

Southwest Florida Regional Planning Council Comprehensive Economic Development Strategy Committee March 24th at 2:00pm

Conference Call/Webex Meeting

Dial In-Number: (888) 808-6959

Conference Code: 2550232

Welcome and Introductions

Meeting Minutes

Action Item: Approve the minutes of October 18, 2010

Economic Development District (EDD) Annual Award

Committee's Organizational Structure

Action Item: Review the following documents and form a committee to recommend updates.

- Membership list
- Status of revised Bylaws
- Appointments/Membership

Subcommittees of Vital Projects

Action Item: Approve the subcommittee list for vital projects and any additional membership appointments to the subcommittees.

Presentations: Strategic Regional Policy Plan Evaluation Appraisal Report (EAR) – David Crawford

http://www.swflregionalvision.com/srpp_ear.html

Action Item: Staff is requesting that the CEDS Committee review the existing Economic Development Element of the SRPP and assess the successes and non-successes of the SRPP's Goals, Strategies and Actions as it relates to where the region is today. Additionally, Council staff would like any new goals, strategies and actions that may need to be addressed in order to take the regional economy to 2035.

EDA Upcoming Reporting Requirements (Information Item)

- Progress Report due by July 31st

Other Business

- Rollout of new SWFRPC website at www.swfrpc.org
- Updating SWFRPC Economic Development District section of the website

Member Comments

Public Comments

Next Meeting - Quarterly Meeting is scheduled for Thursday, June 23rd at 2:00pm (In conflict with the FEDC workshop)

Adjournment

Southwest Florida Regional Planning Council
2nd Floor Conference Room
1926 Victoria Avenue, Fort Myers 33901

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE WEBEX/MEETING OCTOBER 18, 2010

Attendees

Deborah Forester, Charlotte County EDC
Gary Jackson, FGCU
Rod Casto, USF
Tammie Nemecek, EDC of Collier County
Audie Lewis, City of Cape Coral
Warren Baucom, Lee County EDC
Susan Malcolm, Hendry County EDC
Kevin Taylor, Madden Research Group
Jennifer Pellechio, SWFRPC
Nichole Gwinnett, SWFRPC

Call to Order

Ms. Pellechio called the meeting to order at 11:02 a.m. and introductions were made.

Meeting Minutes

Mr. Baucom moved and Dr. Jackson seconded to approve the minutes of June 21st, August 12th, August 26th, September 2nd and September 23rd. The motion carried unanimously.

Quarterly Meeting Schedule

Ms. Pellechio discussed the possible dates and times for the quarterly meeting schedule.

Dr. Jackson asked how long the meetings are expected to last. Ms. Pellechio explained that staff wanted to have tentative dates and times set up in order for the members to be able to place them on their calendars. Many of the dates were scheduled around the reporting criteria that is needed for the CEDS, if there are no action items needed then the meeting can be cancelled.

Ms. Forester noted that Thursday's at 10:00 or 11:00 do not work for her, so she would vote for the fourth Friday.

Dr. Jackson noted that the reason for asking how long the meetings would last is because he has a class to teach a little after 12:00 p.m. Are the meetings going to be WebEx meetings or in person? Ms. Pellechio replied that when this discussion was first brought up it was to have the meeting in person; however, she noted that she receives the best attendance when she holds WebEx meetings.

Mr. Baucom noted that the fourth Friday of the month is the Horizon Council meeting from 8:00 to 10:30 a.m.

Ms. Pellechio asked Ms. Forester if Thursday afternoons would be better for her schedule. Ms. Forester replied yes.

Mr. Lewis replied that Thursday afternoon works for his schedule.

Mr. Casto stated that Thursday afternoon works for his schedule.

Dr. Jackson stated that Thursday afternoon would work for him in the spring because he teaches Monday and Wednesday, but then he teaches Tuesday and Thursday afternoons in the fall.

Ms. Pellechio stated that she is going to send out a Doodle.com poll again.

EDA Upcoming Reporting Requirements

Ms. Pellechio reviewed this item for information purposes.

Committee's Organizational Structure

Ms. Pellechio explained that the current EDA Grant expires December 31st and the current bylaws, membership list, Economic Development Strategy Committee Mission Statement, Economic Development Administration Benefits and direction of the Committee and Workplan are out-of-date. She then asked if there were any volunteers to help with revamping the bylaws.

