

EXECUTIVE DIRECTOR'S REPORT TO AUGUST 22 CSSC MEETING

This report covers the period August 8th through August 22nd inclusive.

Office Admin Actions:

- Our CSSC Office is located in IOC II on East South Street. It was established on August 8th on the First Floor. The computers and phones were set up on the 9th. We got a printer on the 11th and a copier on the 10th. We ordered office supplies and picked them up. Orange County Facilities Management rekeyed the locks for our doors and ordered nameplates for the wall outside our office door. The nameplates were put up on August 22nd.
- I coordinated conference rooms in IOC II for committee meeting use.
- I coordinated meeting dates with committee chairmen and members and scheduled the first meeting for all five committees, and Elinor made proper notification of meetings and invited guest speakers.
- We recorded three committee meetings and prepared the minutes.
- We have been working with Susan Hall, Orange County ISS, on our CSSC Website.

Meetings:

- Elinor and I met with Linda Akin.
- Elinor and I met with Commission Attorney, Woody Rodriguez.
- Elinor and I met twice with CSSC website designer, Susan Hall, to make changes to website.
- Together with the Fire and Emergency Committee Chairman, Jimmy Goff, I met with the City of Orlando Fire Chief and Chief Fitzgerald of the Orange County Fire Department.
- I attended Parks and Recreation Committee, Fire Study Committee, and Transportation Committee meetings.

Upcoming Meetings:

- Tomorrow, I'll attend a Water/Waste water/Utility Committee Meeting.
- Thursday, I'll meet with Harvey Bennett and Mary Lou Rajchel of Tax Watch.
- Next Monday, I'll attend a Purchasing Committee Meeting. That same week I'll attend the second Parks and Recreation Meeting.

Respectfully submitted,

DENNIS L. O'NEIL
Executive Director