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# **MEETING NOTICE**

## **EXECUTIVE COMMITTEE**

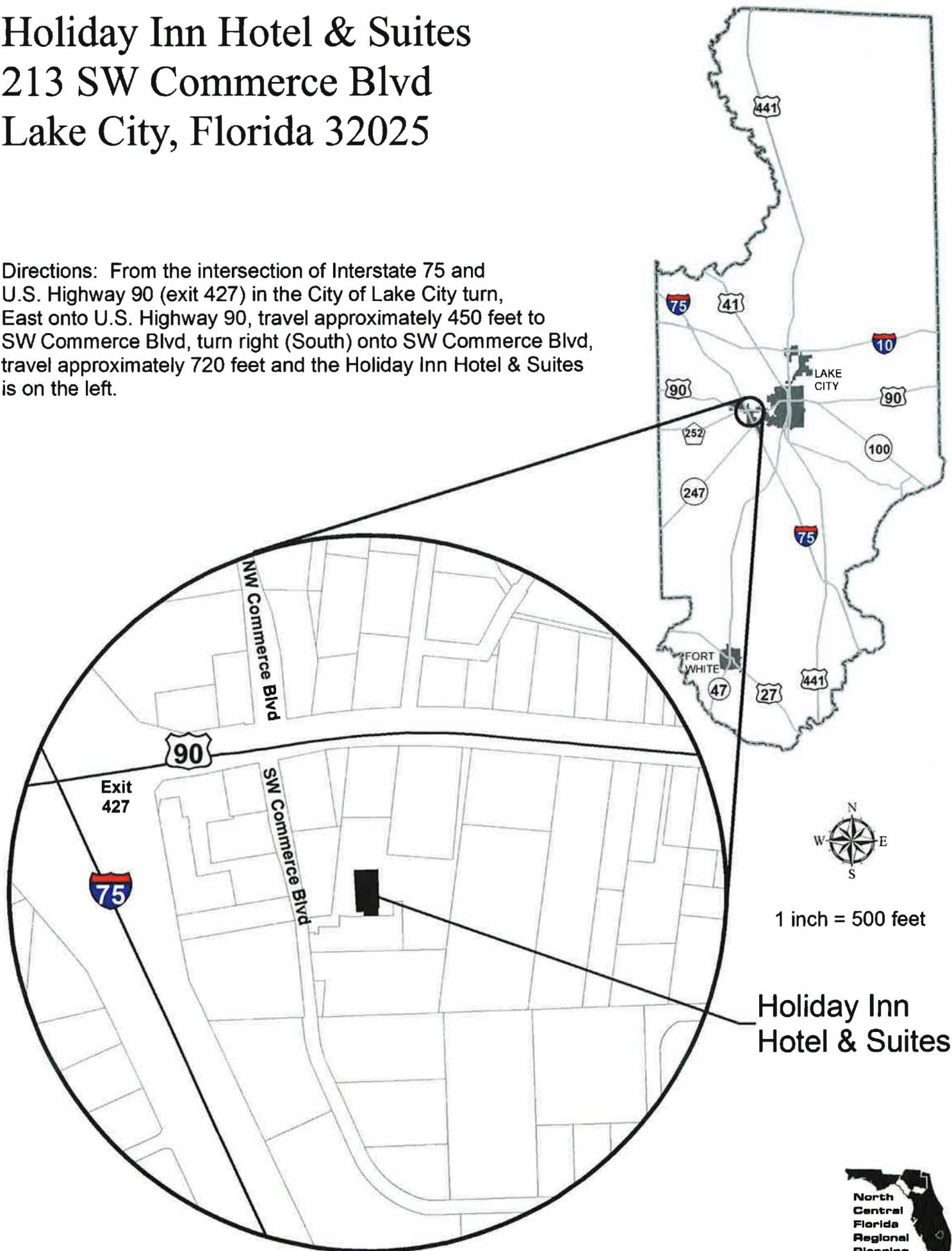
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on September 27, 2012. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(Location Map on Back)

# Holiday Inn Hotel & Suites

213 SW Commerce Blvd  
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.





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## AGENDA

### EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites  
Lake City, Florida

September 27, 2012  
6:00 p.m.

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\* See Attachments

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Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.





EXECUTIVE COMMITTEE  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

August 30, 2012  
6:00 p.m.

MEMBERS PRESENT

Garth Nobles, Jr., Vice-Chair  
Carolyn Spooner, Executive Committee Member  
Kenrick Thomas, Secretary-Treasurer  
Lorene Thomas, Chair

MEMBER ABSENT

Roy Ellis, Immediate Past Chair

STAFF PRESENT

Scott R. Koons

Chair Lorene Thomas called the meeting to order at 6:08 p.m.

I. APPROVAL OF MINUTES -July 26, 2012

Chair Thomas asked that the minutes for the July 26, 2012 Executive Committee meeting be approved as written.