Dr. Jackson stated that he agrees that the committee's bylaws are out-of-date and need to be updated.

Ms. Nemecek stated that she would volunteer to help with the bylaws. She then suggested obtaining other EDD's bylaws to compare.

Ms. Pellechio stated that staff is going to contact each of the RPCs to ask for a copy of their EDD bylaws for comparison. She noted that she would like to bring an updated version of the bylaws to the January meeting.

Mr. Casto stated that he would volunteer to help with the bylaws. He would like to learn a little bit more about the scope of work and timing.

Ms. Pellechio reviewed the workplan.

Other Business

Ms. Pellechio announced that staff is in the process of updating the SWFRPC's website which includes the Economic Development section.

Ms. Pellechio announced that the SWFRPC was not awarded the HUD Sustainable Communities Planning Grant; however, both Central Florida and South Florida RPCs award recipients.

Ms. Pellechio announced that staff submitted a community-wide assessment Brownfields grant.

Member Comments

Ms. Forester announced that Charlotte County's Energy Road Show is scheduled for October 19th and the Energy Conference is scheduled for November 12th.

Dr. Jackson announced that FGCU hired Dr. Sandra Kauanui as their Director of Institute of Entrepreneurship.

Ms. Nemecek suggested coordinating with the grant writers from each county and city to discuss grant opportunities. Ms. Pellechio stated that the AARA group was looking for a new direction so they may be a group to reach out to.

Adjournment

The meeting was adjourned at 11:35 a.m.

U.S. DEPARTMENT OF COMMERCE
Economic Development Administration
SCOPE OF WORK

The purpose of EDA planning investments is to provide support to planning organizations for the development, implementation, revision, or replacement of Comprehensive Economic Development Strategies (CEDS) pursuant to Section 303 of EDA's Final Rule.

Specific work elements for FY 2011 – FY 2013 will include:

- Development of the Comprehensive Economic Development Strategy (CEDS) for the Region, as appropriate;
- Utilization of the CEDS and CEDS process to foster collaborative regional economic development efforts;
- Implementation of the Action Plan of the CEDS including grant writing, planning and technical assistance, other economic development assistance, training, travel, and other related activities, if directly associated to CEDS implementation;
- Coordinate federal, state, and local funds to optimize the implementation of the CEDS action plan and progress toward attainment of regional goals, objectives and vision;
- Provide reports, data and regional information as requested by EDA in a timely manner;
- Ensuring that the EDD complies with EDA regulations particularly those regarding eligibility, designation, and CEDS; and
- GPRA reporting.

Southwest Florida Economic Development Strategy Committee Membership List

Committee Member	Affiliation
Mr. Doug Gyuer	Private Sector Reps
Mr. Ron Hamel	Private Sector Reps
Mr. Bert Hamilton	Private Sector Reps
Mr. Brian Rist	Private Sector Reps
Mr. Brian Goguen	Private Sector Reps
Mr. Tom Danahy	Private Sector Reps
Mr. Ford Frey	Private Sector Reps
Mr. Tom Rice	Private Sector Reps
Mr. Mitch Hutchcraft	Private Sector Reps
Mr. Robert J. Mulhere	Private Sector Reps
Ms. Alexis Crespo	Private Sector Reps
Mr. Russ Weyer	Private Sector Reps
Ms. Janis Fawn	Private Sector Reps
Ms. Anne Merrill	Private Sector Reps
Mr. Frank Mambuca	Private Sector Reps
Mr. Rock Aboujaoude	Private Sector Reps
Mr. Mark R. Schlehr	Private Sector Reps
Ms. Beth Mayberry	Private Sector Reps
Ms. Ruth Buchanan	Community leaders
Ms. Lynn Topel	Community leaders
Ms. Debrah Forester	Community leaders
Mr. Roger A. Harrison	Community leaders
Ms. Joan McGill	Community leaders
Ms. Tammie Nemecek	Community leaders
Mr. Gary Quill	Community leaders
Mr. Jim Moore	Community leaders
Ms. Tracy Whirls	Community leaders
Mr. Rod Castro	Representatives of institutions of higher education
Dr. Gary Jackson	Representatives of institutions of higher education
Dr. David C. Kakkuri	Representatives of institutions of higher education
Mr. Dan Regelski	Representatives of institutions of higher education
Mr. Jim Wall	Representatives of workforce development Board
Dr. Richard Pagnetter	Representatives of institutions of higher education
Hon. Kenneth (Butch) Jones	Public officials
Ms. Andrea Messina	Public officials
Hon. Charles (Chuck) Kiester	Public officials

