



# Town of Cutler Bay

Town Hall  
10720 Caribbean Blvd  
Cutler Bay, FL 33189

## Meeting Minutes Town Council Workshop

### **MAYOR AND COUNCIL MEMBERS**

*Mayor Peggy R. Bell*

*Vice Mayor Sue Ellen Loyzelle*

*Council Member Mary Ann L. Mixon*

*Council Member Michael P. Callahan*

*Council Member Roger Coriat*

### **CHARTER OFFICIALS**

*Town Attorney Mitchell Bierman*

*Town Attorney Chad Friedman*

*Town Manager Rafael G. Casals*

*Interim Town Clerk Debra E. Eastman, MMC*

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Wednesday, March 29, 2017

6:00 PM

Council Chambers

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## **1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

Mayor Peggy Bell called the Town Council Workshop to order at 6:02 p.m. and led the Pledge of Allegiance. Interim Town Clerk Debra Eastman called the roll with the following in attendance:

Council Member Roger Coriat

Council Member Mary Ann Mixon

Council Member Michael Callahan and

Mayor Peggy Bell

Vice Mayor Sue Loyzelle arrived at 6:10 p.m.

**Present** 5 - Mayor Peggy Bell, Vice Mayor Sue Ellen Loyzelle, Council Member Mary Ann Mixon, Council Member Michael P. Callahan, and Council Member Roger Coriat

### **A. Discussion on Town Clerk Selection Process**

Town Manager Ralph Casals introduced Administrative Services Director Jazmin Gonzalez who reviewed the process for advertising for the position of Town Clerk and the process used to vet the applications that were received. There was discussion regarding the interpretation of both a responsive and a non-responsive application.

## 2. Town Council Questions/ Comments/ Discussion

Mayor Bell explained to the Town Council that the Interim Town Clerk Debra Eastman has expressed an interest in staying on as the Town Clerk and asked that the Town Council allow the Mayor to work with the Town Clerk to discuss a possible employment agreement. The agreement would go back to the Town Council for their review.

Members of the Town Council discussed the negotiation process and whether to have an alternate plan to go forward with interviewing of applicants. Mayor Bell suggested that she would come back to the Town Council with a proposal in a short period of time at which time each Council Member could speak individually with the Interim Clerk.

Vice Mayor Sue Loyzelle reported for the record that she received an instant message from applicant Barbara Herrera stating that she had accepted another position. Town Manager Ralph Casals offered that no applications received have been withdrawn.

There was discussion regarding a succession plan for the future for the Office of the Town Clerk.

By consensus, the Town Council agreed that the Mayor go forward with the discussion of an employment agreement with the Interim Town Clerk.

There was consensus that a tentative date of April 17, 2017 at 6 p.m. be set for a Town Council Workshop to discuss the Town Clerk hiring process in case the Interim Clerk and Mayor are unable to reach an agreement.

It was requested that the Interim Town Clerk provide the Town Council with a copy of the agreement that was in place when she was employed as Town Clerk.

## 3. Adjournment

The meeting adjourned at 7:03 p.m.

For complete audio recording of this meeting, please visit [www.cutlerbay-fl.gov](http://www.cutlerbay-fl.gov) or contact the Town Clerks Office at (305) 234-4262.