



Florida Metropolitan Planning Organization Advisory Council  
*A forum for transportation decision-making*

## **BEST PRACTICES WORKGROUP ORGANIZATIONAL MEETING**

**March 2, 2017**

Lee County Administration East Facility  
2201 Second Street, Room 118  
Fort Myers, Florida 33901

### **Proposed Meeting Objectives**

- To review the MPOAC Strategic Directions Plan Outcomes and Charge to the Workgroup including purpose, process and roles
- To discuss developing an MPOAC Best Practices Strategy
- To agree on a 2017-18 Best Practices Workgroup Work Plan and Tasks
- To review and clarify tasks, next steps and assignments going forward

### **Draft Meeting Agenda**

**10:00 a.m. Welcome & Introductions-** review of meeting objectives and member expectations

**10:15 Review of Strategic Directions Charge to the Workgroup**

- Purpose, Process & Roles

**10:30 Review, Discussion and Agreement on a Work Plan 2017-18**

- Overview of the Work Plan 2017-18
- Discussion and Agreement on an Approach to an MPOAC Best Practices Strategy
- Review of Potential Workgroup Tasks including:
  - o Identifying best practice areas and topics
  - o Establishing a platform to communicate and share best practices
  - o Organizing a new “signature” MPOAC best practices workshop series and establishing a Workshop planning committee.
  - o Others?

**12:00 Next Steps and Assignments**

- Review of Workgroup Meeting Schedule 2017-18 going forward
- Summary of Workgroup decisions and review of next steps and assignments

**12:15 Adjourn**

## **MPOAC Best Practices Workgroup Charge**

*Adopted by the MPOAC Governing Board, January 2017*

The Best Practices Workgroup, appointed by the MPOAC Governing Board includes the following members with the Executive Director serving as ex-officio on the Workgroup:

- 1. Beth Alden, Workgroup Host, Hillsborough TPO**
2. Beth Beltran – Martin MPO
3. Whit Blanton – Forward Pinellas
4. Lois Bollenback – River to Sea TPO
5. Peter Buchwald – St. Lucie TPO
6. Denise Bunnewith – North Florida TPO
7. Paul Calvaresi – Broward MPO
8. Bob Herrington – Charlotte County - Punta Gorda MPO
9. Dave Hutchinson – Sarasota/Manatee MPO
10. Bob Kamm – Space Coast TPO
11. Nick Uhren – Palm Beach MPO
12. *Carl Mikyska, ex officio*

### **Workgroup Purpose**

The purpose of the Work Group is to enhance transportation planning and deliver results through sharing operational and substantive best practices.

### **Work Plan Tasks**

The Work Group will meet in person and by conference call between March 2017 and June 2019. In its discussions and deliberations of these topics the Workgroup will be guided by and work to develop recommendations in the context of the following:

- The adopted MPOAC vision, mission statement and principles;
- The guidance contained in the adopted MPOAC Strategic Directions 5 year plan.

As the process develops, the Workgroup will provide quarterly updates to the Staff Directors and the MPOAC Governing Board and receive input and guidance in their work.

In 2017-18 the Workgroup will seek to:

- Clarify the MPO host role
- Determine whether to conduct a “best practices” survey with MPOAC members as part of its efforts to compile and review a list of potential best practices topics and speakers on both operational and substantive issues from MPOAC, national and state sources and state and local examples including the FHWA best practices emerging from Florida MPO reviews, for use over the next several years.
- Determine how the Best Practices Workshops can be designed to deliver the maximum value to MPOAC members and also realize revenue by marketing to MPOAC partners and interested others.
- Determine the topic or topics for the first Best Practice Workshop

- Review and make recommendations on whether the MPOAC should establish, support and share with MPOAC members an online platform and repository of best practices and successful strategies in Florida and nationally.
- Establish time and place for the first Best Practices Workshop (*Estimated: Spring 2018*)
- Make recommendations on how to best support the initial and future Best Practice workshops (e.g. MPOAC Strategic Directions Plan implementation funding, registration revenue, in-kind contributions of MPO/TPOs, etc.)
- Develop checklist for design, convening and marketing future MPOAC best practice workshops.

In 2018-2019 the Workgroup will seek to:

- Review the results of the first MPOAC Best Practices Workshop and recommend how to conduct future BP workshops.
- Select a topic for the 2<sup>nd</sup> Best Practice Workshop and establish a sequence of topics for future Best Practice Workshops.
- Recommend whether the MPOAC should establish a best practices award and recognition program associated with the BP Workshops for work by Florida MPO/TPOs.

### **Process**

It is anticipated that the Work Group will meet face to face at MPOAC quarterly meetings and by conference call. The Executive Director in consultation with the Workgroup Host and workgroup members will establish a meeting schedule. The Workgroup should expect to present quarterly updates or reports to the MPOAC Governing Board as needed.

The Workgroup will be guided by the consensus guidelines and its members should strive for agreement on possible draft recommendations to bring to the MPOAC Governing Board. The Workgroup will receive feedback and guidance from the Governing Board and the Staff Directors on early draft recommendations.

### **Roles**

The Workgroup Host will serve for 2 years and chair the workgroup meetings and be responsible for proposing agendas and hosting the initial Best Practice Workshop

The Workgroup members are responsible for participating in the meetings, engaging in the process of discussing and developing draft recommendations related to the workgroup charge, and complete assignments as requested by the Host.

The Executive Director will serve as an ex office member of the Workgroup and is responsible for staffing and providing facilitation for the Best Practices Workgroup as well as assisting by securing or providing background information and research as needed. He will also assist in convening the Best Practices Workgroup, and coordinate with the other MPOAC Workgroups.