Updated: September 13, 2010

**BYLAWS of the
ECONOMIC DEVELOPMENT COMMITTEE
Of the
SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL
(Adopted June 3, 1993, Amended September 1, 1994)
Draft -Revisions**

ARTICLE I

Name

~~The name of this Committee is the Comprehensive Economic Development Strategy Committee ("CEDS")~~ The name of this Committee is the Economic Development Committee of the Southwest Florida ~~Economic Development District, Regional Planning Council.~~ Economic Development District, Regional Planning Council. In shortened form, the name may be the Economic Development Committee.

ARTICLE II

Purpose

The purpose of the Committee is to establish an information clearinghouse to address rural and urban economic development issues, including the revitalization of urban centers and rural job expansion. Members will share information, advise the Regional Planning Council on areas of economic data development, and create a consensus plan of action which will be used to update the ~~Overall Economic Development Program~~ Comprehensive Economic Development Strategy of the Southwest Florida Regional Planning Council.

ARTICLE III

Membership

1. Membership – Membership on the ~~CEDS Committee Economic Development Committee~~ is based on ~~four-six~~ factors. First, there must be a minimum of two (2) appointees from each County that participates in the activities of the Southwest Florida ~~Regional Planning Council~~ Economic Development District. Second, the ~~must represent the main economic interests of the region, and must include Private Sector Representatives (defined in 13 C.F.R. § 300.3, with respect to any for-profit enterprise, as any senior management official or executive holding a key decision making position, or that person's designee) as a majority of its membership.~~ minority composition of the Committee must meet or exceed the percentage of the minority population of the region. Third, each member of the Committee must represent one of the groups or organizations listed below. Fourth, each of the following groups must be represented on the Committee:

- a. Public officials;
- ~~a. Local Planning Departments~~

- b. ~~Chambers of Commerce Community Leaders;~~
- c. ~~Representatives of workforce development boards;~~
- d. ~~Representatives of institutions of higher education;~~
- e. ~~Minority and labor groups; and~~
- e. ~~Private individuals, Special Purpose Economic Development Agencies and Councils~~
- d. ~~Private Industry Councils~~

2. Appointments and Removals

- a. ~~Nominations-Appointments~~ for membership on the ~~Economic Development~~CEDS Committee are solicited from the groups identified above. The Committee may consider such persons for membership who meet the qualifications specified in these bylaws. ~~Any nomination must be accompanied by a written statement from the group or organization that the member will represent stating that the proposed member does indeed represent that group or organization. If the Committee, by a majority vote, accepts a nomination for membership, the staff shall present that action to the Southwest Florida Regional Planning Council for its approval and formal appointment of the person nominated. Staff will report to the Committee on the action of the Regional Planning Council at the next meeting of the Committee.~~
- b. Removal of a member is accomplished by an appointee’s resignation or by an action by the respective organization or by the Southwest Florida Regional Planning Council.

~~3.—Request for Participation – Failure to attend two (2) consecutive scheduled meetings of the Committee without advance notification places a member in a delinquent status. The Committee may make a written request that the member participate in Committee activities. If there is no response to such a request, the Committee may request the Southwest Florida Regional Planning Council to remove a delinquent member and to seek a new appointment. The Committee will notify the Appointing authority of a member’s delinquent status and request that a new appointment be made.~~

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~~4. Vacancies – It is at the option of each member organization as to whether a nomination is made to fill a vacancy. The Committee may request that the member organization make an appropriate nomination for consideration by the Committee and appointment by the Southwest Florida Regional Planning Council. When a vacancy exists, the Committee will notify the Appointing authority and request that the vacancy be filled.~~

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~~5.1. Alternates – In order to promote attendance at the meetings of the Committee, each group or organization represented on the Committee is encouraged to appoint an alternate representative in addition to the regular member. If possible, the alternate representative should be specified in the letter authorizing the regular member. to represent that group or organization. Any alternate member may represent any absent regular member of that County.~~

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ARTICLE IV

Annual Meeting and Member Terms (do we want to do this??)