**ACTION: Vice-Mayor Spooner made the motion, with a second by Commissioner Thomas, to approve the minutes of the Executive Committee meeting held on July 26, 2012 as written. The motion carried unanimously.**

II. CONTRACTS AND APPLICATIONS

A. Local Government Comprehensive Planning Assistance Services Agreements - Fiscal Year 2012-13

**ACTION: Commissioner Thomas made the motion, with a second by Vice-Mayor Spooner, to recommend to the Council that the Council authorize the Chair to execute technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing their comprehensive plans and land development regulations for Fiscal Year 2012-13. The motion carried unanimously.**

B. Hazardous Waste Monitoring Verification and Notification Services Agreements - Fiscal Year 2012-13

**ACTION: Commissioner Thomas made the motion, with a second by Vice-Mayor Spooner, to recommend to the Council that the Council authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2012-13. The motion carried unanimously.**

C. Agreement with Florida Division of Emergency Management to Update Hazards Analyses - Fiscal Year 2012-13

**ACTION: Mayor Nobles made the motion, with a second by Commissioner Thomas, to recommend to the Council that the Council authorize the Chair to execute an agreement with the Florida Division of Emergency Management to update hazardous analyses for Columbia, Dixie, Gilchrist, Hamilton,**

**Lafayette and Taylor Counties for an estimated fixed fee amount of \$9,778. The motion carried unanimously.**

D. Agreement with Tampa Bay Regional Planning Council for Energy Assurance Plan

**ACTION:** Commissioner Thomas made the motion, with a second by Vice-Mayor Spooner, to recommend to the Council that the Council authorize the Chair to execute an agreement with the Tampa Bay Regional Planning Council to develop an energy assurance plan for an amount not to exceed \$25,000. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

A. Financial Transactions Authorization Resolutions

**ACTION:** Vice-Mayor Spooner made the motion, with a second by Mayor Nobles, to recommend to the Council that the Council adopt a resolution authorizing Executive Director Scott Koons to sign Treasury Management Documents for Capital City Bank, designate Executive Director Scott Koons a system administrator and authorize Executive Director Scott Koons to take all action and execute all documents as necessary and desirable in connection with the Treasury Management Documents for Capital City Bank. The motion carried unanimously.

B. Employee Dental Insurance

**ACTION:** Commissioner Thomas made the motion, with a second by Vice-Mayor Spooner, to recommend to the Council that the Council approve offering United Healthcare dental insurance Plan F5430 as a voluntary option for both employee and dependent coverage with the employees paying 100 percent of the premium effective September 1, 2012. The motion carried unanimously.

C. Medicare Insurance

**ACTION:** Commissioner Thomas made the motion, with a second by Vice-Mayor Spooner, to recommend to the Council that the Council offer employees 65 years of age or older the option of enrolling in the United Healthcare Insurance Plan 9FU with the Council paying 75 percent of the premium and the employee paying 25 percent of the premium for employee or employee and spouse coverage or enrolling in Medicare Part B and Medicare Part D and F offered by United Healthcare and having the Council pay 100 percent of the premium for employee coverage. The motion carried unanimously.

The meeting was adjourned at 6:52 p.m.

---

Lorene J. Thomas, Chair

9/27/12  
\_\_\_\_\_  
Date




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September 20, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Community Development Block Grant Fiscal Year 2011  
 Administrative Services Agreement - Suwannee County

RECOMMENDATION:

**Authorize the Chair to sign an agreement with Suwannee County to provide Community Development Block Grant administrative technical assistance services for their Economic Development Project for a fixed fee amount of \$58,000.**

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with Suwannee County to provide assistance with the administration of their Fiscal Year 2011 Community Development Block Grant Economic Development Project. This agreement will be funded with Community Development Block Grant Program funds. The amount of the administrative technical assistance services agreement with the County will be a fixed fee amount of \$58,000.

If you have any questions concerning this matter, please do not hesitate to contact me.

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September 20, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Purchase Order with Northeast Florida Regional Council  
to Assist with Interoperable Communications Exercise Support

RECOMMENDATION:

**Authorize the Council to assist the Northeast Florida Regional Council with interoperable communications exercise implementation, planning and documentation pursuant to a purchase order for an estimated fixed fee amount of \$20,000.**

BACKGROUND:

As you know, Council staff periodically works with other regional planning councils assisting with emergency preparedness exercises. In October 2012, the Northeast Regional Council and Apalachee Regional Planning Council are conducting a multijurisdictional interoperable communications exercise involving both Regional Domestic Security Task Force Region 2 (Tallahassee) and Region 3 (Jacksonville). The exercise will involve communications during a slow-speed law enforcement chase across north Florida and two Georgia counties, as well as coordinated communications efforts at fixed locations, including Columbia County.

The Council has been asked to provide assistance for exercise support for this emergency preparedness exercise. The Council will be paid an estimated fixed fee amount of \$20,000 by the Northeast Florida Regional Council for these services.

If you have questions concerning this matter, please do not hesitate to contact me.

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September 20, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Chambers of Commerce and Florida Chamber Foundation Membership

RECOMMENDATION:

**Authorize the payment of membership fees annually for the Council to be a member of the 16 chambers of commerce in the north central Florida region and the Florida Chamber Foundation.**

BACKGROUND:

Chambers of commerce are the voice of businesses in the north central Florida region and the Florida Chamber Foundation, the research organization affiliated with the Florida Chamber of Commerce, works to secure Florida's future economy. Through research and leadership, the Florida Chamber Foundation, in partnership with state business leaders, is developing a long-term strategic plan for the state.

The Foundation's Six Pillars Caucus System is a qualitative research program aimed to engage the best and brightest minds in the state to develop a plan for Florida's future economy that includes high-wage jobs, global competitiveness and vibrant communities by the year 2030. As you know, I was appointed to the Foundation's Six Pillar Caucus System in 2011 and currently participate as a member of the Innovation and Economic Development Pillar.

