

Southeast Florida Regional Partnership

Indian River - St. Lucie - Martin
Palm Beach - Broward - Miami-Dade - Monroe

Executive Committee Meeting

Friday, May 27, 2011

10:15 a.m. – 12:30 p.m.

LOCATION

Broward Metropolitan Planning Organization (MPO)

100 West Cypress Creek Road, Suite 850
Fort Lauderdale, Florida 33309
954-788-7899 office

To participate by webinar:

Space is limited.

Reserve your Webinar seat now at:

<https://www3.gotomeeting.com/register/329610950>

AGENDA

- I. Welcome - Michael Busha
- II. Executive Committee Roll Call
- III. Announcements – Michael Busha
- IV. Election of Chair
- V. Agenda Review / Additional Items
- VI. Public Comment on Non-Agenda Items
- VII. Sunshine Law Presentation – David Tolces, Goren, Cherof, Doody & Ezrol, P.A.
- VIII. Review of Draft Executive Committee Minutes from March 25th
- IX. Update: Organization and Equity Subcommittee
Carla Coleman, Chair; John Kaliski, Cambridge Systematics
- X. Update: Consortium Agreements - Isabel Cosio Carballo
- XI. Update: Project Director, Project Manager, Consultant Selection Process - Michael Busha
- XII. Identify regular meeting date for Executive Committee
- XIII. Old / New Business
- XIV. Public Comment

Doug Bournique

Doug is currently the Executive Vice President and General Manager of the Indian River Citrus League, a grower trade association representing 900 growers and 22 commercial packinghouses along Florida's east coast stretching from Daytona to the West Palm Beach Canal in Palm Beach County. The District has approximately 150,000 acres of commercial citrus which is all grown primarily for the fresh fruit market.

Doug's background in water is extensive going back to the mid 1970's, when he was Director of the Environmental Affairs for the Sugar Cane industry. Since then, he has worked on the Upper St. Johns Project, the Indian River Lagoon National Estuary Program, the Upper East Coast Water Supply Plan, Indian River Citrus BMPs Steering Committee and is currently a member of the South Florida Water Management District's Water Resources Advisory Commission, and serves on St. Johns River Water Management District Governing Board. He also serves on the Federal Reserve Bank – Agriculture Advisory Council.

Barrington Garfield Wright

1850 S.W. 51 Terrace • Plantation, FL 33317 • (305)495-9070 • Facckl@yahoo.com

Business Development Manager

SUMMARY

Successful team builder, motivator, goal driven, results oriented professional. Extremely adept at managing and marshalling resources to achieve desired outcome and service results with over twenty years of managing finances and customer relations. Proven ability to coordinate and implement organizational strategies that consistently increase profits and reduce waste and operational costs in very competitive markets. Experience coupled with excellent interpersonal and writing skills.

Professional Strengths

Small Business Development	Strategic Planning	Relationship Management
Community Outreach	Project Management	Proactive Management
Contract Compliance	Focus Group Leader	Team Motivator
Financial Planning & Budgeting	Independent Decision Making	Operation Management

Entrepreneurial Experience

The Hoop Center Foundation, Inc. South Florida

Vice-President-Co-Founder

- Not-for-profit Corporation
- Teach children life skills(goal setting, goal attainment, teamwork, diversity in communication)
- "Life Skills through Basketball"

Facckl, Inc d/b/a Success Motivators, Inc. USA/Caribbean

President-Owner

- Small Business Consulting Firm
- Perform SWOT Analysis and implement new strategies
- Increase profits margins via restructured business practices and policies
- Review strategic needs for short term and long term growth

PROFESSIONAL EXPERIENCE

Atlantic Coast Mortgage Group, Inc. FL, MD, CA

Senior Vice-President

- Established the Commercial Lending Division
- Consistently met or surpassed Commercial lending goals
- Consistently met Residential Lending goals
- Established and reviewed Budget and Financial projections

South Trust Bank Broward County, FL

Vice President-Branch Manager

- Developed and reviewed Annual Budget
- 50% increased Small Business Loans at Margate Office and 20% increase in Galt Ocean Office

First Union National Bank of Florida Broward County, FL

Vice President- Financial Consultant Executive Banking Group

- Increased Small Business Loan Volume
- Achieved new levels of revenue through business development efforts
- Consistently met quotas for Cash Management, Investments Products and DDAs

First Union National Bank of Florida Broward County, FL

Vice-President-Branch Manager/Relationship Manager

- Doubled sales per FTE resulting in 120% increase in branch revenue
- Successfully trained and developed 25% of branch staff to promotion

First Union /American Savings of Florida Miami, FL

Vice President- Branch Manager

California Federal Bank Miami, Fl

Vice President- Branch Manager

- Certified Business Banker

Education

California University of PA

Bachelors of Science- Business Administration, Dean's List/Economics Tutor

LICENSES

Series 6, Series 63, State of Florida Insurance License

License Real Estate Sales Associate

AFFILIATIONS/HONORS

Board of Director, Co-Chair The Urban Revitalization Task Force Miami-Dade County

Board of Lending Committee, Regional Planning Council, Hollywood

Certified Business Banker (California Federal Bank)

Board of Directors YMCA

Leadership Miami

Price Waterhouse UP and Comers Nominee

Florida Attorney General Advisory Legal Opinion

Number: AGO 2003-41
Date: September 3, 2003
Subject: Sunshine, participation by telephone

Mr. Sidney R. Payne
Chair, Tampa Human Rights Board
102 East 7th Avenue
Tampa, Florida 33602

RE: MUNICIPALITIES-GOVERNMENT IN THE SUNSHINE-participation of board member by telephone due to scheduling conflict when quorum of board members physically present at meeting. s. 286.011, Fla. Stat.

Dear Mr. Payne:

On behalf of the City of Tampa Human Rights Board, you ask substantially the following question:

May a member of the human rights board who is physically absent from a board meeting because of a scheduling conflict participate in the meeting by means of a telephone conference when a quorum of the members of the board is physically present at the meeting?

