



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

Andrea Young, SCTPO Chair, Presiding

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DATE: Thursday, September 12, 2024  
TIME: 12:30 p.m.  
LOCATION: Center for Collaboration  
1100 Rockledge Blvd., Rockledge, FL 32955



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## **Agenda**

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- 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. Approval RE: Executive Committee Meeting Minutes – July 11, 2024 (Pg. 3)**
- 4. Approval RE: 2023-24 Performance Appraisal for SCTPO Executive Director (Pg. 6)**
- 5. Discussion RE: 2024-25 Executive Director Performance Appraisal Process (Pg. 12)**
- 6. Adjourn**

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**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](mailto: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.

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

**Space Coast TPO**

2725 Judge Fran Jamieson Way  
Building B, Room 105  
Viera, FL 32940  
Phone: 321-690-6890

<http://spacecoasttpo.com/>



**ITEM NUMBER 3**

**Approval RE: SCTPO Executive Committee Meeting Minutes of July 11, 2024**

*For further information, please contact: [Zoe.McNeely@sctpo.com](mailto:Zoe.McNeely@sctpo.com)*

*Strategic Plan Emphasis Area: Leadership*

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**DISCUSSION**

Staff has prepared draft minutes for the Space Coast TPO Executive Committee from their meeting on July 11, 2024.

**REQUESTED ACTION**

Approve Executive Committee meeting minutes held on July 11, 2024.

**ATTACHMENTS**

- Draft Executive Committee Meeting Minutes from July 11, 2024, *Attachment 1*



## Space Coast Transportation Planning Organization Executive Committee

Center for Collaboration  
1100 Rockledge Blvd., Rockledge, Florida

Meeting Date: Thursday, July 11, 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	Absent

#### 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 1:00 p.m.

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

None.

**Item 3. Discussion RE: 2023-24 Performance Appraisal for SCTPO Executive Director**

Laura Carter, Assistant Director, presented the Performance Appraisal for the SCTPO Executive Director. 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:**

August 1	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.

**Item 7. Adjourn**

***Motion by Yvonne Minus, second by Mimi Hanley to adjourn.***

Hearing no further discussion, Ms. Young adjourned the Executive Committee meeting at 1:09 p.m.

## ITEM NUMBER 4

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

For further information, please contact: [laura.carter@sctpo.com](mailto:laura.carter@sctpo.com)

Strategic Plan Emphasis Area: Leadership

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#### **DISCUSSION**

The SCTPO Executive Committee has conducted the annual evaluation of the SCTPO Executive Director for the period of July 1, 2023 thru June 30, 2024. Each committee member scored and submitted to TPO legal counsel their performance evaluation of Ms. Gillette for compilation and summary.

Mr. Gougelman, TPO legal counsel, will present the results of the evaluations to the Executive Committee at their September 12, 2024 meeting.

Mr. Gougelman will provide a summary of the Executive Committee's evaluation and recommendation for the Boards consideration and approval.

Per the Executive Director contract, the Executive Director shall receive an equal percentage increase granted to general employees for cost-of-living salary adjustments. Effective with the first pay period of October, 2024, all TPO staff, including the Executive Director, will receive a 4% COLA. Ms. Gillette has requested that no additional increase be considered this year.

#### **REQUESTED ACTION**

Approve the Executive Director Annual Performance Evaluation.

#### **ATTACHMENTS**

- Memorandum: Paul Gougelman to SCTPO Executive Committee Members; RE: Executive Director's Evaluation for 2023-24, *Attachment 1*
- Executive Director Salary History, *Attachment 2*

**MEMORANDUM**

TO: Executive Committee Members  
FROM: Paul Gougelman, TPO General Counsel  
SUBJECT: Executive Director’s Evaluation for 2023-2024  
DATE: August 29, 2024

Below is the summary of ratings for the Executive Director from each member of the Executive Committee. At the end of the numerical ratings section is computation of the overall average of the Executive Director by all Executive Committee members. Where comments were made, I have included the comments for your consideration at the end of this memorandum, including recommendations regarding a pay adjustment.

**1. Maintains Effective Communications with an availability for the SCTPO Committees and Governing Board. Develops agenda packages that are meaningful.**

Robinson – Young – Minus - Allender – Hanley  
5            5            5            5            5

**2. Speaks in a clear and credible manner, selecting the right tone for the situation and audience.**

Robinson – Young – Minus - Allender – Hanley  
5            5            5            5            5

**3. Understands role and implements the Board’s Strategic Plan Emphasis Areas.**

Robinson – Young – Minus - Allender – Hanley  
5            5            5            5            5

**4. Understands and maintains compliance with Federal and State requirements as they apply to the Space Coast TPO.**

Robinson – Young – Minus - Allender – Hanley  
5            5            5            5            5

**5. Manage activities to implement transportation plans and programs.**

Robinson – Young – Minus - Allender – Hanley  
5            5            5            5            5

**6. Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**7. Maintains public image of the SCTPO representing integrity, commitment, success and quality while enhancing the viability and identity of the organization.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**8. Builds relationships and encourages the creation of partnerships with other organizations that contribute to the SCTPO’s mission and vision.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**9. Ensures the TPO is financially stable and soundly managed.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**10. Manage activities to implement priority transportation projects.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**11. Manages assets including technology and equipment.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**12. Encourages public involvement and maintains transparency for the Board, the public, and staff.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**13. Maintains a “big picture” outlook and is aware of industry issues.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5



**14. Exhibits diligence in leading the Space Coast TPO.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**15. Forecasts trends, responds to change, and invites innovation.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**16. Has the ability to make well founded and informed decisions, ability to analyze challenges and evaluate alternatives, has the ability to seek guidance when necessary.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

**17. Demonstrates excellence in carrying out job responsibilities and accomplishing goals.**

Robinson – Young – Minus - Allender – Hanley  
5 5 5 5 5

“ - “ means not voting.

