



**SPACE COAST TRANSPORTATION PLANNING ORGANIZATION  
EXECUTIVE COMMITTEE  
MEETING / AGENDA NOTICE**

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**DATE: Thursday, May 11, 2017**

**TIME: 8:15 a.m.**

**LOCATION: Brevard County Government Center  
2725 Judge Fran Jamieson Way, Melbourne  
Building C, 3rd floor, Florida Room**

**Chairwoman Kathy Meehan, Presiding**

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**AGENDA**

- 1. Call to Order of the Space Coast TPO Executive Committee**
- 2. Approval of Minutes – April 13, 2017**
- 3. Approval RE: Performance Appraisal Report SCTPO Executive Director**
- 4. Public Comment**
- 5. Adjourn**

Any person who desires or decides to appeal any decision made by this agency with respect to any matter considered at this meeting or hearing will need a record of the proceedings. For such purpose, such person may need to insure that a verbatim record of the proceedings is made, at his own expense, which record includes testimony and evidence upon which the appeal is to be based. Any questions about this meeting should be directed to Lisa Hickman, (321)690-6890 or Email: [tpostaff@spacecoasttpo.com](mailto:tpostaff@spacecoasttpo.com).

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding should contact the Space Coast TPO Office no later than 48 hours prior to the meeting at (321) 690-6890 for assistance.

**\*\*\* CELL PHONES SHOULD BE SILENCED DURING THE MEETING \*\*\***

## ITEM NUMBER 2

### Approval of Minutes – April 13, 2017

#### **DISCUSSION:**

Staff has prepared draft minutes for the TPO Executive Committee from their meeting conducted on April 13, 2017.

Note: Staff will provide the May 11, 2017 Executive Committee meeting minutes at the July 13, 2017 TPO Board meeting for Executive Committee approval.

#### **REQUESTED ACTION:**

Approve minutes from Executive Committee meeting held on April 13, 2017.

#### **ATTACHMENTS:**

- Draft Executive Committee minutes from April 13, 2017



## Space Coast Transportation Planning Organization Executive Committee

Brevard County Government Center  
2725 Judge Fran Jamieson Way, Melbourne, Florida  
Florida Room

Meeting Date: Thursday, April 13, 2017

### DRAFT MEETING MINUTES

#### Agenda

1. Call to Order of the Space Coast TPO Executive Committee
2. Discussion RE: Performance Appraisal Report SCTPO Executive Director
3. Public Comment
4. Adjourn

#### Executive Committee Members:

Mayor Kathy Meehan(Chairwoman)	City of Melbourne	Present
Vice-Chair Patrick O'Neill	City of Rockledge	Present
Councilmember Tres Holton	City of Palm Bay	Present
Councilmember Betty Moore	City of Melbourne	Present
Councilmember Skip Williams	North Beaches Coalition	Present

#### Others Present:

Bob Kamm	Space Coast TPO Executive Director
Paul Gougelman	Space Coast TPO Attorney
Lisa Hickman	Space Coast TPO Staff
Steven Bostel	Space Coast TPO Staff
Laura Carter	Space Coast TPO Staff

#### Item 1. Call to Order of the Space Coast Executive Committee

Chairwoman Meehan called the meeting to order at 11:15 a.m.

#### Item 2. Approval RE: Performance Appraisal Report SCTPO Executive Director

Ms. Carter provided an overview of the evaluation process and the form used.

Mr. Williams inquired about some of the accomplishments and how the committee members were to consider them when scoring.

Ms. Carter replied that the first section is directly related to the goals and accomplishments established by the TPO in the approved Strategic Plan. The second section is general activities conducted to fulfill the general duties of the position.

Ms. Carter reviewed the general schedule and when completed evaluations were due to Mr. Gougelman. Mr. Gougelman will compile the scores, average them and prepare a summary report for the committee.

Mr. Gougelman asked for clarification on the start time for the April Executive Committee meeting. The group consensus was to meet on May 11<sup>th</sup> at 8:15 a.m. in the Florida Room.

#### Item 3. Public Comment

No comments were heard.

#### Item 4. Adjourn

Hearing no further discussion the meeting adjourned at 11: 12 a.m.

### ITEM NUMBER 3

#### **Approval RE: Performance Appraisal Report SCTPO Executive Director**

#### **DISCUSSION:**

The Executive Committee has been designated to perform an evaluation of the SCTPO Executive Director for the period of January 1, 2016 through December 31, 2016. The Executive Committee's recommendation shall be brought to the full TPO Board for approval at the May 11, 2017 board meeting.

