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MEETING NOTICE

EXECUTIVE COMMITTEE

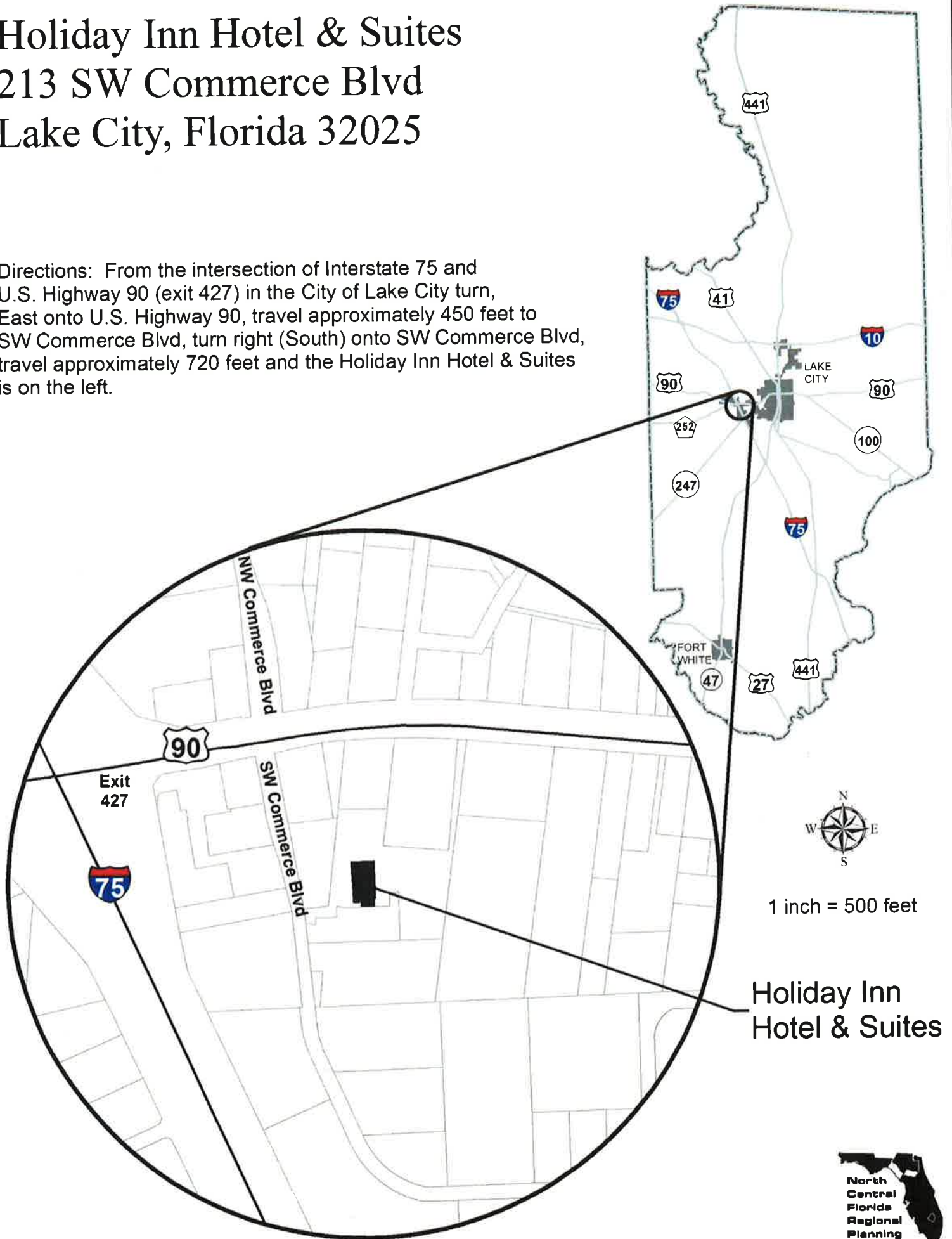
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on October 23, 2014. The meeting will be held at the Lake City Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(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
213 Southwest Commerce Boulevard
Lake City, Florida

October 23, 2014
6:00 p.m.

