



TPA EXECUTIVE COMMITTEE MEETING AGENDA

DATE: **Monday, March 28, 2022**
TIME: **2:00 p.m.**
PLACE: **301 Datura Street | West Palm Beach, FL 33401**

Attendees may not enter the TPA workplace if in the previous 5 days, they have tested positive for COVID-19, exhibited symptoms of COVID-19, or been in close contact with someone with COVID-19 and are unvaccinated.

To promote awareness of multimodal options for in-person attendance, a map of transportation facilities and services around the TPA Office is provided on page 3.

Members of the public can also join the meeting virtually in the following ways:

- Via Zoom app using Webinar ID: 880-2649-6094 and Password: 470673
- Via web browser at PalmBeachTPA.org/28MAR2022
- Via phone at 1-646-558-8656 using the above Webinar ID and Password
- View a live simulcast at PalmBeachTPA.org/LIVE

Please call 561-725-0800 or e-mail info@PalmBeachTPA.org for assistance joining the virtual meeting.

1. REGULAR ITEMS

- A. Call to Order and Roll Call
- B. Modifications to the Agenda
- C. Review the Committee's Charge

Pursuant to TPA Operating Procedures Section 2.2.F.3., the Executive Committee shall meet as necessary to facilitate the process of hiring a new Executive Director, including but not limited to refining the job profile, evaluating candidates, recommending a candidate, and negotiating an employment agreement for Board consideration.

- D. General Public Comments

Members of the public are invited to offer comments or questions as follows:

- A written comment may be submitted at PalmBeachTPA.org/Exec-Comment at any time prior to the commencement of the relevant agenda item.
- A verbal comment may be provided by a virtual attendee using the raise hand feature in the Zoom platform.
- A verbal comment may be provided by an in-person attendee submitting a comment card available at the welcome table.

Note that the Chair may limit comments to 3 minutes or less depending on meeting attendance.

- E. MOTION TO APPROVE Meeting Minutes from December 6, 2021

2. ACTION ITEMS

A. MOTION TO APPROVE the Executive Director Job Profile

TPA staff and the recruiting consultant have compiled the documents listed below for the Executive Committee's review and approval. These items have gone through review for legal sufficiency.

1. Job Description
2. Job Profile Brochure

B. MOTION TO APPROVE authorization of the Interim Executive Director to Fill Vacant Positions

The TPA Interim Executive Director is requesting authorization to hire the vacancies listed below. Attached is the TPA Organization Chart and corresponding job descriptions.

1. Lead Planner – Transit Coordinator
2. Lead Planner – Pedestrian & Bicycle Coordinator
3. Planner I – Multimodal Development

Additionally, the TPA Interim Executive Director is requesting authorization to hire a Transportation Planning Intern for the Multimodal Development team through the Florida Department of Transportation's (FDOT) Fellowship Program. The intern will be retained through Florida State University as part of the FDOT program from May through July 2022. The TPA will not incur any financial obligations for this hire.

3. INFORMATION ITEMS

There are no information items on this agenda.

4. ADMINISTRATIVE ITEMS

A. Next Meeting

The next meeting is tentatively scheduled for **April 12, 2022 at 1:00 p.m.** If this meeting is not needed, the next meeting will be May 6, 2022 at 9:00 a.m.

B. Adjournment



TPA Office Location

Public Parking

Private Parking

*Metered on-street parking available citywide (free with Handicap placard up to 4 hours)

Palm Tran
PalmTran.org

Palm Tran Bus Stop

Palm Tran Route 1

WEST PALM BEACH
DowntownWPB.com

Yellow Trolley

Green Trolley

Blue Trolley

TRI&RAIL
Tri-Rail.com

brightline

GoBrightline.com
Brightline Station

CIRCUIT

Free on-demand rides around West Palm Beach & Palm Beach 7 days a week. Download the app to ride.



Robert S. Weinroth, Mayor
TPA Chair
Palm Beach County

Chelsea S. Reed, Vice Mayor
TPA Vice Chair
City of Palm Beach Gardens

Joel Flores, Mayor
At Large Member
City of Greenacres

Maria Marino, Commissioner
At Large Member
Palm Beach County

Michael J. Napoleone, Councilman
At Large Member
Village of Wellington

Paul Gougelman, Esq.
TPA General Counsel
Non-Voting Advisory

NOTICE

This is a meeting of the Palm Beach MPO doing business as the Palm Beach Transportation Planning Agency.

