

Executive Committee Agenda

Date | Time: December 7, 2022, | 1 PM

Virtual Attendance Option:

Lake~Sumter MPO - December 2022 Executive Committee Meeting (1:00)

Please register for Lake~Sumter MPO - December 7, 2022, Executive Committee Meeting at 1:00 p.m. EST at:

<https://attendee.gotowebinar.com/register/1607431449046232592>

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

1 p.m. OPENING

- A. Call to Order
- B. Proper Noticing
- C. Determination of Quorum
- D. Motion to allow virtual voting by Board members. (If needed)

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. RECOMMENDATION OF CONSENT AGENDA

Recommendation for approval is requested for Agenda Items.

Consent approval is requested for the following items:

- A. Approval of the October 26, 2022, Executive Committee Meeting Minutes

IV. ACTION ITEMS:

Executive Committee approval is requested for the following item:

A. 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

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position since September 30, 2018. The MPO Attorney's Office has obtained written performance evaluation forms from the Chair and MPO Executive Committee members.

Summaries were provided for discussion at the October 26, 2022, Executive Committee Meeting, and the Committee requested further information on a possible salary increase. MPO Attorney Rachel Bartolowits will lead the discussion of the evaluation and employment agreement with the Executive Committee. The result of a salary survey from neighboring MPOs will be discussed. The Committee will then make a salary increase recommendation to the MPO Board. The final recommendation will be presented at the December 7, 2022, Governing Board meeting.

Recommendation to the Board to Approve the Executive Director's Annual Evaluation

A. B. Review and Approval of the proposed 2023 MPO Officers and Appointments are as follows:

- Chair Craig Estep, Sumter County BOCC, CFMPOA, MPOAC, Sumter TDCB Chair
- Chair-Elect Councilmen Cal Rolfson, City of Mount Dora, CFMPOA, MPOAC
- 1st Vice-Chair Doug Shields, Lake County BOCC, CFMPOA
- 2nd Vice-Chair, Councilmen Sandy Gamble, City of Tavares
- Past Chair - Vacant (Commissioner Dan Robuck leaves office this year)
- Lake County At-Large Representative, Mayor Joe Wynkoop, Town of Montverde
- Sumter County At-Large Representative, Mayor Bill Spaude, 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.

Recommendations from the Executive Committee to fill the Past Chair vacancy

V. EXECUTIVE COMMITTEE MEMBERS' REPORTS / COMMENTS

VI. ADJOURNMENT NEXT MEETING: FEBRUARY 22, 2023 @ 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.



**EXECUTIVE COMMITTEE
MEETING MINUTES
October 26, 2022
Lake~Sumter MPO
1300 Citizens Blvd
Suite 175
Leesburg, FL 34748**

Members Present

Dan Robuck (Chair)
Craig Estep (Chair Elect)
Doug Shields (2nd Vice Chair)
Josh Blake (Immediate Past Chair)
Cal Rolfson (1st Vice Chair)

Representing

City of Leesburg
Sumter County
Lake County
Lake County
City of Mount Dora

Members Absent

Charles Felson (Sumter County At Large Representative)
George Lehning (Lake County At Large Representative)

City of Coleman
Town of Howey-in-the-Hills

Staff

Mike Woods
Doris LeMay
David Langley

Executive Director
Executive Assistant
MPO Attorney

Chair Dan Robuck, called the meeting to order at 1:02 PM. It was noted that the meeting was properly noticed and that a quorum was present. (5 voting members present)

I. AGENDA UPDATE - None

II. PUBLIC COMMENTS -None

III. ACTION ITEMS

Executive Committee approval is requested for the following items:

- 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.

Motion was made by Commissioner Cal Rolfson to approve Item A, seconded by Commissioner Doug Shields – **motion passed 5-0.**

Motion was made by Commissioner Cal Rolfson to approve Item B, seconded by Commissioner Josh Blake – **motion passed 5-0.**

IV. DISCUSSION ITEMS

A. Review of DRAFT 2023 MPO Officers and Appointments for the Governing Board
Michael Woods will contact various Cities/Towns/Commissioners to verify appointments.

B. Executive Director Annual Evaluation
David Langley, MPO Attorney reviewed the Executive Director's evaluation forms with the Committee. Commissioner Craig Estep, and Commissioner Doug Shields made recommendation to table the salary increase until a survey could be conducted to determine the pay scale of other MPO's with likewise demographics.

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

V. EXECUTIVE COMMITTEE MEMBERS REPORTS/COMMENTS - None

VI. ADJOURNMENT NEXT MEETING: APRIL 26, 2023, @ 1 P.M. LAKE~SUMTER MPO There being no further business, the meeting was adjourned at 1:21 p.m.

Dan Robuck, Chair