**RATER’S COMMENTS:**

**Young:** Georganna consistently exceeds expectations. Our packets are meaningful, thorough and on point. Her presentation in board reports are effective and hold audience attention. She implements the boards strategic plan and does the follow up as needed. Georganna’s public image is above reproach and she shines a positive light on the Transportation Planning Board as a whole. Georganna is always seeking knowledge and information to make solid decisions and provide guidance.

**Hanley:** I was able to attend a conference for TPO members across the state. At that conference it became obvious that Ms. Gillette’s training superior for board members. Most of the other TPO members did not have an understanding of what a TPO does, how we get it funded or prioritize projects. I cam back with a better understanding that our executive director is one of the state’s true leaders in Transportation planning organizations who prioresses [*sic*] projects for the county and can explain what the TPO does to the average citizen.

**Minus:** I an not say anything negative or less than outstanding for Mrs. Gillette. She is one of the most thorough and well versed professionals in her position as Director of SCTPO. The staff also maintains that impeccable character and demeanor. SCTPO is very fortunate to have such an “outstanding” employee as Mrs. Gillette.

**Allender:** Georganna continues to do an outstanding job for the TPO. She has a great staff supporting her.

**Robinson:** Performance rating of Outstanding in all areas listed above. I attended an on the road training by the staff under the executive director leadership very detail [*sic*] and well received by the group. At the level on presentation for SCTPO Board of Director.

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**Overall Ratings:** Ms. Gillette’s rating this year was an unheard of average rating of 5.000. She received a total of 425 points out of a possible 425 points.

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**RECOMMENDATION FOR PAY ADJUSTMENT:**

**Robinson:** No recommendation made.

**Young:** No recommendation made.

**Minus:** 20% salary adjustment.

**Allender:** \$5,000 or 3% salary increase.

**Hanley:** I don’t know Ms. Gillette’s salary at this time. No recommendation made.

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

PRG/mb

pc: Georganna Gillette, Executive Director

**E - Executive Director Salary and Performance Evaluation History**

Hire Date: April 28, 2018  
 Starting Salary: \$125,000

Fiscal Year (July-June)	Performance Score	Executive Director Salary Adjustment	Annual Salary	Effective Date	Staff COLA
FY 19	5.0 (out of 5)	+ 3.0 %	\$ 128,750	October 5, 2019	+ 2.5 %
		+ \$3,000 to base pay awarded upon conducting Salary Survey	\$ 131,750	October 19, 2019	
FY 20	5.0 (out of 5)	+ 2.38 % COLA	\$ 134,882	October 3, 2020	+ 2.38 %
FY 21	3.88 (out of 4)	+ \$10,000 to base salary	\$ 144,882	October 2, 2021	+ 3.0 %
FY 22	4.82 (out of 5)	+ 4.0 % COLA	\$ 150,678	October 1, 2022	+ 4.0 %
FY 23	4.90 (out of 5)	+ 5.0 % COLA + 5.0% MERIT	\$ 165,746	September 30, 2023	+ 5.0 %
FY 24	TBD	+ 4.0 % COLA	\$ 172,376	September 28, 2024	+ 4.0 %

**Note: Ms. Gillette has requested that no additional increase be considered this year.**

Note: Staff salaries and adjustments are conducted and approved by the SCTPO Executive Director as authorized within Director’s contract and pursuant to SCTPO adopted Policies. Executive Director shall receive same COLA increase as all staff when COLA awarded.

To ensure the position remains competitive, salary surveys are periodically conducted for MPO Directors throughout the state

**ITEM NUMBER 5**

**Discussion RE: 2024-25 Executive Director Performance Appraisal Process**

*For further information, please contact: [laura.carter@sctpo.com](mailto:laura.carter@sctpo.com)*

*Strategic Plan Emphasis Area: Leadership*

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**DISCUSSION**

A review of the process and schedule used to conduct the SCTPO Executive Director’s annual performance evaluation has been conducted and a new approach has been identified to improve and streamline the process for the 2024-25 review period.

It is recommended that the following schedule be implemented for 2024-25:

July 3, 2025	Executive Committee agenda package with evaluation materials transmitted to Executive Committee members
July 10, 2025	<b>Executive Committee Meeting</b> <ul style="list-style-type: none"><li>• Presentation of Executive Director/organization accomplishments during preceding year</li><li>• Question and Answer opportunity between committee members and Executive Director</li><li>• Each member completes Executive Director Performance Evaluation form</li><li>• Scores tabulated, summarized and presented</li><li>• Members review and make recommendation for full board</li></ul>
September 11, 2025	<b>TPO Governing Board Meeting</b> <ul style="list-style-type: none"><li>• Approve Executive Director Evaluation</li></ul>

**REQUESTED ACTION**

As desired by the SCTPO Executive Committee.

**ATTACHMENTS**



## 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
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> 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

**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

