



## Space Coast Transportation Planning Organization Executive Committee

Center for Collaboration  
1100 Rockledge Blvd., Rockledge, Florida

Meeting Date: Thursday, March 14, 2024

### MEETING MINUTES

#### Agenda

1. Call to Order of the Space Coast TPO Executive Committee
2. Public Comment
3. Discussion RE: Policy PLC-1 Agency Organization and Operation, Committee Membership Eligibility
4. Adjourn

#### Executive Committee Members:

|                          |                          |         |
|--------------------------|--------------------------|---------|
| Andrea Young, Chair      | City of West Melbourne   | Present |
| Yvonne Minus, Vice Chair | City of Melbourne        | Present |
| Joe Robinson, Secretary  | City of Titusville       | Present |
| Mimi Hanley              | City of Melbourne        | Present |
| Jerry Allender           | Canaveral Port Authority | Present |

#### Others Present:

|                    |                                    |
|--------------------|------------------------------------|
| Paul Gougelman     | Space Coast TPO Attorney           |
| Georganna Gillette | Space Coast TPO Executive Director |
| Laura Carter       | Space Coast TPO Assistant Director |
| Abby Hemenway      | Space Coast TPO Staff              |
| Shelby Villatoro   | Space Coast TPO Staff              |
| Debbie Flynn       | Space Coast TPO Staff              |
| Sarah Kraum        | Space Coast TPO Staff              |
| Jillian John       | Space Coast TPO Staff              |
| Zoe McNeely        | Space Coast TPO Staff              |

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

Ms. Young, Chair called the meeting to order at 12:32 p.m.

#### **Item 2. Public Comment**

None.

#### **Item 3. Discussion RE: Policy PLC-1 Agency Organization and Operation, Committee Membership Eligibility**

Some questions have arisen concerning the proper composition of the TAC membership.

Our policy for the Technical Advisory Committee (TAC) states that, “members shall be employed by or be contracted by the respective appointing agency”. It currently does not allow elected officials. An elected official is not necessarily precluded from membership on the TAC, but to be eligible for appointment, the elected official would have to be employed or contracted by a nominating agency.

Following our membership policy review and consultation with legal counsel, this raises a policy issue. Discussion and recommendation are requested from the Executive Committee to clarify its policies and procedures regarding TAC membership.

Additionally, increasing the TAC membership seats to include a representative from Brevard County Housing and Human Services and the Space Coast Office of Tourism has been recently discussed.

Laura Carter explained that the TAC members should have a technical background to serve on the committee and that being an elected official does not qualify as technical experience.

Yvonne Minus commented that she would opt to not allow elected officials on the TAC because the TAC should be advisory to the TPO Board, which is already comprised of elected officials.

Laura Carter asked the Executive Committee if it should be acceptable for a member to join the TAC if they hold both a technical position and a position as an elected official?

Andrea Young commented that holding a position in elected office should disqualify them from joining the TAC even if the member holds technical experience.

Jerry Allender commented that the current policy allowing an elected official to serve on the TAC because they also have technical experience is unclear. He mentioned that it would be inappropriate for an elected official to serve on the TAC despite having technical experience.

***Motion by Jerry Allender, second by Yvonne Minus to confirm that elected officials may not serve on the TAC, regardless of any technical background.***

Laura Carter explained that the Space Coast TPO would like to increase TAC membership to include a representative seat from the Brevard County Housing and Human Services department and a representative seat from the Space Coast Office of Tourism.

Yvonne Minus made a motion to add the two (2) additional TAC seats, with Joe Robinson to second the motion.

***Motion by Jerry Allender, second by Yvonne Minus to add a Brevard County Housing and Human Services seat and a Space Coast Office of Tourism seat to the Technical Advisory Committee.***

Paul Gougelman commented that the next step is to get the policy amendment into a draft form and present the amendment to the Governing Board in May.

**Item 7. Adjourn**

***Motion by Jerry Allender, second by Yvonne Minus to adjourn.***

Hearing no further discussion, Ms. Young adjourned the Executive Committee meeting at 12:43 p.m.