



Space Coast Transportation Planning Organization (SCTPO)
EXECUTIVE COMMITTEE MEETING

Mayor Kathy Meehan, SCTPO Chair, Presiding

DATE: Thursday, September 12, 2019
TIME: 12:45 p.m.
LOCATION: Brevard County Government Center
2725 Judge Fran Jamieson Way, Viera
Florida Room, Building C, 3rd Floor



Wireless Access Available
Network Name: wirelessguest
No Password Required

Agenda

1. Call to Order

2. Public Comment (non-agenda items only)

Anyone wishing to make a comment on an item not on the agenda should complete a "speaker card" at the sign-in desk. For items on the agenda, please fill out a "speaker card" and you will be called upon when the item is discussed. Comments are limited to three minutes.

3. Approval RE: SCTPO Executive Committee Meeting Minutes, July 11, 2019

4. Approval RE: Performance Appraisal Report SCTPO Executive Director

5. Adjourn

Glossary of Terms (final page)

UPCOMING MEETINGS:

BPTAC: September 23, 2019, 5:30p.m., Space Coast Room, Bldg. C, 2nd Floor
TAC/CAC: October 7, 2019, 9:30 a.m., Space Coast Room, Bldg. C, 2nd Floor
GOVERNING BOARD: October 10, 2019, 1:30 p.m., Florida Room, Bldg. C, 3rd Floor

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 Chairman 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 Lisa Hickman, (321) 690-6890 or e-mail: tpostaff@spacecoasttpo.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@brevardfl.gov.

Live Broadcast: The TPO meeting will be broadcast live on Space Coast Government Television on Brighthouse Networks cable channel 199, comcast (North Brevard) Channel 51, Comcast (South Brevard) Channel 26. SCGTV will also replay the meeting during the coming month. Check the SCGTV website for daily program updates, (<http://www.scgtv.org>).

***** 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/>



**ACTION
ITEM NUMBER 3**

**Approval RE: Space Coast TPO Executive Committee Meeting
Minutes, July 11, 2019**

For further information, please
contact: laura.carter@brevardfl.gov

Strategic Plan Emphasis Area:
Leadership

DISCUSSION:

Staff has prepared draft minutes for the Space Coast TPO Executive Committee from their meeting conducted on July 11, 2019.

REQUESTED ACTION:

Approve meeting minutes from the Executive Committee meeting held on July 11, 2019

ATTACHMENTS

- Draft Executive Committee meeting minutes from July 11, 2019



Space Coast Transportation Planning Organization Executive Committee

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

Meeting Date: Thursday, July 11, 2019

DRAFT MEETING MINUTES

Agenda

1. Call to Order of the Space Coast TPO Executive Committee
2. Approval RE: Space Coast TPO Executive Committee Meeting Minutes, April 11, 2019
3. Discussion RE: Performance Appraisal Report SCTPO Executive Director
4. Public Comment
5. Adjourn

Executive Committee Members:

Kathy Meehan, Chair	City of Melbourne	Present
Harry Santiago, Jr., Vice Chair	City of Palm Bay	Present
Andrea Young, Secretary	City of West Melbourne	Present
Yvonne Minus	City of Melbourne	Present
Paul Alfrey	City of Melbourne	Present

Others Present:

Paul Gougelman	Space Coast TPO Attorney
Georganna Gillette	Space Coast TPO Executive Director
Laura Carter	Space Coast TPO Assistant Director
Sarah Kraum	Space Coast TPO Staff
Lisa Hickman	Space Coast TPO Staff
Steven Bostel	Space Coast TPO Staff
Laura Carter	Space Coast TPO Staff
Carol Holden	Space Coast TPO Staff
Chelsea Forgenie	Space Coast TPO Staff

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

Ms. Meehan, Chair called the meeting to order at 3:35 p.m.

Item 2. Approval RE: Space Coast TPO Executive Committee Meeting Minutes, April 11, 2019

Motion by Ms. Minus, second by Mr. Santiago, to approve the SCTPO Executive Committee Meeting Minutes of April 11, 2019.

Hearing no objections, the motion passed unanimously.

