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# **MEETING NOTICE**

## **EXECUTIVE COMMITTEE**

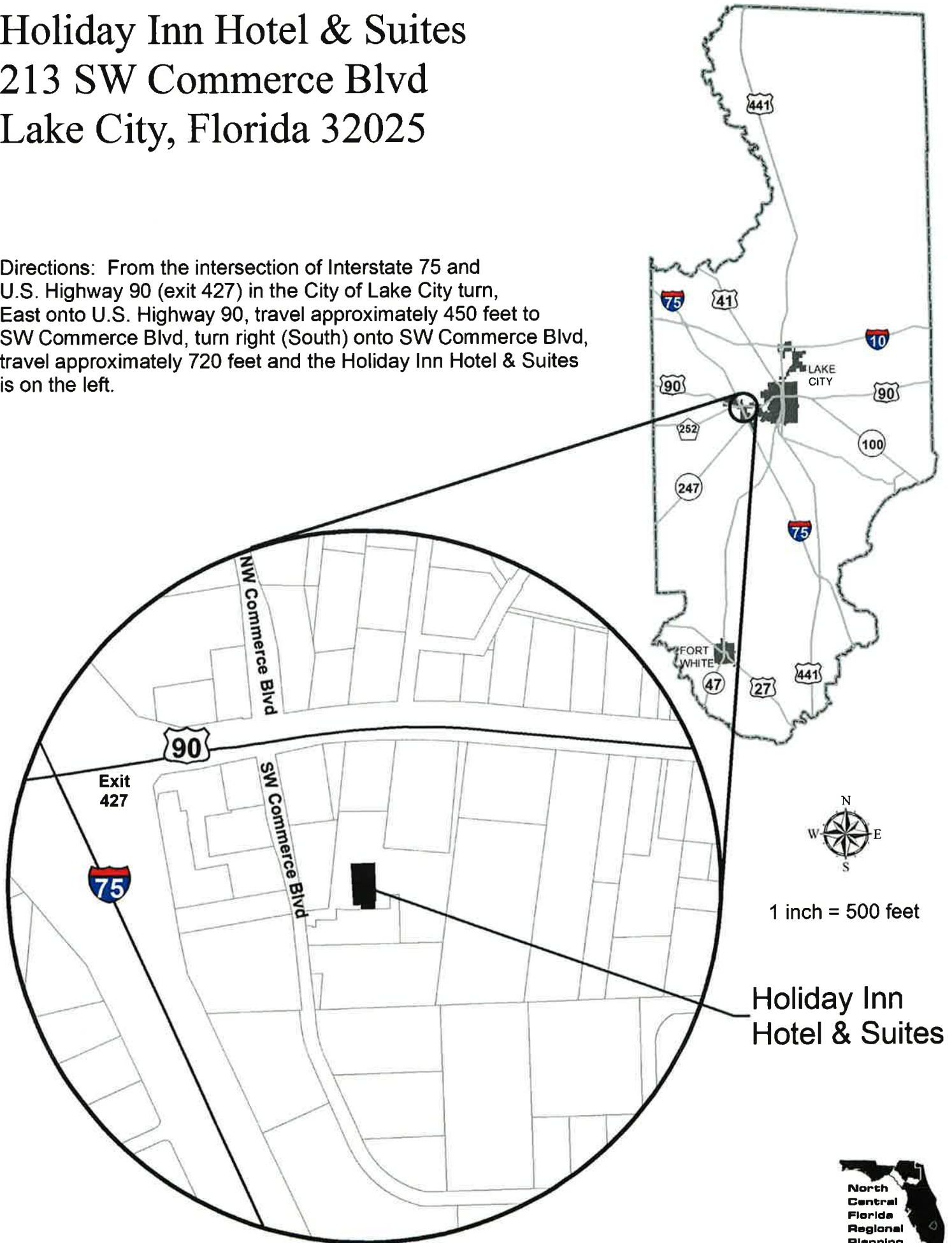
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on October 25, 2012. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(Location Map on Back)

# Holiday Inn Hotel & Suites

213 SW Commerce Blvd  
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.



Holiday Inn  
Hotel & Suites



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## AGENDA

### EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites  
Lake City, Florida

October 25, 2012  
6:00 p.m.

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* I. APPROVAL OF MINUTES - September 27, 2012	5
II. CONTRACTS AND APPLICATIONS - None	
III. PROGRAM REPORT	
* A. Resolution Recognizing Service of Matthew Chase as Executive Director, National Association of Development Organizations	9
* B. Appointment of North Central Florida Areawide Development Co., Inc. Members	13
* C. Proclamation Declaring November 2012 as Florida Jobs Month	15
IV. GENERAL ADMINISTRATION - Employee Holiday Lunch	
V. OTHER BUSINESS - None	

\* See Attachments

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EXECUTIVE COMMITTEE  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

September 27, 2012  
6:00 p.m.