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require a printed copy of the agenda package, require special accommodations under the Americans with Disabilities Act or require translation services for a meeting (free of charge) must call 561-725-0800 or send email to Info@PalmBeachTPA.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



**OFFICIAL MEETING MINUTES OF THE
PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA)
EXECUTIVE COMMITTEE**

March 28, 2022

301 Datura Street, West Palm Beach, FL 33401
Meeting was also conducted virtually via Zoom.

These minutes are a summary of the meeting events and may not reflect all discussion that occurred. PDF versions of the agenda, backup material and presentations as well as audio and video recordings are available for review at PalmBeachTPA.org/Executive-Committee

1. REGULAR ITEMS

1.A. Call to Order and Roll Call

VICE CHAIR REED called the meeting to order at 2:10 p.m.

The recording secretary called the roll. A quorum was present in-person as depicted in the table below.

Member	Attendance	Member	Attendance
Joel Flores	P	Chelsea Reed	P
Maria Marino	P	Robert Weinroth	A
Michael Napoleone	P		

P = Present A = Absent

1.B. ADOPTED: Modifications to the Agenda

The recording secretary stated TPA staff requested the addition of Comments from the Chair and Member Comments to become Item 1.E and Interim Executive Director’s Report as Item 1.F with the Motion to Approve Minutes becoming Item 1.G.

MOTION to Modify the Agenda as requested made by Mayor Flores, seconded by Councilman Napoleone, and carried unanimously 4-0 as depicted in the table below.

Member	Vote	Member	Vote
Joel Flores	Y	Chelsea Reed	Y
Maria Marino	Y	Robert Weinroth	A
Michael Napoleone	Y		

Y = Yes N = No A = Absent ABST = Abstain

1.C. Review the Committee’s Charge

VICE CHAIR REED stated pursuant to TPA Operating Procedures Section 2.2.F.3, the Executive Committee shall meet as necessary to facilitate the process of hiring a new Executive Director, including but not limited to refining the job profile, evaluating candidates, recommending a candidate, and negotiating an employment agreement for Board consideration.

1.D. General Public Comments

There were no general public comments received.

1.E. Comments from the Chair and Member Comments

There were no comments received.

1.F. Interim Executive Director’s Report

VALERIE NEILSON, TPA Interim Executive Director, provided a PowerPoint presentation, which can be viewed at PalmBeachTPA.org/Executive-Committee. She highlighted activities from her first 90-days on the job and upcoming activities staff would be working on.

COMMISSIONER MARINO inquired why the South Florida Regional Transportation Authority (SFRTA)/Tri-Rail was excluded from the Peer Exchange in Miami as opposed to other transit partners.

VALERIE stated the Peer Exchange was coordinated with the Miami Dade Transportation Planning Organization (TPO) as a make-up event for the TPA to visit and learn about their transit plans since the 2022 Safe Streets Summit mobile tours occurred at the same time as the TPA’s February Board meeting.

Mayor Robert Weinroth joined the meeting in-person and assumed his role as Chair of the meeting.

1.G. APPROVED Meeting Minutes from December 6, 2021

MOTION to Approve Meeting Minutes made by Mayor Flores, seconded by Commissioner Marino, and carried unanimously 5-0 as depicted in the table below.

Member	Vote	Member	Vote
Joel Flores	Y	Chelsea Reed	Y
Maria Marino	Y	Robert Weinroth	Y
Michael Napoleone	Y		

Y = Yes N = No A = Absent ABST = Abstain

2. ACTION ITEMS

2.A. TABLED: Motion to Approve the Executive Director Job Profile

BOB SLAVIN, TPA Consultant from Slavin Management Consultants, provided an update on tasks completed for the Executive Director job profile. He requested committee feedback on key characteristics the TPA Board desired in a new Executive Director that may have been missed during their initial discussions. He also voiced concerns with the draft job profile’s language specific to Florida and inquired if he would be given an opportunity to meet with TPA staff members.

Members expressed disappointment in the delayed recruitment process and the impacts it makes on the agency’s effectiveness.

Discussion ensued on the amount of TPA staff time being spent on the job profile documents, documents provided to Board members on the dais that included the consultant’s questionnaire and a copy of the previous Executive Director’s job description (attached hereto as Exhibit B), delays in the scheduling process, the need for clear communication and understanding of responsibilities for the TPA staff and consultant, the ethics opinion letter provided by TPA General Counsel, concerns with the TPA’s current staff level and culture, concerns on the proposed job profile documents and what is needed in order to get them to an approval status.

Mayor Steven Grant, City of Boynton Beach, provided a public comment on the status of the position and suggested delegating the responsibility of selecting the TPA’s contact person to the Interim Executive Director to assign.

Further discussion ensued on the TPA’s preferred contact person for scheduling and assisting the Executive Committee in this process, roles and responsibilities, and next steps.

