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**Gwinnett Historical Restoration & Preservation Board  
Monday, February 12, 2024 – 6:00 PM**

One Justice Square – Conference Room 108, 446 West Crogan Street, Lawrenceville, Georgia  
Present: Demetrios Lambros, Ann Bender, Justin Walsh, Matt Butti, Amelia Lewis  
Absent: Sara Howe-Silvers

1. Call to Order
2. Welcome/Opening Remarks
3. Approval of Agenda:  
{Action: Approved; Motion: Lambros; Second: Butti; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
4. Approval of Minutes: December 18, 2023  
{Action: Approved; Motion: Bender; Second: Walsh; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
5. Presentation from Law Department
  - a. Staff member Allison Cauthen presented a training session for board members (document attached)
6. Election of Officers
  - a. Approval of Ann Bender as Chair  
{Action: Approved; Motion: Walsh; Second: Lambros; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
  - b. Approval of Justin Walsh as Vice Chair  
{Action: Approved; Motion: Lambros; Second: Butti; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
  - c. Chair Bender appointed Cammie Mansfield as Secretary
7. Announcements (Board Members)
  - a. Board Member Butti stated there were no updates on the Poole Mountain project. Stop work orders are still in effect at the site.
  - b. Chair Bender retracted statement from previous meeting that referenced her resignation.
  - c. County Historian Lewis shared information on the following events during February's Black History Month and March's Women's History Month celebrations:
    - i. February 17, 2024 – Salem Missionary Baptist Church Speaker Series starts back
    - ii. February 22, 2024 – Gwinnett County Public Library's Hooper-Renwick Speaker Series at the Lawrenceville Art Center

- iii. February 20, 2024, 6:30pm – Black History Month Celebration at the Gwinnett Justice and Administration Center
- iv. Multiple Black History Month Exhibits across the County
- v. March 18, 2024, 6:30pm – Gwinnett Historical Society meeting at Rhodes Jordan Park Community Recreation Center – “Ethan Pham and His Journey to Gwinnett”

8. New Business

- a. Select 2024 meeting dates and locations
  - i. Approval of Proposed 2024 Meeting Dates (document attached)  
{Action: Approved; Motion: Butti; Second: Walsh ; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}
- b. 2024 Preservation Awards
  - i. Nomination Form was discussed and will be presented at the next meeting for approval

9. Exhibit/Artifact Updates

- a. Staff member Cammie Mansfield presented on the following
  - i. Black History Month Exhibit: Church and Community
  - ii. United Ebony Society annual Black History Month Bus Tour – Saturday, February 17, 2024
  - iii. Preservation Hall of Fame Wall

10. Project Updates

- a. Staff member Glenn Boorman presented on the following
  - i. Gwinnett Historic Courthouse fence
  - ii. Promised Land House restoration project

11. Program Updates

- a. Staff members Jason West presented on the following
  - i. K-12 fieldtrips at historic sites managed by Gwinnett County Department of Community Services
  - ii. Summer camps with history themes

12. Comments from Audience

13. Adjournment at 7:55pm

{Action: Approved; Motion: Bender; Second: Butti ; Vote: (4-0) Lambros-Yes; Bender-Yes; Walsh-Yes; Butti-Yes}

# Gwinnett Historical Restoration and Preservation Board Training



## Establishment & Membership

- Established in 1973 by Resolution of the Board of Commissioners
- Resolution amended and rewritten in 2012
- Five Members appointed by the Board of Commissioners
- Ex officio member - County Historian



## Purposes

- Advise the Board of Commissioners on the restoration and preservation of county historical matters
- Other duties as required by the Board of Commissioners
- County Historian serves in an advisory capacity to the HRPB.



## Meetings

- Regular meetings shall be held at least quarterly, and no more than monthly
- Regular meetings scheduled for 12 months at the beginning of each calendar year
- Special Meetings may be called by the Chair or Vice-Chair in the event of a disability by the Chair



### MEETING AGENDA

#### Gwinnett Historical Restoration & Preservation Board

Monday, February 27, 2023 – 6:00 PM

Gwinnett Historic Courthouse, 185 W Crogan St., Lawrenceville GA 30046

Virtual Public Access:

<https://gwinnettgov.webex.com/gwinnettgov/j.php?MTID=m330fb284684a968af6c8e0e7922dd1476>

Meeting Number: 2332 718 5298

Password: QpZwmUJ522

Join meeting by phone: +1-408-418-9388

Access code: 2332 718 5298

1. Call to Order
2. Welcome/Opening Remarks/Welcome new board member
3. Approval of Agenda
4. Approval of Minutes: November 21, 2022, Regular Meeting
5. Presentation from Law Department
6. Election of Officers
7. Announcements (Board Members)
8. New Business
  - Select 2023 meeting dates and locations
  - Highlight outgoing member Ms. Marlene Taylor-Crawford
9. Project Updates
10. Program Updates
11. Exhibit/Artifact Updates
12. Comments from Audience
13. Adjournment

