



Central Florida Regional Planning Council

June 11, 2014

Sebring Airport Authority Boardroom

128 Authority Lane

Sebring, FL 33870

9:30 a.m.

Meeting Minutes

Vice-Chairman Clayton Williams called the meeting to order at 9:30 a.m. and led the Council in prayer. The Council Pledged Allegiance to the Flag. Roll was called and the following members were present.

CFRPC Vice-Chairman, Councilman Clayton Williams, City of Okeechobee
Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Sue Birge, Hardee County
City Councilwoman Neda Cobb, Wauchula
Commissioner Ron Handley, Highlands County
Commissioner Melony Bell, Polk County
City Commissioner Edie Yates, Lakeland
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Jennifer Stults, Florida Department of Transportation, Ex-officio
Gary Ritter, South Florida Water Management District, Ex-officio

Members absent:

CFRPC Chairman, City Commissioner Pat Huff, Ridge League of Cities, City of Bartow
City Councilman Robert Heine, Arcadia
Chet Huddleston, Hardee County Gubernatorial Appointee
City Councilman Bud Whitlock, Sebring
Commissioner Ray Domer, Okeechobee County
City Commissioner J.P. Powell, Winter Haven
Kevin Denny, Hardee County Planning Director, Ex-officio
Tom Cookingham, DeSoto County Planning Director, Ex-officio
Mark Hill, Highlands County Development Services Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Gina Reynolds, Florida's Heartland Regional Economic Development Initiative, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio



Under announcements, Pat Steed explained that Chairman Pat Huff was not present due to his attending the Mayors' Roundtable Conference which was being held on the same day.

Ms. Steed announced that the Council will be receiving two awards from the Florida Planning and Zoning Association at the end of this week. The Council will receive an Outstanding Study in Florida award for the Heartland 2060 Housing Tool Kit, which was done in conjunction with the Shimborg Center and an award for the Energy Resiliency Statewide Study, which will be shared by all Florida's Regional Planning Councils.

AGENDA ITEM #1 PUBLIC COMMENTS

Vice-Chairman Williams opened the public comment period. He closed the public comment period with no comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. April 9, 2014, Council Meeting Minutes

Vice-Chairman Williams asked if there were any additions, deletions or corrections to the April 9, 2014 Council Meeting Minutes.

MOTION

There being none, Jackie Tucker moved to approve the Council Meeting Minutes as submitted. Buddy Mansfield seconded.

Motion carried unanimously.

B. May Financial Report

Kristen Guy, Finance Director, reviewed the Statement of Activities and Statement of Net Assets for the month ended May 31, 2014. Discussion followed.

MOTION

Buddy Mansfield moved to approve the May, 2014, Financial Report as presented. Ron Handley seconded.

Motion carried unanimously.

AGENDA ITEM #3 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

Pat Steed stated that the Finance Committee met on May 14, 2014, to review the following budget items in detail and is recommending approval of each item to the Council.

A. Budget Amendment for FY 2013-14

Ms. Steed reviewed and explained each line item in Local Revenue, State Revenue and Federal Revenue that contained an adjustment. The total amended revenue was increased from \$3,163,116 to \$3,340,721. Expenses and funding which reflect this increased revenue were explained.

MOTION

Sue Birge moved to approve the Budget Amendment for FY 2013-14 as presented. Buddy Mansfield seconded.

Motion carried unanimously.

B. FY 2014-15 Member Assessments

Ms. Steed stated that staff is proposing no change to the current Member Assessments. The assessments are currently set at \$0.25 per capita for each of the Council's five counties. The amount for each county will be calculated using Bureau of Economic and Business Research (BEBR) Population Estimates.

MOTION

Edie Yates moved to approve the \$0.25 per capita Member Assessments for FY 2014-15, as presented. Ron Handley seconded.

Motion carried unanimously.

C. Proposed FY 2014-15 Annual Budget

Ms. Steed reviewed the proposed Local, State and Federal Revenue expected in the FY 2014-15 Annual Budget. Total revenue was proposed at \$3,503,891. Ms. Steed reviewed the proposed expenses for FY 2014-15, explaining any significant changes from the current year budget. Total expenses were proposed at \$3,503,891. The proposed budget included a one-time, two percent of salary incentive for staff. Discussion followed.

MOTION

Melony Bell moved to adopt the Proposed FY 2014-15 Annual Budget as presented. Edie Yates seconded.

Motion carried unanimously.

D. Staffing Chart

Ms. Steed presented the organizational chart showing staff positions for FY 2014-15.

AGENDA ITEM #4 APPROVE AUDIT ENGAGEMENT LETTER

Ms. Steed referred to the Audit Engagement Letter with CliftonLarsonAllen, LLP, CPA firm. The fee for this audit year will be \$18,850 which is a slight increase from last year.

MOTION

Buddy Mansfield moved to authorize the Chairman and the Executive Director to sign the Audit Engagement Letter as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #5 CONTRACT WITH DEPARTMENT OF EMERGENCY MANAGEMENT (DEM) FOR HAZARDS ANALYSIS (HA) SERVICES

Pat Steed stated that staff currently is contracted with DeSoto, Hardee and Okeechobee Counties to conduct their HA inspections. Polk and Highlands Counties conducts their own inspections. Due to staff cutbacks at the State level, CFRPC staff will soon be assuming the State's role of contract management and responsibilities for the State Department of Emergency Management (DEM) for all five counties in the region for Hazards Analysis oversight reviews. This will begin July 1, 2014, and staff has not yet received the contract. Ms. Steed requested the Council authorize the Chairman to execute the agreement when it is received. Discussion followed.

