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MEETING NOTICE

EXECUTIVE COMMITTEE

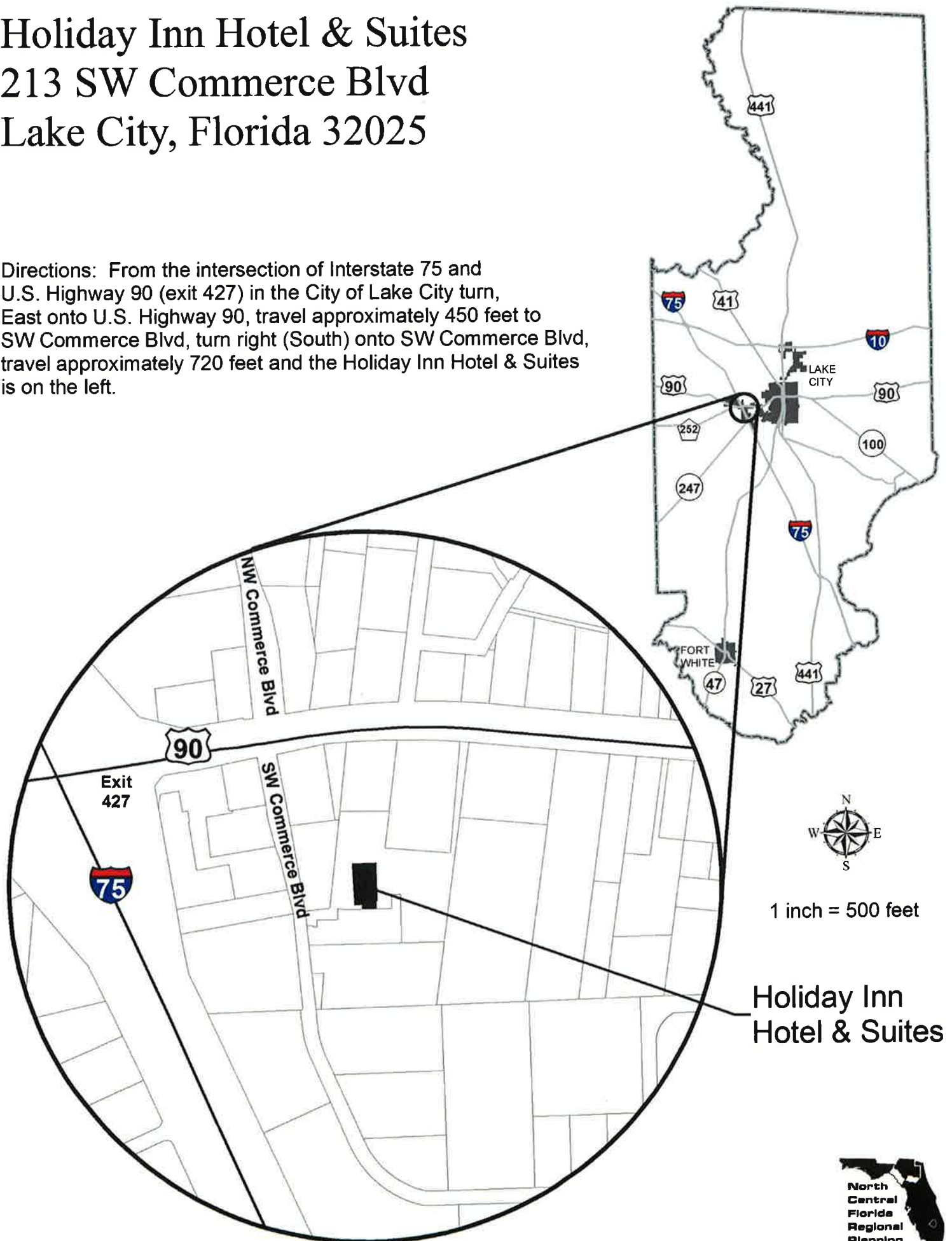
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on September 26, 2013. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(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.