In order to increase the Council's engagement with the business community across the north central Florida region and the state, it is recommended that the Council become a member of the 16 chambers of commerce (see attached list) in the north central Florida region and the Florida Chamber Foundation at an estimated annual cost of \$6,700.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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## MEMBERSHIP FEES FOR AREA CHAMBERS OF COMMERCE

September 27, 2012

### **Alachua County**

Alachua Chamber of Commerce  
Gainesville Area Chamber of Commerce  
Hawthorne Area Chamber of Commerce  
High Springs Chamber of Commerce  
Micanopy Chamber of Commerce  
Newberry/Jonesville Chamber of Commerce

### **Bradford County/Union County**

North Florida Regional Chamber of Commerce

### **Columbia County**

Lake City/Columbia County Chamber of Commerce

### **Dixie County**

Dixie County Chamber of Commerce

### **Gilchrist County**

Gilchrist County Chamber of Commerce

### **Hamilton County**

Hamilton County Chamber of Commerce

### **Lafayette County**

Lafayette County Chamber of Commerce

### **Madison County**

Greater Madison County Chamber of Commerce

### **Suwannee County**

Suwannee County Chamber of Commerce

### **Taylor County**

Taylor County/Perry Chamber of Commerce  
Steinhatchee River Chamber of Commerce







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September 20, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Engagement Letter for Fiscal Year 2011-12 Audit

RECOMMENDATION:

**Authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2011-12 audit of the Council's accounts and the Council's Employee Pension Plan for a lump sum fee for this service of \$14,295.**

BACKGROUND:

As you know, the Council selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. The current auditor was selected in 2010 and has conducted two audits under this series. Therefore, it is recommended that a third engagement letter be entered into for the audit of Fiscal Year 2011-12.

The proposed letter of engagement is attached for your information. The lump sum fee has been set at \$14,295 in accordance with the proposal made by the auditor to adjust the fee each year in an amount equal to the percent increase/decrease of the Consumer Price Index for All Urban Consumers, not to exceed five percent each year. This fee is \$199 more than the fee charged for the Fiscal Year 2010-11 audit.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA

1359 S.W. Main Blvd.  
Lake City, Florida 32025  
386 / 755-4200

Fax: 386 / 719-5504  
powellandjones@bellsouth.net

**August 28, 2012**

**North Central Florida Regional  
Planning Council  
2009 N.W. 67<sup>th</sup> Place, Suite A  
Gainesville, Florida 32653-1603**

We are pleased to confirm our understanding of the services we are to provide North Central Florida Regional Planning Council (the Council) for the year ended September 30, 2012. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, of North Central Florida Regional Planning Council as of and for the year ended September 30, 2012. The scope of the audit will also include the Council's Employee Pension Plan Trust, its component unit. The following supplementary information accompanying the basic financial statements is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

**1. Management's Discussion and Analysis**

Also, the following additional information accompanying the basic financial statements will be subjected to the auditing procedures applied in our audit of the financial statements upon which we will provide an opinion in relation to the basic financial statements.

**2. Schedule of Federal Awards and State Financial Assistance**

**Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and will include tests of the accounting records of North Central Florida Regional Planning Council and other procedures we consider necessary to enable us to express such opinions. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a statement that the report is intended solely for the information and

use of the audit committee, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related cost of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the North Central Florida Regional Planning Council and its component unit, and the respective changes in financial position in conformity with U.S. generally accepted accounting principles.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, or illegal acts affecting the North Central Florida Regional Planning Council involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud, or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

As part of the audit, we will prepare a draft of your financial statements and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of

transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect material misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from the North Central Florida Regional Planning Council's attorneys as part of the engagement, and they may bill the North Central Florida Regional Planning Council for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

#### **Audit Procedures – Internal Controls**

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on North Central Florida Regional Planning Council's financial statements.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of



management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by *Government Auditing Standards*.

### **Audit Procedures – Compliance**

Identifying and ensuring that North Central Florida Regional Planning Council complies with the provisions of laws, regulations, contracts, agreements, and grants is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of North Central Florida Regional Planning Council's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Audit Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

The audit documentation for this engagement is the property of Powell & Jones, CPAs and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to grantor agencies or their designees for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell & Jones, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of six years after the report release date or for any additional period requested by grantor agencies. If we are aware that a federal or state awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 1, 2012, and to issue our report on approximately February 1, 2013, in accordance with your requested schedule.

### **Compensation**

The fees for this engagement will be as follows:

	<u>09-30-12</u>
<b>Basic Services</b>	
Prior year fee	\$ 14,096
CPI-U adjustment - 1.41%	199
	<u>\$ 14,295</u>

If unusual circumstances are encountered making it necessary for us to do added work in the year, we shall immediately report such conditions to the Council and both parties may negotiate such additional compensation as appears justified.

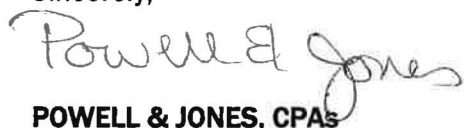
Periodic progress billings shall be submitted as actual work is completed on the audit, but not more often than monthly. Progress billings shall be submitted in such form as to provide the Council with sufficient information to ascertain that at any point total billings will not exceed the proportional fee earned for the audit.

This agreement is specifically renewable based upon our proposal submitted to you.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review report and letter of comments have been previously furnished to you, and is also available on our website at [PowellandJonesCPA.com](http://PowellandJonesCPA.com).

We appreciate the opportunity to be of service to North Central Florida Regional Planning Council and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

  
**POWELL & JONES, CPAs**

**RESPONSE:**

This letter correctly sets forth the understanding of North Central Florida Regional Planning Council.

By: \_\_\_\_\_  
 Lorene J. Thomas

Title: Chair

Date: \_\_\_\_\_





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September 20, 2012

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director  
SUBJECT: Regional Visioning Process

RECOMMENDATION:

**Authorize staff to convene and coordinate a regional visioning process for north central Florida.**

BACKGROUND:

Regional visioning initiatives bring together elected officials, economic development organizations, workforce boards, educational institutions, environmental and community representatives to develop a vision for the future based upon shared core values. A regional visioning process provides a framework for working together to accommodate growth, protect resources, maintain economic vitality and enhance quality of life while adding value to communities within a region.

