

Executive Committee Agenda

Date | Time: October 26, 2022, | 1 PM

Lake-Sumter MPO - October 26, 2022, Executive Committee Meeting (1:00 p.m.)

If attending virtually, please register at the link below:

<https://attendee.gotowebinar.com/register/2321676401472727308>

After registering, you will receive a confirmation email about joining the webinar.

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

Any person may request permission from the Chair to speak to an item on the Agenda by coming to the meeting in person or by sending an email to mwoods@lakesumtermpo.com containing the speaker's full name, email address, phone number, and the agenda item to be discussed. Emailed requests should be submitted at least 24 hours in advance of the scheduled meeting or workshop. A link will be sent to those speakers, who will be allowed to virtually address the Board (or Committee) through the GoToWebinar web application on meeting day. A three-minute time limit will be imposed for each speaker.

III. ACTION ITEMS:

Executive Committee approval is requested for the following item:

- A. Approval of the [June 22, 2022, Executive Committee Meeting Minutes](#).
- B. Approval of the Executive Director's quarterly timesheets and monthly mileage reports as required by FDOT. The Chair reviews the Executive Director's report and provides direction to the Executive Committee.

IV. DISCUSSION ITEMS

- A. Review of DRAFT 2023 MPO Officers and Appointments for the Governing Board
The DRAFT 2023 MPO Governing Board Officers and Appointments are as follows:
 - Chair Craig Estep, Sumter County BOCC, CFMPOA, MPOAC, Sumter TDCB Chair
 - Chair Elect Cal Rolfson, City of Mount Dora, CFMPOA, MPOAC

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- *1st Vice-Chair Doug Shields, Lake County BOCC, CFMPOA*
- *2nd Vice-Chair, City of Tavares*
- *Past Chair Dan Robuck, City of Leesburg*
- *Lake County At-Large Representative, Town of Montverde*
- *Sumter County At-Large Representative, City of Bushnell*
- *Lake TDCB Chair Leslie Campione, Lake County BOCC*

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.

B. 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. The Employment Agreement's term continues until either party terminates the Agreement. Mr. Woods has been in the MPO Executive Director position since September 30, 2018. The MPO 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 Rachel Bartolowits will lead the discussion of the evaluation and employment agreement with the Executive Committee. The final recommendation will be presented at the December 7, 2022, Governing Board meeting.

C. MPO Governing Board and Executive Committee 2023 DRAFT meeting calendar.

Staff recommends five meetings for the MPO Governing Board and two for the Executive Committee for 2023. If desired, the Executive Committee can identify one or additional meetings for a strategic planning session or workshop.

- February 22, 2023, Governing Board @ 2:00 PM
- April 26, 2023, Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- June 28, 2023, Governing Board @ 2:00 p.m.
- October 25, 2023, Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- December 6, 2023, Governing Board @ 2:00 PM



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V. EXECUTIVE COMMITTEE MEMBER'S REPORTS / COMMENTS

VI. ADJOURNMENT NEXT MEETING: TBD LAKE~SUMTER MPO

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, they 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 proceedings should contact (352) 315- 0170 48 hours before the meeting.