



## TPA EXECUTIVE COMMITTEE MEETING AGENDA

DATE: **Tuesday, April 12, 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: 831-8970-4776 and Password: 394411
- Via web browser at [PalmBeachTPA.org/12APR2022](https://PalmBeachTPA.org/12APR2022)
- Via phone at 1-646-558-8656 using the above Webinar ID and Password
- View a live simulcast at [PalmBeachTPA.org/LIVE](https://PalmBeachTPA.org/LIVE)

Please call 561-725-0800 or e-mail [info@PalmBeachTPA.org](mailto: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](https://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. Comments from the Chair and Member Comments

- F. Interim Executive Director's Report
- G. MOTION TO APPROVE Meeting Minutes from March 28, 2022

**2. ACTION ITEMS**

- A. MOTION TO APPROVE the Executive Director Job Profile

The TPA recruitment consultant compiled the documents listed below, and attached, for the Executive Committee's review and approval following direction given during the March 28<sup>th</sup> committee meeting.

- 1. Job Announcement
- 2. Job Profile Brochure
- 3. Job Description

- B. MOTION TO APPROVE Staff Accountant Job Description and authorization of the Interim Executive Director to fill the new position

The TPA Interim Executive Director is requesting approval of the job description for a new Staff Accountant position and authorization to fill the new position proposed in the Fiscal Year (FY) 2023-2024 Unified Planning Work Program (UPWP). The draft job description is attached.

