



EXECUTIVE COMMITTEE MEETING

Date: Wednesday, August 1, 2018
Time: Immediately following the TPO Board Meeting
Location: St. Lucie TPO Conference Room

AGENDA

1. Call to Order
2. Roll Call
3. Comments from the Public
4. Approval of Agenda
5. Approval of Meeting Summary
 - *July 25, 2018*
6. Review of the **Executive Director's Compensation:** Review and consider the **Executive Director's compensation based on the results of** the performance review to be completed at the preceding Board Meeting.
7. Recommendations/Comments by Members
8. Staff Comments
9. Adjourn

NOTICES

The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at lathoum@stlucieco.org.

Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Marceia Lathou at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

Items not included on the agenda may also be heard in consideration of the best interests of **the public's health, safety, welfare, and as necessary to protect every person's right of** access. If any person decides to appeal any decision made by the St. Lucie TPO Executive Committee with respect to any matter considered at this meeting, that person shall need a record of the proceedings, and for such a purpose, that person may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

Kreyòl Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Ayisyen, tanpri rele nimewo 772-462-1593.

Español: Si usted desea recibir esta información en español, por favor llame al 772-462-1593.



EXECUTIVE COMMITTEE MEETING

Date: Wednesday, July 25, 2018
 Time: 2:00 pm
 Location: St. Lucie TPO Conference Room

MEETING SUMMARY

1. Call to Order

Vice Chairwoman Linda Bartz called the meeting to order at 2:10 pm.

2. Roll Call

The roll was called, and a quorum was confirmed with the following members present:

Member

Vice Chairwoman Linda Bartz
 Darrell Drummond
 Kathryn Hensley
 Linda Hudson

Representing

St. Lucie County
 Community Transit
 St. Lucie County School District
 City of Fort Pierce

Others present:

Peter Buchwald, Executive Director
 Heather Young, Attorney

Representing

St. Lucie TPO
 St. Lucie TPO

3. Comments from the Public

No comments were received from the public.

4. Approval of Agenda

* MOTION by Ms. Hensley to approve the agenda.

** SECONDED by Mr. Drummond Carried UNANIMOUSLY

5. Approval of Meeting Summary

- *May 24, 2018*

* MOTION by Mayor Hudson to approve the Meeting Summary.

** SECONDED by Ms. Hensley Carried UNANIMOUSLY

6. Executive Director's Performance, Compensation, and Employment Agreement: **Review the Executive Director's** performance for FY 2017/18 and form recommendations for the TPO Board to consider pertaining to the **Executive Director's** compensation and Employment Agreement.

Mr. Buchwald introduced the item and indicated that as FY 2017/18 has recently concluded, a review of his performance for FY 2017/18 is being initiated. He further indicated that the performance review form was forwarded by Ms. Young to all of the Board Members for their completion with the anticipation for all of the forms to be received and the results to be tabulated in time for this meeting so that a recommendation could be provided for the Board to consider, negating the need for an Executive Committee meeting after the Board meeting.

Ms. Young indicated that only one completed review form had been received so far.

The Executive Committee subsequently discussed the different processes for the Executive Director's Performance Review that have occurred in the past. Consensus was obtained to continue to solicit additional completed review forms and conduct the performance review at the Board Meeting on August 1st. The Executive Committee then will convene immediately following the Board Meeting to consider the compensation of the TPO Executive Director based on the results of the Performance Review.

Mr. Buchwald indicated that as the Executive Committee typically meets in the summer and his Employment Agreement expires on

April 30, 2019, it may be appropriate to initiate a discussion regarding its extension.

Vice Chairwoman Bartz requested that the Executive Committee be provided copies of the existing Employment Agreement for the members to review. After a brief discussion, consensus was obtained for the Executive Committee to convene in early 2019 to discuss an extension to the Employment Agreement. Copies of the Employment Agreement were prepared and distributed to the Executive Committee.

Mr. Buchwald then requested assistance from the Executive Committee in addressing the issue of him not having the status in the Florida Retirement System (FRS) of Senior Management Class which is compulsory for the Executive Director of a Florida Metropolitan Planning Organization as specified in Florida Statute 121.055(1)(I). The Executive Committee discussed how to address this issue including contacting the FRS to determine a possible "buy-back" to include Mr. Buchwald in the Senior Management Class since the start of his employment with the TPO. Ms. Young indicated that it may be addressed by the completion and submittal of a form which the Chairwoman could sign without Board action because it is compulsory. She further indicated that she would contact the FRS to understand how to address the issue and will report her findings to the Executive Committee at its meeting on August 1st.

