



Space Coast Transportation Planning Organization (SCTPO) **EXECUTIVE COMMITTEE MEETING**

Andrea Young, SCTPO Chair, Presiding

DATE: Thursday, July 11, 2024
TIME: 1:00 p.m.
LOCATION: Center for Collaboration
1100 Rockledge Blvd., Rockledge, FL 32955



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Agenda

- 1. Call to Order**
- 2. Public Comment**

Anyone wishing to make a comment on an item should complete a "speaker card" at the sign-in desk. Comments are limited to three minutes.

- 3. Discussion RE: 2023-24 Performance Appraisal for SCTPO Executive Director (Pg. 3)**
- 4. Adjourn**

Public Comment: Comments will be heard on items that do not appear on the agenda of this meeting. Public comments are solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Note, however, that state law and administrative rules prevent the TPO from taking any formal action on any item discussed at this time. The TPO may schedule such items as regular agenda items and act upon them in the future. The Chair is authorized to limit discussion, as necessary, with each commentary limited to 3 minutes.

Appeal: 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 ensure 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 Zoe McNeely, (321) 690-6890 or e-mail: zoe.mcneely@sctpo.com

Accessibility: 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 or persons who require translation services (free of charge) should contact the Space Coast TPO Office no later than 48 hours prior to the meeting at (321) 690-6890 for assistance.

The SCTPO is actively working to increase the accessibility of our meeting materials and in doing so, adhere to many of the available standards and guidelines, when applicable. Should you encounter any inaccessible material, please contact Abby Hemenway, Public Involvement Officer and Title VI Coordinator, (321) 690-6890 or e-mail: abby.hemenway@sctpo.com

***** PLEASE SILENCE ALL ELECTRONIC DEVICES *****

Space Coast TPO

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<http://spacecoasttpo.com/>



ITEM NUMBER 3

**Discussion RE: 2023-24 Performance Appraisal for SCTPO
Executive Director**

For further information, please contact: Georganna.Gillette@sctpo.com

Strategic Plan Emphasis Area: Leadership

DISCUSSION

The Executive Committee has been designated to perform the annual evaluation of the SCTPO Executive Director from July 1, 2023, through June 30, 2024. This review is required per the TPO's contract with the Executive Director. The Executive Committee's recommendation shall be brought to the full TPO Board for approval.

Each Executive Committee member will receive an evaluation form to use in completing the Executive Director's evaluation. Completed forms shall be submitted to TPO legal counsel, who will compile and average the scores from each Executive Committee member.

Proposed Evaluation Schedule:

July 24	Transmittal of Performance Evaluation Materials to Committee
August 15	Completed Evaluations due to Mr. Gougelman
August 22	Summary memo prepared by Mr. Gougelman due to TPO staff
September 5	Executive Committee Sept. 12th Agenda Package posted
September 12	Executive Committee Meeting, Approval of Evaluation
September 12	TPO Governing Board Approval of Evaluation

Per the SCTPO employment contract, the Executive Director is entitled to a Cost-of-Living Adjustment (COLA) equal to staff. This year staff will be receiving a 4% COLA. Any change in salary would become effective October 1, 2024, in alignment with the TPO Operating Budget.

REQUESTED ACTION

Conduct Performance Evaluation of the SCTPO Executive Director for the period of July 1, 2023, through June 30, 2024.