Section 286.011(1), Florida Statutes, Florida's Government-in-the-Sunshine Law, provides:

"All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting."

This office has been asked on several occasions to provide assistance to local governmental boards or commissions regarding the participation of its members in a public meeting through use of telecommunications media and the compliance of such meetings with the Government-in-the-Sunshine Law. In Attorney General's Opinion 92-44, this office concluded that a county commissioner who was physically unable to attend a commission meeting because of medical treatment could participate in the meeting by using an interactive

video and telephone system that allowed her to see the other members of the board and the audience at the meeting and that allowed the board and audience to see her. This office recognized that section 125.001, Florida Statutes, required that meetings of the county commission be held in a public place in the county but noted that a quorum of the members of the county commission would be present at the public place. [1]

A similar conclusion was reached in Attorney General's Opinion 98-28, which concluded that a district school board could use electronic media technology in order to allow a physically absent member to attend a public meeting if a quorum of the members of the board is physically present at the meeting site. More recently, in Attorney General Opinion 02-82, this office concluded that physically-disabled members of the City of Miami Beach Barrier-free Environment Committee could participate and vote on board matters by electronic means if they are unable to attend, as long as a quorum of the members of the board is physically present at the meeting site. [2]

The City of Tampa Human Rights Board was created by ordinance to, among other things, receive and initiate complaints alleging violations of the city's human rights ordinance, which prohibits discrimination in employment, housing and public accommodations based on race, color, religion, national origin, sex, sexual orientation, age, handicap, familial status, or marital status. [3] As a public board created by ordinance to carry out a governmental purpose, the board is clearly subject to the Government-in-the-Sunshine Law. [4]

According to your letter, regular board meetings are held once every two months, with special meetings called by the board chair. You state that the rules of the board provide that its meetings are to be held at the city's Office of Community Relations. Such a requirement would appear to be analogous to the statutory requirements that meetings of the county commission or the school board be held at an appropriate place in the county. [5] Thus, the code clearly contemplates the physical presence of board members at public meetings.

You state that a quorum of the board would be physically present at the meeting. The member who wishes to participate by telephone conference cannot physically attend the meeting, due not to illness but rather to a scheduling conflict.

You note the reluctance of this office to extend public officials' participation in public meetings by electronic means to situations other than those involving a serious medical condition and the presence otherwise of a quorum at the public meeting place. For example, in Attorney General Opinion 98-28, this office noted that

state agencies and their boards and commissions are authorized by Chapter 120, Florida Statutes, to adopt rules providing procedures for conducting public meetings by means of communications media technology. [6] The opinion recognized the rationale behind statutory authorization for state agency use, as contrasted with local agency utilization, of communications media technology for conducting meetings:

"Allowing state agencies and their boards and commissions to conduct meetings via communications media technology under specific guidelines recognizes the practicality of members from throughout the state participating in meetings of the board or commission. While the convenience and cost savings of allowing members from diverse geographical areas to meet electronically might be attractive to a local board or commission such as a school board, the representation on a school board is local and such factors would not by themselves appear to justify or allow the use of electronic media technology in order to assemble the members for a meeting."

Concerns about the validity of official actions taken by a public body when less than a quorum is present argue for a very conservative reading of the statutes. Thus, this office has concluded that, in the absence of a statute to the contrary, a quorum of the members must be physically present at a meeting in order to take action. [7]

Where, as here, the statute or rules contemplate that the meeting will be held in a public place with the members physically present, this office has considered the participation of an absent member by telephone conference or other interactive electronic technology permissible when such absence is due to extraordinary circumstances such as illness. To conclude otherwise would alter the intent and purpose of such a statute or rule.

Accordingly, it is my opinion that where a rule or statute contemplates that a meeting will be held in a public place with the members physically present, the participation of an absent member in the meeting by telephone conference should be permitted only in extraordinary circumstances and when a quorum of the board members is physically present at the meeting. Whether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board.

Sincerely,

Charlie Crist
Attorney General

CC/tjw

[1] And see, Op. Att'y Gen. Fla. 94-55 (1994), in which this office concluded that a member of the board of trustees of a public museum could participate in public meetings through the use of a telephone when a quorum of the board was physically present at the public meeting. The member who was requesting to participate by telephone had health problems that precluded his attendance at the publicly designated meeting place.

[2] The Barrier-free Environment Committee was created by ordinance for the purpose of providing accessibility-related input to a number of departments within city government. This office concluded that the city code contemplated the physical presence of board members at public meetings.

[3] Section 12-5, City of Tampa Code.

[4] See, e.g., *City of Miami Beach v. Berns*, 245 So. 2d 38 (Fla. 1971) (Sunshine law applies to any board or commission or any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision).

[5] See, s. 125.001 and s. 1001.372(2), Fla. Stat., respectively.

[6] See, s. 120.54(5)(b)2., Fla. Stat.

[7] See, e.g., Ops. Att'y Gen. Fla. 83-100 (1983), and 89-39 (1989), quoting 62 C.J.S. *Municipal Corporations* s. 399, p. 757, which provides:

"In order to constitute a quorum the requisite number of members must be actually present at the meeting and the requisite number cannot be made up by telephoning absent members and obtaining their vote over the telephone."

Cf., *Penton v. Brown-Crummer Inv. Co.*, 131 So. 14 (Ala. 1930) (where there was no quorum present at meeting of city council, but resolution was attempted to be passed by calling up absent members over the telephone, resolution of city council was ineffective); *Fargnoli v. Cianci*, 397 A.2d 68 (R.I. 1979) (in determining whether "quorum" was present at city council meeting, it was error to include member who was not physically present).

Southeast Florida Regional Partnership

Sustainable Communities Initiative

Executive Committee Meeting

Wednesday, March 25, 2011

1:30 – 3:30 p.m.

