

MINUTES OF THE CODE ENFORCEMENT BOARD WORKSHOP  
HELD AT 2:00 P.M.  
NOVEMBER 4<sup>TH</sup>, 2005  
CITY HALL, 210 SAMS AVENUE, NEW SMYRNA BEACH, FLORIDA

The workshop of November 4<sup>th</sup>, 2005 was called to order at 2:00 p.m. Answering to roll call:

Maggie Hawk (Chairperson)  
John Shelby (Vice Chairperson)  
Michael E. Slayton  
Jay Crocker  
Elliott Hoffman  
Susan Ellis  
Carol Kerrigan

Also present were Code Enforcement Supervisor Lynne Kunkle, Code Enforcement Officer Barbara Bobelak, City Attorney Frank Gummey, Code Board Clerk and Staff Assistant for Volusia County Ann Sagraves and Administrative Specialist Inga Campbell.

Carol Kerrigan, Code Administration Manager for Volusia County gave a brief history of her background. Ms. Kerrigan introduced Ann Sagraves for her presentation.

**Presentation by Ann Sagraves**

Ann Sagraves gave a presentation on the policies and procedures as well as the role of the Code Board Clerk and Staff Assistant for Volusia County.

There was a question and answer session after the presentation.

**Presentation by Carol Kerrigan**

Carol Kerrigan gave a presentation on the Code Board's Role for compliance.

There was a question and answer session after the presentation.

**Round Table Discussion**

There was open discussion between Staff and Board members regarding the following:

- Responsibility of the Code Board Chair and Members during hearings
- Responsibility of the Code Officer during hearings
- Respondent's Role during hearings
- Substandard Housing Cases
- Motions
- Evidence / Due Process