

**Executive Committee
Meeting Minutes
September 7, 2022**

Members Physically Present:

Commissioner Chris Cloudman, Vice Chairperson
Commissioner Victor Ramos
Councilwoman Christine Power
Mayor Bill Partington
Mayor David Alfin
Council Member Billie Wheeler

Representing:

DeLand
Deltona
Edgewater
Ormond Beach
Palm Coast
Volusia County, District 2

Members Absent

Council Vice Chair Barbara Girtman, Chairperson (excused)

Representing:

Volusia County, District 1

Others Physically Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Anna Taylor
Rakinya Hinson
Clair Hartman
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
Ghyabi Consulting
Volusia County Traffic Engineering

Others Virtually Present:

Pam Blankenship

Representing:

TPO Staff

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 Vice Chairperson Chris Cloudman. 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.

III. Discussion Items

A. Discussion of River to Sea TPO Policies and Procedures

Ms. Nicoulin stated the review of TPO policies and procedures will be a long-term effort; the goal is to have one guide that includes all TPO policies and procedures. The first four policies to review include one that authorizes emergency approvals and three that guide the project prioritization process. FDOT has requested all TPOs in District 5 review their emergency authorization policies to ensure they provide the flexibility that may potentially be needed. The TPO's current emergency authorization policy was established in March 2020 during COVID-19; it authorizes emergency approval by the Executive Director with the approval of the TPO Board Chairperson but only if we are in a declared state of emergency; it would not apply today. It has only been used once since adopted when we did not have a quorum for the November 2020 TPO Board meeting; the meeting was not held but there was a TIP amendment on that agenda that needed to be processed in order for the project to move forward and meet the construction date. That amendment came back to the TPO Board at the next meeting for ratification. Within the last six months there was another TIP amendment that we were not able to process in time based on the meeting schedule. FDOT found funding elsewhere so it did not go through the amendment process; this is an example of how an emergency authorization could apply. She reached out

Ms. Nicoulin replied yes; if there is a desire to flex SU dollars for other planning work or outside of programming projects or if there are other opportunities the TPO may be missing out on regarding planning. She noted that if we flex funds for planning it takes away from funding projects.

Councilwoman Power asked if there is a statute that limits what SU funds can be used for.

Ms. Nicoulin replied they are used for planning, feasibility studies, and other projects.

Mr. Cheney asked how flexible the committee is willing to be; he provided an example of Volusia County submitting a request to oversee the county's signal system during off-peak hours a few years ago that was denied by the TPO Board because they did not want to fund operations. Other TPOs do fund local agencies for the operation of their traffic management centers and to re-time signals on off-system roads.

Members discussed the resolutions, potential changes and how to be more flexible.

Ms. Nicoulin stated she will work with Mr. Cheney on his ideas, as well as FDOT and will gather information from other TPOs to see how they use their SU funding and bring back the information next month for discussion.

B. Discussion of Interim Executive Director Evaluation

(Handout)

Vice Chairperson Cloudman stated the evaluation used previously was provided in the agenda and the handout is the evaluation form that the Space Coast TPO uses.

Ms. Nicoulin stated the evaluation provided in the agenda is what has been used in the past for the Executive Director; it is for the established position and the performance of the Executive Director in that established position. She does not feel that the evaluation in this format will provide her with useful feedback as each evaluation area has several criteria but only one score and some bulleted criteria may not be applicable. She reviewed the evaluation form used by the Space Coast TPO each year. It will be helpful to identify criteria specific to the Interim Executive Director position and then update the Executive Director evaluation on an annual basis.

Members discussed the evaluation forms and the criteria; they agreed to remove the section of the evaluation form pertaining to a salary bonus. They discussed the timeframe to conduct the evaluation; the deadline for the Interim Executive Director contract is October 31, 2022 so it must be completed and ready for a recommendation to the full TPO Board at the October 28, 2022 TPO Board meeting.

Ms. Nicoulin stated she will update the evaluation form as directed by removing the section pertaining to bonus/salary and providing more room for comments; it will be a fillable pdf form. The evaluation is to be completed by the Executive Committee members who will provide a recommendation to the TPO Board. Normally it is presented as a Consent Agenda item but she is recommending it be a stand-alone Action Item.

Vice Chairperson Cloudman asked if Ms. Nicoulin is comfortable with the changes.

Ms. Nicoulin replied yes; however, some of the criteria are more for an established position and not for an interim position. Some of the language is specific to the Space Coast TPO and does not transfer to this TPO. Also, the item pertaining to staff; she has hired one staff member so far but there are other vacant positions she has not filled as the Interim Executive Director but would be expected to do so as the Executive Director.