DRAFT MEETING MINUTES

The Southeast Florida Regional Partnership's (Partnership) Executive Committee, convened for the purpose of organizing themselves to facilitate the development of the seven county region's "Regional Vision and Blueprint for Economic Prosperity," met at the offices of the Broward County Metropolitan Planning Organization located at 100 West Cypress Creek Road, Suite 850 in Fort Lauderdale. Partnership members and interested members of the public were also invited to participate via "Go to Webinar." The webinar had the capacity to accommodate up to 1000 participants.

Meeting Attendees:

The meeting commenced at approximately 1:50 p.m. and concluded at 3:30 p.m. In attendance for the entire meeting were the following Executive Committee members (listed in no particular order):

1. Suzanne Gunzburger, Chair, South Florida Regional Planning Council (SFRPC)
2. Heather Carruthers, Vice Chair, SFRPC
3. Ramon Trias, Chair, Treasure Coast Regional Planning Council (TCRPC)
4. Kevin J. Foley, Vice Chair, TCRPC
5. Jack Osterholt, Interim Executive Director, SFRPC
6. Michael Busha, Executive Director, TRRPC
7. Gus Pego, Secretary, Florida Dept. of Transportation, District 6
8. Tom Gustafson, Appointed by Michael Busha
9. James Murley, Appointed by Carolyn A. Dekle

The following Regional Planning Council Nominees to the Executive Committee were also in attendance and they remained throughout the meeting after their election to the Partnership Executive Committee:

- Norman Taylor, SFRPC
- Peter O'Bryan, TCRPC
- Samuel Ferreri, TCRPC

Finally, Carla Coleman, Executive Director of the Southeast Florida/Caribbean Chapter of the Urban Land Institute (ULI) was also in attendance and she remained throughout the meeting after her election to the Partnership Executive Committee.

Excused Absence

James Wolfe, Secretary, Florida Dept. of Transportation, District 4

Isabel Cosio Carballo, SFRPC Council staff, welcomed the Executive Committee members to the meeting. She then reviewed the organizational structure of the Executive Committee as described in the Southeast Florida Regional Partnership's application to U.S. Department of Housing and Urban Development.

The Executive Committee members introduced themselves. James Murley asked for a moment of personal privilege in which he recognized the leadership of SFRPC director Carolyn Dekle in guiding the effort to a successful application to the US Department of Housing and Urban Development and Isabel Cosio Carballo of SFRPC staff.

After a motion offered by James Murley and seconded by Tom Gustafson, Jack Osterholt was recognized as the Interim Executive Director of the South Florida Regional Planning Council and the Interim Chair of the Executive Committee by a unanimous vote of the nine members of the Executive Committee present at this time and as listed above. Jack recognized the work of Council staff at the SFRPC and TCRPC as well as the many contributions of volunteers from the Partnership and the work of the FDOT consultant team that has been on loan to the Partnership from Secretary Wolfe.

After a motion and seconding of that motion, the following persons were elected to the Executive Committee by a unanimous vote of the nine members of the Executive Committee present at this time and as listed above:

1. Norman Taylor, who had been nominated by the SFRPC to serve on the Partnership Executive Committee as a person from the SFRPC knowledgeable about economic growth, jobs creation, jobs training, and job placement (10th member of the Executive Committee);
2. Peter O'Bryan, who had been nominated by the TCRPC to serve on the Partnership Executive Committee as a person from the TCRPC knowledgeable about economic growth, jobs creation, job training, and job placement (11th member of the Executive Committee);
3. Samuel Ferreri, who had been nominated by the TCRPC to serve on the Partnership Executive Committee as a person from the TCRPC knowledgeable about equitable and affordable housing (12th member of the Executive Committee); and.
4. Carla Coleman, who had been nominated by the Southeast Florida/Caribbean Chapter of the ULI (13th member of the Executive Committee).

After a motion and seconding of that motion, election of the Executive Committee Chair, who when selected shall serve for up to a six year term, was deferred by a unanimous vote of the thirteen members of the Executive Committee present at this time and as listed above.

Thereupon, a discussion occurred regarding the terms of service on the Executive Committee of the members of the Executive Committee who serve by virtue of their role as Chair or Vice Chair of the SFRPC and as Chair or Vice Chair of the TCRPC and after a motion and seconding of that motion, the Executive Committee unanimously voted to approve the motion that such members would be given opportunity to continue to serve on the Executive Committee after their successor was chosen by the SFRPC and TCRPC (such successor TSRPC/TCRPC Chairs and Vice Chairs would also join the Executive Committee as members for the Executive Committee by virtue of their respective newly established roles - as Chair or Vice Chair of the SFRPC and as Chair or Vice Chair of the TCRPC).

Two presentations were given during the meeting. The first presentation, "Southeast Florida's Vision and Blueprint for Economic Prosperity – How do we get Organized?" was given by John Kaliski of Cambridge Systematics. The second presentation was given by Chris Sinclair of Renaissance Planning on the draft work plan entitled "Creating Southeast Florida's Regional Vision and Blueprint for Economic Prosperity."

Following John Kaliski's presentation, there was discussion about how to keep the Executive Committee to a manageable size, how to manage input and information from the Partnership including perhaps using technology to request and group questions and input by topic to reduce duplication, and the importance of respecting the work of the Partnership as they develop the regional vision and plan.

Following Chris Sinclair's presentation, Suzanne Gunzburger suggested that we build on the successes of other like initiatives and learn from their missteps. Chris Sinclair offered that two of the biggest stumbling blocks have been not understanding the values of the region and not appreciating and understanding the technical underpinnings that have to go into the process; coming up with visions that are not doable or achievable.

Carla Coleman underscored the importance of building regional leadership capacity on the back end to ensure that we can move the vision forward after it is developed. Ramon Trias asked how the work plan has been developed. Jack Osterholt described the process that has been followed to keep moving forward with a work plan that has to be substantially complete to meet upcoming HUD deadlines that are fast approaching. Ramon Trias stated that he hoped that this process would be fairly creative and that there will be an opportunity to discuss and shape it.