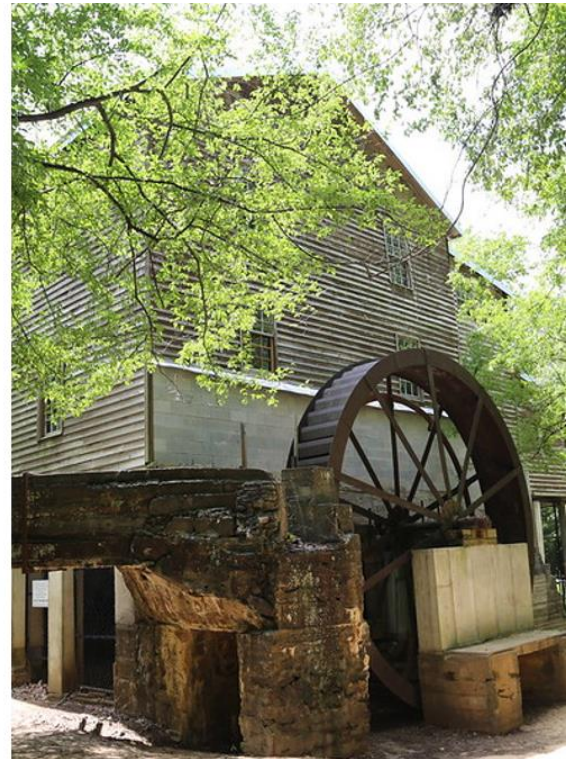
#### Next meeting: Regular Meeting, TBD

As set forth in the Americans with Disabilities Act of 1990, Gwinnett County Government does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. Matthew Eason, 75 Langley Drive, Lawrenceville, GA 30046 has been designated to coordinate compliance with the non-discrimination requirements contained in Section 34.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

Gwinnett County Government will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to full participate in any open meeting, program or activity of Gwinnett County Government should be directed to Matthew Eason, 75 Langley Drive, Lawrenceville, GA 30046 or 770.822.8165.

# Meeting Structure

- Quorum is needed to conduct business
- Subject to the Open Meetings Act and the Open Records Act
- Conducted in accordance with Robert's Rules of Order
- Any action of the HRPB may only be taken by the affirmative vote of a majority of the HRPB members in attendance

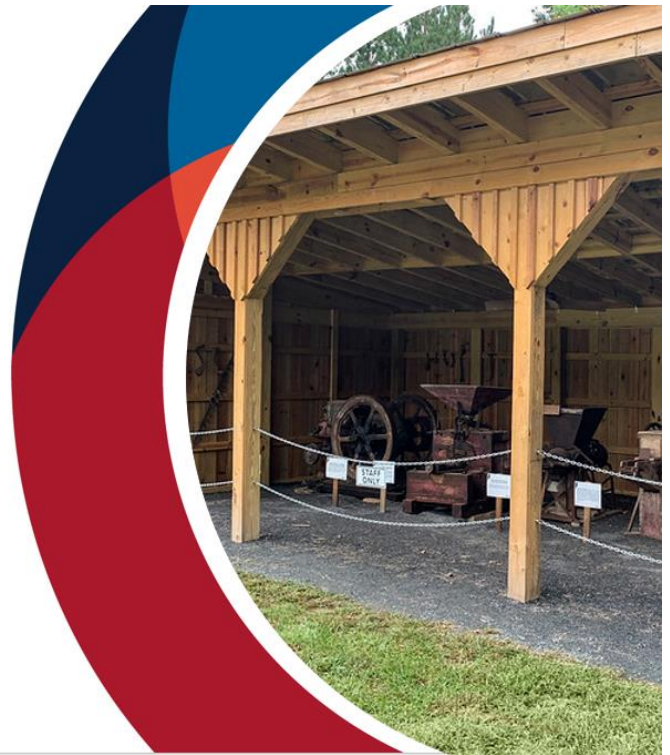


## Robert's Rules of Order



# Robert's Rules of Order Overview

- Order of Business – Formal Agenda
- Items of Business
  - Item read/presented
  - Questions from the Council
  - Discussion
  - Motion
  - Vote



# Open Meetings Act





# Meetings

- Any gathering of a quorum of the members of the governing body of an agency at which official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon
- Any gathering of a quorum of any committee of the members of the governing body of an agency or a quorum of any committee created by the governing body at which official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon



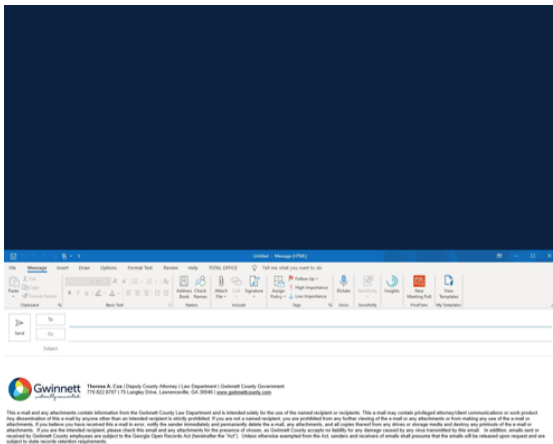
## Gatherings not considered a Meeting

- Inspection of public facilities or property
- Attending state-wide, multijurisdictional, or regional meetings
- Meetings with officials of the legislative or executive branch
- Traveling to a meeting
- Social, ceremonial, civic, or religious events



# Obligations

- All meetings shall be open to the public
- All votes at any meeting shall be taken in public after due notice of the meeting and compliance with the posting and agenda requirements
  - Prescribe and make available time, date, and place of regular meetings
  - Notice posted at least 1 week in advance
  - Agenda posted, at a minimum sometime in the two-week period immediately prior to the meeting



# Emails

- Emails generally do not constitute an open meeting, but should not be used to circumvent the Open Meetings Act
- This exemption does not apply to other forms of electronic communication/media





# Open Records

## Basic Obligation

O.C.G.A. § 50-18-71(a):

All public records shall be open for public inspection and copying unless:

- (1) there is a court order prohibiting disclosure; or
- (2) there is a specific law exempting the record from disclosure



# Open Records

- Form of the record – Broad and inclusive
- All documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material O.C.G.A. § 50-18-70(b)(2)
- Location of the record is irrelevant – includes records located on county phones, blackberries, home computers, tablets, personal phones, other personal electronic devices, etc.



## Records Retention

- All records created or received in the performance of duty and paid for by public funds are deemed to be public property and shall constitute a record of public acts O.C.G.A. § 50-18-102(a)
- The Georgia Records Act imposes a duty to retain public records for certain time periods set forth in schedules. Retention schedules, once approved, shall be authoritative, directive, and shall have the force and effect of law
- Gwinnett County follows the state local government retention schedules

# Destruction of Records

- Destruction of records shall occur only through the operation of an approved retention schedule, O.C.G.A. § 50-18-102(b)
- Destruction of records by any person in a manner not authorized by an applicable retention schedule is a misdemeanor, O.C.G.A. § 5-18-102(c)



# Emails

- Subject to both the Georgia Open Records Act and the Georgia Records Act
- Retention of emails is based upon the content of the email
- Use an archiving system
- Be cautious as to how email is used to conduct Board or Authority business



# Ethics

## Gwinnett County Code of Ethics

The proper operation of democratic government requires that the public officials and employees be independent, impartial and responsible to the people; that the government decisions and policy be made through proper channels of the governmental structure; that public office not be used for personal gain; that the public officials and employees be free from the appearance of impropriety; and that the public have confidence in the integrity of its government





# Standards

- No county official or employee having the power or duty to perform an official act or action related to a contract or transaction which is or may be the subject of an official act or action of the county shall have:
  - Or thereafter acquire an interest in such contract or transaction
  - An interest in any business entity representing, advising or appearing on behalf of, whether paid or unpaid, any person involved in such contract or transaction
  - Solicited or accepted present or future employment with a person or business entity involved in such contract or transaction
  - Solicited, accepted, or granted a present or future gift, favor, service, or thing of value from or to a person involved in such contract or transaction, except as provided in [section 54-29](#)
- No county official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen in the same or similar circumstances



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## Conflicts

- No county official shall participate in the discussion, deliberation vote or otherwise take part in the decision-making process on any item before him/her in which the county official or employee has a conflict of interest
- In the event of a conflict of interest, the county official shall announce his/her intent to abstain prior to the beginning of the discussion, debate, deliberation or vote and shall abstain from casting a vote





Gwinnett

Questions?





Gwinnett Historical Restoration and Preservation Board  
**PROPOSED 2024 Meeting Dates**

<b>Meeting Date</b>	<b>Location</b>	<b>Time</b>
Monday, April 15	One Justice Square 446 West Crogan Street, Lawrenceville, GA 30046	10:00am
Monday, June 17	One Justice Square 446 West Crogan Street, Lawrenceville, GA 30046	6:00pm
Monday, August 19	One Justice Square 446 West Crogan Street, Lawrenceville, GA 30046	10:00am
Monday, October 21	One Justice Square 446 West Crogan Street, Lawrenceville, GA 30046	6:00pm
Monday, December 16	One Justice Square 446 West Crogan Street, Lawrenceville, GA 30046	10:00am
Monday, February 10 (First meeting for 2025 – Second Monday due to President’s Day Holiday)	One Justice Square 446 West Crogan Street, Lawrenceville, GA 30046	6:00pm