Over the past decade, the following nine regional visioning processes have been completed, are currently underway or have been proposed (see attached map).

- First Coast
- Heartland 2060
- How Shall We Grow?
- One Bay
- Our Region Tomorrow
- People Prosperity Preservation
- Seven Counties 50 Years
- Sustainable Emerald Coast
- Sustainable Treasure Coast

Regional visioning processes have taken place in all major metropolitan regions and some small metropolitan/rural regions. However, due to the lack of financial resources, a regional visioning process has not occurred in north central Florida.

As you know, the Florida Department of Transportation has reinitiated its Florida's Future Corridors initiative. This initiative will

- Transform Strategic Intermodal System facilities to provide multimodal options for moving people and freight;
- Improve connectivity to existing and emerging regional employment centers and economically productive rural lands; and
- Make responsible decisions about where transportation facilities are located.

A guiding principle of the Department's future corridors initiative is that it be based upon regional visions throughout the state. Since a regional vision does not currently exist for the north central Florida region, the Department has asked the Council to be the convener and coordinator for a regional visioning process.

The Department has authorized the use of one of its general planning assistance consultants, Cambridge Systematics, Inc. to assist with this effort. Cambridge Systematics, Inc. has been involved in several of the regional visioning initiatives throughout Florida and played a significant role in assisting the Florida Department of Economic Opportunity in the preparation of the recently completed Five-Year Strategic Plan for Economic Development.

At the July 26, 2012 Council meeting, staff was authorized to work with the Florida Department of Transportation to develop a scope, schedule and funding mechanism for a regional visioning process. Please find attached a scope, including purpose, outcomes, approach, geographic area, organizational structure, schedule and budget for the regional visioning process.

The regional visioning process would advance the Council's mission of *improving the quality of life of the region's citizens, by coordinating growth management, protecting regional resources, promoting economic development and providing technical services to local governments*. Therefore, it is recommended that the Council authorize staff to convene and coordinate a regional visioning process for north central Florida.

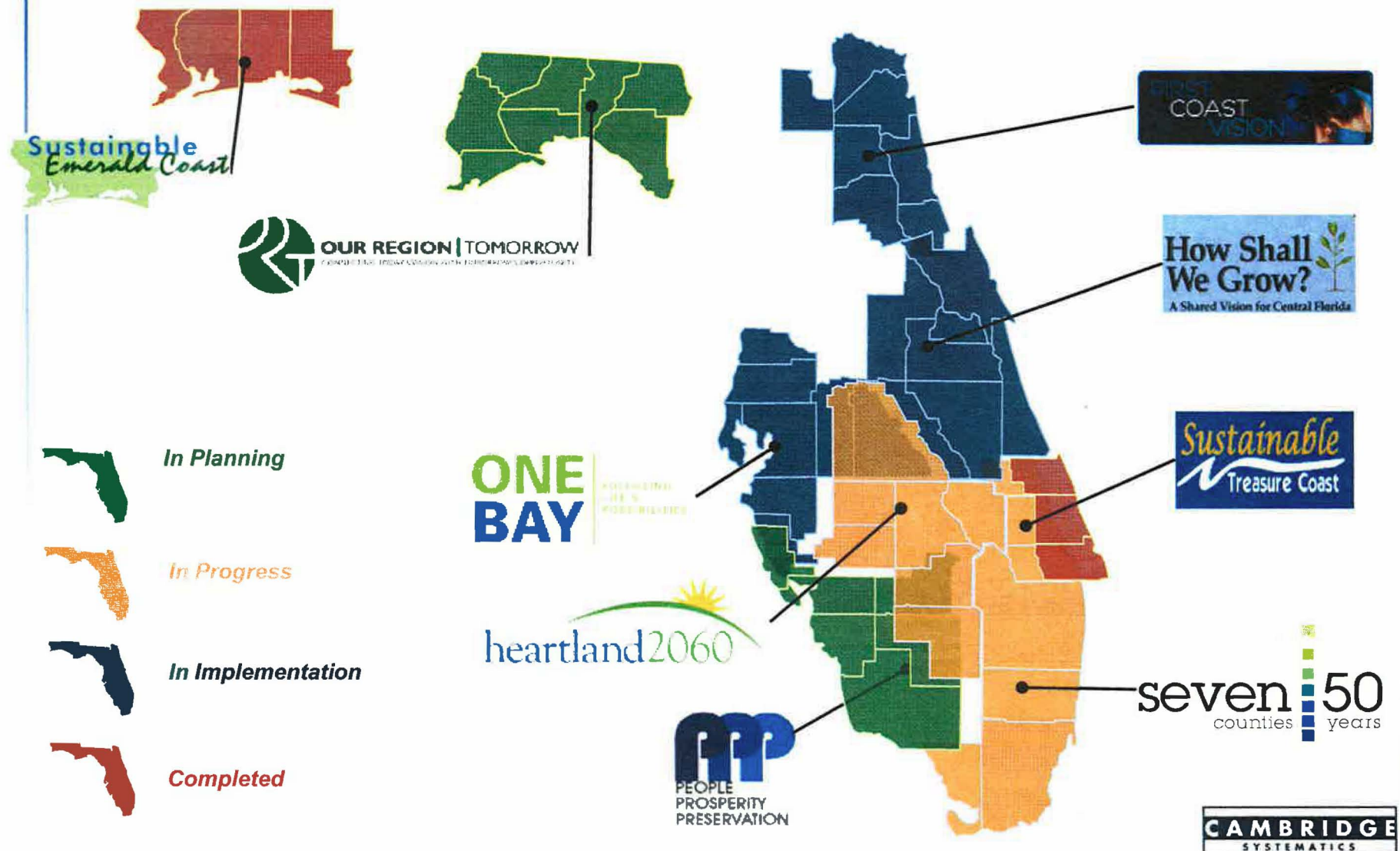
If you have any questions concerning this matter, please do not hesitate to contact me.