Tom Gustafson stated that the Operations Subcommittee will have a key role in shaping an innovative and successful program and identify the personnel who should be working on the project. Carla Coleman observed that we are also constrained by what we stated in our application to HUD and that we must deliver what we said we would accomplish in our application or risk losing the funding. It was observed that it will be important to continue working with our federal partners to ensure that there will be resources available to further implementation of this Blueprint for investment in the region. Suzanne Gunzburger underscored the importance of ensuring that diverse partners are at the table and supportive of the plan.

Jack Osterholt asked for approval of the two job descriptions presented for review by the Executive Committee. After a motion and seconding of that motion, it was agreed that the job descriptions would be posted and that the Operation Subcommittee would follow

through to fill the positions following direction from the SFRPC Executive Director and TCRPC Executive Directors. Earlier in the meeting there was discussion regarding the need to explore board insurance for the Executive Committee members and a note was made by staff to follow up.

With regards to future meeting dates, Isabel Cosio Carballo will poll the members as to identify the best meeting dates and times for the majority of the members. Every effort will be made to avoid Friday afternoons.

Motions made and approved throughout the meeting are listed below.

Motions

1. James Murley moved, and Tom Gustafson seconded, a motion to recognize Jack Osterholt as Interim Chair of the Executive Committee. The motion was unanimously approved.
2. Tom Gustafson moved that election of the Executive Committee Chair be deferred for the time being. The motion was seconded and unanimously approved.
3. The motion was made to approve the nominations to the Executive Committee of Carla Coleman (ULI), Norman Taylor (SFRPC), Peter O'Bryan (TCRPC), and Samuel Ferreri (TCRPC) was unanimously approved. The motion was seconded and unanimously approved. Staff note: With regards to the remaining two appointments referenced in the proposal to HUD (someone from the SFRPC who is "knowledgeable about equitable and affordable housing" and a person who is "knowledgeable about water management in the Southeast Florida region"), these positions will be filled at a later date.
4. Kevin Foley moved, and the motion was seconded by Carla Coleman, to restructure the Executive Committee to allow for existing SFRPC and TCRPC members of the Executive Committee serving on the Executive Committee in their capacity as the Chair or Vice Chairs of the SFRPC and Chair or Vice Chairs of the TCRPC to remain on the Executive Committee for the life of the grant while ensuring that their successors (elected to the position of Chair or Vice Chair of the SFRPC or Chair or Vice Chair of the TCRPC) will join the Executive Committee at the appropriate time following their respective elections to SFRPC/TCRPC Chair or Vice Chair positions. The motion was seconded and unanimously approved.
5. Peter O'Bryan moved to create the Operations Subcommittee and Organization and Equity Subcommittee. He further moved that the Executive Directors of the two Regional Planning Councils poll their respective members to see which subcommittee they would like to serve on and that the executive directors balance the committee membership so that the number on each subcommittee is evenly distributed. It was further moved that the Executive Committee members should indicate their preferred subcommittee on a list that was passed around. These subcommittees will each have a Chair and Vice Chair elected by the Subcommittee

members and drawn from the membership of the Executive Committee. The motion was seconded and unanimously approved by the Executive Committee members.

Staff Note:

- The Operations Subcommittee is initially tasked with recommending selection of a Project Director/Program Manager and consultants to the Executive Committee for RPC board action; recommending other legal/administrative issues as needed to the Executive Committee for RPC board action; and monitoring grant administration and resolving issues as needed.
 - The Organization and Equity Subcommittee is initially tasked with recommending additional Executive Committee members; recommending structure and leadership for the Southeast Florida Regional Partnership work groups; and recommending committee rules and processes.
6. Following discussion regarding establishment of the work groups, Carla Coleman moved that the Organizational and Equity Subcommittee recommend creation of the work groups by subject matter and recommend Chairs and Vice Chairs for appointment by the Executive Committee. These Chairs and Vice Chairs may be drawn from the larger membership of the Partnership. The motion was seconded by Kevin Foley and unanimously approved.
 7. Jim Murley moved that the Organization and Equity Subcommittee meet to draft committee rules and processes, and develop a framework for expanding the Executive Committee as desired, for consideration and approval of the Executive Committee. The motion was seconded by Heather Carruthers and unanimously approved.
 8. Carla Coleman moved that the Operations Subcommittee to meet with the Executive Directors of the regional planning councils to identify actions necessary to operationalize the Cooperative Agreement as quickly as possible including the identification and selection of candidates for the Project Director and Program Manager positions. The motion was seconded by Samuel Ferreri and unanimously approved.
 9. Peter O'Bryan moved that the two Executive Directors of the regional planning councils be non-voting members, albeit on a temporary basis, so that the Executive Directors are not precluded from speaking to their board members until such time the application of the sunshine laws to the Executive Committee are clarified. The motion was seconded and unanimously approved.
 10. Tom Gustafson moved that if the SFRPC, as fiscal agent, raises an issue of concern related to the activities and decisions of the Southeast Florida Regional Partnership that might endanger the ability of the SFRPC to fulfill the terms of its Cooperative Agreement with US HUD, then the activity and/or decision will be halted until some

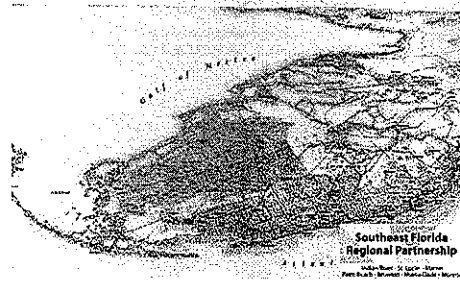
time it is resolved to the satisfaction of the SFRPC. The motion was seconded and unanimously approved.

11. In response to concerns expressed by Gus Pego (FDOT 6) related to potential sunshine law violations that might occur when speaking with Jim Wolfe (FDOT 4), both voting members of the Executive Committee, the Chair moved that the voting rights of the FDOT Secretaries be temporarily suspended until the issue can be clarified by Counsel. The motion was seconded and unanimously approved.
12. Tom Gustafson moved that the job descriptions for the Project Director and Program Manager be posted and the Operations Subcommittee will follow through to fill these positions following direction of the Executive Directors from the SFRPC and TCRPC. The motion was seconded and unanimously approved.

