



## 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.

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### 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.

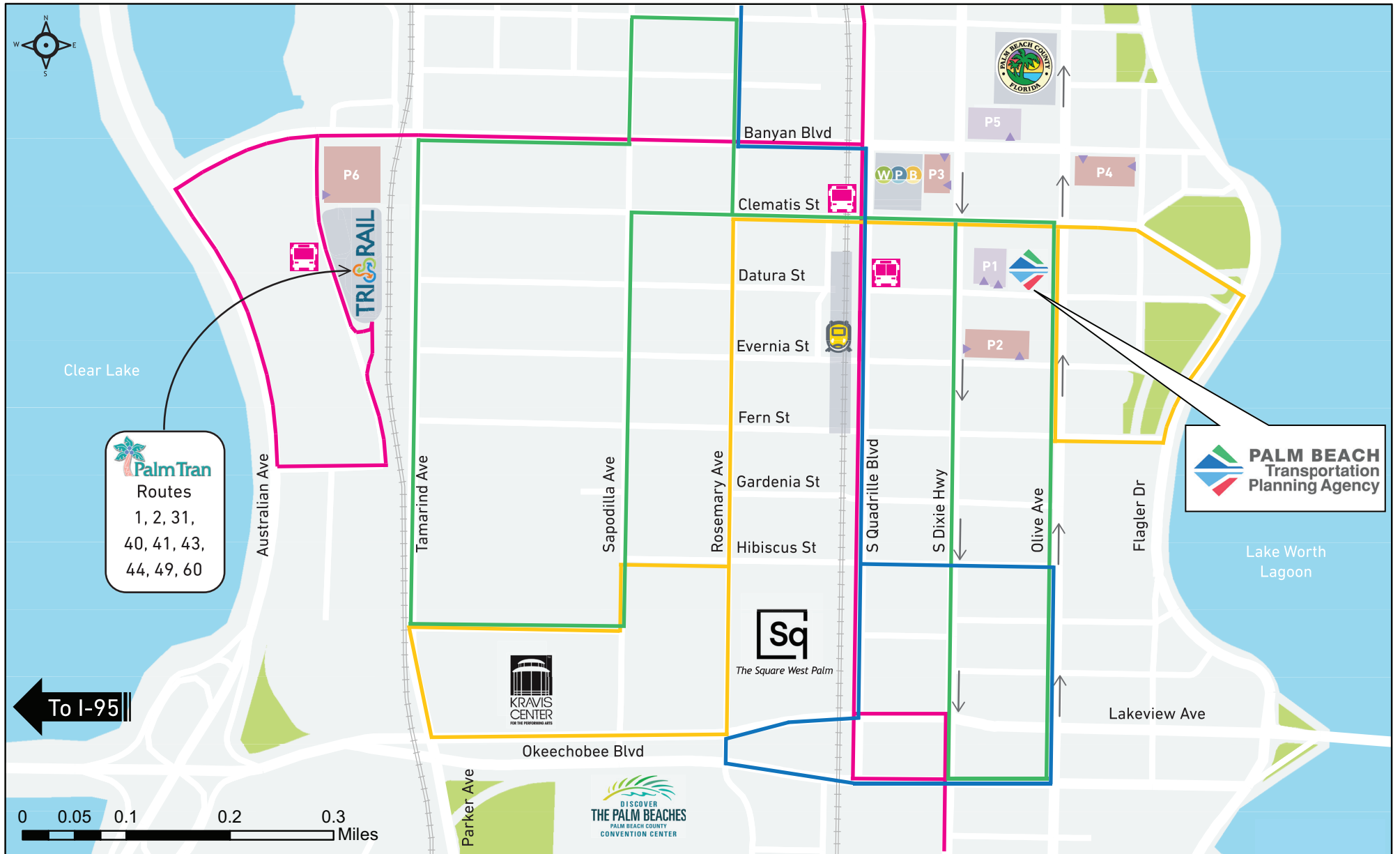
**3. INFORMATION ITEMS**

- 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

**To I-95**

0 0.05 0.1 0.2 0.3 Miles

**PALM BEACH**  
Transportation  
Planning Agency

TPA Office Location	<b>Palm Tran</b> PalmTran.org	<b>WPB</b> WEST PALM BEACH DowntownWPB.com	<b>TRI&amp;RAIL</b> Tri-Rail.com	<b>CIRCUIT</b> Free on-demand rides around West Palm Beach & Palm Beach 7 days a week. Download the app to ride.
Public Parking	Palm Tran Bus Stop	Yellow Trolley	<b>brightline</b>	Download on the App Store
<p>*Metered on-street parking available citywide (free with Handicap placard up to 4 hours)</p>	Palm Tran Route 1	Green Trolley	GoBrightline.com Brightline Station	GET IT ON Google Play
		Blue Trolley		

**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.