



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

August 29, 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

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.

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

P = Present A = Absent

1.B. APPROVED: Modifications to the Agenda

There were no modifications to the agenda.

Modification to the Agenda approved by unanimous consent.

1.C. General Public Comments

There were no general public comments received.

1.D. Comments from the Chair and Member Comments

There were no member comments received.

1.E. Executive Director's Report

VALERIE NEILSON, TPA Executive Director, provided a presentation of the Director's Report.

CHAIR WEINROTH inquired about the cost of a Human Resources (HR) consultant compared to TPA General Counsel providing HR support services.

MATTHEW KOMMA, TPA CFO, provided details about TPA payroll and timesheet methods.

Member discussion ensued about TPA General Counsel providing HR services a six-month timeline.

1.F. APPROVED Meeting Minutes from August 29, 2022

MOTION to Approve Meeting Minutes made by Commissioner Marino, seconded by Mayor 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. RECOMMENDED APPROVAL: of the Amended and Restated TPA Personnel Handbook Sections 1 and 2

VALERIE NEILSON, TPA Executive Director, provided a presentation of TPA General Counsel’s proposed revisions to the TPA Personnel Handbook.

Member discussion ensued about exempt and non-exempt employee compensatory time, review of employee job descriptions, and further updates in Section 3 at the discretion of the Executive Director.

There were no general public comments on this item.

MOTION to Recommend Approval of the Amended and Restated TPA Personnel Handbook Sections 1 and 2 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.B. RECOMMENDED APPROVAL: of an Amendment to the TPA Operating Procedures Section 2.2

VALERIE NEILSON, TPA Executive Director, provided a presentation of the TPA Operating Procedures.

Member discussion ensued about including instructions in the TPA Travel Form to purchase traveler’s insurance or book refundable travel options.

MILTON COLLINS, TPA General Counsel, provided context that other agencies require travel insurance.

There were no public comments on this item.

MOTION to Recommend Approval of an Amendment to the TPA Operating Procedures Section 2.2 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.C. RECOMMENDED APPROVAL: of Draft 2023 TPA Governing Board and Advisory Committee Meeting Dates

VALERIE NEILSON, TPA Executive Director, provided a presentation of the draft 2023 TPA meeting dates.

COMMISSIONER MARINO identified a conflict for the 2023 October Board meeting.

CHAIR WEINROTH instructed staff to change the 2023 October TPA meeting dates to take place on their regularly scheduled days with the Board meeting on October 19, 2023.

There were no public comments on this item.

MOTION to Recommend Approval of Draft 2023 TPA Governing Board and Advisory Committee Meeting Dates as amended 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 this agenda.

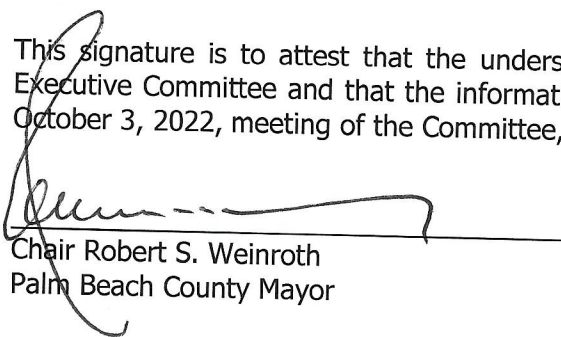
4. ADMINISTRATIVE ITEMS

4.A. Next Meeting – December 5, 2022

4.C. Adjournment

There being no further business, the Chair declared the meeting adjourned at 3:16 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 October 3, 2022, meeting of the Committee, dated this 5th day of December 2022.



Chair Robert S. Weinroth
Palm Beach County Mayor

EXHIBIT A
 TPA Executive Committee
 Attendance Record

Representative Local Government	May '22	Jun '22	July '22	Aug '22	Oct '22
Robert Weinroth, Mayor – TPA CHAIR Palm Beach County	P	P	P	P	P
Chelsea Reed, Vice Mayor – TPA VICE CHAIR City of Palm Beach Gardens	P	E	P	P	P
Joel Flores, Mayor City of Greenacres	P	P	P	P	P
Maria Marino, Commissioner Palm Beach County	P	P	P	P	P
Michael Napoleone, Councilman Village of Wellington	P	P	P	P	P

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

OTHERS PRESENT

Alaura Hart
 Brian Ruscher
 Matthew Komma
 Melissa Murray
 Valerie Neilson
 Cassidy Sparks
 Amanda Williams
 Paul Gougelman
 Milton Collins

REPRESENTING

Palm Beach TPA
 Palm Beach TPA
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 Palm Beach TPA – Weiss Serota et al.
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