

**Executive Committee
Meeting Minutes
May 4, 2022**

Members Physically Present:

Commissioner Chris Cloudman
Commissioner Victor Ramos
Councilwoman Christine Power
Commissioner Jason McGuirk
Mayor Bill Partington
Council Member Billie Wheeler, Chairperson

Representing:

DeLand
Deltona
Edgewater
New Smyrna Beach
Ormond Beach
Volusia County

Members Absent

Council Vice Chair Barbara Girtman (excused)

Representing:

Volusia County

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Rakinya Hinson
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
Volusia County Traffic Engineering

Others Virtually Present:

Pam Blankenship
Anna Taylor

Representing:

TPO Staff
FDOT

I. Call to Order / Roll Call / Determination of Quorum

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Committee was called to order at 9:00 a.m. by Chairperson Billie Wheeler. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with six voting members physically present.

II. Public Comment/Participation

There were no public comments.

IV. Business Items

A. Review and Approval of April 6, 2022 Executive Committee Minutes

MOTION: A motion was made by Mayor Partington to approve the April 6, 2022 Executive Committee minutes. The motion was seconded by Commissioner Ramos and carried unanimously.

B. Review and Approval of a Slate of R2CTPO Officers for FY 2022/23

Chairperson Wheeler explained the TPO Bylaws state the Chairperson shall appoint a minimum of five TPO Board members to a Nominating Committee each year for the purpose of recommending to the TPO Board a slate of officers; this year, the Chairperson has appointed the Executive Committee to serve as the Nominating Committee. She reviewed the current slate of officers and explained typically, the practice has been to appoint the 1st Vice Chairperson as Chairperson, the 2nd Vice Chairperson as 1st Vice Chairperson and to elect a new 2nd Vice Chairperson.

Members discussed who to appoint to the 2nd Vice Chairperson position. They discussed who is up for re-election this year and it was decided that if someone fails to get re-elected, it can be revisited then; it was noted that typically, the 2nd Vice Chairperson has come from the existing Executive Committee.

MOTION: *A motion was made by Councilwoman Power to recommend the following slate of officers for FY 2022/23; Volusia County Council Vice Chair Barbara Girtman as Chairperson; Commissioner Chris Cloudman as 1st Vice Chairperson/Treasurer; and Commissioner Ramos as 2nd Vice Chairperson/Secretary. The motion was seconded by Commissioner McGuirk and carried unanimously.*

C. Review and Approval of Expenditure to Fill the Accounting Manager Position (not to exceed \$25,000)

Chairperson Wheeler stated that the TPO has been utilizing a financial consultant since October 2021 to perform the duties of the Accounting Manager position; as part of the consultant contract, the TPO can hire her directly but is subject to a conversion fee. This is a request to allow the TPO to hire the temporary consultant, Ms. Mariel Lemke; the funds are available in the 2021/22 annual budget.

Ms. Nicoulin explained that when the TPO's Accounting Manager resigned last fall, the TPO needed to bring someone in immediately to assist with the day-to-day operations such as paying the bills and bridging the gap from between when he left and when a permanent replacement could be hired. The TPO brought in the Robert Half Agency which specializes in financial management and provides permanent and temporary placements. Initially, it was intended for the consultant to work 10 to 12 weeks to fill the gap; however, that was extended when direction came from the Executive Committee to hold off filling that position. Ms. Lemke has been performing the work in that position for the last seven months and is a large reason the annual audit was able to be completed which had just begun when the previous Accounting Manager resigned. She worked to learn the TPO accounting software to provide the answers to the questions the auditors had. She also played a large role in getting the TPO back on track with FDOT invoicing; we were six months behind and she put quarterly invoice packages together to submit for approval to get us caught up. She worked closely with staff and FDOT to get the invoice packages submitted and approved. She was brought on initially to assist with the day-to-day finances but stepped up when she saw the need; she works well with staff and we would like to hire her as a TPO employee. There is a fee to compensate Robert Half for hiring one of their employees. This request for expenditure is to start the process; Ms. Nicoulin has not yet spoken with Robert Half or the TPO's legal counsel as she did not want to spend the time or money without expenditure authorization. Ms. Mariel Lemke, the temporary financial consultant, is interested in the position; she likes the stability of the position, she likes the challenge of the job and feels she will be able to grow in the position. She has taken advantage of training from FDOT and the software company. The TPO would like to start the process of hiring Ms. Lemke for the Accounting Manager position.

Chairperson Wheeler noted that Ms. Nicoulin has the authority to hire staff without the Executive Committee's approval; the question is the "not to exceed \$25,000" and the amount that would have to be paid to Robert Half; she asked how much per week the TPO was paying for Ms. Lemke.

Ms. Nicoulin replied the TPO pays \$60.98 per hour; Ms. Lemke typically works about 40 hours per week which is approximately \$2,400 per week.

Members discussed the cost of continuing to pay Robert Half for a temporary consultant versus hiring Ms. Lemke and paying Robert Half the fee; they also discussed the time it would take to conduct a search for an Accounting Manager and that the TPO would still be paying for a temporary consult during that time. They agreed that hiring Ms. Lemke is the best solution.