Mr. Paul Gougelman, general counsel for the TPO, has compiled and averaged the scores from each Executive Committee member, and will present his summary. As provided for in the Executive Director's contract, the Executive Committee may also consider a lump sum bonus based on the Director's performance.

#### **REQUESTED ACTION:**

Approve the Performance Evaluation for the SCTPO Executive Director for the period of January 1, 2016 through December 31, 2016.

#### **ATTACHMENTS:**

- Memorandum: Paul Gougelman to TPO Executive Committee; RE: Executive Director's Performance Evaluation for 2016, April 28, 2017

**MEMORANDUM**

TO: Executive Committee Members

FROM: Paul Gougelman, General Counsel

SUBJECT: Executive Director's  
Evaluation for 2016

DATE: April 28, 2017

Below is the summary of ratings for Bob Kamm from each member of the Executive Committee. Where comments were made, I have included the comments for your consideration at the end of this memorandum, including recommendations for a pay adjustment.

**Section A. MEETING STRATEGIC GOALS (50%)**

**A. Enhance transportation system performance.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 4 5 5

**B. Improve regional planning and decision-making.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 5 5 5

**C. Foster community enrichment, empowerment and engagement.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 4 5 5

**D. Ensure the TPO is financially stable, soundly managed and staffed by competent, engaged professionals.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 5 5 5

**Section B: FULFILLING POSITION REQUIREMENTS (50%)**

**1. Manage TPO Board and Committee meetings.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 5 5 5

**2. Fulfill Federal, State, SCTPO Requirements.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 5 5 5

**3. Foster Intergovernmental Coordination.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 4 4 5

**4. Implement plans and programs.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 4 5 4

**5. Implement Priority Transportation Projects.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 5 4 5

**6. Provide Capable Staff.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 5 5 5

**7. Communicate With Elected Official, the Public, Agencies and the Media.**

Meehan - Holton - Williams - O'Neill - Moore  
5 5 4 4 5

**RATER'S COMMENTS:**

**Moore:** Mr. Kamm has provided strong leadership to the varied aspects of this position.

**Holton:** Mr. Kamm is well respected by all the TPO governing/advisory boards, ancillary staff (e.g. FDOT, Federal Highway, etc.) and most importantly beloved by his own staff at the Space Coast TPO. Mr. Kamm has exceeded expectations in both his commitment to the community and performance of his responsibilities as Director.

**Williams:** As the neophyte here, seems we might be able to tweak/improve this evaluation form and certain verbiages

for some of the criteria (i.e. "Maintained excellent relationship with Florida Today") is extremely limited. Might want to include Hometown News, Space Coast Daily, etc. in the future. Let us know when the proper time would be for the Executive Committee to schedule a brief workshop to update this evaluation.

**Meehan**: Mr Bob Kamm continues to provide an outstanding job!

**O'Neill**: The longer I 5 serve on the Space Coast Transportation Planning Organization, the more I realize the complexities involved. Recently, I have been afforded the opportunity to participate in regional planning meetings and I now realize more than ever the need for coordination and cooperation between multiple Transportation Planning organizations throughout the region. Mr. Kamm well represents the Space Coast Transportation Planning Organization at the regional meetings.

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Overall Ratings:

**Section A. MEETING STRATEGIC GOALS (50%)**

Average = 24.5 divided by 5 = 4.9

**Section B. FULFILLING POSITION REQUIREMENTS (50%)**

Average = 24.0 divided by 5 = 4.8

**Overall Average:**

**Section A. MEETING STRATEGIC GOALS (50%) - 4.9**

**Section B. FULFILLING POSITION REQUIREMENTS (50%) - 4.8**

**Overall Average - 4.8**

According to the rating scale, "above satisfactory" is equal to an overall average of 4 points, and "outstanding" is equal to a perfect score of 5 points. 5 points would be difficult to attain and would require every rater to score every category as a "5." Mr. Kamm's rating of 4.8 is as a

performer whose average is between "above satisfactory" and "outstanding," but it is closer to being "outstanding." His rating last year was 4.7177, and this rating represents a stronger evaluation.

**RECOMMENDATION FOR PAY ADJUSTMENT:**

**Hotlon:** Bonus recommended in the amount of \$2,500.

**Williams:** No comments entered.

**O'Neill:** No comments entered.

**Moore:** No comments entered.

**Meehan:** No comments entered.

This issue will need to be discussed at the upcoming Executive Board meeting.