Southeast Florida Regional Partnership

Report from the Organization and Equity Subcommittee

May 27, 2011



Organization and Equity Subcommittee Report

• Subcommittee Members

- Carla Coleman (chair)
- Samuel Ferreri (vice chair)
- Heather Carruthers
- Kevin Foley
- Tom Gustafson
- James Murley
- Peter O'Bryan
- Gus Pego

- Initial charge from the Executive Committee

- Recommend framework for expanding the Executive Committee
- Recommend structure and leadership for Southeast Florida Regional Partnership work groups
- Recommend committee rules and processes ("Statement of Organization")

Executive Committee Membership in the Grant Application

- 17 initial members identified in the grant application**
 - 14 appointed at this time
- Provision for expanded membership as needed to ensure representation of**
 - Each of the 7 counties
 - Each of the 6 MPOs
 - At least each of the 12 traditional principal cities
 - Other segments of the region to make the Executive Committee more responsive to the needs of all citizens and businesses

2



Preliminary Approach to Expanding Executive Committee Membership – In draft only

- View Executive Committee as one element of project organization/leadership strategy**
 - Sustainable Communities Grant Consortium
 - Partnership Work Groups
 - Targeted/informal working groups as needed to maximize participation by particular groups (e.g., business community)
 - Elected officials committee to assist with translation of vision to implementable actions (need to determine optimal timing)
- Keep overall number of members at manageable level (25-30 maximum)**
 - OR, enable creation of a small “steering committee” within a larger Executive Committee to facilitate operational decisions

3



Preliminary Approach to Expanding Executive Committee Membership (continued)

- **Start with 16 standing members**
 - Two SFRPC members
 - Two TCRPC members
 - One at-large appointment of SFRPC Executive Director
 - One at-large appointment of TCRPC Executive Director
 - Two people knowledgeable about economic development (one from northern counties, one from southern counties)
 - Two people knowledgeable about housing (one from northern counties, one from southern counties)
 - One person knowledgeable about water management
 - FDOT District 4 and 6 Secretaries or their designees
 - ULI Southeast Florida/Caribbean Chapter Chair or designee
 - Two people knowledgeable about equity and traditionally underrepresented counties (one from northern counties, one from southern counties)

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Preliminary Approach to Expanding Executive Committee Membership (continued)

- **Add additional at-large members as needed to more fully represent the entire region**
 - Ensure diversity of members across issues, among public/private/civic sectors, and among types of communities (urban/suburban/rural)
 - Ensure breadth of members to cover the geography of the region
- **Include Work Group chairs as ex-officio members of the Executive Committee**

5

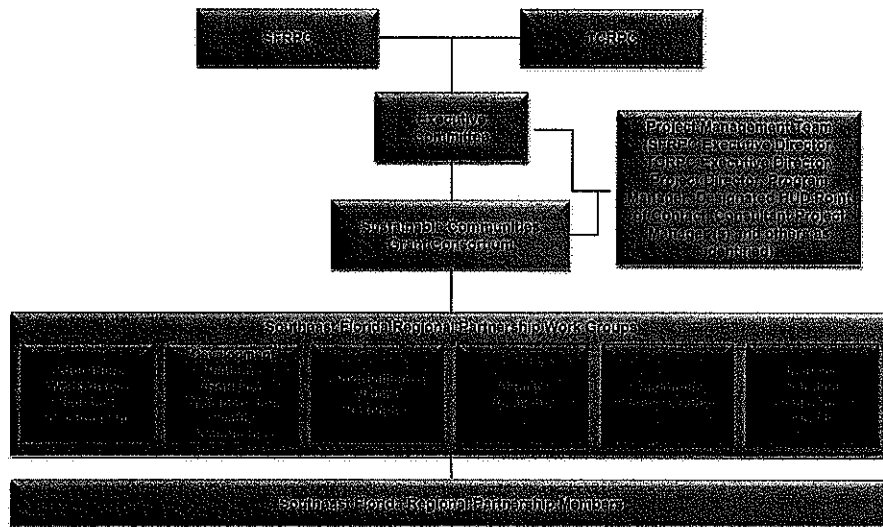
Expanding Executive Committee Membership: Next Steps

- Obtain input on framework for expanding the Executive Committee at next Subcommittee meeting
 - Review models used in other regions
- Compile input from Executive Committee survey; identify 'gaps' by issue, perspective, geography
- Bring recommended framework to next Executive Committee meeting

6



Southeast Florida Regional Partnership Organization



7



Preliminary Approach to Partnership Work Groups – In draft only

- **Role**

- Serve as regional subject matter experts in identified issue area(s)
- Develop technical and policy recommendations and draft products for review by the Partnership

- **Appointment process**

- Chair and vice chair identified by Executive Committee based on recommendations from Organization and Equity Subcommittee
- Send call to all Partnership members to express interest in one or more Work Groups
- Chair/vice chair should ensure membership of each work group reflects mix of perspectives and geographic areas

8



Draft Statement of Organization

- **Contents**

- Organization name
- Geographic extent
- Purpose
- Partnership: responsibilities, membership, meetings
- Consortium: responsibilities, membership, meetings
- Executive Committee: responsibilities, membership, officers, meetings, subcommittees
- Work Groups: responsibilities, members, officers, meetings
- Non-partisan activities
- Public records
- Amendments

9



Draft Statement of Organization

- **Issues under discussion**

- Framework for expanding Executive Committee
- Ability to conduct business via electronic meetings
- Ability to conduct business if committee loses quorum during the course of a meeting
- Potential for creating a small “steering committee” within the full Executive Committee

