

**MINUTES OF MEETING  
BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA  
DECEMBER 2, 2013  
1:00 P.M.**

Proceedings of a special meeting of the Board of County Commissioners of St. Johns County, Florida, held in the Cordova Conference Room at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida.

Proof of publication of the notice of special meeting to conduct an ethics/sunshine training session, was received, having been published in *The St. Augustine Record* on November 21, 2013.

Present: John H. Morris, District 4, Chair  
Rachael Bennett, District 5, Vice Chair  
Luis Bustamante, Executive Director, Office of the State attorney  
Patrick McCormack, County Attorney  
Regina Ross, Senior Assistant County Attorney  
Paolo Soria, Assistant County Attorney  
David Migut, Senior Assistant County Attorney  
Rebecca Lavie, Assistant County Attorney  
Natasha Lirette, Deputy Clerk

(12/02/13 - 1 - 1:05 p.m.)

CALL TO ORDER

Soria opened the training session; and gave an overview of the ethics training requirements, *Exhibit A*. He also reviewed the agenda and stated the following topics would be covered: misuse of office, use of inside information, and nepotism; financial disclosure; conflicts of interest; and public records and open meetings.

(12/02/13 - 1 - 1:08 p.m.)

1. MISUSE OF OFFICE, USE OF INSIDE INFORMATION AND NEPOTISM

Ross gave a presentation on misuse of office, use of inside information, and nepotism, *Exhibit A*. She reviewed misuse of public position, which included bad behavior, key words, and examples of misuse of office; inside information, which included key words, exemptions, and helpful tips for avoiding complaints; and nepotism, which included key words, definition of a relative, definition of a non-relative, notes on nepotism, exemptions, and examples of nepotism.

(1:46 p.m.) The meeting recessed at 1:46 p.m. and reconvened at 1:58 p.m.

(12/02/13 - 1 - 1:58 p.m.)

2. FINANCIAL DISCLOSURE

Soria gave a presentation on financial disclosure, *Exhibit A*. He reviewed the definition of financial disclosure; the importance of financial disclosure; who regulates financial disclosure; the disclosure coordinator; Commission of Ethics (CE) Form 6, Full and Public Disclosure of Financial Interests; additional disclosure requirements; CE Form 6X, Amendment to full and Public Disclosure of Financial Interests; CE Form 1, Statement of Financial Interests; CE Form 1X, Amendment to Form 1; CE Form 6F, Final Full and Public Disclosure of Financial Interests; and CE Form 1F, Final Statement of Financial Interests.

He also reviewed signing disclosure forms, new signature blocks in CE Form 6 and CE Form 1, financial disclosure in the internet age, provisions, deadlines, penalties, late filers, and collection methods.

The meeting recessed at 2:27 p.m. and reconvened at 2:40 p.m.

(12/02/13 - 2 - 2:40 p.m.)

3. CONFLICTS OF INTEREST

Migut gave a presentation on conflicts of interest, *Exhibit A*. He reviewed definitions; special private gain or loss, voting conflict rules for elected and appointed officials, and gifts.

(12/02/13 - 2 - 3:27 p.m.)

4. PUBLIC RECORDS AND PUBLIC MEETINGS

Lavie gave a presentation on public records and open meetings, *Exhibit A*. She reviewed Government in the Sunshine Law, which included an overview of the law, meetings, notices, public participation, exemptions, violations, and penalties. She also reviewed the public records act, which included an overview of the act and exemptions.

With there being no further business to come before the Board, the meeting adjourned at 4:12 p.m.

Approved January 21, 2014

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

By:   
John H. Morris, Chair



ATTEST: CHERYL STRICKLAND, CLERK

By:   
Deputy Clerk