2020 U.S. Decennial Census, Seminole County
Complete Count Committee Zoom Teleconferencing Meeting Minutes
July 21, 2020 (See Footnote below)

Following is a non-verbatim transcript of the 2020 U.S. Decennial Census, Seminole County Complete Count Committee meeting, Tuesday, July 21, 2020, via Zoom Teleconferencing. This transcript represents a record focusing on the important points of the meeting.

A. Call to Order:
   Phil Kaprow, Committee Chairman, called the meeting to order at approximately 2:01 p.m., and welcomed all in attendance.

B. Pledge of Allegiance
   Chairman Kaprow led the Pledge of Allegiance.

C. Approval of Committee Meeting Minutes
   Committee member Paul Snead made a motion to approve the Committee's June 4, 2020, meeting minutes; seconded by Lisa Holder; approved unanimously by the Committee.

D. Committee Members Present
   Phil Kaprow, Anjum Mukherjee, Jonathan Tardif, Lisa Holder, Michelle Smith, Nancy Acevedo, Paul Snead.

E. Committee Members Absent
   Davia Moss, John Horvath, Ed Young, Cheri Meyers, Katlyn Howery, Alan Youngblood, Susan Sherman, Nate Jordan, Steve Nelson, Kendall Story, Yvonne Mouser, Christopher Schmidt, Fred Milch, Katharine Purnell, Susan Sherman, Tracy Harbin, Jeannine Ellenson, Bert Francis.

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F. Others Present
John Cooper, City of Winter Springs, Alisa Maraviglia, City of Altamonte Springs,
Ana Curras, U.S. Census Bureau, Jackie Cronin, Seminole County Office of Human
Resources, Bethany Jablon, representing Congresswoman Stephanie Murphy,
Rebecca Hammock, Seminole County Development Services Department, Kathy
Hammel, Seminole County Development Services Department, Dagmarie Segarra,
Seminole County Development Services Department, Erin Maciejewski, Seminole
County Graphics, Tony Matthews, Committee Coordinator.

G. Chairman’s Report and Welcome
Chairman Kaprow thanked all for attending the meeting and commended Committee
members for their amazing service on the Committee. Mr. Kaprow shared that he
believes that it would not be fair to Committee members to continue serving beyond
the July 31, 2020 date, and that he will recommend this to the Board of County
Commissioners as the Board meeting on July 28, 2020. He also stated that he would
support the idea of a future census team composed of representatives from the
County's municipalities. Chairman Kaprow thanked the Committee Coordinator for
his service to the Committee.

H. Subcommittee Reports of Activities
Michelle Smith, Chair of the Business and Media Subcommittees, stated that she
had no additional census activities to add regarding the Business Subcommittee,
and that the Media Subcommittee had coordinated with the local Hispanic television
station for census awareness. Ms. Smith also reported on digital outreach to the
faith-based community, and digital outreach to homeowner associations.

Lisa Holder reported that she and Kerry Wiggins, Sr., City of Sanford Commissioner,
had met with local pastors, and attended a meeting in the Goldsboro Westside
community area. Ms. Holder also stated that the City of Sanford has been engaged
in social-media outreach in a push to encourage residents to respond to the 2020 Census.

Anjum Mukherjee shared that the City of Longwood Acting City Manager, Clint Gioielli, is very supportive of census outreach and that the City will continue outreach after the Committee’s work is complete.

Jonathan Tardif informed the Committee that the City of Casselberry in preparing for additional census outreach to the community via social-media and utility billing.

I. U.S. Census Bureau Report
Ana Curras, U.S. Census Bureau, Partnership Specialist, shared her appreciation for the active census outreach by the 2020 Census Committee and the 2010 Census Committee. She reminded the Committee that the 2020 Census population counts will be used throughout this decade. Ms. Curras said that she will reach out to Congresswoman Murphy on how the Census Bureau might assist her office regarding census awareness. Ms. Curras gave out the current response rate numbers for Seminole County. She mentioned that providing census awareness materials such as the census tablecloth, census in various languages, and water bottles, in city halls is a good idea.

J. Committee Wrap-up Comments
Nancy Acevedo thank Tony Matthews and Ana Curras for their positive responses to request for census outreach materials.

Chairman Kaprow stated that the Committee represented a strong team and that the cities provided zealous input to the work of the Committee. Chairman Kaprow also commented that good Committee leadership was important to the success of the Committee.
Paul Snead stated that serving on the Committee was a positive experience; that the Committee provided good ideas for census awareness; and that the core of the Committee responded well to their commitment on the Committee.

Rebecca Hammock, Seminole County Development Services Director and Supervisor of Tony Matthews, Complete Count Committee Coordinator, thanked Mr. Matthews and Committee members for service on the Committee.

Tony Matthews, Complete Count Committee Coordinator, thanked members of the Committee for their service on the Committee, citing the difficult times with the COVID-19 virus and the Committee's work on preparing the 2020 Census Awareness Action Plan. Mr. Matthews also mentioned that the Board of County Commissioners appointed the volunteer Committee members based on the appointee's knowledge and concern for the community.