Southeast Florida Regional Partnership Sustainable Communities Grant Consortium

1. 1000 Friends of Florida
2. Broward County
3. Broward MPO
4. City of Boca Raton **
5. City of Delray Beach
6. City of Fort Lauderdale
7. City of Homestead **
8. City of Key West
9. City of Lauderdale Lakes CRA
10. City of Miami
11. City of Miami Beach
12. City of Pompano Beach
13. City of Port St. Lucie
14. City of Sebastian
15. City of Vero Beach
16. City of West Palm Beach
17. Collins Center for Public Policy
18. Content Creators
19. Florida Atlantic University
20. Florida Departments of Transportation, Districts 4 & 6
21. Florida International University
22. Florida Redevelopment Association
23. Housing Leadership Council of Palm Beach County
24. Human Services Coalition
25. Indian River County
26. Indian River MPO
27. Liberty City Trust
28. Martin County
29. Martin MPO
30. Miami Dade College
31. Miami-Dade County
32. Miami-Dade Expressway Authority
33. Miami-Dade MPO
34. Monroe County
35. Palm Beach County
36. Palm Beach MPO
37. Regional Business Alliance
38. Resource Innovation Group
39. South Florida Cultural Consortium
40. South Florida Regional Planning Council
41. South Florida Regional Transportation Authority
42. St. Lucie County
43. St. Lucie TPO
44. St. Thomas University
45. Treasure Coast Regional Planning Council
46. University of Florida Shimberg Center for Housing Studies
47. Urban Land Institute Southeast Florida / Caribbean Chapter
48. West Palm Beach Housing Authority

Documents under development: ** Consortium Agreement

Southeast Florida Regional Partnership

Indian River - St. Lucie - Martin
Palm Beach - Broward - Miami-Dade - Monroe

Sustainable Communities Grant Consortium Consortium Agreement

WHEREAS, In June 2009, the U.S. Departments of Housing and Urban Development (HUD), Transportation, and the Environmental Protection Agency announced the creation of an interagency partnership and Sustainable Communities Regional Planning Grant Program that would support regions who committed to work collaboratively across jurisdictional boundaries to create "Regional Plans for Sustainable Development";

WHEREAS, the South Florida Regional Planning Council (SFRPC), working in partnership with the Treasure Coast Regional Planning Council (TCRPC), entered into memoranda of understanding (MOU) with 130 organizations, with an additional 70 organizations providing letters and resolutions of support, to create the Southeast Florida Regional Partnership (Partnership);

WHEREAS on behalf of the Partnership, the South Florida Regional Planning Council (SFRPC), as lead applicant, submitted an application to the U.S. Department of Housing and Urban Development and was subsequently selected as one of 45 recipients of the first round of Sustainable Communities grants in 2010;

WHEREAS, as part of the application process a subset of Partnership members were organized to form the nucleus of a strong leadership consortium called the "Sustainable Communities Grant Consortium" that would be expanded over time to include additional Partnership members;

WHEREAS, initial Consortium participants include approximately 45 local governments, metropolitan and transportation planning organizations, nonprofit community-based organizations, professional associations, public and private sector organizations, and educational institutions; and

WHEREAS, at the time of the application the Consortium participants agreed to enter into formal Consortium Agreements (Agreement) with the SFRPC within 120 days (June 21, 2011) of the formal Cooperative Agreement entered into with HUD on February 21, 2011.

NOW THEREFORE, the Parties hereto agree as follows:

I. Consortium Participants: This Agreement is entered into by members of the Southeast Florida Regional Partnership's Sustainable Communities Grant Consortium (Consortium).

II. Goal: The Consortium will work together to successfully carry out the activities outlined in the Southeast Florida Regional Partnership's work plan to create a "Regional Vision and Blueprint for Economic Prosperity," (Regional Vision and Blueprint) approved by the U.S. Department of Housing and Urban Development (HUD) on May 11, 2011. The work plan, milestones, and schedules will be more fully developed by the Partnership's Executive Committee, the chief governing board for the Partnership and the Consortium; Partnership and Consortium participants; and work groups. Please see Attachment A – Abstract and Work Plan Summary. The Partnership and Consortium will take the following six steps to achieve and sustain the Regional Vision and Blueprint:

- Build long term collaborative partnerships;
- Build and support the region's leadership capacity;
- Measure where the region currently is and where it will likely be if trends continue;
- Identify a vision of the future with better outcomes than identified in the current conditions and trend analysis;

- Engage communities in developing plans to achieve the Regional Vision and Blueprint with emphasis on equitable and achievable outcomes; and
- Develop strategies to implement the Regional Vision and Blueprint and measure progress towards the Regional Vision and Blueprint outcomes.

III. Purpose of the Agreement: The purpose of this Agreement is to formalize the roles and commitments of the Consortium participants as they are known today. The Partnership and Consortium will work over the next three years to create and lay the foundation for implementation of the Regional Vision and Blueprint.

IV. Roles / Commitments: Please see Attachment B for specific commitments of in-kind, cash, or additional leverage fund contribution.

Partnership and Consortium participants, as regional leaders, commit to develop and implement the Regional Vision and Blueprint unless it is detrimental to their organization and/or the region. Specifically Consortium participants agree to:

- Assist and participate in the development of strategies, plans and tools;
- Assist in engaging stakeholders, particularly local and hard-to-reach populations;
- Help assess, analyze, and evaluate plans, strategies, tools, and projects;
- Play specific roles in implementing local projects providing leadership, staff support, research, oversight, or financial support;
- Participate in educational and outreach opportunities through classes, meetings, conferences, and workshops; and
- Assist in developing and refining the visions and plans that constitute the elements of a sustainable region and integrating these visions.

Furthermore, Consortium participants reaffirm:

- The SFRPC will act in the representative capacity with HUD on behalf of all members of the Consortium and the SFRPC agrees to assume administrative responsibility for ensuring the Consortium's program is carried out in compliance with HUD requirements and the Federal Funding Accountability and Transparency Act of 2006;
- To work cooperatively with the SFRPC (lead applicant), the TCRPC, and other Partnership and Consortium participants to develop the Regional Vision and Blueprint;
- To work with the Executive Committee established as the overall governing body for the Partnership to ensure full participation by Partnership and Consortium participants in developing and implementing the Regional Vision and Blueprint, and to involve additional committees, organizations, and groups as part of the community engagement work that is integral to this effort; and
- To commit leveraged resources in terms of staff, financial investment, or other resources in support of carrying out the work program to the best of their ability.