7. Staff Performance Bonus Program and Cost of Living Adjustment: Discuss and form recommendations for the TPO Board to consider pertaining to the proposed Performance Bonus Program and Cost of Living Adjustment for the TPO Staff for 2018.

Mr. Buchwald summarized the Staff Performance Bonus Program and the annual approval by the Board of a multiplier based on the performance of the organization in the previous fiscal year and the budget for the current fiscal year. He summarized the most recent salary increases for the staff approved by the Board last August and the total increase in staff salaries for this fiscal year approved as part of the two-year budget adopted by the Board in April. He further identified that the current U.S. annual inflation rate is approximately 2.1 percent. He then proposed a 2 percent cost of living adjustment and a 2.0 performance multiplier as part of the Staff Performance Bonus Program for 2018 which would result in salary increases ranging from 2 to 6 percent for staff, and the overall increase in staff salaries will not exceed \$23,000 in cost for the fiscal year.

The Executive Committee subsequently discussed the various salary increases being considered for 2018 for the staffs of the local agencies in St. Lucie County. The Executive Committee further identified the lack of employee turnover at the TPO, the responsiveness of TPO staff, and the relatively small number of employees and low total overall cost of the proposed salary increases for the TPO compared to the other local agencies.

- * MOTION – MOVED by Ms. Hensley to recommend to the TPO Board a 2 percent cost of living adjustment and a 2.0 performance multiplier as part of the Staff Performance Bonus Program for TPO staff for 2018.
 - * * SECONDED by Mayor Hudson Carried UNANIMOUSLY
8. Local Incentive Program for Project Advancement (LIPPA): Receive an update and provide comments regarding the development of the proposed LIPPA.

Mr. Buchwald presented the Local Incentive Program for Project Advancement (LIPPA) to recognize the allocation of local funding and advance the construction of more TPO Priority Projects through incentives as requested by Board Members at prior Board Meetings. He identified that the proposed LIPPA would serve as an overlay to the various project prioritization methodologies employed during the annual development of the List of Priority Projects (LOPP) and that the corresponding recognition and incentive awarded will vary according to the list. He then provided examples of the results if the proposed LIPPA were applied to each of the lists of the LOPP. Finally, he summarized the comments received at the TPO Technical Advisory Committee (TAC) on July 17th regarding the proposed LIPPA and the TAC's request to be provided additional opportunity to review the proposed LIPPA prior to the consideration of its adoption by the TPO Board.

Discussion by the Executive Committee ensued regarding the consequences of the proposed LIPPA on the TPO's plans and mission, the effects of the incentives, the use of funds from the Transit Municipal Service Taxing Unit (MSTU), and the sources of matches for State and Federal transit funds. Consensus was obtained by the Executive Committee for staff to provide a brief update to the TPO Board at its August 1st meeting regarding the development of the proposed LIPPA and that the proposed LIPPA be further reviewed by the TAC and the Florida Department of Transportation prior to the consideration of its adoption by the Board.

9. Recommendations/Comments by Members

None

10. Staff Comments

Mr. Buchwald thanked the Executive Committee for their support and guidance.

11. Adjourn

The meeting was adjourned at 2:45 pm.

DRAFT



AGENDA ITEM SUMMARY

Board/Committee: St. Lucie TPO Executive Committee

Meeting Date: August 1, 2018

Item Number: 6

Item Title: Review of **Executive Director's** Compensation

Item Origination: TPO Executive Committee

UPWP Reference: Task 1.1 - Program Management

Requested Action: Review and consider the **Executive Director's** compensation based on the results of the performance review to be completed at the preceding Board Meeting.

Staff Recommendation: If authority is granted by the Board, it is **recommended that the Executive Director's** compensation be reviewed and considered.

Attachments

- Staff Report



MEMORANDUM

TO: St. Lucie TPO Executive Committee

FROM: Peter Buchwald
Executive Director

DATE: July 27, 2018

SUBJECT: **Review of Executive Director's Compensation**

BACKGROUND

At its meeting on July 25th, the Executive Committee obtained consensus to continue to solicit additional completed performance review forms and conduct the performance review of the Executive Director at the Board Meeting on August 1st. The Executive Committee then will convene immediately following the Board Meeting to consider the compensation of the TPO Executive Director based on the results of the Performance Review.

ANALYSIS

At the August 1st Board Meeting, the Executive Committee intends to request authority from the Board to consider the compensation for the Executive Director based on the results of the performance review. If such authority is granted by the Board, the Executive Committee intends to convene immediately following the conclusion of the Board Meeting to review and consider the compensation for the Executive Director.

RECOMMENDATION

If authority is granted by the Board, it is recommended that the Executive Director's compensation be reviewed and considered.