Members continued to discuss the evaluation form and criteria; it will be re-created specific to the River to Sea TPO and for the interim status. They agreed to have individual meetings with Ms. Nicoulin after completing the evaluation form and prior to the October 5, 2022 Executive Committee meeting. They will discuss the evaluation results at that meeting and what the recommendation to the TPO Board will be at the October 28, 2022 TPO Board meeting; Ms. Nicoulin will remain the Interim Executive Director until a new contract is signed.

IV. Business Items

A. Review and Approval of August 3, 2022 Executive Committee Minutes

MOTION: *A motion was made by Mayor Partington to approve the August 3, 2022 Executive Committee minutes. The motion was seconded by Council Member Wheeler and carried unanimously.*

B. Review and Approval of September 28, 2022 TPO Board Agenda

Ms. Nicoulin reviewed the draft September 28, 2022 TPO Board agenda including the Consent Agenda items, Action Items and Presentation Items. The project prioritization process will be discussed including the three resolutions discussed here earlier; following the board meeting, the subcommittees will convene to review the project prioritization process and make any recommended changes to the guiding resolutions. She referred to the Interim Executive Director's Report and stated she has been reviewing other TPOs to identify the different reports they provide; going forward she will bring additional information regarding the different activities she is involved with. She is also reaching out to local governments and partner agencies to help establish those relationships. She has meetings scheduled with Flagler Beach and Deltona; she met with Mayor Alfin, the city planner and city manager in Palm Coast yesterday.

MOTION: *A motion was made by Council Member Wheeler to approve the draft September 28, 2022 TPO Board agenda. The motion was seconded by Commissioner Ramos and carried unanimously.*

V. Staff Comments

There were no staff comments.

VII. Executive Committee Member Comments

There were no member comments.

VIII. Adjournment

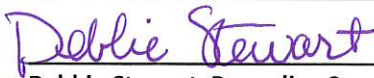
The Executive Committee meeting adjourned at 10:20 a.m.

River to Sea Transportation Planning Organization


VOLUSIA COUNTY COUNCIL VICE CHAIR BARBARA GIRTMAN
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 September 7, 2022 regular meeting of the Executive Committee approved and duly signed this 5th day of October 2022.


Debbie Stewart, Recording Secretary, River to Sea TPO

**** A recording of the September 7, 2022 Executive Committee meeting is available upon request.**

Space Coast TPO Executive Director FY 22 Performance Review

Employee Information					
Name:			Review Date:		
Review Information					
Reviewer Name:	SCTPO Executive Committee		Review Period:	July 1, 2021 through June 30, 2022	
<p>Complete this review using the following scale:</p> <p>5 = OUTSTANDING: Consistently achieves and exceeds expectations, including in demanding situations or circumstances.</p> <p>4 = EXCEEDS JOB EXPECTATIONS: Regularly meets and frequently exceeds standard performance.</p> <p>3 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.</p> <p>2 = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.</p> <p>1 = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.</p>					
Evaluation					
Criteria	5	4	3	2	1
1. Maintains effective communications with and availability for the SCTPO Committees and Governing Board. Develop agenda packages that are meaningful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Speaks in a clear and credible manner, selecting the right tone for the situation and audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Understands role and implements the Board's Strategic Plan Emphasis Areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Understands and maintains compliance with Federal and State requirements as they apply to the Space Coast TPO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Manage activities to implement transportation plans and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Maintains public image of the SCTPO representing integrity, commitment, success and quality while enhancing the visibility and identity of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Builds relationships and encourages the creation of partnerships with other organizations that contribute to the SCTPO's mission and vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Criteria Continued...	5	4	3	2	1
9. Ensure the TPO is financially stable and soundly managed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Manage activities to implement priority transportation projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Manages assets including technology and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Encourages public involvement and maintains transparency for the Board, the public, and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintains a "big picture" outlook and is aware of industry issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibits diligence in leading the Space Coast TPO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Forecasts trends, responds to change, and invites innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Has the ability to make well founded and informed decisions, ability to analyze challenges and evaluate alternatives, has the ability to seek guidance when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Demonstrates excellence in carrying out job responsibilities and accomplishing goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RATER COMMENTS:					
(Rater's Signature)			Date:		
Performance Recommendation:					
<input type="checkbox"/> Bonus, Amount: \$_____ (One time)		OR		<input type="checkbox"/> Salary Adjustment: \$_____ or _____%	