MOTION: *A motion was made by Mayor Partington to approve the expenditure to fill the Accounting Manager position (not to exceed \$25,000). The motion was seconded by Councilwoman Power and carried unanimously.*

D. Review and Recommend Approval of the 2021 Annual FDOT Joint Certification Report

Ms. Nicoulin explained this certification is completed each year between the TPO and FDOT; there is a TPO section and an FDOT section. There are a number of questions that the TPO must answer regarding things such as if we have completed certain documents; adopting the Transportation Improvement Program (TIP) and having a Public Participation Plan (PPP) in place, etc. The section that FDOT completes is based off of our invoicing; it details and itemizes all the invoices submitted throughout the year. She reminded members that the TPO was placed on "special conditions" last fall for a number of reasons which she outlined. Normally, invoices are itemized within the Joint Certification Report and it is noted if the invoices were submitted within 90 days and if they were rejected or approved; but because of the "special conditions", the invoices were not itemized in this report but it is instead indicated the TPO is under "special conditions". As a result of the "special conditions", it automatically lists the TPO as a high financial risk. One of the corrective actions listed in the report is to develop a financial plan to assist with best practices, put controls in place and working to get off the "special conditions".

Chairperson Wheeler commented that although this could be seen as negative, she sees it as positive; we have learned a lot and FDOT is walking beside the TPO and we now have an excellent relationship to guide us on how to be better.

Commissioner Cloudman asked if the financial plan would be developed by the new Accounting Manager or the Executive Director.

Ms. Nicoulin replied they will work together to develop the financial plan which will also be a part of her Action Plan; the goal is to put controls in place and get off "special conditions".

Ms. Taylor added that the purpose of the "special conditions" is to provide the TPO staff the support they need. It is providing an extra layer of technical support and to have the TPO submit invoice packages that are perfect. They will assist in developing a plan to put some controls in place and get the invoices submitted on time. This should not be looked at as a negative issue it is extra support for TPO staff.

Chairperson Wheeler thanked Ms. Taylor for her time and help working on this with TPO staff; the relationship between FDOT and the TPO has improved over the last year and she is appreciative of the guidance FDOT has provided. This was the right thing to happen at the right time.

Councilwoman Power referred to page 12 of the report and noted that the yes/no box for Item 4 regarding collecting demographic data was not checked.

Ms. Taylor replied she will fix that in the final copy.

MOTION: A motion was made by Mayor Partington to recommend approval of the 2021 Annual FDOT Joint Certification Report with the correction of Item 4 on page 12. The motion was seconded by Councilwoman Power and carried unanimously.

E. Review and Approval of May 25, 2022 TPO Board Agenda

Ms. Nicoulin reviewed the draft May 25, 2022 TPO Board agenda; she noted that the recommendation of approval for the Interim Executive Director timesheet report was not on the Executive Committee agenda this month; after Mayor Partington's suggestion last month, she coordinated with FDOT and it was determined the Executive Committee does not have to recommend approval of the timesheet reports. They will go to the full TPO Board for approval as part of the Consent Agenda each month. She continued to review the draft agenda including the Consent Agenda, Action Items and Presentation Items.

MOTION: A motion was made by Commissioner Ramos to approve the May 25, 2022 TPO Board agenda. The motion was seconded by Councilwoman Power and carried unanimously.

V. Staff Comments

Ms. Nicoulin stated that this is a busy time for the TPO; we are completing the new Unified Planning Work Program (UPWP), closing out the current fiscal year, and developing of the new Transportation Improvement Program (TIP) and List of Priority Projects (LOPP) which is why there are a lot of agenda items for review and presentation this month; the TPO will continue to move forward and we are making progress. Since receiving clear direction last month, we now have a path forward; she thanked the members for their support.

Chairperson Wheeler commented that there has been tremendous movement in the right direction; Ms. Nicoulin has picked up the ball and taken off which is what she wanted to see in a leader. She appreciates her hard work and commitment as well as her entire staff.

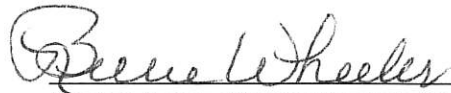
VII. Executive Committee Member Comments

There were no Executive Committee member comments.

VIII. Adjournment

The Executive Committee meeting adjourned at 9:37 a.m.

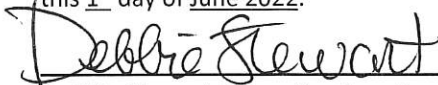
River to Sea Transportation Planning Organization



VOLUSIA COUNTY COUNCIL MEMBER BILLIE WHEELER
CHAIRPERSON, RIVER TO SEA TPO

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the May 4, 2022 regular meeting of the Executive Committee approved and duly signed this 1st day of June 2022.



Debbie Stewart, Recording Secretary, River to Sea TPO

**** A recording of the May 4, 2022 Executive Committee meeting is available upon request.**