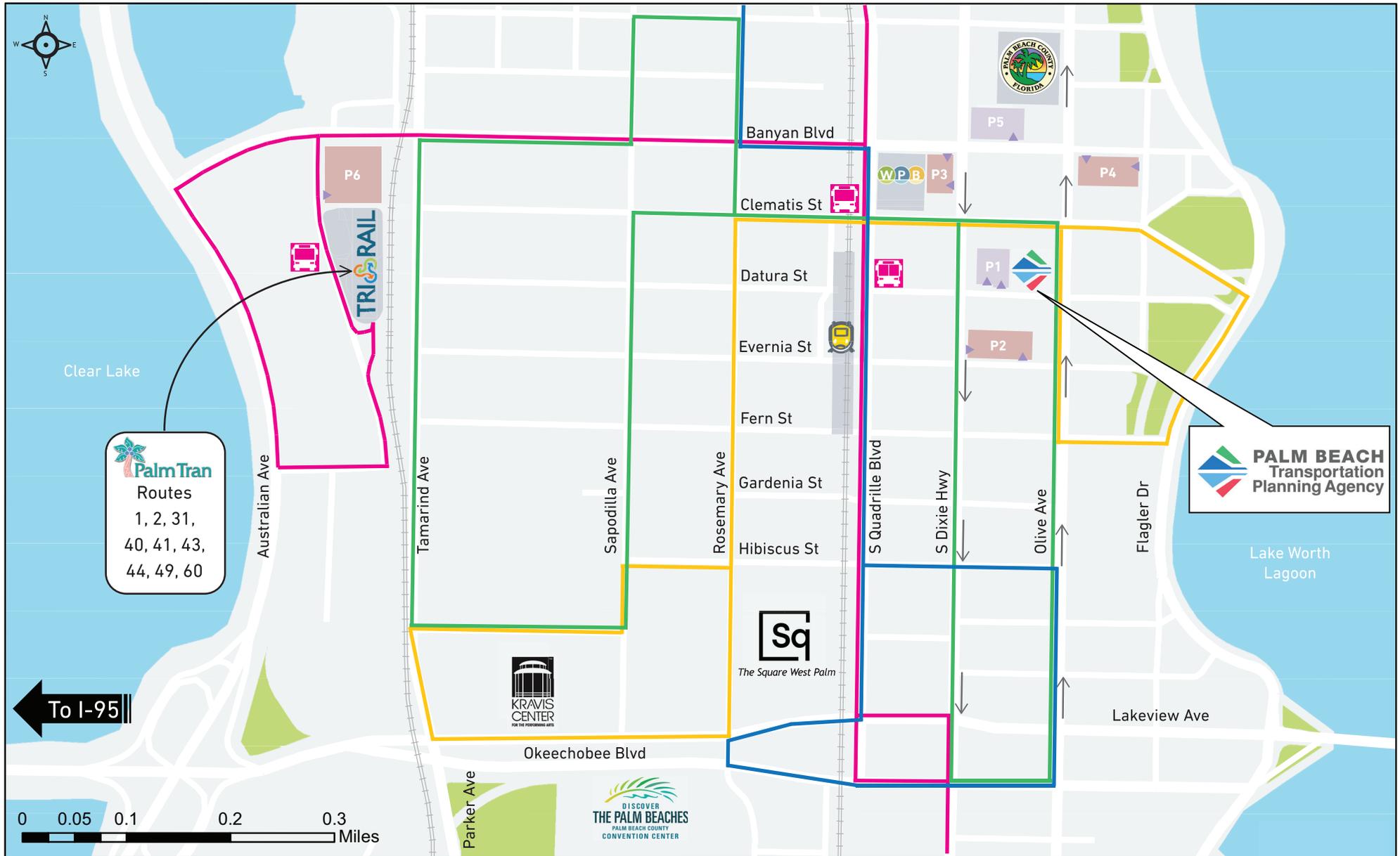
**3. INFORMATION ITEMS**

- A. Human Resources Scope of Services

TPA staff will present a draft scope of services for a Human Resources Consultant and next steps to proceed with procurement. The draft scope of services is attached.

**4. ADMINISTRATIVE ITEMS**

- A. Next Meeting
- B. Adjournment



**Palm Tran**  
Routes  
1, 2, 31,  
40, 41, 43,  
44, 49, 60

**PALM BEACH**  
Transportation  
Planning Agency

**To I-95**

0 0.05 0.1 0.2 0.3 Miles

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

**W.P.B.**  
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.

Download on the  
App Store

GET IT ON  
Google Play

**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](mailto: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](http://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](http://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

DRAFT

**EXHIBIT A**  
 TPA Executive Committee  
 Attendance Record

<b>Representative Local Government</b>	<b>Dec '21</b>	<b>Apr '22</b>
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 Uhlir  
 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 – Slavin Management Consultants  
 Palm Beach TPA – Weiss Serota et al.

### **Announcement**

#### **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 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 officials, the Seaport Commissioner, 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-Traillways-Pedestrian Advisory Committee (BTPAC), 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. 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>.

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 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

