

**ADMINISTRATION COMMISSION
AGENDA**

December 7, 2004

1. **Request approval of the minutes for the meeting held September 21, 2004.**

2. **Thirtieth Annual Report and Annual Performance Contract submitted by the Division of Administrative Hearings.**

Thirtieth Annual Report

Pursuant to section 120.65(10), Florida Statutes, the Division of Administrative Hearings is required to issue a written report to the Administration Commission providing, at a minimum, the following information:

- A summary of the extent and effect of agencies' utilization of administrative law judges, court reporters, and other personnel in proceedings under Chapter 120, Florida Statutes.
- Recommendations for change or improvement in the Administrative Procedure Act or any agency's practice or policy with respect thereto.

Highlights of the Report will be presented by the Director/Chief Administrative Law Judge.

Annual Performance Contract

The Director/Chief Administrative Law Judge will report on the performance standards applicable to the Division of Administrative Hearings.

Back-Up:

Thirtieth Annual Report (A copy of the report was distributed under a memo to Cabinet Aides in early July.)

Annual Performance Contract

3. **Consideration of the Department of Community Affairs' 2004 Statewide Emergency Shelter Plan.**

Pursuant to section 1013.372(2), Florida Statutes, the Department of Community Affairs (DCA) is responsible for preparing a *Statewide Emergency Shelter Plan* to guide local planning and provide consultative assistance with the construction of educational facilities to provide public shelter space. The Plan is prepared and submitted for approval on a biennial basis and, once approved by the Governor and Cabinet, will determine which regions and counties will need to construct new school facilities that must comply with the public shelter design criteria. In accordance with the statute, the Plan must:

- Identify the general location and square footage of existing shelters by Regional Planning Council regions;
- Identify the general location and square footage of needed shelters by Regional Planning Council regions for the next five years;
- Identify the types of facilities which should be constructed to comply with the public shelter design criteria; and
- Recommend an appropriate and available source of funding for the additional cost of constructing emergency shelters within those public facilities.

Back-Up:

DCA's 2004 Statewide Emergency Shelter Plan (DCA distributed a copy of the Plan to each Cabinet Office.)