



Central Florida Regional Planning Council

December 8, 2021

AdventHealth Fieldhouse & Conference Center, Room A

210 Cypress Gardens Blvd. | Winter Haven, FL

Meeting Minutes

Chair Neda Cobb called the meeting to order at 9:30 a.m. Norman White led the invocation followed by the Pledge of Allegiance.

Roll was called with the following members present:

Chair, Commissioner Neda Cobb, City of Wauchula
Vice-Chair, Councilmember Keith Keene, City of Arcadia
Commissioner Kathleen Rapp, Highlands County
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Rick Wilson, Polk County
Commissioner Nathaniel Birdsong, City of Winter Haven
Commissioner Chad Mcleod, City of Lakeland
Commissioner Morris West, City of Hanes City, Ridge League of Cities
Jeff Kincart, Polk County Gubernatorial Appointee
Commissioner Noel Chandler, City of Okeechobee
June Fisher, DeSoto County Planning Director, Ex-officio
Kelly Boatwright, Department of Environmental Protection, Ex-officio
Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Members absent:

Commissioner Ashley Coone, DeSoto County
Commissioner Judith George, Hardee County
Commissioner Charlie Lowrance, City of Sebring
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County School Board
Commissioner Kelly Owens, Okeechobee County
Todd Miller, Hardee County Planning Director, Ex-officio
Leah Sauls, Highlands County Development Services Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Deborah Chesna, Florida Department of Transportation, Ex-officio
Elizabeth "Libby" Maxwell-Pigman, South Fla. Water Management District, Ex-officio

Announcements

Pat Steed, Executive Director, thanked Winter Haven City Commissioner Nathaniel Birdsong for hosting the December Council Meeting in Winter Haven. She stated that each year at the December Council meeting staff prepares homemade holiday treats for Council members to enjoy. She thanked each member for their dedication and service to the Council. Also, a retirement celebration would be held for Kathy Hall at the end of the meeting.

AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. September 8, 2021 Council Meeting Minutes

Chair Cobb asked if there were any changes to the September 8, 2021 Council Meeting Minutes.

MOTION

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

Motion carried unanimously.

B. Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended October 31, 2021.

MOTION

Rick Wilson moved to accept the October 2021 Financial Report as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #3 AUDIT REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2021

Julie Fowler, CliftonLarsonAllen, LLP, Certified Public Accountants presented a review of the Council's Annual Audit for FY 2020-2021. Each Council Member received a copy of the full audit report including the Comprehensive Annual Financial Report (CAFR) and required Communications Letter. She presented an overview of the financial statements which included the Statements of Net Position, Net Position by Year, and Statement of Activities. She also presented the required audit reports and communications for each report. She stated that there were no findings or adjustments in any of the reports, therefore issuing a clean unqualified audit. Auditing Standards require that the auditors reveal that there were no difficulties encountered during the audit and staff assisted and cooperated in preparation of the audit.

AGENDA ITEM #4 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

Pat Steed stated that the Finance Committee met on November 29, 2021 in the Council office in Bartow to review the final budget amendment for FY 2020-21 and the Audit Report for FY 2020-21.

A. Final Budget Amendment for FY 2020-21

Ms. Steed reviewed the Final Budget Amendment for FY 2020-21 and stated that the Finance Committee is recommending its approval.

MOTION

Keith Keen moved to accept the Finance Committee's recommendation to approve the Final Budget Amendment for FY 2020-21 as presented by the Auditors. Noel Chandler seconded.

Motion carried unanimously.

B. FY 2020-21 Audit Report

MOTION

Nathaniel Birdsong moved to accept the Finance Committee's recommendation to approve the FY 2020-21 Audit Report and Audited Financial Statements as presented. Rick Wilson seconded.

Motion carried unanimously.

C. Budget Amendment #1 for 2021-22

Pat Steed, Executive Director, presented details of the proposed changes to the 2021-22 Budget which resulted in increased revenue.