MEMBERS PRESENT

Roy Ellis, Immediate Past Chair  
Garth Nobles, Jr., Vice-Chair  
Carolyn Spooner, Executive Committee Member  
Kenrick Thomas, Secretary-Treasurer  
Lorene Thomas, Chair

STAFF PRESENT

Scott R. Koons

Chair Lorene Thomas called the meeting to order at 6:01 p.m.

I. APPROVAL OF MINUTES -August 30, 2012

Chair Thomas asked that the minutes for the August 30, 2012 Executive Committee meeting be approved as written.

**ACTION: Commissioner Ellis made the motion, with a second by Commissioner Thomas, to approve the minutes of the Executive Committee meeting held on August 30, 2012 as written. The motion carried unanimously.**

II. CONTRACTS AND APPLICATIONS

A. Community Development Block Grant Fiscal Year 2011  
Administrative Services Agreement - Suwannee County

**ACTION: Commissioner Thomas made the motion, with a second by Commissioner Ellis, to recommend to the Council that the Council authorize the Chair to sign an agreement with Suwannee County to provide Community Development Block Grant administrative technical assistance services for their Economic Development Project for a fixed fee amount of \$58,000. The motion carried unanimously.**

B. Purchase Order with Northeast Florida Regional Council to Assist with  
Interoperable Communications Exercise Support

**ACTION: Commissioner Ellis made the motion, with a second by Vice-Mayor Spooner, to recommend to the Council that the Council assist the Northeast Florida Regional Council with interoperable communications exercise implementation, planning and documentation pursuant to a purchase order for an estimated fixed fee amount of \$20,000. The motion carried unanimously.**

C. Chambers of Commerce and Florida Chamber Foundation Membership

**ACTION:** Vice-Mayor Spooner made the motion, with a second by Commissioner Ellis, to recommend to the Council that the Council authorize payment of membership fees annually for the Council to be a member of the 16 chambers of commerce in the north central Florida region and the Florida Chamber Foundation. The motion carried unanimously.

D. Engagement Letter for Fiscal Year 2011-12 Audit

**ACTION:** Vice-Mayor Spooner made the motion, with a second by Commissioner Ellis, to recommend to the Council that the Council authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2011-12 audit of the Council's accounts and the Council's Employee Pension Plan for a lump sum fee for this service of \$14,295. The motion carried unanimously.

III. PROGRAM REPORT

A. Regional Visioning Process

**ACTION:** Vice-Mayor Spooner made the motion, with a second by Commissioner Thomas, to recommend to the Council that the Council authorize staff to convene and coordinate a regional visioning process for north central Florida. The motion carried unanimously.

B. Resolution Recognizing Service of Philip T. Trader as Florida Economic Development Representative, U.S. Economic Development Administration

**ACTION:** Commissioner Thomas made the motion, with a second by Vice-Mayor Spooner, to recommend to the Council that the Council approve a resolution recognizing the service of Philip T. Trader as Florida Economic Development Representative, Atlanta Region, U.S. Economic Development Administration. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

A. Proclamation Declaring October 2012 as Community Planning Month

**ACTION:** Vice-Mayor Spooner made the motion, with a second by Commissioner Ellis, to recommend to the Council that the Council adopt a resolution proclaiming the month of October 2012 as Community Planning Month. The motion carried unanimously.

B. Executive Director Performance Evaluation

**ACTION:** Vice-Mayor Spooner made the motion, with a second by Commissioner Ellis, to award the executive director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in either "above average performance" or "exceeds job requirements" for all evaluation criteria and resulting in an

**overall score of 4.8 on a 5.0 scale. Since funds have not been appropriated for any other Council staff to receive merit increases during Fiscal Year 2013, Mr. Koons requested that his merit pay increase for Fiscal Year 2013, along with the deferred Fiscal Year 2010 merit pay increase, Fiscal Year 2011 merit pay increase and Fiscal Year 2012 merit pay increase, be deferred until Fiscal Year 2014. The maker and seconder of the motion both agreed to the deferral request. The motion, including the deferral of the merit awards to Fiscal Year 2014, carried unanimously.**

The meeting was adjourned at 6:36 p.m.

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Lorene J. Thomas, Chair

10/25/12  
Date







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October 18, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Resolution Recognizing Service of  
Matthew Chase as Executive Director,  
National Association of Development Organizations

RECOMMENDATION:

**Approve the attached resolution recognizing the service of Matthew Chase as Executive Director, National Association of Development Organizations.**

BACKGROUND:

In recognition of the service of Matthew Chase as Executive Director, National Association of Development Organizations from 2003 to 2012, the attached resolution is recommended for approval by the Council.