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AGENDA

EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

September 26, 2013
6:00 p.m.

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* A. Executive Director Appointed to National Association of Development Organizations Comprehensive Economic Development Strategy Steering Committee	29
B. Florida Regional Councils Association Policy Board Retreat January 9-10, 2014 - Tallahassee	

* See Attachments

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EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

August 22, 2013
6:00 p.m.

MEMBERS PRESENT

Rick Davis, Executive Committee Member
Garth Nobles, Jr., Chair
Daniel Riddick, Secretary-Treasurer
Carolyn Spooner, Vice-Chair
Lorene Thomas, Immediate Past Chair

MEMBERS ABSENT

None

STAFF PRESENT

Scott R. Koons

Chair Garth Nobles, Jr. called the meeting to order at 6:08 p.m.

I. APPROVAL OF MINUTES - July 25, 2013

Chair Nobles asked that the minutes for the July 25, 2013 Executive Committee meeting be approved as written.

ACTION: Commissioner Spooner made the motion, with a second by Ms. Thomas, to approve the minutes of the Executive Committee meeting held on July 25, 2013 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Local Government Comprehensive Planning Assistance Service Agreements - Fiscal Year 2013-14

ACTION: Commissioner Spooner made the motion, with a second by Commissioner Riddick, to recommend that the Council authorize the Chair to execute technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing their comprehensive plans and land development regulations for Fiscal Year 2013-14. The motion carried unanimously.

B. Hazardous Waste Monitoring Verification and Notification Services Agreements - Fiscal Year 2013-14

ACTION: Ms. Thomas made the motion, with a second by Commissioner Davis, to recommend that the Council authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2013-14. The motion carried unanimously.

- C. Agreement with Florida Division of Emergency Management to Update Hazardous Analyses - Fiscal Year 2013-14

ACTION: Commissioner Spooner made the motion, with a second by Commissioner Riddick, to recommend that the Council authorize the Chair to execute an agreement with the Florida Division of Emergency Management to update hazards analyses for Columbia, Dixie, Hamilton, Lafayette, Madison and Taylor Counties for an estimated fixed fee amount of \$9,118. The motion carried unanimously.

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION - Check Fraud Incident

Scott Koons, Executive Director reported on the status of the fraudulent check written against the Council's bank account which was processed and paid by Wells Fargo. He reported that on August 5, 2013, he and the Council Attorney met with Mr. William Cervone, State Attorney for the Eighth Judicial Circuit of Florida to discuss the check fraud incident. He also reported that on August 6, 2013, a five-count lawsuit was filed in the Circuit Court of the Eighth Judicial Circuit against Wells Fargo Bank.

The meeting was adjourned at 6:37 p.m.

Garth R. Nobles, Jr., Chair

9/26/13
Date



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September 19, 2013

TO: Council Members

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

SUBJECT: U. S. Economic Development Administration
Short-Term Planning and State Planning Grant Amendment

RECOMMENDATION:

Authorize the Executive Director to submit a six-month extension amendment for the Federal Assistance for a Short-Term Planning and State Planning Investment Grant awarded by the U.S. Economic Development Administration in the amount of \$200,000 and authorize the Chair to execute the time extension.

BACKGROUND:

The Florida Regional Councils Association is undertaking a Leadership Training and Capacity Building for Statewide Economic Development initiative. Funding for this initiative has been provided by the U.S. Economic Development Administration in the form of a Short-Term Planning and State Planning Grant in the amount of \$200,000 being matched with an additional \$50,000 of Florida Regional Councils Association funds for a total project cost of \$250,000.

