



Operations Subcommittee Meeting

April 27, 2011
1:30 – 4:00 PM

Broward Metropolitan Planning Organization
100 West Cypress Creek Road, Suite 850
Fort Lauderdale, Florida 33309

DRAFT MEETING MINUTES

The meeting commenced at approximately 1:30 p.m. and concluded at 3:15 p.m. In attendance were the following Executive Committee members:

1. Jack Osterholt, Executive Director, South Florida Regional Planning Council (SFRPC)
2. Ramon Trias, Chair, Treasure Coast Regional Planning Council (TCRPC)
3. James Wolfe, Secretary, Florida Department of Transportation, District 4
4. Norman Taylor, Director, Broward County Economic Development, South Florida Regional Planning Council Appointee

Mayor Gunzburger was excused from the Subcommittee meeting due to a prior commitment.

Mr. Osterholt formally began the Operations Subcommittee by welcoming everyone to the meeting. Secretary Wolfe, prior to roll call, raised the issue of Secretary Pego's absence. He informed the Subcommittee that prior to the meeting he and Secretary Pego had agreed that it would be redundant for both of them to serve on the Operations Subcommittee. As a result, Secretary Pego will become a member of the Organization and Equity Subcommittee.

Mr. Osterholt raised the first order of business on the agenda and opened the floor to nominations and the selection of the Chair and Vice Chair of the Operations Subcommittee. Secretary Wolfe motioned, and was seconded by Mr. Trias, the nomination and selection of Mr. Osterholt as the Chair of the Subcommittee. Mr. Taylor motioned, and was seconded by Secretary Wolfe, the nomination and selection of Mr. Trias as Subcommittee Vice Chair. Both motions were unanimously approved.

Following the election of Chair and Vice Chair of the Subcommittee, Mr. Osterholt provided an overview of the Work Plan, Budget and Timelines submitted to U.S. HUD on April 21, 2011 for their review and approval. This was followed by discussion regarding the application process for the program director and manager positions. Mr. Osterholt informed the Subcommittee that Council staff is preparing an inventory of applications as they are received. He discussed a

process by which he and Mike Busha, Executive Director of the Treasure Coast Regional Planning Council, would review and rank the applications and requested the subcommittee's concurrence with the proposed process. Operations Subcommittee members present expressed their approval of the proposed process.

Approaches to managing the implementation of the three year Work Plan were discussed. The Operations Subcommittee members expressed the importance of having someone responsible for managing, scheduling and ensuring that high quality is achieved and maintained throughout the Regional Vision and Blueprint for Economic Prosperity (RVB) development process. The Subcommittee recommended that a Request for Proposals or similar process be undertaken to secure a master consultant, comprised of an individual or team of consultants, who working in partnership with the Partnership and Consortium members, Executive Committee, and Project Management Team, will ensure implementation of the work program and development of the RVB. A sample RFQ provided as a starting point for discussion by TCRPC staff was reviewed and briefly discussed by the Subcommittee. Secretary Wolfe explained an alternative 2-step process that is typically used by the Florida Department of Transportation and offered the assistance of his staff in developing the RFP documents and process.

Ms. Cosio Carballo of Council staff underscored the importance of developing a process by which the activities of Partnership and Consortium members can be integrated into the development of the RVB. Consortium members may have special roles to play as subgrantees. Ms. Cosio Carballo updated the Subcommittee on the status of the Partnership consortium agreements. Final Consortium Agreements are required by U.S. HUD 120 days following the execution of the cooperative agreement on February 21, 2011. Council and consultant team staff are reviewing sample consortium agreements from around the country and will be developing an agreement for use by the Partnership Consortium subsequent to U.S. HUD's approval.

In a closing discussion, Ms. Cosio Carballo raised concerns regarding the website and the need to quickly develop and implement tools to facilitate coordination and interactive communication among the Partnership members. Mr. Osterholt underscored the critical need to move forward on development of the website. The next full Executive Committee meeting will be scheduled for Friday, May 27, 2011. No date was identified for the next Operations Subcommittee meeting.