Item 3. Discussion RE: Performance Appraisal Report SCTPO Executive Director

Ms. Georganna Gillette, Executive Director – Space Coast TPO stated the SCTPO Executive Committee is designated to perform the annual evaluation of the SCTPO Executive Director for the period of May 1, 2018 thru June 30, 2019. The e-mailed version of the agenda package contained

the Performance Evaluation Report, Strategic Plan Priorities (with a link to review it in depth) and the job description. Ms. Gillette reviewed the proposed evaluation schedule.

Mr. Gougelman reviewed the sunshine law and explained how he compiles the evaluation data received from the committee members. Mr. Gougelman then prepares a summary memorandum to be included in the next agenda package.

Ms. Gillette reviewed some of the accomplishments from the past year that aligned with the SCTPO Strategic Plan Priorities.

Mr. Alfrey complimented the SCTPO Staff and Executive Director for doing a good job and appreciates Ms. Gillette for speaking at the Melbourne City Council.

Ms. Minus stated Ms. Gillette has done an excellent job and every good leader has a good staff and the SCTPO also has a good Chair.

Mr. Gougelman stated if the evaluations are not returned by the due date, you will receive a phone call from the staff.

Item 4. Public Comment

No comments were heard.

Item 5. Adjourn

Ms. Meehan announced the next Executive Committee meeting, Thursday, September 9, 2019 at 12:45 p.m., in the Florida Room prior to the Governing Board Meeting. Hearing no further discussion, Ms. Meehan adjourned the Executive Committee meeting at 4:03 p.m.

**ACTION
ITEM NUMBER 4**

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

For further information, please
contact: laura.carter@brevardfl.gov

Strategic Plan Emphasis Area:
Leadership

DISCUSSION:

The Executive Committee has been designated to perform an evaluation of the SCTPO Executive Director for the period of May 1, 2018 through June 30, 2019. The Executive Committee's recommendation shall be brought to the full TPO Board for approval at the September 12, 2019 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 Executive Director's performance evaluation overall score.
Consider awarding a performance bonus.

ATTACHMENTS

- SCTPO Executive Director's Performance Evaluation Form, **Attachment A**
- Memorandum: Paul Gougelman to SCTPO Executive Committee Members; RE: Executive Director's Evaluation for 2018, **Attachment B**

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

PERFORMANCE EVALUATION REPORT

EMPLOYEE: GEORGANNA GILLETTE

JOB TITLE: EXECUTIVE DIRECTOR

PURPOSE OF REPORT: Probationary _____ Annual X Other _____
(Explain)

APPRAISAL PERIOD: From: MAY 1, 2018 To: JUNE 30, 2019

INSTRUCTIONS: Review each job standard of the Executive Directors performance for the period of time designated above. Place an **X** in the column which describes the Director’s performance in that category.

The Performance scale is as follows:

- 5 - Outstanding
- 4 - Above Satisfactory
- 3 - Satisfactory
- 2 - Needs Improvement
- 1 - Unsatisfactory

Each Appraisal Form to be signed by:

- 1. SCTPO Executive Committee Member
- 2. Executive Director

SCTPO Executive Director Performance Standards

Section A: MEETING STRATEGIC GOALS (50%) Section A based on Strategic Plan. Listed are what the Director considers the major accomplishments in each category during the evaluation period.	1	2	3	4	5
A. MANAGE Strategy: Ensure timely and accurate administrative and financial reporting Accomplishments: <ul style="list-style-type: none"> • Provided quarterly financial reports • Annual audits conducted with no corrective actions (May 2019) • Received full certification from FHWA/FTA (June 2018) • Received joint certification from FDOT (March 2019) • Annual operating budget approved and maintained • Professional staffing level maintained with over 50 various trainings and development opportunities attended • Successfully filled new GIS Analyst position • Continued robust strategic plan and updated with new performance measures and targets; provided quarterly plan reports • 32 Board and Committee agenda packages prepared and meetings held • Presented annual board and committee recognition awards 					
B. MONITOR Strategy: Monitor and report transportation system performance Accomplishments: <ul style="list-style-type: none"> • Prepared and presented annual State of the System Report (Oct 2018) • Prepared and presented annual Safety Report (Oct 2018) • Adopted Federal Highway Required Performance Measures for Safety, System Performance, Bridge and Pavement and Transit Asset Management (Oct & Dec 2018) • Conducted 5 travel/transportation surveys to include: Sarno Road; (Apr/May 2018); Transit Ridership (May 2018); Bicycle/Pedestrian Master Plan Survey (Oct-Dec 2018); LRTP Survey launched (Dec 2018); School Parent Survey (Fall 2018) • Collected and published annual traffic counts (May 2019) • Continued coordination with FDOT on regional planning model used for LRTP 					
C. PRIORITIZE Strategy: Prioritize projects and monitor policies that improve mobility and safety Accomplishments: <ul style="list-style-type: none"> • Adopted Strategic Intermodal System Project Priorities (Jul 2018) • Adopted Non-SIS, Regionally Significant, Bicycle & Pedestrian Project Priorities (Sept 2018) • Adopted CFMPOA Regional Priorities (May 2019) • Submitted 2019 Freight Priorities for MPOAC Adoption (Apr 2019) • Adopted annual Transportation Improvement Program (Jul 2018) • Adopted TIP Amendments (May, Sept, Dec 2018) (March 2019) • Adopted SCTPO Legislative Priorities (Sept 2018) 					

