



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

**April 12, 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](http://PalmBeachTPA.org/Executive-Committee)*

**1. REGULAR ITEMS**

**1.A. Call to Order and Roll Call**

CHAIR WEINROTH called the meeting to order at 2:05 p.m.

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

<b>Member</b>	<b>Attendance</b>	<b>Member</b>	<b>Attendance</b>
Joel Flores	A	Chelsea Reed	P
Maria Marino	P	Robert Weinroth	P
Michael Napoleone	P		

P = Present A = Absent

**1.B. Modifications to the Agenda**

The Recording Secretary stated Mayor Flores was requesting permission to join the meeting virtually as his flight was delayed and he was unable to join in-person.

There were no objections to his virtual attendance, and he was permitted to join the meeting.

**1.C. Review the Committee’s Charge**

CHAIR WEINROTH 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](http://PalmBeachTPA.org/Executive-Committee).

There was no discussion on this item.

**1.G. APPROVED Meeting Minutes from March 28, 2022**

**MOTION to Approve Meeting Minutes made by Commissioner Marino, 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. ACTION ITEMS**

**2.A. APPROVED: Executive Director Job Profile**

CHAIR WEINROTH noted the committee would be reviewing the provided draft documents and requested member feedback on any changes as he had a few concerns such as the salary and education requirements.

Member discussion ensued on the provided drafts not having additional updates provided to Bob Slavin, TPA Recruiting Consultant. It was also noted the Job Description was left unedited and would be adjusted to be consistent with the other documents as it is an internal TPA document and not something the consultant has oversight of.

The committee members reviewed the Job Announcement (attached hereto as Exhibit B) and the Job Profile (attached hereto as Exhibit C) and made line-item changes. They requested the consultant to provide updated versions via e-mail for a final review and approval before posting.

MAYOR FLORES expressed appreciation to the committee for taking the time to make line-item changes and expressed his disappointment in the quality of work product provided. He expressed the committee’s expectation to have a higher quality work product in the future.

The committee directed TPA staff to provide a compensation breakdown to Mr. Slavin consistent with the document previously provided during the former Executive Director’s performance review that showed compensation package comparisons.

CHAIR WEINROTH expressed the committee’s desire to have regular updates and noted he should be receiving weekly check-ins from Mr. Slavin.

**MOTION to Approve the Executive Director Job Profile made by Commissioner Marino, 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.B. APPROVED: Staff Accountant Job Description and authorization of the Interim Executive Director to fill the new position**

MATTHEW KOMMA, TPA Chief Financial Officer, provided a PowerPoint presentation, which can be viewed at [PalmBeachTPA.org/Executive-Committee](http://PalmBeachTPA.org/Executive-Committee). Matthew stated staff is requesting committee member feedback and approval of the provided job description for a new Staff Accountant position as proposed in the draft Fiscal Year (FY) 2023-2024 Unified Planning Work Program (UPWP). He stated upon Board adoption of the UPWP in May, the TPA is also seeking authorization for the Interim Executive Director to fill the position.

Committee member discussion ensued on the job description provided including additional details of tasks the employee would handle and if this job was more suited for a bookkeeper. Members expressed concerns with the requirement for the candidate to hold a CPA license based on the proposed salary range and noted the TPA may face difficulties filling this role as CPAs generally have a higher salary.

CHAIR WEINROTH requested staff to delete the word “ample” when describing the paid leave benefit.

**MOTION to Approve the Executive Director Job Profile made by Commissioner Marino, 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**

**3. DISCUSSED: Human Resources Scope of Services**

MATTHEW KOMMA, TPA Chief Financial Officer, provided a PowerPoint presentation, which can be viewed at [PalmBeachTPA.org/Executive-Committee](http://PalmBeachTPA.org/Executive-Committee). Matthew stated this item was in follow-up to the March 28 meeting when the committee requested for the TPA to hire a Human Resources consultant. He reviewed the draft scope and proposed timeline based on the TPA’s Procurement Policy to hire the consultant.

Member discussion ensued on the proposed scope, timeline to hiring a consultant, clarification on staff’s ongoing role needing to be finalized, and confirmation that these services would be eligible for grant reimbursement.

**4. ADMINISTRATIVE ITEMS**

**4.A. DISCUSSED: Next Meeting**

Committee member discussion ensued on the next meeting date and there was a consensus for May 3, 2022 at 3 p.m.

TPA staff noted another meeting survey would be distributed to members via e-mail to finalize the remainder of the 2022 schedule as there were conflicts with the dates previously proposed.

**4.B. Adjournment**

There being no further business, the Chair declared the meeting adjourned at 3:44 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 April 12, 2022, meeting of the Committee, dated this 3rd day of May 2022.