MOTION

Edie Yates moved to authorize the Chairman to execute the HA agreement with DEM as well as the agreements with Polk and Highlands Counties. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #6 STATUS OF HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO) FORMATION

Pat Steed reported on the status of the formation of the new TPO which will represent the urbanized area of Highlands County, and how it affects CFRPC's grant funding. She stated that the Membership Apportionment Plan was submitted to FDOT this week. She reviewed this document with the Council, and stated that staff had assisted Highlands County with technical services in preparing the Apportionment Plan.

Jennifer Stults, FDOT, added that the Membership Apportionment Plan is now in FDOT's 30-day review period. From there, it will be submitted to the Governor's office for review and approval, then to the Federal Highway Administration.



AGENDA ITEM #7 FEDERAL TRANSIT ADMINISTRATION (FTA) 5310 OPERATING FUNDS RESOLUTION

Marcia Staszko, Transportation Disadvantaged (TD) Director, announced that the Council was awarded FTA 5310 Operating funds to be expended in Hardee and Okeechobee Counties, and the rural portion of Highlands County. The award requires a resolution authorizing the Executive Director to accept the funds and execute associated documents.

MOTION

Buddy Mansfield moved to adopt Resolution Number 2014-6A. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #8 FY 2014-15 TRANSPORTATION DISADVANTAGED (TD) PLANNING GRANT APPLICATION

Marcia Staszko, Transportation Disadvantaged (TD) Director, explained that this planning grant requires the Council to adopt a resolution authorizing the Executive Director to accept the funds and execute associated documents.

MOTION

Ron Handley moved to adopt Resolution Number 2014-6B. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #9 MEDICAID TRANSPORTATION UPDATE

Marcia Staszko, Transportation Disadvantaged (TD) Director, reported that as of June 1, 2014, the Florida Medicaid program has implemented a new system for Medicaid participants in Hardee, Highlands and DeSoto Counties. Most Medicaid clients do not understand the changes in procedures, which has caused numerous problems. Also, Veolia Transportation, the Community Transportation Coordinator (CTC), recently converted to an electronic format, requiring all contract carriers to use Tablets to receive their assigned pickups and deliveries. The transition has presented many issues for the CTC. She reported that the manager of Veolia Transportation recently resigned amidst the turmoil. Ms. Staszko stated that TD staff have been in crisis management mode for the past few weeks and are working toward solutions. Discussion followed.

AGENDA ITEM #10 CFRPC 40TH ANNIVERSARY PROCLAMATION

Pat Steed presented a Proclamation for the 40th Anniversary of the Central Florida Regional Planning Council.

MOTION

Buddy Mansfield moved to adopt the CFRPC's 40th Anniversary Proclamation as presented. Jackie Tucker seconded.

Motion carried unanimously.

Ms. Steed presented the CFRPC's 40th Anniversary Logo, which she plans to use on communications for the remainder of this year. Also, each County Commission in the region will be presented with, and asked to adopt a similar proclamation. There will be a 40th Anniversary Celebration immediately after the September 10th Council Meeting. Former members and past Executive Directors will be invited.

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

Pat Steed reported on the following current work activities:

A. Grant Announcement

Ms. Steed reported that the Council was awarded a \$400,000 Brownfields Assessment Grant. She referred to a summary of information regarding the grants. The CFRPC was the only recipient of a Brownfields Assessment Grant in the state this year. Use of consultants in the Brownfields grant was discussed.

B. Legislative Wrap-up

Pat Steed reported on current activities of the Florida Legislature, saying that the Florida Regional Planning Councils will not receive funding from the Florida Department of Economic Opportunity again this year. She personally thanked Chet Huddleston, Hardee County Gubernatorial Appointee to the Council, for meeting with the Governor on the Council's behalf regarding the Council's funding.

Ms. Steed distributed the FRCA monthly Activity Report for May 2014 to the Council, for general information. She also reported that she attended the National Association of Development Associations (NADO) board meeting, where they heard from the new director of the Economic Development Administration. He has a local government background and she felt he will be a good fit for that position.

C. Communications

Ms. Steed stated that staff is currently working to publish the inaugural issue of the Council's electronic Quarterly Newsletter, which will commemorate the Council's 40th Anniversary. It is scheduled for publication in mid-July, 2014.

D. Other Planning Activities

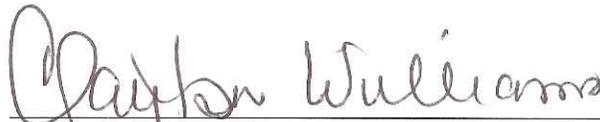
Jennifer Codo-Salsbury, Planning and Administrative Director, updated the Council on the Local Government Technical Assistance Grants. She referred to a list of jurisdictions that have filed for Community Planning Technical Assistance Grants from the Florida Department of Economic Opportunity. She stated that the State is looking for applications for rural community's projects that promote economic development and will serve as a model for other communities. She reported that as of the deadline to apply for this grant, staff had eight jurisdictions that the CFRPC is assisting with their application process. DEO should notify local governments on the status of their application sometime this summer.

AGENDA ITEM # OTHER BUSINESS

The next meeting was scheduled for August 13, 2014 in Sebring at the Airport at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,



Clayton Williams, Vice-Chairman
June 11, 2014 Council Meeting Minutes



Vice-Chairman
Williams
sign