#### Attachments

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# Florida's Regional Visioning Processes





# **Envision North Central Florida**

## **Regional Visioning Process**

September 27, 2102

### **Purpose**

- Develop a regional vision and action plan to guide the future growth and development of North Central Florida

### **Desired Outcomes**

- Regional Vision, which includes values, principles, descriptive text and images outlining the region's desired direction for future growth and development of the region
- Policy Framework, which defines goals, objectives and strategies to inform future decision-making
- Action Plan, which includes specific projects and initiatives to guide state, regional and local agencies
- Consensus among residents, elected officials, business and community leaders, and governing agencies in support of the Vision and its implementation

### **Overview of Approach**

- Organize using the Florida Chamber Foundation's Six Pillars of Florida's Future Economy™
- Link to existing statewide, regional and community visioning and strategic planning initiatives
- Engage elected officials and community and business leaders in the visioning process, while providing opportunities for public input
- Develop a policy-level vision focusing on regional values, principles, goals, objectives and strategies (rather than producing detailed scenarios or future investment plans)
- Follow the visioning process with an implementation stage that may include:
  - Integration of the vision into Strategic Regional Policy Plans and local government comprehensive plans
  - One or more pilot projects to demonstrate collaboration toward the Vision

## Visioning Area

The visioning area would encompass 13 counties, as shown in the following table.

County	Proposed Visioning Area	North Central Florida Regional Planning Council	North Central Enterprise Florida Region	North Central Rural Area of Critical Economic Concern	Natural North Florida
Alachua	•	•	•		•
Bradford	•	•	•	•	
Columbia	•	•	•	•	
Dixie	•	•	•	•	•
Gilchrist	•	•	•	•	•
Hamilton	•	•	•	•	•
Lafayette	•	•	•	•	•
Levy	•		•	•	•
Madison	•	•	•	•	•
Marion	•		•		
Suwannee	•	•	•	•	
Taylor	•	•	•	•	•
Union	•	•	•	•	•

This area would encompass all of the North Central Florida Regional Planning Council counties, plus two counties included in the Withlacoochee Regional Planning Council (Levy and Marion Counties); the remaining counties in the Withlacoochee Regional Planning Council have been affiliated with either the OneBay or How Shall We Grow visioning processes). It would correspond to the Enterprise Florida North Central economic region. This region would include 11 of the 14 counties in the North Central Florida Rural Area of Critical Economic Concern (excluding Baker, Jefferson and Putnam Counties, which have been included in either the First Coast Vision or Our Region Tomorrow regional visioning processes), plus the two counties with urbanized areas (Alachua County and Marion County). It would include nine of the 10 counties in Natural North Florida (excluding Jefferson County).

Given the overlap in boundaries and economic ties to adjacent regions, stakeholders from surrounding counties could participate in public meetings related to this process.

## Organizational Structure

- Steering Committee (10-15) members to guide overall development and adoption of the regional Vision
  - 2 co-chairs: 1 public, 1 private
  - Chair(s) of 6 working groups
  - At-large members as needed to achieve balance among geographic areas within the region, as well as across topics and types of partners (public, private, civic)
- 6 Task Forces (10-15 members)
  - Organized by the Florida Chamber Foundation's Six Pillars of Florida's Future Economy:
    - Talent Supply & Education
    - Innovation & Economic Development
    - Infrastructure & Growth Leadership
    - Business Climate & Competitiveness
    - Civic & Governance Systems
    - Quality of Life & Quality Places
  - Membership by invitation
  - Responsible for reviewing trends and conditions for each pillar and recommending goals, objectives and strategies to the Steering Committee
- Regional Summits, open to all interested stakeholders and the public
- Staff support provided by North Central Florida Regional Planning Council, with consultant assistance

## Process and Schedule

Date	Milestone	Notes
January 2013	1st Steering Committee meeting (Gainesville)	<ul style="list-style-type: none"> <li>Introduce process and review approach and schedule</li> </ul>
February 2013	1st Regional Summit (Gainesville)  1st Six Pillars Task Force meetings (Gainesville)	<ul style="list-style-type: none"> <li>Introduce process</li> <li>Review the state of the region (regional profile to be developed by North Central Florida Regional Planning Council staff/consultants)</li> <li>Review best practices from other regions in Florida and nation</li> <li>Six concurrent Task Force meetings to review trends, conditions, issues, and opportunities in each pillar; identify additional data/research needs</li> </ul>
March 2013	2nd Steering Committee meeting (Gainesville)	<ul style="list-style-type: none"> <li>Review feedback from regional summit</li> <li>Review work of Task Force meetings</li> </ul>
April 2013	2nd Six Pillars Task Force meetings (Gainesville)  3rd Steering Committee meeting (Gainesville)	<ul style="list-style-type: none"> <li>Update Task Force members on process</li> <li>Six concurrent Task Force meetings to review additional data requested by each task force; develop initial goals, objectives and strategies for each pillar</li> <li>Review progress, discuss issues</li> </ul>
May 2013	2nd Regional Summit (Gainesville)  4th Steering Committee meeting (Gainesville)	<ul style="list-style-type: none"> <li>Report from each Task Force on trends, issues and opportunities</li> <li>Present initial goals, objectives and strategies for each pillar and vote on goals, objectives and strategies</li> <li>Review progress, discuss issues</li> </ul>
June 2013	Community Forums (Lake City & Ocala)	<ul style="list-style-type: none"> <li>Forums to involve stakeholders who have not been able to attend the regional summits</li> <li>Review work to date, seek input on goals, objectives and strategies for each pillar</li> </ul>
July 2013	Community Forums (Madison & Starke)	<ul style="list-style-type: none"> <li>Forums to involve stakeholders who have not been able to attend the regional summits</li> <li>Review work to date, seek input on goals, objectives and strategies for each pillar</li> </ul>