Chair Robert S. Weinroth  
 Palm Beach County Mayor

**EXHIBIT A**  
 TPA Executive Committee  
 Attendance Record

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

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

OTHERS PRESENT

John Boehm  
 Conor Campobasso  
 Alaura Hart  
 Matthew Komma  
 Melissa Murray  
 Valerie Neilson  
 Margarita Pierce  
 Amanda Williams  
 Bob Slavin  
 Paul Gougelman

REPRESENTING

City of Palm Beach Gardens  
 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.

# Exhibit B

Announcement

DRAFT

## PALM BEACH TRANSPORTATION PLANNING AGENCY (PBTPA) Serving Palm Beach County, Florida

### EXECUTIVE DIRECTOR

Palm Beach County is geographically among the largest of the sixty-seven counties in Florida. The County is bounded by Lake Okeechobee, the Everglades, and the Atlantic Ocean, all of which offer recreational opportunities in beautiful natural settings. Major industries include tourism, agriculture, and construction. There are approximately 1.5 million people living in the County's ~~twenty-one~~ <sup>thirty-nine</sup> municipalities and unincorporated areas.

The Palm Beach Transportation Planning Agency (TPA) is the federally designated Metropolitan Planning Organization for the County. As such it provides the forum that brings County Commissioners, ~~city~~ <sup>Municipal</sup> officials, the ~~Seaport Commissioner~~ <sup>Commissioners</sup>, and other transportation professionals together to implement a safe, efficient, connected, and multimodal transportation system. With an eye on the future, the TPA maintains a long-range forecast of population, employment and transportation projects and services that advance the Palm Beach County regional vision. Grounded in the present, the TPA Board annually adopts a funding program that prioritizes over \$600 million in federal, state, and local transportation dollars to implement its programs. ~~PBTPA~~ currently employs 15 FTE's.

TPA's governance is provided by a ~~twenty-one~~ (21) member Governing Board. The Board is comprised of five (5) county commissioners, fifteen (15) elected officials from the County's thirteen largest municipalities and one (1) Port of Palm Beach commissioner. The Florida Department of Transportation (FDOT) District Secretary also serves as a non-voting advisory member. The TPA has three advisory committees - the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and ~~Bicycle Trailways Pedestrian Advisory Committee (BTAC)~~ <sup>Vision Zero Advisory Committee (VZAC)</sup>, as well as the Transportation Disadvantaged Local Coordinating Board (TD LCB). Each one offers unique and important insight into recommendations for the Board and TPA staff. The Governing Board appoints the Executive Director to implement its policies and to manage the day-to-day operations of the Agency.

The TPA is committed to creating a transportation system for all users - one that offers multimodal solutions with safety ~~top of mind~~ <sup>as a priority</sup>. The TPA staff works with the Governing Board and committees, community partners, residents, and other stakeholders to ensure these goals are met.

The Executive Director serves as the face of the TPA and assists the Governing Board in creating and then implementing policy decisions, which affect the transportation community in Florida, through engaging partners, making presentations, and participating in a wide variety of public forums. He or she has direct oversight of the leadership team and the authority to hire, evaluate, promote, discipline, demote and/or terminate TPA employees. To view ~~PBTPA's~~ adopted Strategic Plan and Unified Planning Work Program (UPWP) please visit <https://www.palmbeachtpa.org>.

~~The position of Executive Director requires~~

~~Requires~~ seven (7) or more years of progressively responsible supervisory experience in a transportation planning organization combined with a bachelor's degree in transportation planning or engineering, urban or regional planning, public or business administration, or an equivalent combination of education

and experience. MPO experience, a master's degree and an AICP or P.E. are preferred but not required. Must have or obtain a valid Florida driver's license.

A detailed recruitment profile which includes leader attributes and characteristics desired by the Board is available on the Slavin Management Consultant website at [www.slavinweb.net](http://www.slavinweb.net)

#### *Salary*

~~\$135,000 – \$238,000 annually. Beginning is~~ **Competitive salary** negotiable depending on qualifications

#### *Benefits*

The TPA offers excellent benefits which include ~~ample~~ paid time off and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

#### **How to Apply**

This recruitment will remain open until the position is filled. If you are qualified and interested in being considered, please email your cover letter, resume and salary expectations without delay to:

Robert E. Slavin, President

#### **SLAVIN MANAGEMENT CONSULTANTS**

3040 Holcomb Bridge Road #A1, Norcross, Georgia 30071

Phone: (770) 449-4656

Fax: (770) 416-0848

Email: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)

