



Space Coast Transportation Planning Organization Executive Committee

2725 Judge Fran Jamieson Way, Bldg. B, Melbourne, FL 32940

Virtual Meeting via GoToWebinar

Meeting Date: Thursday, August 20, 2020

APPROVED MEETING MINUTES

Agenda

1. Call to Order of the Space Coast TPO Executive Committee
2. Public Comment
3. Approval RE: Executive Committee Meeting Minutes of July 9, 2020
4. Approval RE: 2019-2020 Performance Appraisal of SCTPO Executive Director
5. Adjourn

Executive Committee Members:

Kathy Meehan, Chair	City of Melbourne	Present
Jerry Allender	Canaveral Port Authority	Present
Andrea Young, Secretary	City of West Melbourne	Present
Yvonne Minus	City of Melbourne	Present
Jake Williams	City of Cocoa	Present

Others Present:

Paul Gougelman - V	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
Abby Hemenway	Space Coast TPO Staff
Carol Holden	Space Coast TPO Staff
Kim Smith	Space Coast TPO Staff
Jamie Kersey	FDOT

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

Ms. Meehan, Chair called the meeting to order at 1:03 p.m.

Ms. Gillette read guidelines for conducting the virtual proceeding via communication media technology.

Ms. Carter conducted Attendance/Quorum Roll Call.

Item 2. Public Comment

No comments were heard.

Item 3. Approval RE: Executive Committee Meeting Minutes of July 9, 2020

Motion by Ms. Minus, second by Mr. Williams, to approve the SCTPO Executive Committee Meeting Minutes of July 9, 2020.

Hearing no objections, the motion passed unanimously.

Item 4. Approval RE: 2019-20 Performance Appraisal of SCTPO Executive Director

Mr. Gougelman stated the score and comments from each Committee member were compiled and summarized in the agenda package along with the overall weighted average score. Ms. Gillette received a perfect 4.0 averaged score.

Motion by Mr. Allender, second by Mr. Williams, to approve the SCTPO Executive Director Performance Report with an overall weighted average score of 4.0.

Hearing no objections, the motion passed unanimously.

Mr. Gougelman asked the Committee to discuss the overall weighted average score and any recommended pay adjustment. Mr. Gougelman also stated per Ms. Gillette's SCTPO employment contract she is entitled to a Cost of Living Adjustment (COLA) equal to the staff. The staff will be receiving a 2% COLA. Any additional bonus or salary increase would need to be recommended by this committee and approved by the Governing Board.

Ms. Gillette thanked the committee for the 4.0 averaged score on her performance appraisal. Ms. Gillette also thanked the staff and stated the SCTPO staff is talented and passionate which makes the organization look exceptional. She acknowledged the 2% COLA she will be receiving and stated she is content with only receiving this increase.

Mr. Allender stated she received a perfect score and suggested a \$2,000.00 bonus based on her merit plus the standard 2% COLA.

Mr. Williams stated she deserves a lot more than what is being proposed due to this being her second year in a row with a perfect score on her evaluation.

Ms. Young recommended a 5% salary increase on top of the COLA, she does an outstanding job and so does the staff she manages.

Ms. Gillette suggested her preference would be to receive the smaller bonus that was suggested by Mr. Allender due to budget constraints.

Motion by Mr. Allender, second by Ms. Minus, to approve the SCTPO Executive Director with a \$2,000.00 bonus.

Hearing no objections, the motion passed unanimously.

Item 5. Adjourn

Hearing no further discussion, Ms. Meehan adjourned the Executive Committee meeting at 1:22 p.m.