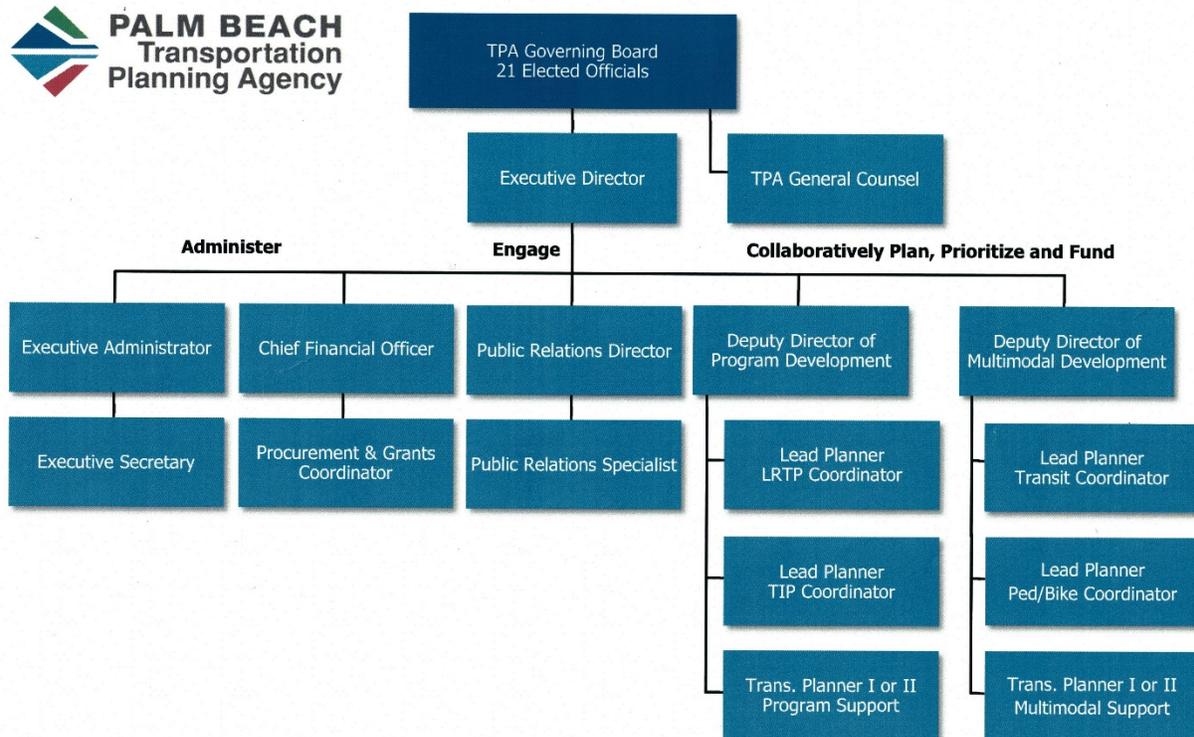
### **Goals**

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. The TPA staff works with our 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), 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
- 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 PBTPA’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.
- PBTPA is the lead agency responsible for achieving effective coordination and collaboration among multiple agencies including FDOT.
- PBTPA 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.
- TPA needs “shovel ready” projects which typically require three to five years to become ready.
- Recruitment and selection needed to fill currently vacant PBTPA positions.

- 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 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 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.

### *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

### *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 become aware of proposed legislation and rulemaking notices and understand their impacts on transportation.
- 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.

### *Benefits*

The TPA offers a competitive salary and excellent 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:

Robert E. Slavin, President

SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road #A1 Norcross, Georgia 30071

Phone: (770) 449-4956

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**

## EXECUTIVE DIRECTOR

<b>FLSA Classification</b>	Exempt (Administrative)
<b>Reports to</b>	Palm Beach TPA Governing Board
<b>Type</b>	Regular, Full-time
<b>Date Prepared</b>	March 28, 2022
<b>Date Modified</b>	N/A

### **General Statement of Position:**

The Executive Director is responsible to the multi-member Palm Beach TPA Governing Board (the "Governing Board"), which comprises 21 local elected officials from the 13 largest municipalities in Palm Beach County, by coordinating 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 is the face of the TPA organization and assists in creating and directing policy decisions which affect the transportation community in Florida, as well as FDOT through engaging partners, making presentations and participating in a wide variety of public forums. The Executive Director has direct oversight of the leadership team and authority to hire, evaluate, promote, discipline, demote and/or terminate any TPA employee. 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, which includes engaging the public, planning the system, prioritizing funding, implementing projects, collaborating with partners and administering the agency. Additionally, the Executive Director performs such other duties customary to the position and as may be reasonably designated by the Governing Board and/or its Chair from time to time.

The Executive Director works with minimal supervision and must initiate projects and tasks independently, bringing them to conclusion and presenting the results to the various committees and Governing Board. Self-direction and self-motivation are key personal attributes of this position.

### **Position duties include:**

- Provide overall staffing and management of the TPA's leadership team and indirectly supervise and support all TPA staff.
- Organize meetings, prepare agendas and supporting materials.
- Provide technical and administrative support in response to decisions resulting from Governing Board meetings.
- Provide leadership through the Governing Board to refine and implement the TPA's transportation vision.
- Advance the TPA's Strategic Plan goals through specific actions and achievement of targeted outcomes.
- Maintain the TPA's Long Range Transportation Plan (LRTP), List of Priority Projects (LOPP) and Transportation Improvement Program (TIP).
- Educate and inform the Governing Board about transportation planning and funding issues and opportunities.
- Develop effective working relationships with local elected officials, MPO staffs, State legislative staffs and elected officials, FDOT, FHWA and FTA staff, Florida League of Cities, Florida Association of Counties, Florida Public Transportation Association, and other state agencies.
- Facilitate the continued evolution of the organization consistent with the vision of the Governing Board.

