



FLORIDA DEPARTMENT OF TRANSPORTATION
EXECUTIVE WORKSHOP MINUTES
Tallahassee, FL

The Workshop was held on September 18, 2013, and began at 1:00 p.m.

1. Opening Remarks

Assistant Secretary Brian Blanchard opened the meeting and welcomed attendees.

He recognized the attendance of Bob Esposito (District Seven Government Affairs Liaison), Ken Harvey and Tim Marshall from the FHWA Office.

2. Review and Approval of Workshop Minutes

The July 2013 Executive Workshop and Program Planning Workshop minutes were approved as submitted.

3. Procedures

Tana Ashbaker, Forms and Procedures

001-010-025 Participation in Public Meetings

Owner: Bruce Conroy

Bruce Conroy, General Counsel's Office, presented the new draft "Participation in Public Meetings" policy. The policy stems from the new Section 286.0113, Florida Statutes, which provides opportunity for the public to be heard at all Sunshine meetings prior to official action. The policy gives general guidance on implementing the new statute for all Department meetings subject to Florida's Government in the Sunshine law. Any questions should be directed to the Office of the General Counsel.

375-030-004 Audit Process for Professional Services Consultants

Owner: Carla Perry/Jeffrey Owens

375-040-020 Procurement of Commodities & Contractual Services, Ch 1 Introduction

Owner: Carla Perry

525-010-300 Local Agency Certification & Performance Management, Ch 3

Owner: Bob Crim/Roosevelt Petithomme

4. Awards

Assistant Secretary Brian Blanchard, Engineering and Operations

Assistant Secretary Brian Blanchard presented awards to:

- a. District Four – American's Transportation Award, Dixie Highway Flyover Project
- b. District Two – Perpetual Pavement Award, US 19 (Levy County)

5. Economic Development Transportation Fund

Jasmin Raffington, Intermodal Systems Development

Ms. Raffington provided a brief overview of the Economic Development Transportation Fund and its first year of operation at FDOT. The program was transferred from DEO to FDOT on July 1, 2012, by Chapter 2012-128, L.O.F. (Senate Bill 1998). During its first year of operation at FDOT, the program committed \$22.2 million of its \$23.1 million

appropriation to 14 projects that include road, rail, airport, port, and intermodal logistic facility improvements. The projects will create or retain at least 3,960 Florida jobs. The Executive Team requested that Ms. Raffington give progress updates at the Executive Workshop every six months.

6. Automated Purchasing Card Audit / Quality Assurance Review Computer Application
Jim Lane, Office of the Comptroller

Mr. Lane introduced the Purchasing Card Audit QAReview Document Storage (PCARD) application. The new system will facilitate the upload of scanned purchase card documents for permanent electronic record storage, allow for on-line auditing and procurement reviews and provide email notification and on-line review of management reports. Testing is being conducted with the assistance of the State Materials Office. The District Financial Offices will also be involved in testing. Initial training for cardholders and delegates on the records management module is scheduled for October 2013, and will be conducted through webinars. The module will be available in November 2013, and records will be back loaded from the beginning of the 2013 Fiscal Year (July 1, 2013). A request was made by Assistant Secretary Brian Blanchard for a follow-up report in six months.

7. 2013 FDOT Leadership Academy
Teams A and B

Team A – Dan Hurtado “Has Stepping Up Become Part of the FDOT Culture?”

Mr. Hurtado gave this presentation initially at the Leadership Academy Graduation and was requested to present to the Executive Workshop. This presentation addressed information obtained from an online survey completed by FDOT employees describing their understanding of the Secretary’s “Step Up” plan and how they have heard about the plan. Trending data was presented which demonstrated how employee understanding and dissemination of the “Step Up” plan has progressed over a 2 year period. Ideas were presented for enhancing the practice of “Step Up” which involved branding, electronic and employee based outreaches.

Team B – Trey Tillander – “813”

Trey Tillander presented the Secretary’s Challenge on behalf of the 2013 Leadership Academy Team B. “813” was the number of employees that indicated they had trust issues or dissatisfaction with the Executive Team. The Leadership Academy Team’s challenge was “How do we build trust and credibility in the Executive Team?” Mr. Tillander described the challenge, presented the team members, gave an overview of the Employee Survey data, described the team’s research and findings, and presented five implementable and measurable recommendations. The five recommendations fell into two themes: connecting with employees and consistent communications. The five recommendations were quarterly work days, annual visits to each unit in the District, annual meetings with each manager/supervisor in the District, quarterly rotations of the Executive Team meetings to the Districts along with Town Hall meetings, and to continue the webinars and podcasts. After the presentation there was discussion that some of the Executives are already implementing some of these recommendations.

There was also discussion expressing interest in rotating the Executive Workshop meetings to the Districts.

8. New Directive Tolling on the State Highway System and Guiding Principles for Express Lanes
Jennifer Fortunas, Systems Planning

Ms. Fortunas gave a briefing to the Executive Team on recently published Directive 525-030-020a "Tolling for New and Existing Facilities on the State Highway System. Ms. Fortunas started with a summary of how the Secretary's vision is outlined in the directive with framework and guiding principles for express lanes. The vision is already being institutionalized in the Transportation System Management and Operations (TSM&O) program and in Part II, Chapter 6 of the PD&E Manual, which addresses alternative analysis. The six guiding principles were outlined in a brochure handed out to all meeting attendees.

Ms. Fortunas then went over the next steps which involve development of a statewide handbook for express lanes which would provide more details on signing, striping, delineators, operational objectives, tolling schemes, etc. Express lanes in our state are evolving, and during development and publication of the handbook, a variance process is recommended which would follow the already established variance process in the Plans Preparation Manual. Some examples of potential variances are for signing, striping, and delineators.

The next steps are to develop a statewide express lanes handbook which will contain an express lane implementation plan, guidance on how to develop express lanes in different regions around the state, guidance for planning level transportation concept of operations, and a paradigm shift in the way to plan for capacity improvements by linking planning and operations. After the handbook is completed, it is envisioned each urban region around the state (Jacksonville's First Coast, Tampa Bay, Greater Orlando) will develop a Regional Transportation Concept of Operations similar to the one completed in southeast Florida.

The meeting adjourned at 3:25 p.m.