

**Governor's Council on Physical Fitness  
Organizational Conference Call  
Tuesday, August 21, 2007**

Council Members Present

Christine Hartman (proxy for  
Derrick Brooks)  
William Montford  
Judith Schaechter  
Kez McCorvey  
Karen Dowd  
Carlos Castresana  
Tom Epsky  
Shelia Sheridan  
Michelle Brantley  
Charles Castevens  
Don Rapp  
Dot Richardson  
Mary Rumburger  
Amy Young  
Robert Keiser  
Shannon Miller  
Nancy Hogshead-Makar

Council Members Absent

Julie Ryczek  
Javier Garcia-Bengochea  
Jennifer Capriati  
Ana Viamonte Ros  
Shaquille O'Neal  
Bob Griese  
Corey Simon  
Ken Griffey, Jr  
Rocco Baldelli

Invited Guests Present

Pat Gleason (EOG)  
Jerry Currington

Executive Director

Jennie Hefelfinger

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Ms. Jennie Hefelfinger called the meeting to order at 11:00 am and announced that the call is being recorded. Ms. Hefelfinger acknowledged Derrick Brooks as Council Chair.

**1. Government in the Sunshine: Pat Gleason, Executive Office of the Governor**

Ms. Gleason gave an overview of the laws related to Government in the Sunshine. The law states that advisory committees like the Governor's Council on Physical Fitness is subject to open meeting rules. Meetings must be:

- Open to the public.
- Reasonable notice of all meetings must be provided.
- Minutes must be taken.

An open meeting is defined as any gathering of two or more members of a Council to discuss any matter related to the Council, formal or informal. No private discussions between Council members regarding Council matters can take place. If these conditions are not met, the recommendations of the Council may be considered invalid.

Staff employed by the Florida Department of Health and assist with Council activities are also subject to Government in the Sunshine laws. Council members may communicate directly with staff; however staff can not be used as a liaison to address other Council members.

**Question:** Is brainstorming allowable?

**Answer:** Brainstorming regarding Council business is allowable during the public meeting. All discussion must be done in an open format.

**Question:** Are emails between Council members or discussion regarding Council business allowable during breaks and lunch?

**Answer:** No, this is considered a private discussion outside of open meeting. Council business can only be discussed during open meetings. Nothing prohibits one way email communication between Council members as long as Jennie Hefelfinger is copied and remaining Council members do not respond.

## **2. Ethics Policy: Jerry Curington, Executive Office of the Governor**

Mr. Curington gave a basic presentation on ethics law based on government experience. This ethics presentation is to raise awareness about ethics laws. Governor Crist has adopted a more stringent ethics policy than other states. Two specific areas will be addressed: conflict of interest and gifts.

An advisory body is a public office, therefore as public officers i.e. receiving gifts or items of value are prohibited. A Council member cannot accept any gift that will influence vote in public office. Family members can not be used as a liaison to accept gifts. Prohibition applies to extended family members. Some items that are not considered gifts are: awards, plaques, certificates, etc.

Ethic opinions are fact based. Who is giving, who is receiving, and who is getting the benefit. Council members may not: do business with the Council, secure or use special benefits, use inside information to influence a vote, be employed by the Council, or promote the financial interest of a family member. No public officer is prohibited to vote. It is your duty to vote. Within 15 days Council members must disclose the vote to those taking notes at meeting through a memorandum.

It is important to err on the side of caution. Any doubts should be discussed with General Council at DOH or looked up on [www.leg.state.fl.us](http://www.leg.state.fl.us), Florida statutes, ethics codes. The Florida Commission on Ethics ([www.ethics.state.fl.us](http://www.ethics.state.fl.us)) can give formal opinions on Florida ethics policies.

**Question:** Can members abstain from a vote?

**Answer:** No, you should not abstain. Even in the case of a conflict. Safest harbor is to vote and disclose the conflict.

**Question:** Will we have to file financial documents?

**Answer:** No, advisory boards do not need to file financial documents.

**Question:** If you are serving on a non profit board, can you accept lunch or favors?

**Answer:** It is discouraged from accepting a free lunch from anyone who may recognize your presence on this Board.

### **3. Review proposed Governor's Council on Physical Fitness Meeting Schedule for the 23<sup>rd</sup> and 24<sup>th</sup> : Jennie Hefelfinger, Executive Director**

The official meeting notice is from 4:00 pm - 6:00 pm on Thursday, August 23. The Governor is expected to give address at 3:45 pm. Please arrive by 3:30 pm. The address for the Buccaneers Training Facility is: 3302 West Dr. Martin Luther King Blvd. Directions will be forwarded to you via email. The address originally published is the mailing address.