- Monitor and review proposed Federal and State legislation that may affect transportation, providing comments as needed in writing or verbally
- Act as a resource for the Florida Legislature regarding transportation planning.
- Provide recommendations and drafts legislation as necessary.
- Attends relevant workshops, meetings, and conferences to update the TPA on the latest developments on issues affecting transportation.
- Serves as the principal policy advisor to the TPA on Federal and State transportation planning activities.
- Reviews legislative and policy issues from the perspective of the transportation community.
- Collaborate with regional partners (FDOT, MPOs, transit agencies, county and municipal governments, etc.) to achieve common goals through consensus.
- Administer the day-to-day operations of the TPA pursuant to Governing Board policies and applicable laws and regulations.
- Leads staff conducting a wide range of activities including the development and implementation of various plans, transportation planning research, transportation safety practices and transportation performance measures.
- Monitor legislation and follow transportation related issues, report to the membership and partners on the status of legislation and actively work to support or oppose bills as needed.
- Lobby the state legislature related to transportation issues.
- Counsel board members equally and thoroughly to support informed decisions.
- Serve as a contract manager and oversees the administrative and technical details associated with the oversight of contracts. Coordinate with staff and consultants and contractors to ensure the delivery of quality products, the timely execution of tasks and the appropriate use of funds.
- Coordinate and provide presentations on a wide range of transportation policy and planning issues.
- Serve as a technical resource for FDOT, FHWA, FTA, and MPOs.

### **Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each of the aforementioned essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience:**

Ten (10) or more years of experience directing an organization or business unit with transportation planning experience and 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. A master's degree and AICP or P.E. certification are preferred.

### **Certificates, Licenses, Registrations**

Valid Florida Driver's License and maintenance of clean driving record.

### **Special Qualifications:**

The Executive Director must be a registered lobbyist with the State of Florida.

### **Knowledge**

- Federal planning regulations.
- Florida Statutes related to transportation planning and programming.
- Attributes of Florida State budgeting and fiscal policy.
- Local government comprehensive planning requirements relating to transportation.
- Organization of FDOT and the Florida Legislature.
- Florida's transportation planning process and programs.

## **Skills**

- Preparing and giving oral presentations.
- Preparing and editing documents.
- General public administration including budgeting, personnel policies, and file management.
- Speak English fluently and is clearly understandable.

## **Abilities**

- To communicate clearly both orally and in writing in English.
- To use computer applications including the Microsoft suite of software.
- To build strong relationships with others in the transportation community, government, and interest groups.
- To supervise staff.
- To recognize the needs of the membership and initiate solutions without express direction from the Governing Board.
- To act as policy advisor on federal and statewide transportation planning activities.
- To coordinate implementation of multiple program and planning activities with a variety of government and private agencies.
- To read proposed legislation and rulemaking notices and recognize the potential impacts it may have on the transportation community.
- To serve effectively in group activities such as teams, task forces, and committees.
- To mediate, moderate and resolve conflicts.
- To understand complex issues and explain them in "plain speak."
- To facilitate complicated discussions as a competent mediator able to promote change.
- To demonstrate finesse through skilled written and charismatic oral communication.
- To manage and prioritize multiple and complex tasks with time and budget constraints.
- To work with minimal supervision and direction and to initiate projects, and activities without direction.
- To work under pressure/stress with an extreme level of accuracy.
- To lead and empower staff to achieve at a high level.
- To anticipate issues and pursue win-win outcomes whenever possible.
- To understand and care for the diverse members of Palm Beach County's communities.
- To be technically knowledgeable of multimodal transportation systems.

## **Benefits**

The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

## **Working Conditions**

While performing the duties of this job, the employee is subject to the following conditions:

- Environment:
  - The work is generally performed within an office environment.
  - Lighting and temperatures are typically adequate, and there are little hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
  - The noise level in the work environment is typically quiet to moderate.
- Physical Demands:
  - The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel or bend at the waist.
  - The ability to lift and carry 20 pounds as occasionally required.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.
- Work Authorization/Security Clearance
  - The employee must successfully pass a criminal and credit background.
  - The TPA will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.
  - The TPA is a drug-free workplace as provided in Section 440.101 *et seq.*, Florida Statutes so the employee may be subject to drug and alcohol screens, as permitted by law.

**Other Duties**

*The above information is intended to indicate the general nature and level of work performed by the employee in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities and activities may change at any time with or without notice.*

**ACKNOWLEDGEMENT:**

By signing below, employee acknowledges receipt of this position description.