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1. Annual Meeting: The annual meeting of the CEDS Committee will take place in December of each year. Prior to the date of the annual meeting Council staff will request each of the participating counties to ratify their respective slate of CEDS Committee members as current and up to date. Any new and/or reaffirmed members will be read into the record at the annual meeting by the Chairperson. New and/or reaffirmed members' terms will begin at the next scheduled meeting of the CEDS Committee.

2. Member Terms: CEDS Committee members will, notwithstanding Article III Section 2.a. serve one year terms which will be renewed at the discretion of the appointing jurisdiction on an annual basis prior to the annual meeting.

ARTICLE ~~IV~~ V

Officers, Terms, Duties, Subcommittees

1. Officers – There will be two (2) officers of the ~~Economic Development~~CEDS Committee: ~~Chairman-Chair~~ and Vice Chair~~man~~. All Officers shall be elected by the CEDS Committee at its December annual meeting. Officers will serve a one-year term of office which will begin at the next scheduled CEDS Committee meeting following the annual meeting in December. The office of Chairperson shall be rotated amongst all six participating counties on an annual basis. All Officer positions reside with the County that the respective CEDS Committee member holding that position represents and not to the individual member. Stating at and immediately following the December annual meeting the office of Vice-Chair will rotate to the position of Chair.
2. Term – The term of the office is one (1) year. Elections will be held in ~~August~~ December of each year as an agenda item of business.
3. Duties – The duties of the ~~Chairman-Chair~~ will be to preside over the meetings of the ~~Economic Development~~CEDS Committee and to carry out other duties as directed by the Committee at large. The Vice ~~Chairman-Chair~~ will act as an alternate to the ~~Chairman-Chair~~ in the absence of the ~~Chairman-Chair~~. The staff of the Regional Planning Council shall act as secretary to the Committee and will assist the ~~Chairman-Chair~~ in carrying out the duties and the responsibilities of this office.
4. Subcommittees – Special purpose and study subcommittees may be formed at the discretion of the ~~Chairman~~Chair. These subcommittees will serve until the completion of the requested action. Membership of subcommittees should include diversified interests from different counties and organizations insofar as practicable.

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ARTICLE VI

Conduct of Meetings

1. Procedure within the Meetings – Behavior and conduct during the meetings will be consistent with that expected of responsible individuals. When there is a conflict on procedural matters, Robert’s Rules of Order, Amended, will be consulted in determining correct action.
2. Agendas – An agenda will be prepared before each meeting with items of action that must be addressed. The agendas will be flexible to allow other items of business that may be addressed.
3. Voting – All voting members, including officers, are entitled to one (1) vote each. Only one vote is allowed for each group or organization represented on the Committee. That vote may be exercised only by the member who represents that group or organization or by the alternate. There will be no proxies. Simple majority vote of a quorum passes any action.

~~4. Quorum – A quorum shall consist of a minimum of 15 members representing at least four of the six counties. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting. 1) a minimum of 2 members from each of the six participating counties for a total of 10 members or 2) a minimum of 11 members. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting.~~

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4-5. _____

~~5-6. _____~~ Minutes – Minutes will be kept for meetings in summary form. The exact language of matters that are voted upon will be entered into the minutes.

~~6-7. _____~~ Guests and Requested Speakers – Members may request the ~~Chairman~~ Chair to invite guests to attend meetings at their own expense. The Committee may also request the ~~Chairman~~ Chair to invite individuals to attend meetings to inform them on items being reviewed by the Committee.

~~7. Reimbursement of Related Expenses – Members shall be reimbursed for meal and travel expenses related to Committee business.~~

8. Informality – In general, and excepting cases where formal action is being undertaken, the Committee will operate with as few procedural constraints as is desirable.

9. Frequency of Meetings – The Committee will schedule full meetings not less than once per calendar quarter ~~and shall call special meetings as deemed appropriate from time to time~~

ARTICLE VII

Responsibilities and Authority

1. The members are expected to share information with one another as it pertains to economic development issues as legally permitted.
2. The Committee shall assist and advise the staff in overall economic development issues.

ARTICLE VIII

Amendments

These bylaws may be changed, amended, expanded, or contracted by any action consistent with Article V, Sections 3 and 4, with the exception of Article III, Sections 1 and 2, and Article V, Sections 3 and 4.

(will be updated once the committee approves)

Subcommittees of Vital Projects

EDA requires reports on topics identified as Vital Projects in the CEDS. In previous meetings the committee discussed various methods for gathering data to include in EDA reports. A recommendation was to compile subcommittees for each of the Vital Projects. Staff contacted existing committee members and inquired their interests.