August 2013	5th Steering Committee meeting (Gainesville)	<ul style="list-style-type: none"> <li>Review community forum stakeholder input, provide guidance for completion of draft Vision documents</li> </ul>
September 2013	3rd Regional Summit (Gainesville)  6th Steering Committee meeting (Gainesville)	<ul style="list-style-type: none"> <li>Review community forum stakeholder input</li> <li>Endorse final Vision</li> <li>Discuss next steps; provide call to action</li> <li>Final meeting to review and adopt final Vision and Action Plan document; discuss next steps</li> </ul>

## Budget

Estimated Cost: \$300,000

Proposed Sources of Funding:

### Regional Planning Councils

- North Central Florida Regional Planning Council
- Withlacoochee Regional Planning Council

### Florida Department of Transportation

- Florida Department of Transportation Central Office
- Florida Department of Transportation District 2
- Florida Department of Transportation District 5

### Water Management Districts

- Southwest Florida Water Management District
- St. Johns Water Management District
- Suwannee River Water Management District

### Workforce Boards

- Florida Crown Workforce Board
- FloridaWorks
- North Florida Workforce
- Workforce Connection

### Universities and Colleges

- University of Florida
- College of Central Florida
- Florida Gateway College
- North Florida Community College
- Santa Fe College



### Metropolitan Planning Organizations

- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
- Ocala/Marion County Transportation Planning Organization

### Airports

- Gainesville Regional Airport
- Ocala International Airport

### Economic Development Organizations

- Gainesville Council for Economic Outreach, Inc.
- Columbia County Economic Development Department
- Dixie County Board of County Commissioners
- Gilchrist County Chamber of Commerce
- Hamilton County Development Authority
- Lafayette County Development Authority
- Madison County Development Council
- Nature Coast Business Council, Inc.
- North Florida Economic Development Partnership
- North Florida Regional Chamber of Commerce
- Ocala/Marion County Economic Development Corporation
- Suwannee County Economic Alliance
- Taylor County Development Authority






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September 20, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Resolution Recognizing Service of  
 Philip T. Trader as Florida Economic Development Representative,  
 Atlanta Region, U.S. Economic Development Administration

RECOMMENDATION:

**Approve the attached resolution recognizing the service of Philip T. Trader as Florida Economic Development Representative, Atlanta Region, U.S. Economic Development Administration.**

BACKGROUND:

In recognition of the service of Philip T. Trader as Florida Economic Development Representative, Atlanta Region, U.S. Economic Development Administration from 2001 to 2012, the attached resolution is recommended for approval by the Council.

Mr. Trader has been a long-time advocate for the U.S. Economic Development Administration mission in support of the region's economically distressed communities and the work the Council performs as a U.S. Economic Development Administration designated economic development district.

Under his leadership, the U.S. Economic Development Administration has made significant investments in creating jobs in Florida. From Fiscal Year 2000 to Fiscal Year 2011, the U.S. Economic Development Administration has invested \$125,874,580 in 213 projects in the State of Florida to help create/retain an estimated 25,507 jobs and generate an estimated \$2,128,513,120 in private investment.

Recent U.S. Economic Development Administration investments in the north central Florida region have included \$1.4 million for the Gainesville Technology Enterprise Center, with \$255 million total economic impact benefiting 17 companies, \$2.0 million for the City of Perry wastewater system resulting in 555 retained jobs and \$32.3 million in private investment, \$8.2 million for the Innovation Hub at the University of Florida resulting in an estimated 300 jobs, and \$1.7 million for the Santa Fe College Perry Center for Emerging Technologies resulting in the training of 120 healthcare and life sciences professionals per year.

If you have questions concerning this matter, please do not hesitate to contact me.

Attachment

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**RESOLUTION NO. 2012-**

**RECOGNIZING SERVICE OF  
PHILIP T. TRADER**

**AS**

**FLORIDA ECONOMIC DEVELOPMENT REPRESENTATIVE,  
ATLANTA REGION,  
U.S. ECONOMIC DEVELOPMENT ADMINISTRATION**

WHEREAS, Philip T. Trader has recently completed a 35-year career in the public and private sector, including serving as an Economic Development Specialist for the Southeast Georgia Area Planning and Development Commission;

WHEREAS, Philip T. Trader has provided 11 years of distinguished service as an employee of the Atlanta Region, U.S. Economic Development Administration;

WHEREAS, Philip T. Trader also served as Florida Economic Development Representative, Atlanta Region, U.S. Economic Development Administration;

WHEREAS, Philip T. Trader is a graduate of the University of London with a Bachelor's Degree in Economics;

WHEREAS, Philip T. Trader retired as the Florida Economic Development Representative of the Atlanta Region of the U.S. Economic Development Administration on August 31, 2012.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby recognizes the outstanding contributions made to the communities and citizens of north central Florida by Philip T. Trader as a dedicated public servant.

DULY ADOPTED AND PROCLAIMED this 27th day of September 2012.

Attest:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
Kenrick Thomas.  
Secretary-Treasurer

\_\_\_\_\_  
Lorene J. Thomas  
Chair






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September 20, 2012

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Declaring October 2012 as Community Planning Month

RECOMMENDATION:

**Proclaim October 2012 as Community Planning Month by adopting the attached proclamation.**

BACKGROUND:

The month of October 2012 has been chosen to celebrate National Community Planning Month. The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment.