**Note: Under Florida Law, resumes are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.**

**The Palm Beach TPA is an Equal Opportunity/Equal Access Employer**

## About Palm Beach County, Florida

Palm Beach County is geographically among the largest of the sixty-seven counties in Florida and is larger than the state of Rhode Island. The county is bounded by Lake Okeechobee, the Everglades, and the Atlantic Ocean, all of which offer recreational opportunities in beautiful natural settings. Major industries in Palm Beach County include tourism, agriculture, and construction. There are approximately 1.5 million people living in Palm Beach County. The lifestyles of residents range from urban to rural, with the more densely populated areas in the east. Many municipalities provide residents with services such as water and sewer, refuse collection, law enforcement and fire rescue. In some communities and unincorporated areas, these services may be provided by County government.

Palm Beach County has something for everyone. The average temperature is 78 degrees; its 47-mile ocean shoreline has numerous public beaches; and the landscape ranges from urban to agricultural to natural wetlands. In Palm Beach County there are approximately 160 public and private golf courses; hundreds of tennis courts; dozens of parks, waterparks, boating docks, snorkeling, and diving sites; cultural and historic attractions; regional libraries; adult education programs; hundreds of houses of worship; and dozens of schools, colleges and universities, hospitals, and shopping/entertainment centers.

## A prosperous and growing region.

Home to over 1.5 million people and expected to add another 300,000 over the next 25 years, the transportation investments planned today will ensure the continued and enhanced prosperity of Palm Beach County.

## About The Palm Beach Transportation Planning Agency

### Mission

Collaboratively plan, prioritize, and fund the transportation system

### Vision

A safe, efficient, connected, and multimodal transportation system

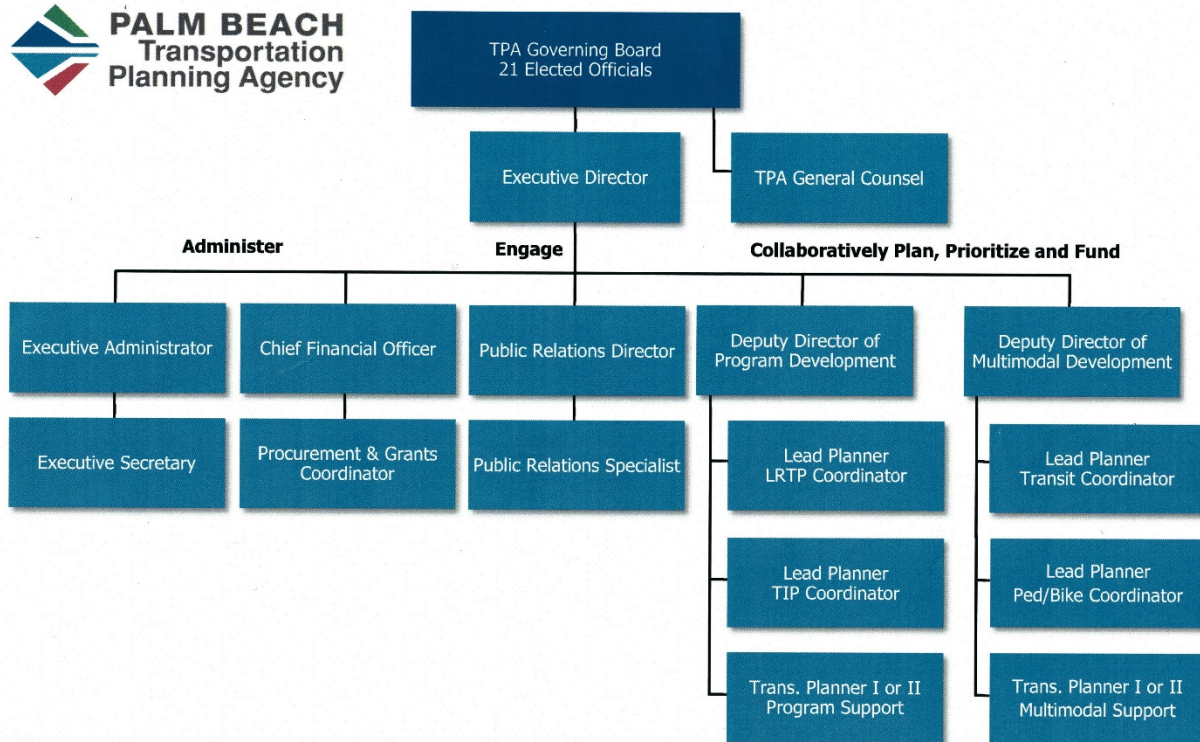
### Goals

1. Engage the Public
2. Plan the System
3. Prioritize Funding
4. Implement Projects
5. Collaborate with Partners
6. Administer the Agency

