



FLORIDA DEPARTMENT OF TRANSPORTATION  
**EXECUTIVE WORKSHOP MINUTES**  
Tallahassee, FL

The Workshop was held on October 16, 2013, via video conference and began at 1:00 p.m.

1. Opening Remarks

Assistant Secretary Brian Blanchard opened the meeting and welcomed attendees.

2. Review and Approval of Workshop Minutes

The September 2013 Executive Workshop minutes were approved as submitted.

3. Procedures

*Tana Ashbaker, Forms and Procedures*

The following procedures were approved as submitted.

025-020-002: Standard Operation System

Owner: Tana Ashbaker

700-000-000: CPAM Section 10.12, Foundations on Design-Build Projects

Owner: Juan Castellanos

4. BSSO Work Plan Process

*April Blackburn, Office of Information Systems*

April Blackburn gave a presentation on the Business Systems Support Office (BSSO) Work Plan process. She reviewed the required "*Business Case*" documentation, timeframes and responsibilities for submitting business cases. She provided details on the review and prioritization that occurs twice a year with the Assistant Secretaries and Chief Engineer. In addition, the BSSO Work Plan is reviewed on a monthly basis with the Assistant Secretaries, Chief Engineer and project sponsors. She concluded with recent improvements and future goals to improve the overall process and timely delivery of application development projects for the Department.

5. 2013 Leadership Academy Presentations:

Communication Efforts and Improvements

*Team C – April Blackburn*

April Blackburn, representing Team C-4 (Team Explosive) from this June's Leadership Academy, presented on the Secretary's Challenge relating to Communication Efforts and Improvements. April reviewed the current communication efforts, employee survey data, and additional information that Team C-4 gathered. She also presented the team's findings in regards to issues, specifically, the tone, content and structure of the messages and middle management's role and their responsibilities. Also noted was the team's 12 recommendations on how the Department's leadership can address these issues. The Executive Board requested Ms. Blackburn's speaking notes, which have been added to the Executive Workshop SharePoint site in the form of the [handout](#) that was provided at the Leadership Academy presentations.

FDOT Formal Awards Program  
*Team C – Alan El-Urfali*

Alan El-Urfali, representing Team 3-D from this June's Leadership Academy, presented on the Secretary's Challenge relating to the Annual Employee Awards Program. Mr. El-Urfali reviewed the current State employee survey data and additional information Team 3-D gathered. He also presented the team's findings in regards to issues, specifically, the five year dissatisfaction rates, content of the executive summary and best practices for Districts 4 & 6. Also noted was the team's 7 recommendations on how the Department's leadership can address these issues. He also outlined three bold and innovative recommendations that can be implemented without the current restrictions set into law.

6. Innovators! Right of Way Procedure Task Team  
*Joe Jordan, Right of Way, District Two*

An introduction was provided by Team Facilitator, Phillip Gainer, Director of Transportation Operations, District 3. The presentation was delivered by Joe Jordan, District Two Right of Way Manager. The presentation was begun by announcing the team members and discussing the purpose of the team, which was to identify Right of Way procedures that add little or no value and potentially save time and money. Twenty-eight separate right of way procedures were reviewed and analyzed by the committee during a 3 month process. In the final analysis, 11 procedures were presented to the Executive Workshop for elimination or modification. They are as follows:

1. Settlement Approval Authority – A proposal was made to move settlement approval authority to the districts with the Right of Way Manager, Production Director and District Secretary having settlement authority at graduated levels. The Director of Right of Way would inform the Director, Office of Right of Way about all sensitive or significant parcels of interest.
2. Mediation – A proposal was made to place full settlement authority and determination in the district without necessity of input from Director, Office of Right of Way. The Director would be provided written justification within 30 days of stipulated final judgment.
3. Binding Offers for the Purchase of Real Property.
4. Interests in Real Estate.
5. Binding Agreements – Items 3, 4, and 5 are very similar in that the present procedure requires Right of Way involvement with the Office of General Counsel on every parcel that Right of Way attempts to acquire. The proposal was made to provide a compromise to the present policy and allow flexibility to the Office of Right of Way with regard to this requirement.
6. Owner Retention – The proposal was to modify present procedural requirements of appraisal modification and new offer requirements when the property owner wishes to retain an item which the Department has offered to acquire. The proposed process would allow for the salvage value of the item to be used for negotiation purposes instead of requiring a new offer.
7. Settlement Approval Authority – A proposal was made to allow someone other than SMS or SES employees to serve as the client representative for the

Department at mediation. Some Districts need additional capacity for representation as a result of restructuring and organization of the District Right of Way Offices.

8. Warrant Cancellation – A proposal was made to modify the present requirement that the Production Director must approve district warrant retention every 30 days to allow for 90 day review period requirements and provide for Right of Way Manager approval.
9. Appraisal and Appraisal Review – A proposal was made to eliminate the need for the development and review of Project Data Books from procedure and remove this present requirement into the Guidance Document section of the Right of Way Manual.
10. Responsibilities of Deputy District Right of Way Manager, Appraisal – A proposal was made to eliminate the procedural requirement that the Appraisal Deputy must notify the Right of Way Manager of each occurrence when an updated appraisal value increases by at least \$10,000.00 and 15%.
11. Portability of the “Save Our Homes” Benefit - A proposal was made to eliminate this requirement from the Guidance Document Section of the Right of Way Manual. Present statutory provisions satisfy any need for concern regarding real estate taxation issues associated with project-related homestead displacement.

The Task Team made a recommendation for all proposals to proceed through full review and analysis pursuant to the current Procedure Review Process of the FDOT Standard Operating System.

Assistant Secretary, Brian Blanchard determined that more time was needed for review of the proposals and requested the agenda item be continued on the November Executive Workshop Agenda.

The meeting adjourned at 2:10 p.m.