Page

- * I. APPROVAL OF MINUTES - September 25, 2014 5
- * II. CONTRACTS AND APPLICATIONS - None
- * III. PROGRAM REPORT -
 - A. Transportation Disadvantaged Program Local Coordinating Board Appointment 9
- IV. GENERAL ADMINISTRATION
 - * A. National Association of Development Organizations Membership 13
 - * B. Check Fraud Status 15
 - C. Employee Holiday Luncheon
- V. OTHER BUSINESS - Florida Regional Councils Association Policy Board Meeting
Tallahassee - January 9, 2015

* See Attachments

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EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

September 25, 2014
6:00 p.m.

MEMBERS PRESENT

Rick Davis, Secretary-Treasurer
Garth Nobles, Jr., Immediate Past Chair
Daniel Riddick, Vice-Chair
Carolyn Spooner, Chair

MEMBER ABSENT

Charles Williams, Executive Committee Member

STAFF PRESENT

Scott R. Koons

Chair Carolyn Spooner called the meeting to order at 6:05 p.m.

Chair Spooner asked that Item II.B. Amendment to Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2013-14 which was received by staff after the meeting packets were distributed.

ACTION: Commissioner Davis made the motion, with a second by Commissioner Riddick to add Item II.B. Amendment to Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2013-14 to the consent agenda. The motion carried unanimously.

I. APPROVAL OF MINUTES - August 28, 2014

Chair Spooner asked that the minutes for the August 28, 2014 Executive Committee meeting be approved as written.

ACTION: Commissioner Davis made the motion, with a second by Mayor Nobles, to approve the minutes of the Executive Committee meeting held on August 28, 2014 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. U.S. Economic Development Administration Short-Term Planning and State Planning Grant Amendment

ACTION: Mayor Nobles made the motion, with a second by Commissioner Davis, to recommend that the Council authorize the Executive Director to submit a six-month extension amendment for the Federal Assistance for a Short-Term Planning and State Planning Investment Grant awarded by the U.S. Economic Development Administration in the amount of \$200,000 and authorize the Chair to execute the time extension. The motion carried unanimously.

- B. Amendment to Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2014-15

ACTION: Commissioner Riddick made the motion, with a second by Commissioner Davis, to recommend that the Council authorize the Chair to execute an amendment with the Florida Division of Emergency Management for an additional amount of \$13,151 to conduct additional planning work and conduct additional hazardous materials response training classes, on behalf of the North Central Florida Local Emergency Planning Committee and extend the agreement period to November 15, 2014 for Fiscal Year 2013-14. The motion carried unanimously.

III. PROGRAM REPORT

- A. Transportation Disadvantaged Program Local Coordinating Board Appointments

ACTION: Commissioner Davis made the motion, with a second by Mayor Nobles, to recommend that the Council appoint Alicia Fowler to the Gilchrist County Transportation Disadvantaged Coordinating Board as the alternate for the Florida Department of Elder Affairs Representative. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

- A. Resolution Recognizing 50th Anniversary of West Florida Regional Planning Council

ACTION: Mayor Nobles made the motion, with a second by Commissioner Riddick, to approve the resolution recognizing the 50th anniversary of the West Florida Regional Planning Council. The motion carried unanimously.

- B. Proclamation Declaring October 2014 as Community Planning Month

ACTION: Commissioner Riddick made the motion, with a second by Mayor Nobles, to adopt a proclamation proclaiming October 2014 as Community Planning Month, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

- C. Proclamation Declaring October 3, 2014 as Local Works Day

ACTION: Commissioner Davis made the motion, with a second by Commissioner Riddick, to adopt a proclamation proclaiming October 3, 2014 as Local Works Day which has been attached hereto and made a part of these minutes. The motion carried unanimously.