The Palm Beach Transportation Planning Agency (TPA) is the federally designated Metropolitan Planning Organization for Palm Beach County, Florida, providing the forum that brings county commissioners, city officials, seaport commissioners and transportation professionals together to implement a safe,

efficient, connected, and multimodal transportation system. With an eye on the future, the TPA maintains a long-range forecast of population, employment and transportation projects and services that advance the Palm Beach County regional vision. Grounded in the present, the TPA Board annually adopts a funding program that prioritizes over \$600 million in federal, state, and local transportation dollars to implement its programs. ~~PBTPA~~ currently employs 15 FTYE's.

The TPA is committed to creating a transportation system for all users - one that offers multimodal solutions with safety ~~top of mind~~ <sup>as a priority</sup>. The TPA staff works with ~~our~~ <sup>the Governing</sup> Board and committees, community partners, residents, and other stakeholders to ensure these goals are met.



## TPA Governing Board and Committees

The Palm Beach TPA Board oversees the transportation planning process in Palm Beach County. The Governing Board consists of twenty-one (21) locally elected officials: five (5) county commissioners, fifteen (15) elected officials from the County's thirteen largest municipalities and one (1) Port of Palm Beach commissioner. The Florida Department of Transportation (FDOT) District Secretary also serves as a non-voting advisory member. The Governing Board is committed to working collaboratively to plan and implement a regional cohesive transportation vision for all of Palm Beach County.

The TPA also has three advisory committees - the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and ~~Bicycle Trailways Pedestrian Advisory Committee (BTPAC)~~ <sup>Vision Zero Advisory Committee (VZAC)</sup>, as well as the Transportation Disadvantaged Local Coordinating Board (TD LCB). Each one offers unique and important insight into recommendations for the Board and TPA staff.



## ~~Palm Beach~~ TPA Members:

- Palm Beach County (5 Governing Board Representatives from 7 Commissioners)
- City of Boca Raton (2 Governing Board Representatives)
- City of West Palm Beach (2 Governing Board Representatives)
- City of Belle Glade
- City of Boynton Beach
- City of Delray Beach
- City of Greenacres
- Town of Jupiter
- City of Lake Worth ~~Beach~~
- ~~City of Palm Beach Gardens~~
- ~~City of Palm Springs~~
- City of Riviera Beach
- Village of Royal Palm Beach
- Village of Wellington
- Port of Palm Beach
- Florida Department of Transportation (non-voting advisory member)

Note: Unless otherwise noted, each of the above TPA Board member agencies designate one Representative to serve on the Governing Board, plus a designated Alternate if desired.

## ~~An exceptional staff:~~

The TPA is staffed by highly motivated, well-qualified employees who are committed to plan, prioritize and fund projects that advance the vision and mission of the agency.

## ~~A passion for safety:~~

The TPA has endorsed Vision Zero and focuses on the protection of its most vulnerable transportation users through the elimination of traffic-related fatalities and serious injuries. The TPA is also committed to equity and prioritizes transportation investments that benefit traditionally underserved communities.

## ~~A financially stable organization:~~

The TPA operates under a robust budget of federal transportation grants and unrestricted local funds, with demonstrable ownership of the planning process through the financial commitments of its local members.

To view ~~PB~~TPA's adopted Strategic Plan and Unified Planning Work Program (UPWP) please visit <https://www.palmbeachtpa.org>.

## Opportunities

- Current and anticipated rapid growth in Palm Beach County will continue to create significant challenges for the transportation system.
- ~~PB~~TPA is the lead agency responsible for achieving effective coordination and collaboration among multiple agencies including FDOT.
- ~~PB~~TPA will play a vital role in the anticipated upcoming election to renew the current transportation surtax ~~which is due to sunset in 2024 or sooner.~~ possible ballot initiative for a future transportation surtax
- TPA needs "shovel ready" projects which typically require three to five years to become ready.
- Recruitment and selection needed to fill currently vacant ~~PB~~TPA positions.

- ~~Potential collaboration with~~
- ~~The completion of Brightline - a privately run inter-city high speed rail line between Miami and West Palm Beach and soon to Orlando.~~
- ~~Lack of affordable (including workforce) housing and its impact on the County's transportation system as well as on PBTPA's ability to recruit and retain employees.~~
- Mobility vs transportation planning i.e., create innovative programs that entice people out of cars.
- ~~Current and anticipated rapid growth in Palm Beach County will continue to create significant challenges for the transportation system.~~

## About the Executive Director Position

The Palm Beach TPA is seeking an outstanding planning professional to lead the team responsible for collaboratively planning, prioritizing, and funding the transportation system of Palm Beach County, FL.