In order to qualify for a 20 percent match level, a regional planning council, serving as a U.S. Department of Commerce designated economic development district, with at least one county with a per capita income that is equal to or less than 50 percent of the average national per capita income, had to file the grant application. The only two counties in Florida that meet this criteria are Lafayette County at 48.7 percent and Union County at 49.7 percent. Thus, the Council was the grant applicant for this project with the understanding that the Florida Regional Councils Association is providing the \$50,000 in matching funds.

In order to complete all activities pursuant to the Leadership Training and Capacity Building for Statewide Economic Development initiative, including the Florida Regional Councils Association Policy Board Retreat scheduled for January 9-10, 2014, it is recommended that a six-month time extension amendment be filed with the U.S. Economic Development Administration.

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

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September 19, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Transportation Disadvantaged Coordinating Board Appointments

RECOMMENDATION:

Appoint members to the Bradford, Madison and Union County Transportation Disadvantaged Coordinating Boards.

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. Please find attached the following applications for Board membership:

- Janice Johnson - Bradford County voting Florida Association for Community Action Representative
- Matthew Pearson - Madison and Union County voting Florida Association for Community Action Representative
- Vernon C. Dukes - Union County alternate Citizen Advocate
- Leila Rykard - Madison County voting local Medical Community Representative

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

Attachments

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September 27, 2013

Mr. Vernon C. Dukes
P.O. Box 325
Lake Butler, FL 32054

RE: Florida's Transportation Disadvantaged Program

Dear Mr. Dukes:

This letter is in regard to Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. As you know, the purpose of this program is to assist individuals who are unable to transport themselves because of age, disability or income status.

The North Central Florida Regional Planning Council is the planning agency for this program and provides staff support to the Union County Transportation Disadvantaged Board. The Board oversees the provision of transportation disadvantaged services in Union County.

The North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the Union County Transportation Disadvantaged Coordinating Board. The Council appointed you the alternate Citizen Advocate to the Union County Transportation Disadvantaged Coordinating Board at its September 26, 2013 meeting. Your one-year term of appointment will end June 30, 2014.

We look forward to working with you on the Board. The next meeting is scheduled for Tuesday, October 15, 2013 at 1:15 p.m. Meeting notices and materials will be sent to you a week before each meeting. If you have any questions concerning this matter, please do not hesitate to contact Lynn Godfrey, Senior Planner, at extension 110.

Sincerely,

Garth R. Nobles, Jr.
Chair



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September 27, 2013

Ms. Janice Johnson
1255 N.E. County Road 225
Lawtey, FL 32058

RE: Florida's Transportation Disadvantaged Program

Dear Ms. Johnson:

This letter is in regard to Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. The purpose of this program is to assist individuals who are unable to transport themselves because of age, disability or income status.

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for this program and provides staff support to the Bradford County Transportation Disadvantaged Board. The Board oversees the provision of transportation disadvantaged services in Bradford County.

The Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the Transportation Disadvantaged Coordinating Boards in our region. The Council appointed you the voting Florida Association for Community Action Representative on the Bradford County transportation Disadvantaged Coordinating Board at its September 26, 2013 meeting.

We look forward to working with you on the Board. The next Bradford County Coordinating Board meeting is scheduled for Tuesday, October 15, 2013 at 9:30 a.m. Meeting notices and materials will be sent to you a week before each meeting. If you have any questions concerning this matter, please do not hesitate to contact Lynn Godfrey, Senior Planner, at extension 110.

Sincerely,

Garth R. Nobles, Jr.
Chair

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.



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September 27, 2013

Mr. Matthew Pearson, Programs Director
Suwannee River Economic Council
P.O. Box 70
Live Oak, Florida 32064

RE: Florida's Transportation Disadvantaged Program

Dear Mr. Pearson:

This letter is in regard to Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. As you know, the purpose of this program is to assist individuals who are unable to transport themselves because of age, disability or income status.

The North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the Transportation Disadvantaged Coordinating Boards in our region. The Council appointed you the voting Florida Association for Community Action Representative on the Madison and Union County Transportation Disadvantaged Coordinating Boards at its September 26, 2013 meeting.

