



Education / Development Advisory Committee

Minutes from the April 14, 2016 Meeting

Participants

Committee Members

(Chair) School Board Member Patricia Good, Broward County Schools
Mayor Mikkie Belvedere, City of Coconut Creek
Commissioner Christine Hunschofsky, City of Parkland

Staff Members

Chris Ryan*, Director of Public Involvement and Communication / Title VI Coordinator/DBE Liaison
Charlene Burke, Transportation Planner
James Cromar, Director of Planning
Roxana Ene, Transportation Improvement Program (TIP) / Project Manager
Alan Gabriel, General Counsel
Peter Gies, Transportation Planner
Daniel Knickelbein, Transportation Planner
Michael Ronskavitz, Deputy Director
Greg Stuart, Executive Director
Anthea Thomas, Public Involvement Specialist

**Strategic Direction Staff Leader*

Other Participants

Todd Brauer, Whitehouse Group
Drew Draper, Whitehouse Group
Nicholas Torres, Whitehouse Group

Discussion Items

1. Chris Ryan welcomed participants.
2. The committee did not have a quorum of voting members; therefore, approval of the October 8, 2015 meeting minutes was tabled until the October 13, 2016 committee meeting.

3. MPO staff provided a brief overview of the progress made on each of the products / actions documented within the Education / Development section of the *Strategic Business Plan*.
4. The Committee discussed the following related to the MPO Annual Report:
 - a. The second Annual Report is currently under development and will be published July 2016.
5. The Committee discussed the following related to the one-page Summary of all Board meetings:
 - a. The one-page Summary is developed and sent out to Board members following each Board meeting and is posted to Facebook.
6. The Committee discussed the following related to the Public Participation Plan (School Age Children):
 - a. If available, provide funding assistance for teacher materials for the TRAC & RIDES Program.
 - b. Reach out to Board members for transportation-related internship opportunities for high school and college-aged students.
 - c. Monitor upcoming pilot project with Deerfield Beach High School for development of a Planning Exercise / Field Visit program.
 - d. Raise the importance of transportation issues and discuss the role of the MPO with Broward County school teachers.
 - e. Reach out to Junior Achievement of South Florida, BizTown as a possible partnership opportunity for local school-aged children.
 - f. Reach out to charter schools to participate in Safe Walk to Schools.
7. The Committee discussed the following related to the Board Educational Program:
 - a. Key transportation topics should be discussed in a Q&A fact sheet.
 - i. The committee discussed the draft fact sheet providing an overview of the Project Prioritization Process and the graphic that will be used to complement the fact sheet.
 - b. The committee suggested to include the Q&A as part of the Transportation Planning Guidebook as suggested by the Multimodal Improvements Committee.
8. The Committee discussed the following related to the MPO Staff Skills Audit:

- a. The MPO is to issue a Task Work Order for a MPO Staff Skills Audit with an efficiency expert. The audit will provide information on staff training needs as well as staff abilities that can be resources for municipalities.
9. The Committee discussed the following related to the MPO Staff Educational Program:
 - a. Include findings from the MPO Staff Skills Audit as a foundation for the MPO Staff Educational Program.

Action Items

Board Education Program

1. Develop a Q&A section on critical transportation topics as part of the Transportation Planning Guidebook.
2. The MPO will reach out to other agencies and municipalities in Broward County for transportation-related internship opportunities and coordinate with the Committee.

Next Education / Development Advisory Committee Meeting October 13, 2016

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the Americans with Disabilities Act, please contact: Chris Ryan, Director of Public Involvement and Communication / Title VI Coordinator at (954) 876-0036 or ryanc@browardmpo.org.