<p>-Continued- Section A: MEETING STRATEGIC GOALS (50%)</p>	1	2	3	4	5
<p>D. PLAN Strategy: Create multi-modal transportation plans to connect people, services and goods</p> <p>Accomplishments:</p> <ul style="list-style-type: none"> • 2045 LRTP Scope of Services approved with successful survey completed to gather input from citizens (Jun 2018) • ITS Master Plan Scope of Services approved for plan update / provided ITS history and update to members (May 2019) • Bicycle and Pedestrian Master Plan update including multiple public outreach meetings throughout the county to gather input from citizens (Jan – Mar 2019) • School Safety Study Scope of Services approved (Palm Bay and Melbourne) • Transit Bus Stop ADA Assessment approved (Dec 2018) Conducted follow-up meetings with local jurisdictions to discuss findings and strategies for improving the locations • Participated in regional studies including: <ul style="list-style-type: none"> Central Florida Expressway NE Connector Concept Study Regional Resiliency Action Plan FDOT Central Florida Visitor’s Study FDOT Regional Transit Study • Continued participation and attendance with local transportation agencies and regional committees including: <ul style="list-style-type: none"> -Quarterly Space Coast Area Transit - Canaveral Port Authority -Orlando-Melbourne International Airport Authority -Central Florida MPO Alliance -MPOAC -Rethink Your Commute -Transit One -Indian River Lagoon National Scenic Byway -Community Traffic Safety Team -Tourism Development Council -Space Florida 					

<p>-Continued- Section A: CONTINUED MEETING STRATEGIC GOALS (50%)</p>	1	2	3	4	5
<p>E. IMPLEMENT Strategy: Build consensus for multi-modal priorities</p> <p><u>Accomplishments:</u></p> <ul style="list-style-type: none"> • Attended over 40 coordination meetings to advance priority projects • Initiated Minton Road Feasibility Study • Completed Aurora Road and Sarno Road Corridor Studies • NASA Causeway INFRA Grant jointly submitted to USDOT for construction with NASA and Space Florida partners • Continued passenger rail initiatives to include coordination with Virgin Trains on status of Phase II and station location study • FDOT coordination: <ul style="list-style-type: none"> -SR 528 Design Underway -Space Coast Loop Trail PD&E completed -SJHP South Interchange and Ellis Interchange under construction -Ellis Road design at 60%; Discussions with FDOT on funding plan -Viera Blvd Interchange under construction -SJHP (US192 to Ellis) under construction -SR A1A Intersection @ SR 520 under construction -South Babcock (Deer Run to Malabar) PD&E being finalized -Initiated PD&E on Malabar (SJHP to Minton) -Initiated ACER on SJHP West (Babcock to Malabar) -Initiated design on SR A1A Intersection @ Atlantic Ave and curb and gutter section (Atlantic Ave to George King) • Hickory Street complete street under construction • Trails: Brevard Zoo Trail Phase II Opening 					
<p>F. ENGAGE Strategy: Enhance public participation and support of transportation through education, outreach and communication</p> <p><u>Accomplishments:</u></p> <ul style="list-style-type: none"> • Continued exceptional bike/ped education safety program with over 50 school-based programs and 75 community-based events • Expanded outreach to targeted populations: seniors; millennials, physical • Successful participation in Mobility Week (Nov 2018) • Annual Walk to School Day coordination • Presentation to five local City Councils on TPO activities • Speaking engagements at two rotary clubs (Cocoa / Eau Gallie) • Increased presence/following on social media by reaching over 682,000 users • Created 83 public outreach deliverables • Launched new website design and layout • Publish Monthly Public Outreach Report and monthly En Route Newsletters • Annual Open House (2018 & 2019) • Presented to Space Coast League of Cities (2018 & 2019) • Participated in Central Florida Leaders Panel with MPO Directors 					