We look forward to working with you on the Boards. The next Union County Coordinating Board meeting is scheduled for Tuesday, October 15, 2013 at 1:15 p.m. The next Madison County Coordinating Board meeting is scheduled for Monday, December 2, 2013 at 1:00 p.m. Meeting notices and materials will be sent to you a week before each meeting. If you have any questions concerning this matter, please do not hesitate to contact Lynn Godfrey, Senior Planner, at extension 110.

Sincerely,

Garth R. Nobles, Jr.
Chair

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September 27, 2013

Ms. Leila C. Rykard, Human Services Specialist
Madison County Health Department
218 SW 3rd Avenue
Madison, FL 32340

RE: Florida's Transportation Disadvantaged Program

Dear Ms. Rykard:

This letter is in regard to Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. As you may know, the purpose of this program is to assist individuals who are unable to transport themselves because of age, disability or income status.

The North Central Florida Regional Planning Council is the planning agency for this program and provides staff support to the Madison County Transportation Disadvantaged Board. The Board oversees the provision of transportation disadvantaged services in Madison County.

The Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the Madison County Transportation Disadvantaged Coordinating Board. The Council appointed you the voting Medical Community Representative to the Madison County Transportation Disadvantaged Coordinating Board at its September 26, 2013 meeting. Please find enclosed information about Florida's Transportation Disadvantaged Program.

We look forward to working with you to successfully plan and coordinate transportation disadvantaged services. The next Coordinating Board meeting is scheduled for Monday, December 2, 2013 at 1:00 p.m. Meeting notices and materials will be sent to you a week before each meeting. If you have any questions concerning this matter, please do not hesitate to contact Lynn Godfrey, Senior Planner, at extension 110.

Sincerely,

Garth R. Nobles, Jr.
Chair

Enclosure

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September 19, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Amendment to Council's Organization Policy

RECOMMENDATION:

Approve an amendment to the Organization Policies of the Council by adding a new Section 18, entitled Public Participation.

BACKGROUND:

The Florida Legislature enacted Chapter 2013-227, Laws of Florida, relating to public comment at public meetings. The Chapter creates Section 286.0114, Florida Statutes, requiring that a member of the public be given a reasonable opportunity to be heard at a public meeting before any official action is taken on a proposition. The Chapter also provides for the Council to establish policies concerning the amount of time an individual has to address the Council, procedures for representatives of groups to address the Council, procedures or forms for an individual to use in order to inform the Council of a desire to be heard. The Chapter does not preclude the Council from maintaining orderly conduct or proper decorum at a public meeting.

Therefore, it is recommended that the Council adopt the attached amendment to the Organizational Policies of the Council by adding a new Section 18, entitled Public Participation.

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

Attachment

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Words **bolded and underlined** have been added.

Words ~~**bolded and struck through**~~ have been deleted.

Section 18: Public Participation. Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Council. The opportunity to be heard need not occur at the same meeting at which the Council takes official action on the proposition if the opportunity occurs at a meeting that is during the decisionmaking process and is within reasonable proximity in time before the meeting at which the Council takes the official action. This provision does not prohibit the Council from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to policies adopted by the Council as provided herein.

(1) Policies of the Council which govern the opportunity for members of the public to be heard at public meetings are, as follows:

(a) Members of the public shall be allowed three minutes to address the Council;

(b) The Council may, at its discretion, require representatives of groups or factions on a proposition to address the Council, rather than allowing all members of such groups or factions to address the Council, at meetings in which a large number of individuals wish to be heard;

(c) Forms shall be provided at meetings of the Council for citizens and groups to use in order to inform the Council of a desire to be heard; to indicate support, opposition or neutrality on a proposition; and to indicate designation of representatives to speak for members of the public, groups or factions on a proposition if desired; and

(d) The Council shall include an item on the agenda of public meetings for public comment offering members of the public and representatives of groups or factions an opportunity to comment or to be heard on any matter pertinent to the Council not included as an agenda item at such public meeting.