ATTACHMENTS

- Executive Director Performance Evaluation Form, **Attachment A**

Space Coast TPO Executive Director FY 24 Performance Review

Employee Information					
Name: Georganna Gillette			Review Date:		
Review Information					
Reviewer Name:	SCTPO Executive Committee		Review Period:	July 1, 2023 through June 30, 2024	
<p>Complete this review using the following scale:</p> <p>5 = OUTSTANDING: Consistently achieves and exceeds expectations, including in demanding situations or circumstances.</p> <p>4 = ABOVE JOB EXPECTATIONS: Regularly meets and frequently exceeds standard performance.</p> <p>3 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.</p> <p>2 = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.</p> <p>1 = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.</p>					
Evaluation					
Criteria	5	4	3	2	1
1. Maintains effective communications with and availability for the SCTPO Committees and Governing Board. Develop agenda packages that are meaningful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Speaks in a clear and credible manner, selecting the right tone for the situation and audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Understands role and implements the Board’s Strategic Plan Emphasis Areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Understands and maintains compliance with Federal and State requirements as they apply to the Space Coast TPO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Manage activities to implement transportation plans and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Maintains public image of the SCTPO representing integrity, commitment, success, and quality while enhancing the visibility and identity of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Builds relationships and encourages the creation of partnerships with other organizations that contribute to the SCTPO’s mission and vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Criteria Continued...	5	4	3	2	1
9. Ensure the TPO is financially stable and soundly managed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Manage activities to implement priority transportation projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Manages assets including technology and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Encourages public involvement and maintains transparency for the Board, the public, and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintains a "big picture" outlook and is aware of industry issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibits diligence in leading the Space Coast TPO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Forecasts trends, responds to change, and invites innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Has the ability to make well founded and informed decisions, ability to analyze challenges and evaluate alternatives, can seek guidance when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Demonstrates excellence in carrying out job responsibilities and accomplishing goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RATER COMMENTS:					
(Rater's Signature)				Date:	
Performance Recommendation:					
<input type="checkbox"/> Bonus, Amount: \$_____ (One time)		OR	<input type="checkbox"/> Salary Adjustment: \$_____ or _____%		



SPACE COAST TRANSPORTATION PLANNING ORGANIZATION GLOSSARY OF TERMS

Acronyms and Abbreviations

<u>Acronym</u>	<u>Full Name</u>
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ATMS	Advanced Traffic Management System
BMBA	Brevard Mountain Bike Association
BOCC	Board of County Commissioners
BPTAC	Bicycle/Pedestrian and Trails Advisory Committee
CAC	Citizens Advisory Committee
CFMPO	Central Florida Metropolitan Planning Organization
CIGP	County Incentive Grant Program
CMS	Congestion Management System
CRA	Community Redevelopment Agency
CTST	Community Traffic Safety Team
ECFRPC	East Central Florida Regional Planning Council
ECRRT	East Central Florida Regional Rail Trail
EPA	Environmental Protection Agency
ETDM	Efficient Transportation Decision Making
FAST ACT	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FHWA	Federal Highway Administration
FM	Financial Management
FS	Florida Statute
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GMSC	Growth Management Subcommittee
GPC	General Planning Consultant
G/W	Goes With
ITS	Intelligent Transportation System
LAP	Local Agency Program
LOGT	Local Option Gas Tax
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
PD&E	Project Development & Environment
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAT	Space Coast Area Transit
SJHP	St. John's Heritage Parkway
SJRWMD	St. Johns River Water Management District
SR	State Road
SU	Surface Transportation Block Grant Program Urban
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TDLCB	Transportation Disadvantaged Local Coordinating Board
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization
TRIP	Transportation Regional Incentive Program
UPWP	Unified Planning Work Program



Space Coast Transportation Planning Organization Governing Board Strategic Plan

FY 2023 - FY 2025

MISSION: To plan a transportation system that enhances quality of life and economic development by engaging the community.

VISION: Provide a safe, multimodal, innovative, and resilient transportation system for all.

Leadership

Represent and promote the Space Coast TPO

Priority Actions:

- Report TPO actions and policies to Councils/Boards
- Share TPO social media posts and news
- Pursue leadership development opportunities

Performance Measure:

Implement Governing Board Strategic Plan



Safety

Implement a safe transportation system for all users

Priority Actions:

- Support implementation of Vision Zero Action Plan
- Support innovative safety counter measures

Performance Measure:

Prioritize a Safe System Approach Pilot Project on a High Injury Network Corridor



Linking Transportation & Land Use

Plan a network that provides transportation choices

Priority Actions:

- Participate in 2050 Long Range Transportation Plan development
- Explore opportunities to connect transportation hubs

Performance Measure:

Adopt Plans, Projects, and Programs that Increase Transportation Choices



Resiliency & Sustainability

Plan for a resilient and sustainable transportation system

Priority Actions:

- Participate and share Resiliency Public Engagement campaign and activities
- Keep utility departments and stakeholders informed

Performance Measure:

Adoption of Transportation Resiliency Master Plan



Technology & Data

Implement technology to enhance reliability of the transportation system

Priority Actions:

- Continue funding support of TSMO
- Encourage municipalities to develop transportation technology and data sharing policies

Performance Measure:

Launch Data Dashboard