D. Executive Director Annual Performance Evaluation

ACTION: Commissioner Davis made the motion, with a second by Mayor Nobles, to award the executive director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in either "above average" or "exceeds job requirements" for all evaluation criteria and resulting in an overall score of 4.8 on a 5.0 scale. Since funds have not been appropriated for any other Council staff to receive merit increases during Fiscal Year 2015, Mr. Koons requested that his merit pay increase for Fiscal Year 2015, along with the deferred Fiscal Year 2010 merit pay increase, Fiscal Year 2011 merit pay increase, Fiscal Year 2012 merit pay increase Fiscal Year 2013 and Fiscal Year 2014 merit pay increase, be deferred until Fiscal Year 2016. The maker and seconder of the motion both agreed to the deferral request. The motion, including the deferral of the merit awards to Fiscal Year 2016, carried unanimously.

V. OTHER BUSINESS - None

The meeting adjourned at 6:26 p.m.

Carolyn B. Spooner, Chair

10/23/14
Date



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October 16, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Transportation Disadvantaged Coordinating Board Appointment

RECOMMENDATION:

Appoint Anthony Jennings to the Lafayette and Madison County Transportation Disadvantaged Coordinating Boards as the alternate Regional Workforce Development Representative.

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. It is recommended that Mr. Jennings be appointed to the Lafayette and Madison County Transportation Disadvantaged Coordinating Boards.

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

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October 23, 2014

Mr. Anthony Jennings
CareerSource North Florida
705 E. Base Street
Madison, FL 32340

RE: Florida's Transportation Disadvantaged Program

Dear Mr. Jennings:

This letter is in regard to Florida's Transportation Disadvantaged Program established by Chapter 427, Florida Statutes. As you know, the purpose of this program is to assist individuals who are unable to transport themselves because of age, disability or income status.

The North Central Florida Regional Planning Council serving as the Designated Official Planning Agency, is responsible for appointing members to the Transportation Disadvantaged Coordinating Boards in our region. The Council appointed you the alternate Regional Workforce Development Representative on the Lafayette and Madison County Transportation Disadvantaged Coordinating Boards at its October 23, 2014 meeting.

We look forward to working with you to successfully plan and coordinate transportation disadvantaged services. If you have any questions concerning this matter, please do not hesitate to contact Lynn Godfrey, Senior Planner, at extension 110.

Sincerely,

Carolyn B. Spooner
Chair

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October 16, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: National Association of Development Organizations Membership

RECOMMENDATION:

Approve the upgrade of Council membership in the National Association of Development Organizations from a Platinum membership at \$4,000 to a Platinum Plus membership at \$6,000.

BACKGROUND:

The National Association of Development Organizations provides advocacy, education, networking and research for regional development organizations, such as regional planning councils, primarily serving small metropolitan and rural regions. The association is an advocate for federal programs and policies that promote regional strategies and solutions for addressing local community and economic development needs.

The National Association of Development Organizations and the National Association of Development Organizations Research Foundation identify and promote best practices, analyze the impact of federal policies and programs on regional development organizations and local communities and examine the latest trends and developments in the field of regional community and economic development.

As the premier organization for executive leaders and professional staff of the nation's 525 regional development organizations, the National Association of Development Organizations and its members have worked together since 1967 to promote the regional cooperation of local governments and communities. In 1988, the National Association of Development Organizations Research Foundation was founded to serve as the research and professional development affiliate of the association.

Members of the National Association of Development Organizations receive benefits and services essential to operating in the competitive climate of today. These benefits and services include effective federal advocacy initiatives, timely information and publications, targeted and practical research, discounts on training and professional development events and access to the association's professional staff.

The National Association of Development Organizations has four membership levels, General at \$2,000, Sustaining at \$3,000, Platinum at \$4,000 and Platinum Plus at \$6,000. The Council is currently a Platinum level member. It is recommended that the Council upgrade its membership to Platinum Plus level. The If you have any questions concerning this matter, please do not hesitate to contact me.

