committee members.

Celeste Thomas, Chair, reviewed a list of other recommendations for the boards made in previous meetings.

VII. **OTHER BUSINESS**

**CHAIRMAN'S REPORT**

**CITY CLERK'S REPORT**

**SECRETARY'S REPORT**

VIII. **ADJOURNMENT**

Celeste Thomas, Chair, adjourned the meeting at 9:28 a.m.

Next month's board evaluation presentations: Nominating Board, Audit Board, Chapter 57 Review Board, Historic Preservation Board, Vehicle for Hire Appeal Board.

*Next Meeting: Thursday, October 11, 2018, at 8:30 a.m.*

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Celeste Thomas  
Chairman

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Alexis Walker  
Board Coordinator