The committee came to the following consensus:

- The TPA Executive Administrator would handle the scheduling of meetings and disseminating information to the committee as directed by the Chair.
- The Chair would coordinate with the recruiting firm on behalf of the Executive Committee.
- The Executive Committee members shall complete the provided questionnaire profile and submit it to the recruiting firm by April 1 via e-mail.
- The recruiting firm shall conduct TPA staff interviews virtually before the April 12 meeting.

CHAIR WEINROTH directed staff to add this item to the April 12 meeting with the addition of a job announcement for committee review.

MOTION to Table Discussion to the April 12, 2022 Meeting made by Mayor Flores, seconded by Vice Chair Reed, and carried unanimously 5-0 as depicted in the table below.

Member	Vote	Member	Vote
Joel Flores	Y	Chelsea Reed	Y
Maria Marino	Y	Robert Weinroth	Y
Michael Napoleone	Y		

Y = Yes N = No A = Absent ABST = Abstain

2.A. APPROVED: Authorization of the Interim Executive Director to Fill Vacant Positions

VALERIE NEILSON stated due to her contract she must consult with the Board before hiring, firing, or promoting any positions. She stated there are three vacancies with an offer pending for the Planner I position. She also stated there is an intern position that would be free to the agency through the Florida Department of Transportation (FDOT) Fellowship Program.

Discussion ensued on the contract language for clarification on the committee’s role, the potential to hold off on hiring positions until a permanent Executive Director is hired, concerns with current staffing levels and workload, concerns with the current job market, hierarchy of filling positions from most vital to least, concerns with the finance department needing additional help and the lack of a human resources (HR) department, and liability concerns with current practices.

CHAIR WEINROTH directed staff to add an accountant job description and a scope of services for an HR consultant to the April 12 meeting for committee review.

MOTION to Approve Authorization of the Interim Executive Director to Fill Vacant Positions made by Mayor Flores, seconded by Vice Chair Reed, and carried unanimously 5-0 as depicted in the table below.

Member	Vote	Member	Vote
Joel Flores	Y	Chelsea Reed	Y
Maria Marino	Y	Robert Weinroth	Y
Michael Napoleone	Y		

Y = Yes N = No A = Absent ABST = Abstain

3. INFORMATION ITEMS

There were no information items on the agenda.

4. ADMINISTRATIVE ITEMS

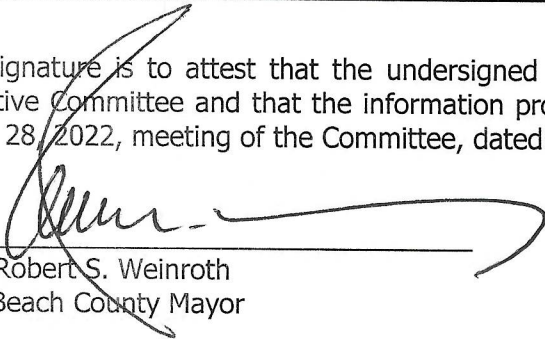
4.A. DISCUSSED: Next Meeting

Committee member discussion ensued on the next meeting date of April 12, 2022 and confirmed a start time of 2:00 p.m. It was noted the County Commissioners on the committee may be running late due to the conflict with their commission meeting that same morning.

4.B. Adjournment

There being no further business, the Chair declared the meeting adjourned at 3:42 p.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee, of the TPA Executive Committee and that the information provided herein is the true and correct Minutes for the March 28, 2022, meeting of the Committee, dated this 12th day of April 2022.



Chair Robert S. Weinroth
Palm Beach County Mayor

EXHIBIT A
 TPA Executive Committee
 Attendance Record

Representative Local Government	Dec '21	Apr '22
Robert Weinroth, Mayor – TPA CHAIR Palm Beach County	P	P
Chelsea Reed, Vice Mayor – TPA VICE CHAIR City of Palm Beach Gardens	P	P
Joel Flores, Mayor City of Greenacres	P	P
Maria Marino, Commissioner Palm Beach County	P	P
Michael Napoleone, Councilman Village of Wellington	P	P

*** New Appointment P - Representative Present ALT- Alternate Present E - Excused A - Absent

OTHERS PRESENT

Mayor Steven B. Grant
 John Boehm
 Marsha Taylor
 Cornelia Wantz
 Conor Campobasso
 Alyssa Frank
 Grég Gabriel
 Alaura Hart
 Matthew Komma
 Melissa Murray
 Valerie Neilson
 Margarita Pierce
 Jason Price
 Cassidy Sparks
 Andrew Uhler
 Amanda Williams
 Bob Slavin
 Paul Gougelman

REPRESENTING

City of Boynton Beach
 City of Palm Beach Gardens
 FDOT
 Palm Beach County Engineering
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA
 Palm Beach TPA – Slavin Management Consultants
 Palm Beach TPA – Weiss Serota et al.