



2025/2026 CHARTER REVIEW COMMISSION MEETING MINUTES

May 18, 2026

5:00 PM

Administration Building,
4th Floor, BCC Meeting Room,
477 Houston Street,
Green Cove Springs, FL 32043

INVOCATION

Vice-Chairman Yul McNair gave the Invocation.

PLEDGE OF ALLEGIANCE

Chairman Courtney Connor led the Pledge of Allegiance

CALL TO ORDER

Chairman Courtney Connor called the meeting to order at 5:04 pm.

WELCOME

Chairman Courtney Connor welcomed all in attendance and gave a brief overview for the intent of today's meeting.

ROLL CALL

Present: Courtney Connor, Chairman
Yul McNair, Vice-Chairman
Kristy Perry
Deborah Pascoe
Bill Engelbrecht
Len Hering
Susan Callahan
Steve Anderson
Brandon Salter
Tim Nguyen

Absent: Matthew Mitchell
Rhonda Jett
Kurt Musser
Van Royal
Sherry Warren

Staff Present: County Attorney Courtney K. Grimm
Executive Assistant Teresa Capo

APPROVAL OF MINUTES

Charter Review Commission Meeting Minutes May 4, 2026

Len Hering made a motion to approve the May 4, 2026, CRC Meeting minutes, seconded by Susan Callahan, which carried 10-0.

PUBLIC COMMENT

Chairman Courtney Connor opened the floor for public comment at 5:06 pm.

Hearing no comments, Chairman Courtney Connor closed the public comment at 5:06 pm.

PUBLIC HEARING

1. Revisions to the Clay County Charter, Section 2.2.C. Legislative Branch, Salaries and Other Compensation

PH - Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/May 18, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/May%2018,%202026), beginning at 3:49 and ending at 5:28. Below is a summary of the discussion.

Chairman Courtney Connor opened the floor to provide details and information for the final public hearing as mentioned above.

Chairman Courtney Connor opened the floor for the public hearing at 5:07 pm.

Hearing no comments, Chairman Courtney Connor closed the public hearing at 5:08 pm.

Chairman Connor noted that on proposed chart amendment, which was made public, approved by a majority vote at the CRC meeting on March 16, 2026, there have been three public hearings held as required by the Charter and will now be submitted to the Board of County Commissioners the proposed amendment to be placed on the general election ballot in November of 2026.

NEW BUSINESS

1. Approval of Payment to Glenn A. Taylor, P.A. for Professional Legal Services

NB - Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/May 18, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/May%2018,%202026), beginning at 5:29 and ending at 7:20. Below is a summary of the discussion and the vote for this agenda item.

Chairman Courtney Connor opened the floor to discuss the final payment for the CRC

Attorney Glenn Taylor for professional legal services. Chairman Connor thanked Mr. Taylor for all his work and service to the Commission.

Bill Engelbrecht made a motion for approval of payment to the CRC Attorney, seconded by Vice-Chairman Yul McNair, which carried 10-0.

2. Approval of the Charter Review Commission 2025/2026 Final Report

NB - Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/May 18, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/May%2018,%202026), beginning at 7:22 and ending at 9:05. Below is a summary of the discussion and the vote for this agenda item.

Chairman Courtney Connor opened the floor to discuss the 2025/2026 CRC final report, as indicated above.

Debbie Pascoe made a motion for approval of the CRC Final Report, seconded by Bill Engelbrecht, which carried 10-0.

PUBLIC COMMENT

Chairman Courtney Connor opened the floor for public comment at 5:12 pm.

Hearing no comments, Chairman Courtney Connor closed the public comment at 5:12 pm.

CRC MEMBER COMMENTS

CRC Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter Review Commission/May 18, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Charter%20Review%20Commission/May%2018,%202026), beginning at 9:25 and ending at 12:11. Below is a summary of the discussion.

Bill Englebrecht expressed his gratitude to the Commission, mentioned that there is still work that needs to be done, but not necessarily under the purview of the CRC, and thanked everyone for their service.

Tim Nguyen also expressed his gratitude to the Commission.

Chairman Courtney Connor expressed her gratitude to the Commission for all their hard work and willingness to serve the community, and thanked Courtney Grimm, County Attorney; Teresa Capo, Executive Assistant; and Christine Blanchett, Clay County Clerk of Court and Comptroller Clerk, for all their work and support.

Susan Callahan asked for clarification on the next steps to educate the community about the CRC's duties.

There was a brief conversation about contacting Commissioners to get a better understanding and about directing anyone with questions to their Commissioner.

ADJOURN

Hearing no further business, Chairman Courtney Connor adjourned the meeting at 5:15 pm.

Attest:

Tara S. Green
Clay County Clerk of Court and Comptroller
Ex Officio Clerk of the Board

Chairman or Vice-Chairman