Rick Wilson moved to accept the Finance Committee's recommendation to approve Budget Amendment #1 for 2021-22 as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

Ms. Steed presented the updated CFRPC Staff Organizational Chart for FY 2021-22, highlighting new structure changes and staff positions.

AGENDA ITEM #5 TITLE VI AND NONDISCRIMINATION POLICY

Marybeth Soderstrom presented an update to the CFRPC Title VI and Nondiscrimination Policy covering all aspects of the Council, with an emphasis on the transportation elements as the Federal Transportation Administration (FTA) and Florida Department of Transportation (FDOT) have specific requirements. Ms. Soderstrom presented the specifics of the update including naming Annie Arguello, currently the Mobility Manager, as CFRPC's Title VI Nondiscrimination Coordinator.

MOTION

Noel Chandler moved to approve the update to the Title VI Nondiscrimination Policy as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #6 OPPORTUNITY FOR PUBLIC HEARING FOR FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS

Marybeth Soderstrom stated that staff prepared FTA Capital Grant applications that require a public hearing be set in the event anyone from the public would like to comment on the grants. She stated there were no requests to conduct a public hearing received.

AGENDA ITEM #7 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT

Marybeth Soderstrom, Transportation Director, presented Resolution 2021-12A authorizing application for FTA grant funds to be used to provide trips in the Transportation Disadvantaged (TD) program in DeSoto, Hardee, Highlands, and Okeechobee Counties.

MOTION

Nathaniel Birdsong moved to adopt Resolution 2021-12A authorizing the Executive Director to submit FTA Section 5310, 5311 and 5339 grant applications and administer the grants. Rick Wilson seconded.

Motion carried unanimously.

AGENDA ITEM #8 RESOLUTION 2021-12B APPROVING PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) WITH FDOT FOR 5310 FUNDS

Marybeth Soderstrom stated that Resolution 2021-12B authorizes the Council to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to receive funds for a 5310 Grant for enhanced mobility for individuals with disabilities and seniors in the Sebring-Avon Park urbanized area.

MOTION

Nathaniel Birdsong moved to adopt Resolution 2021-12B as presented. Kathleen Rapp seconded.

Motion carried unanimously.

AGENDA ITEM # 9 CONTRACT FOR TECHNOLOGY SERVICES

Jennifer Codo-Salisbury, Deputy Director, stated that the Council utilizes an information technology (IT) company to provide support to staff's computer system and network. Responses to the Council's Request for Proposals (RFP) to provide IT services were received in November 2021. Out of the two firms that met the qualifications, staff recommends DSM as they offered the most services at the best price proposal.

MOTION

Nathaniel Birdsong moved to approve a contract with DSM for Council IT services for FY 2021-22. Morris West seconded.

Motion carried unanimously.

AGENDA ITEM #10 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

Shannon McPherson, Administrative Director, Beneshea Frazier, Economic Development Program Manager, presented the annual update to the CEDS Report as required by the US Department of Commerce Economic Development Administration (EDA). The update included the performance measures associated with the economic health of the region and an overview of regional economic indicators.

MOTION

Rick Wilson moved to adopt the Comprehensive Economic Development Strategy (CEDS) 2021 Update as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

AGENDA ITEM #11 ELECTION OF COUNCIL OFFICERS FOR 2022

Nathaniel Birdsong stated that the Nominating Committee met virtually on December 2, 2021 at 12:30 pm to consider nominations for Council officers for 2022. Members in attendance were: DeSoto County Gubernatorial Appointee Jackie Tucker; Okeechobee County Commissioner Kelly Owens; and Winter Haven City Commissioner Nathaniel Birdsong. The Committee voted to nominate Arcadia City Council Member Keith Keen to serve as Chair for 2022 and voted to nominate Highlands County Commissioner Kathleen Rapp to serve as Vice-Chair for 2022.

MOTION

Nathaniel Birdsong moved to close nominations and elect Keith Keen as Chair of the Council for 2022 and to elect Kathleen Rapp as Vice-Chair of the Council for 2022. Jackie Tucker seconded.