\_\_\_\_\_  
**PRINTED NAME OF EMPLOYEE**

\_\_\_\_\_  
**SIGNATURE OF EMPLOYEE**

\_\_\_\_\_  
**(Date)**



---

## STAFF ACCOUNTANT

\$61,870 - \$93,951 ANNUALLY  
PLUS EXCELLENT BENEFITS

---

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

---

**The Position** The Staff Accountant ensures seamless financial performance for the Palm Beach Transportation Planning Agency (TPA) by providing accounting, payroll, and accurate financial reporting activities.

Primary responsibilities include payroll processing, accounting functions, account reconciliations, travel and mileage reimbursement, management of petty cash, report creation and monitoring, record keeping, and performing other tasks as detailed at [PalmBeachTPA.org/jobs](http://PalmBeachTPA.org/jobs).

Work is performed with a high degree of independence under the supervision of the Chief Financial Officer.

**Candidates** Successful candidates will have two (2) or more years of related work experience, a Bachelor's Degree in finance, business, public administration or related field and/or CPA or CGFO certification, and will pass a financial skills test.

Ideal candidates are:

- Knowledgeable of GAAP standards for bookkeeping, auditing, budgeting, fiscal record keeping, financial reporting, and fund based accounting;
- Familiar with accounting systems, financial report creation, and internal controls;
- Able to follow established processes and report results, analyze data and draw logical conclusions, analyze transactions and reports, make appropriate correcting entries, and perform a wide variety of financial/accounting duties;
- Skillful using computer systems including Quickbooks and/or other accounting software programs, Microsoft Office Suite and Adobe Acrobat;
- Committed to effective working relationships with people of diverse cultural and linguistic backgrounds without discrimination; and
- Familiar with retirement and staff benefit program administration.

**Benefits** The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation and tuition reimbursements.

---

**About the TPA** The 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. *Come join our team!*

---

**To Apply** Applicants must submit a cover letter, resume and completed application (available at [PalmBeachTPA.org/jobs](http://PalmBeachTPA.org/jobs)) to [humanresources@PalmBeachTPA.org](mailto:humanresources@PalmBeachTPA.org).

---

**Detailed Duties & Responsibilities**

- Performs general cost accounting and other related duties for the organization.
  - Prepares monthly balance sheets, income statements, and profit and loss statements.
  - Maintains the general ledger.
  - Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
  - Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
  - Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections.
  - Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
  - Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
  - Files tax forms with federal, state, and local government agencies.
  - Coordinates with software vendor to maintain accounting software systems; recommends updates to enhance the accounting software.
  - Manages the purchasing and invoicing system.
  - Maintains knowledge of acceptable accounting practices and procedures.
  - Performs other related duties as assigned.
-

## HUMAN RESOURCES SERVICES SCOPE OF WORK/SERVICES

The Contractor shall:

1. Audit and update TPA Personnel Handbook for legal compliance, liability mitigation, and industry best practices including but not limited to:
  - Recruitment Process
  - Onboarding Process
  - Personnel Rules
  - Training Requirements
  - Disciplinary Procedures
  - Separation Process
2. Audit, update, and provide legally compliant Human Resource (HR) forms
3. Insure and represent the TPA in HR legal matters
4. Provide an HR portal including, but are not limited to:
  - Library of policies, procedures, resources, and benefits
  - Secure Personnel File Vault with access controls
  - Staff Directory
  - Orientation packet (benefits enrollments, retirement orientation, W-4, etc.)
  - Coordination and monitoring of required trainings
5. Provide regular availability of the following services for staff as required:
  - Provide conflict resolution
  - Handle all employee grievances
  - Provide employee counseling and guidance
  - Guide disciplinary actions as needed
6. Provide the following recurring services for the TPA as required:
  - Conduct periodic Wage Surveys
  - Assist with periodic benefits evaluations and administration
  - Recruitment coordination
  - New Hire HR orientation and onboarding
  - Oversight of performance review, disciplinary, and terminations processes
  - File required state and federal documents
7. Provide information and available pricing structures for the following potential services (if available)
  - DCAA compliant timekeeping & payroll
  - Insurance
  - Performance management