Section B. FULFILLING POSITION REQUIREMENTS (50%) Section B based on fulfilling position description requirements.	1	2	3	4	5
TPO BOARD AND COMMITTEE MEETINGS <ul style="list-style-type: none"> • Meetings are interesting and meaningful as demonstrated by consistently having a quorum • Presentations are reviewed in advance to insure not too long or too technical • Agendas are developed to be covered in 2 hours or less • Agenda packages are prepared to be informative, without errors, easily followed • Staff gives accurate, understandable answers to questions 					
COMPLIANCE WITH FEDERAL & STATE REQUIREMENTS <ul style="list-style-type: none"> • All documents (TIP and amendments, UPWP) adopted by stipulated deadlines • Excellent certification review indicates program exceeds state and federal planning requirements • Financial documents (invoices, budgeting, audit) with no findings, delays or corrective actions. 					
FOSTER INTERGOVERNMENTAL COORDINATION <ul style="list-style-type: none"> • Routine coordination with SCAT, participation in TDLCB and Transit One • Held first meeting with Space Coast Tourism Development Director and began attendance at Tourism Development Council • Met routinely with FDOT on project status, funding opportunities • Attended Brevard Partnering meetings to discuss issues affecting Brevard local governments • Participated in FDOT/MPO Partnering meetings • Participated in Central FL MPO Alliance and MPO Advisory Council. • Active and continuous coordination on trail implementation • Worked with locals to incorporate improvements in resurfacing projects 					
IMPLEMENT PLANS AND PROGRAMS <ul style="list-style-type: none"> • Involved with FDOT and locals in conducting Corridor Studies • Supporting cooperative program to oversee ITS operation. Provide support funding to Brevard Co for ITS. Initiated discussions on future funding for Traffic Management Center • TPO conducted planning studies for local roads: Wickham Road, Aurora Road, Sarno and Banana River/Pinetree • Continued to manage a highly recognized bike/ped safety program • Actively planning community wide, interregional trails 					
IMPLEMENT PRIORITY TRANSPORTATION PROJECTS <ul style="list-style-type: none"> • Develop annual project priorities and leverage additional funding where possible - met with FDOT District Secretary to discuss priorities (Oct 2018) • Advanced right of way funds for US192 & Hollywood/Evans • Advanced right of way funds Babcock (Malabar to Palm Bay Rd) • South Babcock (Deer Run to Malabar) – additional funds for design • Ellis Road - Design at 60% / SJHP Phase II under construction • SJHP West Phase 4 – Alternative Corridor Study advertised • SR 528 (SR 520 to Port) – PD&E and Design underway • NASA Causeway – Design funded; INFRA Grant submitted for CST • SR 401 Barge Canal bridge – PD&E funded • Malabar Road (SJHP to Minton) – PD&E funded • SR 524 (S Friday Rd to Industry) – PD&E funded • US 1 (Pineda to Park Ave) – PD&E funded 					

- Continued- Section B. FULFILLING POSITION REQUIREMENTS (50%)	1	2	3	4	5
PROVIDE CAPABLE STAFF <ul style="list-style-type: none"> • Maintain a qualified staff and organizational structure • 2 members of staff completed Leadership Brevard and Executive Leadership Program (ELI) • Staff participates in policy and management decisions that affect them • All staff members participated in at least one training or professional development opportunity • Recognized outstanding performance and team work through employee recognition program • Staff encouraged to present their work to TAC/CAC/TPO or national conferences • Ensure performance evaluations are impartial, consistent, timely and meaningful • Monitor staff implementation of strategic plan 					
COMMUNICATE WITH ELECTED OFFICIALS, THE PUBLIC, AGENCIES AND MEDIA <ul style="list-style-type: none"> • Provided orientation materials and met with 3 new TPO Board members. • Began City Council tour to discuss the TPO and projects • Speaking engagement to Space Coast League of Cities, rotary clubs, and Transit One • Participated in numerous community events, especially safety and trails • Maintained relationships with news media; June 2019 Florida Today front-page article on TPO Open House and Brevard major projects • Completed our TPO branding • Developed reporting system to monitor measures of effectiveness of public engagement 					