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September 19, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Declaring October 2013 as Community Planning Month

RECOMMENDATION:

Proclaim October 2013 as Community Planning Month by adopting the attached proclamation.

BACKGROUND:

The month of October 2013 has been chosen to celebrate National Community Planning Month. The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment.

It is recommended that the Council join in the celebration of National Community Planning Month by designating October 2013 as Community Planning Month to recognize the valuable contributions made by professional community and regional planners and to extend its thanks for the continued commitment to public service by these professionals (see attached Proclamation).

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

Attachment

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PROCLAMATION

DECLARING OCTOBER 2013 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2013 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, BE IT RESOLVED by the North Central Florida Regional Planning Council that the month of October 2013 is hereby proclaimed as ***Community Planning Month*** throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

DULY ADOPTED AND PROCLAIMED this 26th day of September 2013.

ATTEST:

SEAL

Daniel Riddick, Secretary-Treasurer

Garth R. Nobles, Jr., Chair



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September 19, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Check Fraud Status Report

On March 20, 2013, a fraudulent check in the amount of \$49,523.00 that was written on the Council's bank account was processed and paid by Wells Fargo. Also on March 20, 2013, Council staff filed an affidavit of check fraud concerning this matter with Wells Fargo. On March 25, 2013, Council staff filed a crime report concerning this matter with the Gainesville Police Department.

On March 28, 2013, Council Attorney Jonathan Wershow and Council staff briefed the Executive Committee concerning this matter. On April 18, 2013, the Council Attorney sent a letter to Wells Fargo requesting that Wells Fargo remit to the Council within 30 days the unauthorized \$49,523.00 released by Wells Fargo from the Council's account. On April 25, 2013, Council staff briefed the Council concerning this matter. On June 3, 2013, attorneys for Wells Fargo responded via letter to Mr. Wershow's letter stating that Wells Fargo will not reimburse the Council for the \$49,523.00 released from the Council's account by Wells Fargo.

On July 25, 2013, the Council authorized the Council Attorney to file a lawsuit against Wells Fargo to recover the unauthorized \$49,523.00 and designate Scott Koons, Executive Director, as the Council's representative concerning all matters related to such lawsuit. In addition, the Council authorized the Council Attorney and the Executive Director to contact federal and state law enforcement agencies to discuss the fraudulent check processed and paid out of the Council's bank account by Wells Fargo.

On August 5, 2013, Council Attorney Wershow and I met with Mr. William Cervone, State's Attorney for the Eighth Judicial Circuit of Florida to discuss the check fraud incident. Mr. Cervone offered the assistance of his staff to work with the Gainesville Police Department to secure the bank records relating to the check fraud incident.

On August 6, 2013, Council Attorney Wershow and Co-Council Stanley Cushman filed a five-count lawsuit in the Circuit Court of the Eighth Judicial Circuit in and for Alachua County, Florida, against Wells Fargo Bank, N.A. to recover the unauthorized \$49,523.00 released by Wells Fargo from the Council's bank account.

On September 9, 2013, Wells Fargo responded to the complaint by filing a Motion to Compel Arbitration. Wells Fargo alleges that disputes related to the Council's checking account are to be resolved by an arbitrator. Council Attorney Wershow and Co-Counsel Stanley Cushman responded to the motion stating arbitration does not apply to the dispute.

Please find attached a summary of legal fees incurred to date concerning the lawsuit.

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

Attachment

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Wells Fargo Lawsuit
Legal Fees

September 19, 2013

<u>Month</u>	<u>Amount</u>
August 2013	<u>\$1,833</u>
Total	\$1,833



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September 19, 2013

TO: Executive Committee *CA*
 FROM: Carol A. Laine, Executive Assistant to the Executive Director
 SUBJECT: Executive Director Annual Performance Evaluation

The employment contract between the Executive Director and the Council specifies that an annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. It also specifies that at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1st of each year.