Under his leadership, the National Association of Development Organizations grew to become a prominent advocate for the nation's regional development organizations and for the critical role they play in providing regional approaches and solutions to local challenges.

Also under his leadership, the National Association of Development Organizations has had a significant impact on federal legislation concerning programs and services that regional development organizations offer on a nationwide basis. He has fought tirelessly over the years to retain the U.S. Economic Development Administration in the federal budget by sharing the successes, lessons learned and noteworthy practices for economic development districts across the nation. He has also helped to create strategic alliances with other national and regional groups that support rural development.

If you have questions concerning this matter, please do not hesitate to contact me.

Attachment

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**RESOLUTION NO. 2012-06**

**RECOGNIZING SERVICE OF  
MATTHEW CHASE  
AS  
EXECUTIVE DIRECTOR,  
NATIONAL ASSOCIATION OF DEVELOPMENT ORGANIZATIONS**

WHEREAS, the North Central Florida Regional Planning Council, a regional development organization, is a Platinum Member of the National Association of Development Organizations;

WHEREAS, Matthew Chase held positions in the National Association of Development Organizations as Legislative Director from 1997 to 2000, as Deputy Executive Director from 2000 to 2003 and as Executive Director from 2003 to 2012;

WHEREAS, under the leadership of Matthew Chase, the National Association of Development Organizations grew to become a prominent advocate for the regional development organizations throughout the nation and for the critical role they play in providing regional approaches and solutions to local challenges;

WHEREAS, Matthew Chase has fought tirelessly over the years to retain the U.S. Economic Development Administration in the federal budget by sharing the successes, lessons learned and noteworthy practices of economic development districts across the nation;

WHEREAS, the foresight of Mathew Chase has led to National Association of Development Organizations partnerships with the National Association of Counties, the American Association of State Highway and Transportation Officials and the Federal Highway Administration; and

WHEREAS, Matthew Chase resigned as Executive Director of the National Association of Development Organizations on September 14, 2012 and accepted a position as Executive Director of the National Association of Counties.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby recognizes the outstanding contributions of Matthew Chase to the advancement of regional development organizations in Florida and throughout the nation.

DULY ADOPTED AND PROCLAIMED this 25th day of October 2012.

Attest:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
Kenrick Thomas.  
Secretary-Treasurer

\_\_\_\_\_  
Lorene J. Thomas  
Chair





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October 18, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Appointment of Areawide Development Co., Inc. Members

RECOMMENDATION:

**Appoint members for two-year terms to the North Central Florida Areawide Development Co., Inc.**

BACKGROUND:

The Articles of Incorporation of the small business loan company, the North Central Florida Areawide Development Co., Inc., (ADCO) require that the Council make appointments of its members. These appointments are to be made on even numbered years for two-year terms.

Since ADCO no longer makes small business loans, its membership is made up entirely of Council members. In order to ensure that a quorum is present for the required meeting of ADCO following your October 25, 2012 meeting, a list of individuals to be considered for appointments will be provided next week at the Council meeting.

If you have questions concerning this matter, please do not hesitate to contact me.

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October 18, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Declaring November 2012 as Florida Jobs Month

RECOMMENDATION:

**Proclaim November 2012 as Florida Jobs Month by adopting the attached proclamation.**

BACKGROUND:

The month of November 2012 is being designated by Governor Scott as Florida Jobs Month.

It is recommended that the Council designate November 2012 as Florida Jobs Month (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

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# PROCLAMATION

## DECLARING NOVEMBER 2012 AS FLORIDA JOBS MONTH

WHEREAS, the economic climate in Florida is one that encourages job creation and economic development; and

WHEREAS, the Florida Department of Economic Opportunity has recently completed the Five-Year Florida Strategic Plan for Economic Development, July 2012 to June 2017, in cooperation with regional planning councils, economic development organizations and the private sector, establishing goals, objectives and strategies to advance the vision of making Florida the nation's top performing economy and being recognized as the world's best place to live, learn, work and do business; and

WHEREAS, the North Central Florida Regional Planning Council, designated an economic development district by the U.S. Department of Commerce, Economic Development Administration, is responsible for developing and updating a comprehensive economic development strategy; and

WHEREAS, the North Central Florida Regional Planning Council, on September 27, 2012, adopted the five-year update of the North Central Florida Comprehensive Economic Development Strategy 2013-2017, establishing goals, objectives and strategies to enhance and diversify the economy of north central Florida; and

WHEREAS, Governor Rick Scott is designating the month of November 2012 as Florida Jobs Month throughout the State of Florida.

NOW, THEREFORE, BE IT RESOLVED by the North Central Florida Regional Planning Council that the month of November 2012 is hereby proclaimed as ***Florida Jobs Month*** throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 25th day of October 2012.

ATTEST:

SEAL

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Kenrick Thomas, Secretary-Treasurer

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Lorene J. Thomas, Chair

