



Operations Subcommittee Meeting

March 2, 2012
10:30 – 12:30 PM

South Florida Regional Transportation Authority
800 NW 33rd Street, Suite 100
Pompano Beach, FL 33064

DRAFT MEETING MINUTES

The meeting commenced at approximately 10:30 a.m. and concluded at 11:45 a.m. In attendance were the following Executive Committee members:

1. Kevin Foley
2. Mayor Susanne Gunzburger
3. Norman Taylor
4. Ramon Trias, Chair
5. District IV Secretary James Wolfe

Mr. Foley requested to participate and serve as a new Subcommittee member.

Executive Committee members participating as members of the public included: (1) Mayor Samuel Ferreri; (2) Commissioner Ed Fielding; (3) and, Carla Coleman.

Barrington Wright was excused from the Subcommittee meeting due to a prior commitment.

Ramon Trias formally began the Operations Subcommittee by welcoming everyone to the meeting. Eric Swanson of staff called the roll and acknowledged Executive Committee members in attendance; a quorum was present.

Jim Murley, SFRPC Executive Director, made general announcements on ongoing communication with Shelley Poticha, Director of HUD Office of Sustainable Housing and Communities, on certifying programmatic and fiscal reporting by the Management Team; the need to hire a Project Director to the Southeast Florida Regional Partnership; and amending the Work Plan, Timeline & Budget. He forwarded a memo to the Operations Subcommittee that articulated these points and recognized FDOT's resource support through various phases of the project.

Following the general update, Mr. Murley gave a presentation that highlighted (1) a timeline narrative of significant events and early implementation steps; (2) the process for approval of SCI grant expenditures and reimbursement requests; (3) the 2011 budget performance of the project and of partnership staff; and (4) the Budget/Work Plan next steps with timeline details of tasks and subtasks. General concerns raised by the subcommittee included (1) the process for reviewing staff and consultant time, and funds with associated deliverables; (2) an accessible tracking method that is updated regularly; and (3) the consortium involvement process that can tie specific areas of work to the Work Plan and Budget.

During the update, Ms. Cambor introduced the draft Budget Table, which is a monitoring template that is linked to the HUD approved Work Plan and Budget, allowing for an overview of how much money is spent; what the remaining balance is; which entity is responsible for achieving every task and subtask; and overall progress monitoring. A motion was offered by Kevin Foley and seconded by Jim Wolfe, to approve the progress tracking Budget Table and requested that it's fully populated by the next Operations Subcommittee meeting, on Friday, March 23, 2012. The motion carried unanimously.

Following the motion, a discussion occurred over the indirect costs, which is the federally approved and Cost Allocation Plan for the South Florida Regional Planning Council; and the subcommittee responsible for providing a recommendation for a new Project Director by the next Executive Committee meeting. Chair Trias requested that staff revisit the discussion of indirect cost and link actual grant deliverables to the hours reflected in the budget performance section of the SCI Status Report. Mr. Murley agreed to satisfy both requests and to have available by the next meeting. Mr. Trias agreed to work with staff so that subcommittee recommendations over the amended budget, work plan and timeline will be forwarded to the Executive Committee by Friday, March 30, 2012.

The meeting ended at 11:45 a.m.