# MPOAC STRATEGIC DIRECTIONS PLAN--2016-2021

*Adopted April 2016*

## MPOAC MISSION STATEMENT

**The MPOAC improves transportation planning and education by engaging and equipping its members\* to deliver results through shared innovations, best practices, enhanced coordination, communication and advocacy.**

*\* Members includes MPO elected officials and staff*

## GUIDING PRINCIPLES IN DEVELOPING THE MPOAC STRATEGIC PLAN

- A. Maximize the role of the MPOAC in transportation policy, planning and education
- B. Serve as a state transportation leader and agent of positive change.
- C. Empower and enable individual M/TPOs to do their jobs better
- D. Provide opportunities for MPOAC members (MPO elected officials and staff) to participate in committee and workgroup efforts to enhance the organization's mission and impact
- E. Evaluate MPOAC's organizational effectiveness in implementing the strategic goals, objectives & actions

**GOAL A: THE MPOAC WILL SUPPORT THE SHARING OF BEST PRACTICES, AND HELP COORDINATE AND COMMUNICATE WITH MEMBERS AND OTHER ORGANIZATIONS.**

### OBJECTIVES:

- 1. THE MPOAC WILL CONVENE WORKING GROUPS TO DETERMINE HOW BEST TO SHARE INFORMATION ON BEST PRACTICES AND INNOVATIONS WITH MEMBERS AND OTHER INTERESTED PARTIES.**

#### *Strategic Actions*

- a) **Establish an MPOAC best practice working group** to develop a process for:
  - Identifying MPOAC best practices & successes. Vetting and establishing a repository of best practices and successful strategies, and consider branding a set of MPOAC best practices and successful strategies.
  - Implementation of new MPOAC operational and topical best practices workshops. The working group will recommend the design, funding/budget, administration and marketing of an MPOAC best practices workshop. These should include
    - Operational- e.g. Federal certification reviews, member orientation process best practices, budgeting/funding, business and strategic planning, benefit procurement, etc.; and
    - Topical- e.g. automated/connected vehicles, technology/data management, public participation, complete streets, sunshine/ethics, etc., that can be presented in workshops.
  - Recognition of Innovation. Consider the creation of a recognition or awards program as part of the best practices workshops.
- b) **Establish a MPOAC Bike and Pedestrian working group** to share information and best practices in coordination with the State, including complete streets.

## **MPOAC BEST PRACTICES WORKGROUP DRAFT WORK PLAN SCHEDULE**

### **January 2017**

- MPOAC adopts charge and appoints Best Practices Workgroup

### **March 2-3 2017**

- **Best Practices Workgroup Organizational meeting (#1), March 2, 10:00 am- 12:15 pm**  
Review the roles, work plan/schedule, discuss strategy and approaches, identify best practice topics and clarify next steps.
- Staff Directors Advisory Committee, March 2, 1:30-4:30 pm
- Bike Ped Workgroup Organizational meeting (#1) March 3, 10:00 am- 12:15 pm.  
Review the roles, work plan/schedule, topics and clarify next steps.

### **April 6 2017**

- Freight Committee, April 6, 10:00 am-12:15 pm
- **MPOAC Quarterly Meeting- April 6 2017, Space Coast Florida**

### **June 1, 2017**

- **Best Practices Workgroup meeting (#2) June 1, 2017 10:00 am- 12:15 pm**
- Bike Ped Workgroup meeting (#2) TBD June 2017, 10:00 am- 12:15 pm.
- Staff Directors Advisory Committee, TBD June 2017 1:30-4:00 pm

### **July 19, 2017**

- Freight Committee, July 19, 2017 10:00 am- 12:15 pm
- MPOAC Quarterly Meeting- July 19, 2017 Boca Raton

### **October 12, 2017**

- **Best Practices Workgroup Organizational meeting (#3), October 12 2017, 10:00 am- 12:00 pm**
- Bike Ped Workgroup meeting (#3) October 2017 10:00 am- 12:00 pm.
- Staff Directors Advisory Committee, TBD October 2017 1:30-4:30 pm

### **November 6 & 7, 2017, Panama City**

- **Best Practices Workgroup meeting (#4), November 6, 10:00 am- 12:00 pm**
- MPOAC Quarterly Meeting- November 6, Boca Raton, provide an update on the BP Workgroup & Bike Ped Workgroup Efforts

### **January 2018 (early?)**

- **Best Practices Workgroup meeting (#5), TBD Early January 2018, 10:00 am- 12:00 pm**  
Bike Ped Workgroup meeting (#4) TBD Early January 2018  
Staff Directors Quarterly Meeting, TBD Early January 2018

### **January 2018 (late?)**

- MPOAC Quarterly Meeting- TBD Late January, 2018, Tallahassee
- Safe Streets Regional Summit, January 26, 2018 West Palm Beach- Palm Beach MPO

**March 2018**

- **Best Practices Workgroup meeting (#6), TBD March 2018, 10:00 am- 12:00 pm**
- Bike Ped Workgroup meeting (#5) TBD March 2018, 10:00 am- 12:00 pm.
- Staff Directors Advisory Committee, TBD March 2018 1:30-4:30 pm

**April 2018**

- **MPOAC Quarterly Meeting, April (TBD), 2018**

**Spring/Summer 2018**

- First MPOAC Best Practices Workshop

**October 2018**

- **Best Practices Workgroup Organizational meeting (#7), TBD October 2018 10:00 am- 12:00 pm**
- Bike Ped Workgroup meeting, October 2018 10:00 am- 12:00 pm.
- Staff Directors Advisory Committee, October 2018 1:30-4:30 pm