Council member's names will be provided to security to gain entrance. The media entrance will be used for Council members. Council members and the general public will be required to sign in. Please find the appropriate table.

No Council business is planned for after the meeting. Please remember Government in the Sunshine laws.

The meeting on August 24<sup>th</sup> will begin at 9:00 am. Nancy Hogshead-Maker is co chair designee for meeting on August 24th. There will be a limited amount of time for sub committee break outs. A worksheet and planning sheet will be provided to assist you in your sub committee meeting. An electronic copy of the agenda will be provided electronically or at the first meeting.

### **4. Meeting Logistics: Ali Jaglowski, Deputy Director**

Tentative dates for the next Council meetings have been determined. It is estimated that there will be three face to face meetings for the next three months with conference calls dispersed in between. Tentative dates are:

- September 27, 2007 in Jacksonville
- October 23, 2007 in South Florida

DOH is looking for potentially free meeting space in Jacksonville, Tampa, Orlando, and South Florida. Please recommend spaces if you know of any.

**Question:** What are the meeting space requirements?

**Answer:** To accommodate Council members, media, general public, and invited guests.

**Question:** Are these meetings expected to run a day and a half?

**Answer:** Preceding meetings are expected to run from 9:00 am – 3:00 pm.

Please use VIP travel to secure hotel, rental car, airfare etc. We are reimbursing per state guidelines. All receipts need to be signed and dated. If you live less than 50 miles from the meeting location, you will not be reimbursed for travel. DOH will only be able to reimburse for one night at the hotel. Receipts are not required for meals. Meals are reimbursed per state guidelines. The travel reimbursement packet that you received in the mail outlines travel

Prepared by: Katie Rainka, Florida Department of Health

Approved by: Alice Jaglowski, Florida Department of Health

guidelines. If you are not able to provide receipts are meetings, please provide to DOH within 5 business days.

Because these meetings are state run meetings, we are not able to provide food or beverages. We will allow time for lunch at subsequent meetings.

The photo release is required to be signed prior to the meeting. The Florida Channel will be filming.

**Question:** Is there a way to obtain the photo release early?

**Answer:** Yes. It will be emailed to Council members.

## **5. Responsibilities of a Council Member: Jennie Hefelfinger, Executive Director**

The guiding principles of a Council member were discussed.

A number of people have approached DOH to present program. Council members may not want to advocate or promote these programs. Product promotion or diet plan promotion will not be done via the Council.

## **6. Communication with Media: Jennie Hefelfinger, Executive Director**

The Governor's Office will make media kit available to the media. If you are contacted with the media, please let Jennie Hefelfinger or Ali Jaglowski know. We will have designated spokespeople for the media.

## **7. Sharing Resources: Jennie Hefelfinger, Executive Director**

A number of individuals have agreed to be co chairs on subcommittees. Tasks that are included in template are taken directly from executive order. Overlap and duplication is expected. A template for each subcommittee is provided in meeting packet to assist sub committees. Each of the sub committees have a DOH staff assigned to it. They will be working with you to secure conference call lines, providing resources, taking minutes, and acting as a liaison to the Governor's Office. Subcommittee meetings must be noticed in FAW at least 3 weeks in advance. Please bring calendar to Friday's meeting to schedule subcommittee conference calls. Sub committee meetings are open to the public and follow Government in the Sunshine laws.

## **8. State Plan of Action: Jennie Hefelfinger, Executive Director**

There are three due dates for the State Plan of Action: August 1, October 1, and December 1.

**Question:** Can the full Executive Order be made available?

**Answer:** Yes. It will be provided at the meeting and it is available on the Healthy Floridians website ([www.healthyfloridians.org](http://www.healthyfloridians.org)). Please make note of this website. It will be used to post

agendas, meeting minutes, presentations, etc. It will be the clearinghouse for information for this Council.

Within one week of this call minutes will be posted on website.

This concludes the formal agenda.

We appreciate your time and attendance on this conference call. We look forward to seeing you in Tampa.