Consortium participants will designate a primary delegate and a backup delegate to serve as points of contact for the participating organization and to participate in meetings of the Consortium. The Consortium delegates or their designees will meet at least three times a year to receive reports on the work of the Consortium and the Partnership and will function as an advisory board for the development of the Regional Vision and Blueprint and related work plan activities. The SFRPC, as lead fiscal agent, will maintain a list of all Consortium delegates and their primary designees.

Any Consortium member may terminate its membership in the Partnership upon written notice from the organization's Executive Director or Chief Executive Officer, with hard copy by U.S. Mail, to the Executive Director of the SFRPC. Termination of Consortium member status shall not relieve a member of any responsibilities or liabilities already incurred.

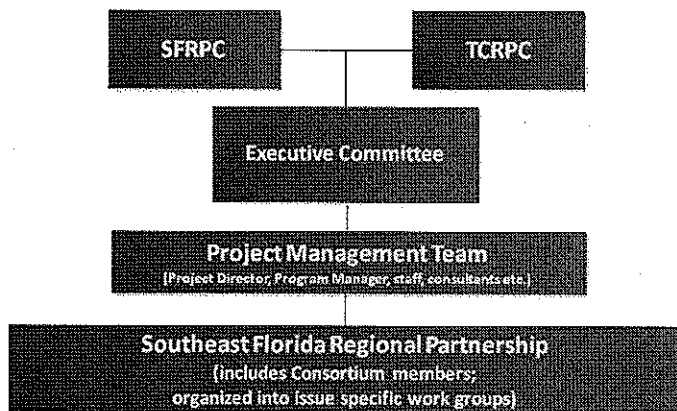
V. Governance Structure and Decision-making:

The following principles guide the Partnership's organization:

- Build an enduring consensus and constituency for the Regional Vision and Blueprint;
- Develop a clear organizational structure and decision-making protocols for the Partnership;
- Create multiple, meaningful opportunities for engagement, input and decision-making from the full range of public, private, and civic/nonprofit partners in the region, including traditionally underrepresented stakeholders;
- Enable "joinability" so that the Partnership and Consortium can continue to grow over time;
- Build on the strengths of existing institutions in the region;
- Engage and build ownership among implementing agencies and stakeholders early and throughout the process;
- Ensure transparency and clear lines of accountability and reporting; and
- Adapt the Partnership's organizational model over time as the project shifts from visioning to implementation.

Southeast Florida Regional Partnership

Organization



Mission Statement

The Southeast Florida Regional Partnership will create and implement a "Regional Vision and Blueprint for Economic Prosperity" to support the creation of a vibrant and resilient economy; socially inclusive, sustainable, and equitable communities; and environmental sustainability.

The core elements of the organization include the following:

Southeast Florida Regional Partnership: Provides a regional forum for discussion and consensus building on issues of importance to Southeast Florida. The Partnership will develop and approve the Regional Vision and Blueprint, and support long-term implementation of Regional Vision and Blueprint through individual and collective action. During the visioning process the Partnership will primarily conduct its work through issue-specific Work Groups, augmented by at least four summits of the entire Partnership during the visioning process. In parallel with the visioning process, the Partnership will explore options for a long-term optimal structure to assist with implementation, progress review, and future updates. The intent is for the Partnership to develop a long-term structure for its ongoing operations by the conclusion of the visioning process.

To join the Partnership, organizations must sign an MOU and commit to work collaboratively to advance the region's livability and sustainability through implementation of the work program developed by the Partnership with support of the Sustainable Communities Planning Grant Program. Partnership members who are not currently Consortium participants and have pledged leverage and in-kind support, or other interested Partnership members, may wish to become Consortium participants with additional responsibilities in the development and implementation of the work plan.

Partnership Work Groups: Serve as regional subject matter experts in identified issue areas, and develop technical and policy recommendations and draft products for review by the Partnership. Work Group membership will be open to Partnership members (individuals and organizations) interested in the subject matter. The Partnership Executive Committee will ensure the membership of each Work Group reflects a mix of perspectives among the public, private, and civic sectors; among subareas and types of communities in the region (coastal, urban, suburban, and rural); and among socioeconomic/ethnic groups including traditionally underrepresented groups. The chair and vice chair of each Work Group will be identified by the Partnership's Executive Committee.

Sustainable Communities Grant Consortium: Serve as the core team within the Partnership for meeting HUD requirements and carrying out activities to develop the Regional Vision and Blueprint. Consortium participants will support key activities as defined in this Agreement under IV. Roles and Commitments.

Consortium participants agree to the basic commitments and responsibilities outlined for Partnership members, as well as the additional commitment of leveraged resources in terms of staff, financial investment, or other resources.

Certain Consortium participants will be identified as Subgrantees with a commitment to provide specific program assistance funded through grant funds. All Subgrantees will have a contract with the SFRPC that specifies specific deliverables and time frames and passes through all HUD grant requirements. These contracts will be more clearly defined following appointment of the Project Director and Program Manager.

Executive Committee: Serve as the overall governing board for Partnership. The Executive Committee will oversee the Sustainable Communities Regional Planning Grant administration; establish the project organization; approve the overall work plan; recommend the selection of staff and consultants to the Regional Planning Council boards for action; provide guidance to the Project Director and Program Manager; provide policy direction for the Regional Vision and Blueprint; ensure all constituencies have meaningful opportunities to engage and shape the process; identify and resolve significant issues arising during the process; recommend the final Regional Vision, Blueprint, and implementation plan; and recommend the long-term structure for Southeast Florida Regional Partnership. The Executive Committee has 17 initial members as identified in the grant application. The Committee is designed to expand as needed to ensure representation of segments of the region as needed to make the Executive Committee more responsive to the needs of all residents and businesses. The Executive Committee has established two subcommittees to guide its initial work: an Operations Subcommittee and an Organization and Equity Subcommittee.