It is recommended that the Council join in the celebration of National Community Planning Month by designating October 2012 as Community Planning Month to recognize the valuable contributions made by professional community and regional planners and to extend its thanks for the continued commitment to public service by these professionals (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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# PROCLAMATION

## DECLARING OCTOBER 2012 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2012 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, BE IT RESOLVED by the North Central Florida Regional Planning Council that the month of October 2012 is hereby proclaimed as *Community Planning Month* throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

DULY ADOPTED AND PROCLAIMED this 27th day of September 2012.

ATTEST:

SEAL

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Kenrick Thomas, Secretary-Treasurer

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Lorene J. Thomas, Chair







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September 20, 2012

TO: Executive Committee

FROM: Carol A. Laine, Executive Assistant to the Executive Director

SUBJECT: Executive Director Annual Performance Evaluation

The employment contract between the Executive Director and the Council specifies that an annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. It also specifies that at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1st of each year.

Committee members have received the annual performance evaluation form and have returned the form to me for tabulation. Please find attached the results of the tabulation for your review and ratification at the September 27, 2012 Executive Committee meeting. The annual performance review of the Executive Director resulted in an overall average score of 4.8 on a 5.0 scale. This average score would result in a merit pay adjustment of 5.0 percent.

The action of the Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council by the Committee at the September 27, 2012 Council meeting.

If you have any questions concerning this evaluation process, please do not hesitate to contact me.

Attachment

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# NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW

**Executive Director:** Scott R. Koons

**Evaluation Period:** October 1, 2011 through September 30, 2012

**Ratings on Job Performance:**


- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

**Merit Pay Adjustment:**

- 3.5 to 3.9 Score = 1 1/4%
- 4.0 to 4.4 Score = 2 1/2%
- 4.5 to 5.0 Score = 5%

	The Executive Director	RE	GN	CS	KT	LT	Average Rating
1.	Represents the Council in a positive, professional manner	4	4	5	5	5	<b>4.6</b>
2.	Accurately represents the goals and policies of the Council	4	4	5	5	5	<b>4.6</b>
3.	Maintains a positive image and relationships with local, state and federal agencies	4	5	5	5	5	<b>4.8</b>
4.	Promotes the Council and its services	4	5	5	5	5	<b>4.8</b>
5.	Makes clear and concise recommendations to Council	4	5	5	5	5	<b>4.8</b>
6.	Deals honestly and fairly with all parties	4	5	5	5	5	<b>4.8</b>
7.	Exercises sound judgment in business transactions	4	5	5	5	5	<b>4.8</b>
8.	Is respected by peers and leaders in the region	4	5	5	5	5	<b>4.8</b>
9.	Is knowledgeable about regional issues	4	5	5	5	5	<b>4.8</b>
10.	Provides good overall leadership for the Council	4	5	5	5	5	<b>4.8</b>
	<b>TOTAL AVERAGE SCORE</b>	<b>4.0</b>	<b>4.8</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.8</b>

I hereby certify that this tabulation of the evaluation forms for the Executive Director annual performance review as completed by the members of the Executive Committee is true and correct.

  
\_\_\_\_\_  
**Signature**

9/18/12  
\_\_\_\_\_  
**Date**

**Carol Laine**  
\_\_\_\_\_  
Executive Assistant to the Executive Director

eval results exec dir 2012.docx





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September 20, 2012

TO: Council Members

FROM: Lorene J. Thomas, Chair

SUBJECT: Executive Director Re-elected Chairman of  
 Florida Regional Councils Association  
 Executive Directors Advisory Committee

The executive directors of the 11 regional planning councils in Florida recently elected our executive director, Scott Koons, for a fourth consecutive one-year term as Chairman of the Florida Regional Councils Association Executive Directors Advisory Committee.

The Florida Regional Councils Association is a joint organization of the 11 regional planning councils. The purpose and intent of the organization is to:

- Ensure regional planning councils are effective service organizations to the State of Florida, its local governments and the citizens they serve;
- Ensure regional planning councils are consensus builders and problem solvers, and serve as conveners of the region by helping to articulate those multi-jurisdictional issues that need resolution;
- Encourage and promote opportunities for regional planning councils to become partners in state programs and initiatives, while promoting the unique themes of each region within the state and legislative environments;
- Monitor substantive state and federal legislative issues for the benefit of its members and promote mutually supportive policy positions among the regional planning councils;
- Represent Florida's regional planning councils in national organizations, such as the National Association of Regional Councils, National Association of Development Organizations, and SouthEast Regional Directors Institute; and
- Foster relationships and partnerships with the Florida Association of Counties, Florida League of Cities, Small County Coalition, Metropolitan Planning Organization Advisory Council, Water Management Districts, Governor's Office, state agencies and other appropriate organizations which share mutual goals, interests and programs with the regional planning councils.

Council Members  
September 20, 2012  
Page 2

The 11 regional planning council executive directors serve as an advisory committee to the Policy Board. The Committee meets throughout the year at different locations around the state. Its primary function is to inform and advise the Policy Board on issues and problems that require action. The Committee also serves as a resource, provides a central point of communication for state agencies and other statewide organizations, resolves problems, and addresses issues of statewide importance that may affect regional planning councils, the regions and Florida's local governments.

Congratulations to Scott.