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October 16, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Check Fraud Status Report

On March 20, 2013, a fraudulent check in the amount of \$49,523.00 that was written on the Council's bank account was processed and paid by Wells Fargo. Also on March 20, 2013, Council staff filed an affidavit of check fraud concerning this matter with Wells Fargo. On March 25, 2013, Council staff filed a crime report concerning this matter with the Gainesville Police Department.

On March 28, 2013, Council Attorney Jonathan Wershow and Council staff briefed the Executive Committee concerning this matter. On April 18, 2013, the Council Attorney sent a letter to Wells Fargo requesting that Wells Fargo remit to the Council within 30 days the unauthorized \$49,523.00 released by Wells Fargo from the Council's account. On April 25, 2013, Council staff briefed the Council concerning this matter. On June 3, 2013, attorneys for Wells Fargo responded via letter to Mr. Wershow's letter stating that Wells Fargo will not reimburse the Council for the \$49,523.00 released from the Council's account by Wells Fargo.

On July 25, 2013, the Council authorized the Council Attorney to file a lawsuit against Wells Fargo to recover the unauthorized \$49,523.00 and designate Scott Koons, Executive Director, as the Council's representative concerning all matters related to such lawsuit. In addition, the Council authorized the Council Attorney and the Executive Director to contact federal and state law enforcement agencies to discuss the fraudulent check processed and paid out of the Council's bank account by Wells Fargo.

On August 5, 2013, Council Attorney Wershow and I met with Mr. William Cervone, State's Attorney for the Eighth Judicial Circuit of Florida to discuss the check fraud incident. Mr. Cervone offered the assistance of his staff to work with the Gainesville Police Department to secure the bank records relating to the check fraud incident.

On August 6, 2013, Council Attorney Wershow and Co-Counsel Stanley Cushman filed a five-count lawsuit in the Circuit Court of the Eighth Judicial Circuit in and for Alachua County, Florida, against Wells Fargo Bank, N.A. to recover the unauthorized \$49,523.00 released by Wells Fargo from the Council's bank account.

October 16, 2014

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On September 9, 2013, Wells Fargo responded to the complaint by filing a Motion to Compel Arbitration. Wells Fargo alleges that disputes related to the Council's checking account are to be resolved by an arbitrator. Council Attorney Wershow and Co-Counsel Stanley Cushman responded to the motion stating arbitration does not apply to the dispute.

A hearing was scheduled for October 30, 2013 in the Circuit Court of the Eighth Judicial Circuit in and for Alachua County, Florida on the Motion to Compel Arbitration filed by Wells Fargo to resolve the dispute between the Council and Wells Fargo. However, the hearing was rescheduled for January 24, 2014. At the conclusion of the hearing, the Circuit Court granted the Motion to Compel Arbitration.

On May 13, 2014, a letter was sent to Wells Fargo by Co-Counsel Stanley Cushman requesting additional information concerning the disputed check. On September 24, 2014 a Notice of Arbitration and Statement of Claim was filed with the American Arbitration Association by Co-Counsel Stanley Cushman on behalf of the Council. On October 14, 2014 attorneys from Wells Fargo filed a Respondent's Answering Statement to the Statement of Claim.

Council Attorney Wershow and Co-Counsel Stanley Cushman are continuing to coordinate with the attorney of Wells Fargo on the selection of an arbitrator and scheduling of the arbitration hearing.

Please find attached a summary of legal fees incurred to date concerning the lawsuit.

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

Attachment

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Wells Fargo Lawsuit
Legal Fees

October 16, 2014

<u>Month</u>	<u>Amount</u>
August 2013	\$1,383
September 2013	\$2,253
October 2013	\$3,445
November 2013	\$180
December 2013	\$0
January 2014	\$2,760
February 2014	\$1,410
March 2014	\$2,502
April 2014	\$2,669
May 2014	\$2,970
June 2014	\$6,515
July 2014	\$330
August 2014	\$420
September 2014	<u>\$810</u>
 Total	 \$27,647