Regional Planning Councils / Project Management Team: The SFRPC will act as the fiscal agent for the grant. The SFRPC will work with the TCRPC to manage the work program, including hiring the Project Director, Program Manager, and other staff and consultants; developing consultant scopes of work and budgets; and providing technical and consensus-building assistance to Consortium and Partnership members.

The intent for these committees and work groups is to use a consensus decision-making process. This entails substantial engagement of all parties, full transparency, extensive dialog, and ultimately crafting policies and decisions that are acceptable to all parties. The process takes longer, but produces results that when embraced, will provide the foundation for continuing work. If full consensus cannot be reached then the Executive Committee will be in a position to take a majority vote on a specific issue as well as a super-majority vote to approve the final Regional Vision and Blueprint.

VI. Partner Roles / Commitments: The members of the Southeast Florida Regional Partnership will belong to one of three tiers.

TIER 1 – Partnership Member. Basic tier of participation. All Partnership members have signed a MOU and committed to work collaboratively to advance regional livability principles through implementation of the work program developed by the Partnership with support from the Sustainable Communities Grant Program.

TIER 2 – Sustainable Communities Grant Consortium Member. This includes the basic commitments and responsibilities outlined for Partnership members, but also includes additional commitment of leveraged resources in terms of staff, financial investment, or other resources. To be a Consortium member, a Partnership member must execute a consortium agreement to formalize their greater level of commitment and direct involvement in the development and implementation of the Regional Vision and Blueprint for Economic Prosperity.

TIER 3 – Consortium Subgrantees. In addition to general Consortium participant commitments and responsibilities, a subset of Consortium participants may be asked to perform specific work program tasks. In addition to this Agreement, Consortium Subgrantees will be required to enter into a contract with specific deliverables and time frames, and meet all HUD requirements.

As the Regional Vision and Blueprint for Economic Prosperity initiative unfolds, work groups meet, and the Executive Committee makes decisions on process and content, new roles and responsibilities may emerge. These new roles and responsibilities will be captured in project scopes and new agreements.

VII. Accountability: To ensure successful completion of the project activities, Consortium participants will designate a primary delegate and a backup delegate to serve as points of contact for the participating organization with the SFRPC and participate in meetings of the Consortium. Consortium participants shall participate in meetings and provide leverage and in-kind reporting forms to the SFRPC as requested to meet all HUD requirements. Guidance regarding general reporting for leverage and in-kind funds will be provided once it is received from HUD. Subgrantee contracts will contain specific deliverables, time frames, and reporting requirements.

Overall initiative accountability will be managed by a three level project management system.

Level I - The highest level is reporting periodically on individual project progress and how that relates to the overall initiative progress. This will be done through the website and quarterly status reports.

Level II - Project management of specific work tasks or projects will include identified tasks and timelines which will be captured and monitored. The Project Director and Program Manager will be responsible for ensuring that work tasks undertaken by Consortium participants, who may also be subgrantees, are tracked, recorded, and incorporated into an overall project management system to ensure timely completion of delegated tasks.

Level III - The third level of project accountability will be the oversight of the Executive Committee, which will meet at least once per quarter to review progress on individual projects as well as the overall initiative.

VIII. Joinability: The Southeast Florida Regional Partnership and the Sustainable Communities Grant Consortium will continue to grow over time. An ongoing task will be to reach out to potential new partners and seek their membership and active involvement. New partners will be asked to sign the Partnership MOU or Consortium Agreement as appropriate. Interested stakeholders who have not joined the Partnership will be able to participate in appropriate work groups and the regional summits and community workshops, and will be encouraged to join the Partnership as members.

VIII. Public Engagement: All meetings of the Southeast Florida Regional Partnership and the Consortium are publicly noticed. On most occasions, interested persons can participate by phone, webinar, or in person. The Consortium will implement a wide ranging public engagement process throughout the region that prioritizes the engagement of all community residents and stakeholders, particularly groups traditionally underrepresented in public planning processes. This process will include community outreach, written and visual materials and information accessible to disabled populations. The public involvement component will ensure the participation of a wide range of stakeholders to ensure a diversity of population, viewpoints, and issues.

X. Other Considerations: As indicated above, Subgrantees (Tier 3) will have individual contractual instruments specific to their circumstances, responsibilities, and commitments. Special circumstances requiring governance changes, representation, changes or other alterations to agreements or process will be reviewed by the Executive Committee and final action taken by SFRPC, the lead fiscal agent.

Benefits for participation in the Partnership and Consortium are the enhanced ability of the region and individual communities to develop and implement the Regional Vision and Blueprint for Economic Prosperity. By participating in the Partnership and Consortium, work partners will be able to influence the development of plans, strategies, and tools and access those tools for their own use. In addition, partners will have the potential opportunity to access additional federal and other funds to advance their own prosperity, livability, and sustainability goals as long as they also further the regional priorities.

By my signature below, my organization / agency reaffirms its commitment to serve as a member of the Sustainable Communities Grant Consortium in accordance with the terms outlined in this Agreement. I understand that this Agreement will be executed in one or more counterparts, each of which will be deemed an original, but all of which will constitute one and the same instrument. The executed Agreement will be kept on file at the South Florida Regional Planning Council.

This Agreement will become effective upon signature by any two parties and may be terminated upon written notice to the South Florida Regional Planning Council. The provisions of this Agreement will be reviewed periodically and amended or supplemented, as appropriate, as may be mutually agreed upon.

Signature
Typed Name and Title
Organization / Agency

Date: _____

Signature
Jack Osterholt, Interim Executive Director
South Florida Regional Planning Council

Date: _____

Please return executed agreement to:

Mr. Jack Osterholt
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Southeast Florida Regional Partnership

Indian River - St. Lucie - Martin
Palm Beach - Broward - Miami-Dade - Monroe

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May 25, 2011

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