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**When & Where**

October 13 to October 16, 2012  
Mirage Hotel  
Las Vegas, NV

**2012 Annual Training Conference**
[Home](#) > [Upcoming NADO Events](#) > 2012 Annual Training Conference
**Overview****Registration****Agenda & Presentations****Travel & Venue****Agenda & Presentations****Friday, October 12th**

4:00 pm to 6:00 pm Conference Registration

**Saturday, October 13th**

8:00 am to 6:00 pm Conference Registration

8:30 am to 10:30 am NADO Executive Committee Meeting

10:30 am to 3:30 pm Executive Director Learning Lab: What it Takes to Lead an RDO in a World of Change

10:30 am to 12:00 pm Regional Strategies: What is the Role of an EDD in Today's Economic Development Environment?

1:30 pm to 3:30 pm Regional Strategies: Silo Busting—Rethinking the Purpose and Potential of the Comprehensive Economic Development Strategy

3:45 pm to 5:15 pm NADO Nominating Committee

5:30 pm to 6:30 pm New Member & New Executive Director Reception (Invitation Only)

**Sunday, October 14th**

8:30 am to 6:00 pm Conference Registration

9:00 am to 10:30 am NADO Membership Regional Caucus Meetings (Open to all members)

10:45 am to 12:15 pm Executive Directors Learning Lab: What I Wish I Knew When I Became Executive Director

10:45 am to 12:15 pm Policy Officials Learning Lab: Strategies for Effective Board Leadership in a Changing World

10:45 am to 12:15 pm Regional Strategies: Why Performance Metrics Matter and How EDDs can use them Effectively

1:30 pm to 3:30 pm Regional Strategies: Case Studies in Small Town and Rural Economic Development

1:30 pm to 3:30 pm NADO Research Foundation Advisory Committee (Open to all NADO members)

1:30 pm to 3:30 pm Executive Directors Learning Lab: I Never Thought of That!

3:45 pm to 5:15 pm NADO Board of Directors Meeting (Open to all members)

6:00 pm to 7:30 pm Welcome Event

**Monday, October 15th**

7:30 am to 6:00 pm Conference Registration

	7:30 am to 8:30 am	DDAA Breakfast (for representatives of the 73 LDDs in the ARC region)
8:45 am to 10:00 am	Opening Plenary	
	10:00 am to 10:15 am	Innovation Showcase Coffee Break
		10:15 am to 11:45 am <b>Concurrent Session: Proactive Engagement</b>
<b>Strategies for a Reactive World!</b>		
10:15 am to 11:45 am	Concurrent Session: RDO Return on Investment	
	10:15 am to 11:45 am <b>Concurrent Session: Rural Wealth Creation</b>	
		10:15 am to 11:45 am Conversation Cafe: Lessons Learned from
<b>RDO Statewide Assessments</b>		
12:00 pm to 1:30 pm	Luncheon	
	1:30 pm to 2:15 pm	Innovation Showcase
		2:15 pm to 4:30 pm <b>MOBILE WORKSHOP: Creating Culture,</b>
<b>Wowing Customers and Empowering Employees: The Zappos Experience</b>		
2:15 pm to 4:30 pm	<b>MOBILE WORKSHOP: Revitalizing Las Vegas!</b>	
	2:30 pm to 3:30 pm	Concurrent Session: Financial Management
		2:30 pm to 3:30 pm <b>Concurrent Session: Tapping into Non-</b>
<b>Federal Resources</b>		
2:30 pm to 3:30 pm	<b>Concurrent Session: Regional Resiliency after Disasters</b>	
	2:30 pm to 3:30 pm	Conversation Cafe: Friending the Media
		3:30 pm to 3:45 pm Innovation Showcase Coffee Break
3:45 pm to 5:00 pm	Concurrent Session: Financial Management	
	3:45 pm to 5:00 pm	Concurrent Session: Launching and Enhancing RDO State Associations
3:45 pm to 5:00 pm	Conversation Cafe: Ethics and GSA Ramifications	
	3:45 pm to 5:00 pm	Concurrent Session: Working with Small Businesses

**Tuesday, October 16th**

7:30 am to 5:00 pm	Conference Registration	
	8:30 am to 9:45 am	<b>Plenary Session: Leveraging Resources and Programs: Being Responsive to Local Needs</b>
9:45 am to 10:00 am	Networking Break	
	9:45 am to 12:45 pm	<b>MOBILE WORKSHOP: Summerlin Planned Community</b>
10:00 am to 11:45 am	Concurrent Session: Re-Branding Your Organization	
	10:00 am to 11:45 am	Concurrent Session: Connecting Housing and Transportation to Support Community Development
10:00 am to 11:45 am	<b>Concurrent Session: Strengthening Your Region's Workforce for New Opportunities</b>	
10:00 am to 11:45 am	Conversation Cafe: Making Tough Budget Choices	
	10:00 am to 12:30 pm	<b>MOBILE WORKSHOP: Creating Culture, Wowing Customers and Empowering Employees: The</b>
<b>Zappos Experience</b>		
11:45 am to 1:15 pm	Lunch on Your Own	
	1:30 pm to 2:30 pm	<b>Concurrent Session: Water and RDOs: Opportunities and Obstacles</b>
1:30 pm to 2:30 pm	Concurrent Session: RDOs and Aging Programs	
	1:30 pm to 2:30 pm	Conversation Cafe: Grant Writing: Sharing Tips and Techniques
2:30 pm to 2:45 pm	Networking Break	
	2:45 pm to 3:30 pm	Legislative Update
		3:40 pm to 5:15 pm <b>NADO 2012 Annual Business Meeting (Open</b>
to all members)		
3:40 pm to 5:15 pm	NADO Board of Directors Meeting (Immediately follows Annual Business Meeting; Open to All Members)	
5:00 pm to 6:00 pm	Innovations Photo Session	
	6:00 pm to 8:00 pm	President's Awards Banquet