## The Position

The Executive Director is responsible to the 21-member Governing Board to coordinate closely with partner agencies such as the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and other statewide organizations on issues of importance to the transportation community. The Executive Director serves as the chief executive officer of the TPA and implements the mission of the TPA as detailed in its adopted Strategic Plan and Unified Planning Work Program (UPWP).

The Executive Director serves as the face of the TPA and assists the Governing Board in creating and then implementing policy decisions which affect the transportation community in Florida, through engaging partners, making presentations, and participating in a wide variety of public forums. He or she has direct oversight of the leadership team and the authority to hire, evaluate, promote, discipline, demote and/or terminate TPA employees. The Executive Director is responsible for conducting the transportation planning process to enhance the transportation network of Palm Beach County over the short and long-term future, including engaging the public, planning systems, prioritizing funding, implementing projects, collaborating with partners, and administering the agency.

This work is performed in a highly visible public arena, and it requires frequent evening and weekend work.

The Executive Director receives general oversight from the Governing Board. Self-direction and self-motivation are essential attributes for this position.

## An Opportunity to Lead

Required leadership styles and attributes include:

- Ability to delegate tasks and set deadlines;
- A proven record of successfully managing a growing organization;
- Ability to create an inspiring team environment with an open communication culture;
- Ability to set clear team goals and empower staff to reach those goals;

- Skilled at recognizing high performance and rewarding accomplishments;
- excellent verbal and written communication skills;
- objectively providing and willingly accepting candid performance feedback.

## Requirements include:

Seven (7) or more years of progressively responsible supervisory experience in a transportation planning organization combined with a bachelor’s degree in transportation planning or engineering, urban or regional planning, public or business administration, or an equivalent combination of education and experience. MPO experience, a master’s degree and an AICP or P.E. are preferred ~~but not required~~. Must have or obtain a valid Florida driver's license.

*Outstanding Candidates will possess the following Knowledge, Skills, and Abilities:*

### *Knowledges*

- ~~Federal transportation planning regulations.~~
- ~~Sales tax ballot tax initiatives~~
- State statutes related to transportation planning and programming.
- ~~Florida State or similar~~ <sup>Governmental</sup> budgeting and fiscal policy.
- Multimodal Transportation Systems
- ~~Local government comprehensive planning requirements relating to transportation.~~
- Knowledge and understanding of the ~~Florida State Legislature and Department of Transportation (or those of a comparable state)~~
- ~~Federal and state transportation planning process and programs.~~

Note: Combine bullets and move to top of list.

### *Skills*

- Preparing and giving oral presentations.
- Must understand the political aspects of the job while remaining nonpolitical
- Public sector management including budgeting and finance, human resources <sup>oversight of</sup>

### *Abilities*

- ~~To~~ build strong relationships with others in the transportation community, government, and interest groups.
- ~~To~~ anticipate needs of the membership and proactively initiate solutions while keeping the Governing Board informed.
- ~~To~~ manage, lead and supervise staff.
- ~~To~~ function as policy advisor on federal and statewide transportation planning activities.
- ~~To~~ responsibly manage multiple and diverse programs and planning activities with a variety of government and private agencies.
- ~~To~~ <sup>Awareness</sup> become aware of proposed legislation and rulemaking notices and understand their impacts on transportation. <sup>and work with lobbyists towards the mission and vision of the TPA</sup>
- ~~To~~ explain complex issues in “plain speak.”
- ~~To~~ lead, encourage and empower employees to achieve at their highest level.

## Interpersonal Characteristics

- Strong, objective, consistent and fair leader who will stand firm when need be.
- Committed to providing the same quality and standard of service to all members.
- Works collaboratively with a wide diversity of stakeholders to facilitate issues, synthesize a viewpoint, propose practical solutions.
- Able to set goals, effectively lead others to accomplish goals and to create a positive and relevant public image for PBTPA
- Able to work as part of a team as a good listener, respecting varying points of view and opinions while building professional relationships with staff, colleagues, Board members, elected officials, community leaders, and citizens.
- Able to absorb information quickly and perform duties in a timely and accurate fashion.

## Compensation

### *Salary*

~~\$135,000 – \$238,000 Annually.~~ Competitive salary negotiable depending on qualifications.

### *Benefits*

The TPA offers ~~a competitive salary and~~ excellent <sup>benefits</sup> ~~benefit package~~ including ample paid leave and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

## How to Apply

This recruitment will remain open until the position is filled. If you are qualified and interested in being considered, please email your cover letter, resume and salary expectations without delay to:

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