Motion carried unanimously.

In-coming Chair Keith Keen thanked Neda Cobb for a great job serving as Chair for the last two terms.

AGENDA ITEM# 12 APPOINT MEMBERS TO THE FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) POLICY BOARD

Incoming Chair Keith Keen appointed Jackie Tucker, Kelly Owens, and Nathaniel Birdsong to serve on the FRCA Policy Board for 2022.

MOTION

Chad McLeod moved to approve the 2022 FRCA Policy Board members as appointed. Kathleen Rapp seconded.

Motion carried unanimously.

AGENDA ITEM #13 APPOINT MEMBERS TO FINANCE COMMITTEE

Incoming Chair Keen asked Neda Cobb, Donna Howerton, and Rick Wilson to serve on the Finance Committee along with himself for 2022.

MOTION

Jackie Tucker moved to approve the 2022 Finance Committee as appointed. Nathaniel Birdsong seconded.

Motion carried unanimously.

AGENDA ITEM #14 2022 HOLIDAY SCHEDULE

Pat Steed presented the proposed Holiday Schedule for 2022 for Council approval.

MOTION

Keith Keen moved to approve the 2022 Holiday Schedule as presented. Rick Wilson seconded.

Motion carried unanimously.

AGENDA ITEM #15 OTHER BUSINESS

The next meeting was scheduled for February 9, 2022, at 9:30 a.m. in DeSoto County.

AGENDA ITEM #16 EXECUTIVE DIRECTOR'S REPORT

Pat Steed, Executive Director, presented highlights of the past year including a list of local, regional, and national awards received in 2021. She stated that staff pledged \$13,219 to the 2022 United Way campaign with 100% of employees participating for 10 years in a row and thanked Marybeth Soderstrom for leading the pledge campaign.

Ms. Steed asked each member of CFRPC staff to introduce themselves along with the length of time they have been with the Council.

Ms. Steed presented three staff members with milestone years of service certificates, and a certificate to the outgoing Chair, Neda Cobb, in recognition of her service as Chair.

Ms. Steed announced that this would be Kathy Hall's last Council meeting as she will be retiring on January 7, 2022 after 41 years with the Council. Kathy was presented with a certificate of appreciation and an engraved cake plate. Members were invited to stay after the meeting adjourned to say goodbye and wish Kathy well and enjoy holiday treats along with celebratory cupcakes.

There being no further business, the meeting adjourned.

Respectfully submitted,

Neda Cobb, Chair
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4) Statewide Regional Evacuation Study Updated

The Florida Regional Planning Councils working under contract with the Florida Division of Emergency Management (FDEM) completed the update to the Statewide Regional Evacuation Study (SRES). Staff will present items from and discuss CFRPC activities related to the study.

Background:

In 2010 the Florida Regional Planning Councils completed the first comprehensive Statewide Regional Evacuation Study to provide the tools to local and state emergency managers to predict and prepare for evacuations of people during major events such as hurricanes. This Study received numerous state and national awards and reflected on the work that all regional planning councils working together could accomplish.

In 2020, funding was authorized by the Florida Legislature for the Division of Emergency Management to update all Regional Evacuation Studies. FDEM contracted with the Florida regional planning councils to accomplish this work.

The SRES provides emergency management and County/City leadership officials with realistic data by quantifying the major factors in hurricane evacuation decision making.

The updated SRES includes new behavioral analysis, storm surge changes, confirmation of County shelters, evacuation population estimates, evacuation clearance times, and public shelter demands.

CFRPC either provided data, performed analysis, or review all work for the Central Florida Region. An important part of our work was close coordination with all local emergency managers to ensure data was accurate and that their issues were addressed in our work and the final Study.

In June 2021, the SRES was completed by the ten Florida Regional Planning Councils. This statewide update includes consolidating the results into one location online. The FDEM will host a public SharePoint with the data on their website at <https://www.floridadisaster.org/res>.

Actions Requested: None

Exhibits: #4: Statewide Regional Evacuation Study handout