



**CITY OF NORTH MIAMI BEACH**  
Council Chambers, 2<sup>nd</sup> Floor  
City Hall, 17011 NE 19<sup>th</sup> Avenue  
City of North Miami Beach, FL 33162

**SEPTEMBER 28, 2010**  
**SPECIAL MEETING MINUTES**  
(*CNMB-CC MINUTES TAPE # 452*)

**1. ROLL CALL OF THE CITY OFFICIALS**

The meeting was called to order at 6:30 p.m. Present were Mayor Myron Rosner, Vice Mayor Beth E. Spiegel, and Council Members Philippe Derose, Barbara Kramer, Frantz Pierre and Phyllis S. Smith. Also present were Acting City Manager Roslyn Weisblum, City Attorney Darcee S. Siegel, and Assistant City Clerk Joanne Callahan. Absent was Councilman John Patrick Julien.

**2. PLEDGE OF ALLEGIANCE - *None***

**3. DISCUSSIONS**

3.1 Charter Official Contract – City Clerk

Mayor Rosner noted that a letter of resignation had been received from the City Clerk Susan A. Owens. City Attorney Siegel explained that she resigned for personal reasons. Copies of the letter were distributed.

Councilwoman Smith recommended that Assistant City Clerk Callahan take the position of Interim City Clerk and the Council could go about hiring someone permanently. Mayor Rosner noted Janice Moore, a municipal clerk contractor, who had been working in the Clerk's Office, was interested in assisting with the vacancy. He explained that several Councilmembers had a chance to meet with her. Mayor Rosner further explained that she could fill in as the Interim City Clerk for three (3) months and then apply as a candidate while the Council does a search. He added that this would give both parties an opportunity to "test the waters."

Ms. Moore provided an overview of her education, experience, municipal clerk certifications, and projects she was working on for the City Clerk's Office. She also explained three (3) goals she wanted to attain for the department. Ms. Moore answered several questions posed by the Council.

Councilwoman Smith suggested co-interim clerks until she could check references. She added she would like Assistant City Clerk Callahan's stability and knowledge. Councilwoman Smith spoke of the importance of stability for the City during this time.

Ms. Moore clarified that she would be interested in an interim position to see if it was a mutual fit, but would not want to be in the position of being a candidate and not being ultimately selected.

Vice Mayor Spiegel explained to Ms. Moore that the Council had not known about her work for September 28, 2010 Special Meeting Minutes

the City Clerk's Office, was impressed with her credentials, and expressed concern for making a decision at this time because she had just found out about the resignation. She suggested the Council discuss the direction at the next Council Conference meeting and appoint Assistant City Clerk Callahan as the interim with Ms. Moore's contract to be extended. She asked her to reconsider being a candidate. Ms. Moore explained that she had worked very hard these past nine (9) months and did not want to be in the position of being rejected. She added that she was sought out by Staff, did not want the Council to think she was putting them in any kind of position and that she would assist the City in any capacity.

Councilwoman Kramer apologized for putting Ms. Moore a little on the spot and explained that although Staff thought highly of her, the Council did not know of her until now.

**Motion** made by Councilwoman Smith, seconded by Vice Mayor Spiegel, to appoint Assistant City Clerk Callahan as interim with Ms. Moore's contract to be extended with whatever hours were needed. By consensus, all voted in favor of the motion. **(Motion carried 6-0).**

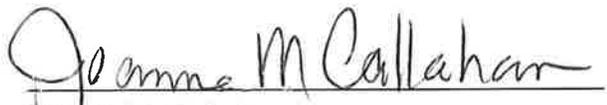
Vice Mayor Spiegel thanked Interim City Clerk Callahan for accepting the position. Councilwoman Smith thanked Ms. Moore for coming to the meeting and working with Interim City Clerk Callahan. Vice Mayor Spiegel requested confirmation that this topic would be added to the October 5<sup>th</sup> Council Conference Meeting. Interim City Clerk Callahan noted that it would be added along with the City Manager search.

#### **4. ADJOURNMENT**

There being no further business to come before the City Council, the meeting was adjourned at 7:02 p.m.

ATTEST:

(SEAL)

  
Joanne M. Callahan  
Interim City Clerk