K. Adjournment
   Chairman Kaprow stated that is has been a privilege to serve the Committee.
   There being no further business to come before the Committee, Chairman Kaprow adjourned the meeting at approximately 2:35 p.m.

L. Minute Taker Notes
   See Page 5 of these minutes for the approval process for the July 21, 2020 Committee meeting minutes.

Minute Taker: Tony Matthews, Committee Coordinator

Signature: ___________________________ Date: 8/3/2020
Footnote:
Please be advised that the July 21, 2020, Committee meeting was intended to be the final meeting of the 2020 Complete Committee. Board of County Commissioners Resolution 2019-R-81 provides that the Committee shall serve through July 31, 2020.

July 21, 2020 Committee Meeting Minutes
As the Committee sunsets, effective July 31, 2020, there will be no future Committee meetings. To complete the July 21, 2020, Committee meeting minutes, and to ensure transparency of actions by the Committee, the Committee Coordinator provided a draft of these minutes, via email, to the Complete Count Committee Chairman, Phil Kaprow, for approval. The email request and any changes, additions, corrections to these minutes by the Committee Chairman of the July 21, 2020 meeting, are attached as a supplement to these minutes. Any changes, additions, corrections to these minutes by the Chairman were not made to the final minutes. Chairman Kaprow approved these meeting minutes on July 28, 2020 (Source: Tony Matthews, Committee Coordinator, August 3, 2020 (see approval email attached).

On January 30, 2020, a coronavirus virus, later named COVID-19, was declared a Public Health Emergency of International Concern, eventually becoming a pandemic. This Committee meeting was conducted via Zoom Teleconferencing due to health and safety concerns related to this highly contagious disease.

For additional information regarding the sun setting of the Committee, please see the Board of County Commissioner’s July 28, 2020 Agenda titled 2020 U.S. Decennial Census: Ensuring an Accurate and Complete Population Count.
Matthews, Tony

From: Philip S. Kaprow <PKaprow@kpsds.com>
Sent: Tuesday, July 28, 2020 10:09 AM
To: Matthews, Tony
Subject: RE: 2020 Census Committee July 21, 2020 Draft Meeting Minutes

Approved.

Philip S. Kaprow, Esquire
Killgore, Pearlman, Semanie, Denius & Squires, P.A.
800 North Magnolia Avenue, Suite 1500
Orlando, FL 32803
Email: pkaprow@kpsds.com
Website: www.kpsds.com

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IRB Circular 230 Notice: Pursuant to recently enacted U.S. Treasury Department Regulations, we are now required to advise you that, unless otherwise expressly indicated, any federal tax advice expressed above was neither written nor intended by the sender or this firm to be used and cannot be used by any taxpayer for the purpose of avoiding penalties that may be imposed under U.S. tax law. If any person uses or refers to any such tax advice in promoting, marketing or recommending a partnership or other entity, investment plan or arrangement to any taxpayer, then the advice should be considered to have been written to support the promotion or marketing by a person other than the sender or this firm of that transaction or matter, and such taxpayer should seek advice based on the taxpayer’s particular circumstances from an independent tax advisor.

From: Matthews, Tony <tmatthews@seminolecountyfl.gov>
Sent: Friday, July 24, 2020 10:39 AM
To: Philip S. Kaprow <PKaprow@kpsds.com>
Subject: 2020 Census Committee July 21, 2020 Draft Meeting Minutes

Hi Phil:

Attached are the Committee’s draft meeting minutes for 7/21/20.

The County Attorney’ Office has advised that as Chairman of the Committee you may unilaterally approve these minutes; which I believe is the simplest.
Please see the footnote on the last page of the minutes that explains this. You will need to confirm your approval to me via email pursuant to the footnote.

Also, we are all set for you to speak at the Board meeting on July 28.

I recommend you tune in at the beginning of the Board meeting in case there are changes to the order of agenda items.

If you have questions or need additional information, please contact me.

Thank you.

Tony Matthews, Volunteer  
2020 Census Complete Count Committee Coordinator  
Planning and Development Division  
census@seminolecountyfl.gov  
tmatthews@seminolecountyfl.gov  
407-665-7332

Sunshine Reminder: As the Complete Count Committee is subject to Government in the Sunshine Law, please refrain from any discussions regarding the business of the Committee with other Committee members outside of a regularly scheduled Committee meeting.

2020 Census - Beginning in March 2020 households in America will begin receiving an invitation from the U.S. Census Bureau to participate in the 2020 Census. Residents will have the option of responding by computer or mobile device, or by telephone. Because a response is required, if you don’t file online or by phone, you will receive a traditional paper questionnaire. So don’t delay to respond in 2020—everyone counts, and it’s easy; it’s safe; it’s in the Constitution; and it’s a civic duty. For more information go to 2020census.gov.

****Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local Officials and employees are public records available to the public and media upon request. Seminole County policy does not differentiate between personal and business emails. E-mail sent on the County system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.****
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M. Minute Taker Notes

Minute Taker: Tony Matthews, Committee Coordinator

Signature: ________________________________ Date: _______________
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