Committee members have received the annual performance evaluation form and have returned the form to me for tabulation. Please find attached the results of the tabulation for your review and ratification at the September 26, 2013 Executive Committee meeting. The annual performance review of the Executive Director resulted in an overall average score of 5.0 on a 5.0 scale. This average score would result in a merit pay adjustment of 5.0 percent.

The action of the Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council by the Committee at the September 26, 2013 Council meeting.

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

Attachment

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**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW**

Executive Director: Scott R. Koons

Evaluation Period: October 1, 2012 through September 30, 2013

Ratings on Job Performance:


5 = Exceeds Job Requirements
4 = Above Average Performance
3 = Satisfactory Performance
2 = Needs to Take Action to Improve
1 = Performance Does not Meet Job Requirements

Merit Pay Adjustment:

3.5 to 3.9 Score = 1 1/4%
4.0 to 4.4 Score = 2 1/2%
4.5 to 5.0 Score = 5%

	The Executive Director	RD	GN	DR	CS	LT	Average Rating
1.	Represents the Council in a positive, professional manner	5	5	5	5	5	5
2.	Accurately represents the goals and policies of the Council	5	5	5	5	5	5
3.	Maintains a positive image and relationships with local, state and federal agencies	5	5	5	5	5	5
4.	Promotes the Council and its services	5	5	5	5	5	5
5.	Makes clear and concise recommendations to Council	5	5	5	5	5	5
6.	Deals honestly and fairly with all parties	5	5	5	5	5	5
7.	Exercises sound judgment in business transactions	5	5	5	5	5	5
8.	Is respected by peers and leaders in the region	5	5	5	5	5	5
9.	Is knowledgeable about regional issues	5	5	5	5	5	5
10.	Provides good overall leadership for the Council	5	5	5	5	5	5
	TOTAL AVERAGE SCORE	5.0	5.0	5.0	5.0	5.0	5.0

I hereby certify that this tabulation of the evaluation forms for the Executive Director annual performance review as completed by the members of the Executive Committee is true and correct.


Signature

9/19/13
Date

Carol Laine
Executive Assistant to the Executive Director



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September 16, 2013

TO: Council Members

FROM: Garth R. Nobles, Jr., Chair

SUBJECT: Executive Director Appointed to
 National Association of Development Organizations
 Comprehensive Economic Development Strategy Steering Committee

Our executive director, Scott Koons, has been appointed to the National Association of Development Organizations Comprehensive Economic Development Strategy Steering Committee.

Founded in 1967, the National Association of Development Organizations provides advocacy, education, networking and research for the national network of 540 regional development organizations. National Association of Development Organization members provide professional, programmatic and technical assistance to over 2,300 counties and 15,000 municipalities. The Organization also promotes programs and policies that strengthen local governments, communities and economies through regional cooperation, program delivery and comprehensive strategies.

The Steering Committee will make recommendations to the U. S. Economic Development Administration concerning the Comprehensive Economic Development Strategy Content Guidelines. The Council, serving as a federally designated economic development district adopted the most recent five-year update of the North Central Florida Comprehensive Economic Development Strategy on September 2012. The Strategy used the Florida Chamber Foundation Six Pillars for Securing Florida's Future as the organizing framework.

The Strategy is an economic roadmap to diversify and strengthen the economy by setting forth goals and objectives necessary to solve economic development challenges. The Strategy analyzes the economy and serves as a guide for establishing goals and objectives, developing and implementing a plan of action and identifying investment priorities and funding sources. The Strategy integrates the human and physical capital planning in the service of economic development. This economic development planning provides the flexibility to adapt to global economic conditions and fully utilize the unique advantages of the region to maximize economic opportunity for the residents by attracting the private investment that creates jobs.

Congratulations to Scott!

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