AVERAGE PERFORMANCE STANDARDS TOTALS _____

AVERAGE SECTION A. Meeting Strategic Goals (50%) _____

AVERAGE SECTION B. Fulfilling Position Requirements (50%) _____

RATER COMMENTS: _____

(Rater's Signature) Date: _____

(Employee's Signature) Date: _____

NOTE: I have reviewed this appraisal and have been given the opportunity to discuss the appraisal with the rater. I understand that signing this form does not necessarily mean I agree or disagree with the rating.

Performance Recommendation:

Bonus: _____ Amount: \$ _____ (One time)

MEMORANDUM

TO: Executive Committee Members

FROM: Paul Gougelman, General Counsel

SUBJECT: Executive Director's
Evaluation for 2019

DATE: August 26, 2019

Below is the summary of ratings for the Executive Director 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 regarding a bonus.

Section I. MEETING STRATEGIC GOALS (50%)

A. Manage - Strategy; Ensure timely and accurate administrative and financial reporting

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

B. Monitor - Strategy; Monitor and report transportation system performance.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

C. Prioritize - Strategy: Prioritize and monitor policies that improve mobility and safety.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

D. Plan - Strategy: Create multi-modal transportation plans to connect people, services and goods.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

E. Implement - Strategy; Build consensus for multi-modal priorities

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

F. Engage - Strategy: Enhance public participation and support of transportation through education, outreach and communication

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

Section II: FULFILLING POSITION REQUIREMENTS (50%)

1. TPO Board and Committee Meetings.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

2. Compliance with Federal & State.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

3. Foster Intergovernmental Coordination.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

4. Implement *plans and programs*.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

5. Implement Priority Transportation Projects.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

6. Provide Capable Staff.

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

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

Meehan - Alfrey - Minus - Santiago - Young
5 - 5 5 5

" - " means not voting.

RATER'S COMMENTS:

Alfrey: None.

Minus: I am very satisfied and impressed with the performance of Director Gillette. She constantly portrays professionalism at all times and is very knowledgeable in many if not all of the programs and many facets to do the outstanding job that she is does [sic] on a daily basis. Ms. Gillette has met all Strategic Priorities (A,B, C, D) target dates. Therefore, working over and above the call of duty with personal sacrifices to ensure that these targets were met. I currently do not know what her salary is but definitely she has earned an increase in her salary.

Santiago: Ms. Gillette has done an outstanding job to date. I can't find anything negative to say about her performance. She has a great deal of knowledge and understanding about her position and leads her staff very well.

Meehan: Georganna has done exceptional work with the Space Coast TPO. Keep up the good work. It's been a pleasure to work with Georganna and her team.

Young: Georganna is very professional. She knows the job and produces a quality product in every forum. Her people skills are commendable and her task execution is always remarkable in its efficiency and relevance. The only suggestion I have is during her presentations she practice a little on effectively using a microphone. The information she brings to cities and groups is so valuable that it is a shame for one word to get lost due to a volume or presentation issue.

Overall Ratings:

Section A. MEETING STRATEGIC GOALS (50%)

Average = 5

Section B. FULFILLING POSITION REQUIREMENTS (50%)

Average = 5

Overall Average:

Section A. MEETING STRATEGIC GOALS (50%) - 5

Section B. FULFILLING POSITION REQUIREMENTS (50%) - 5

Overall Average - 5

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." That is what has happened, and Ms. Gillette's rating is as a performer "outstanding."

RECOMMENDATION FOR PAY ADJUSTMENT:

Alfrey: No recommendation is made.

Meehan: No recommendation made.

Minus: She has earned a pay increase.

Santiago: No recommendation made.

Young: No recommendation made.

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

PRG/lw

pc: Georganna Gillette, Executive Director