

Executive Committee Agenda

Date | Time: October 28, 2020 | 1 PM

1 P.M. OPENING

- A. Call to Order
- B. Proper Noticing
- C. Determination of Quorum

I. UPDATE

Proposed revisions to today's Agenda

II. PUBLIC COMMENTS

Public comments.

III. CONSENT AGENDA

Recommendation for approval is requested for Agenda Items.

Consent approval is requested for the following items:

- A. December 9, 2020, Executive Committee Meeting Minutes

[ATTACHMENT: December 9, 2020, Executive Committee Meeting Minutes](#)

- B. Review of Executive Director's quarterly timesheets, expense reports, and monthly mileage reports as required by FDOT.

The Chair is tasked with reviewing the Executive Director's report and providing direction to the Executive Committee.

IV. DISCUSSION ITEMS

- A. **Recommend approval to amend the MPO Bylaws, reducing the quorum requirement to 3 voting members.**

Staff is requesting an amendment to the MPO Bylaws, reducing the meeting quorum requirement to three members. Currently, the MPO Governing Board quorum is nine members, and this is also the voting requirement to approve agenda items. This amendment would reduce the quorum to three members and leave the voting requirement at nine members. This will allow the MPO to move into Phase 2 of our reopening plan and hold hybrid virtual meetings with the three-member quorum in-person and all other members attending virtually. This amendment would also apply to the MPO committees and Transportation Disadvantaged Coordinating Boards, reducing the quorum requirements to three, and leaving the six-member voting requirement.

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ATTACHMENT: MPO Bylaws Revised October 2020

B. Recommendation of MPO Officers to the Governing Board

The current MPO Governing Board Officers and Appointments are as follows:

- *Chair Leslie Campione, Lake County, CFMPOA, MPOAC, Lake County TDCB*
- *Chair-Elect Don Burgess, Sumter County, CFMPOA, MPOAC, Sumter County TDCB*
- *1st Vice-Chair Jim Richards, Town of Lady Lake, CFMPOA, MPOAC*
- *2nd Vice-Chair Josh Blake, Lake County, CFMPOA Alternate*
- *Past Chair Tim Sullivan, Lake County, CFMPOA Alternate*
- *Lake County At-Large Representative John Mobilian, City of Fruitland Park,*

As per the MPO Bylaws, The City of Groveland will be the next Lake County At-Large Representative

- *Sumter County At-Large Representative Joe Elliott, City of Wildwood*

As per the Interlocal Agreement, the City of Webster will be the next Sumter County At-Large Representative

The purpose of the Executive Committee is to efficiently address matters not feasible to be heard by the full MPO Governing Board. The Executive Committee is also tasked with strategic planning for the MPO, evaluating the MPO Executive Director's performance, and performing other duties as assigned to or requested by the MPO Governing Board.

To provide balanced representation on the Executive Committee among counties and municipalities, the MPO Governing Board, at the time of the election of officers, shall attempt to fill, if feasible, officer positions by rotating between municipal and county representatives as officers are advanced, when feasible, to the next level of elected office.

C. Executive Director Annual Evaluation:

The Employment Agreement between the MPO and Michael F. Woods requires an annual evaluation to be completed by October of each year. Mr. Woods has been in the MPO Executive Director position since September 30, 2018. The Employment Agreement's term continues until either party terminates the Agreement. The Lake County Attorney's Office has obtained written performance evaluation forms from the Chair and MPO Executive Committee members. Such summaries will be provided to the Executive Director to discuss his evaluation with the MPO Board.

MPO Attorney Diana Johnson will lead the discussion of the evaluation and employment agreement with the Executive Committee

D. MPO Governing Board and Executive Committee 2021 DRAFT meeting calendar.

Staff is recommending six meetings for the MPO Governing Board and four meetings for the Executive Committee for 2021. The Executive Committee can identify one meeting for a strategic planning session if desired.

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Date | Time: October 28, 2020 | 1 PM

- February 24, 2021 Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- April 28, 2021 Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- June 23, 2021 Governing Board @ 2:00 PM
- August 25, 2021 Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- October 27, 2021 Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- December 10, 2021 Governing Board @ 2:00 PM

V. EXECUTIVE COMMITTEE MEMBERS REPORTS / COMMENTS

VI. ADJOURNMENT NEXT MEETING: TBD @ 1 P.M. LAKE~SUMTER MPO OFFICE, 1300 CITIZENS BLVD. SUITE 175, LEESBURG, FL 34748

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above-named board with respect to any matter considered at the meeting, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact (352) 315- 0170, 48 hours in advance of the meeting.