A list has been compiled of key topics (Vital Projects) in the CEDS document. Staff is requesting review of the attached lists for accuracy. If there are members who wish to participate on the subcommittees, please send an email to staff indicating the subcommittee of interest. Staff will work with the point of contact for the subcommittee to determine the next step.

Recommended Action: Approve the subcommittee list for vital projects and any additional membership appointments to the subcommittees.

REGIONAL ENTREPRENEURSHIP AND INCUBATOR NETWORK SUBCOMMITTEES

Name	Organization	Address	Phone #	E-mail
Warren Baucom	Lee County Economic Development	12800 University Drive, Suite 300 Fort Myers, FL 33907	461-6817 (Direct) 338-3161 (Main) 850-2389 (Mobile)	Wbaucom@leegov.com
Roger Harrison	Hendry County Economic Development Council	P.O. Box 2518, LaBelle, FL 33975 (mailing) 110 Broward Avenue, LaBelle, FL 33935 (physical address)	(863) 675-6007	roger@hendryedc.com
Mitch Hutchcraft	Consolidated Citrus/King Ranch Incorporated	4210 Metro Parkway, Suite 250 Fort Myers, FL 33916	275-4060, Ext. 223 (Office) 405-1694 (Cell)	mhutchcraft@cclpcitrus.com
Dan Regelski	FGCU	10501 FGCU Boulevard Fort Myers, FL		dregelsk@fgcu.edu
Allan Lane	City of North Port	4970 City Hall Boulevard North Port, FL 34286	(941) 429-7001	alane@cityofnorthport.com
Gary Jackson, Ph.D.	FGCU Lutgert College of Business	10501 FGCU Blvd, South Fort Myers, FL 33965-6565	590-7319	gjackson@fgcu.edu

In December 2010, Committee members were contacted regarding interest on certain committees

12/31/2010

PRINCIPALS OF SUSTAINABILITY (BROWNFIELDS) SUBCOMMITTEE

Name	Organization	Address	Phone #	E-mail
Tracy Whirls	Glades County EDC			twhirls@gladescountyedc.com
Dan Regelski	10501 FGCU Blvd, South Fort Myers, FL 33965-6565	745-3705		dregelsk@fgcu.edu
Roger Harrison	P.O. Box 2518, LaBelle, FL 33975 (mailing) 110 Broward Avenue, LaBelle, FL 33935 (physical address)		(863) 675-6007	roger@hendryedc.com

In December 2010, Committee members were contacted regarding interest on specific subcommittees

12/31/2010

CLUSTER DEVELOPMENT SUBCOMMITTEE

Name	Organization	Address	Phone #	E-mail
Mitch Hutchcraft	Consolidated Citrus/King Ranch Incorporated	4210 Metro Parkway, Suite 250 Fort Myers, FL 33916	275-4060, Ext. 223 (Office) 405-1694 (Cell)	mhutchcraft@cclpcitrus.com
Gary Jackson, Ph.D.	FGCU Lutgert College of Business	10501 FGCU Blvd, South Fort Myers, FL 33965-6565	590-7319	gjackson@fgcu.edu

In December 2010, Committee members were contacted regarding interest on specific subcommittees

12/31/2010

REGIONAL INNOVATION NETWORK SUBCOMMITTEE

Name	Organization	Address	Phone #	E-mail
Warren Baucom	Lee County Economic Development	12800 University Drive, Suite 300 Fort Myers, FL 33907	461-6817 (Direct) 338-3161 (Main) 850-2389 (Mobile)	Wbaucom@leegov.com

In December 2010, Committee members were contacted regarding interest on specific subcommittees

12/31/2010

Grant Writers

Name	Organization	Address	Phone #	E-mail
Adriana Buitrago	Hodges University			
Maureen Christensen Kristi Bartlett	Collier County EDC			Maureen@eNaplesFlorida.com Kristi@eNaplesFlorida.com

STRATEGIC REGIONAL POLICY PLAN EVALUATION AND APPRAISAL REPORT

Subsection 27E-5.008, F.A.C. requires each regional planning council to prepare an Evaluation and Appraisal Report (EAR) on its Strategic Regional Policy Plan (SRPP) at least once every five years. The purpose of the EAR is to identify the successes or failures of the SRPP and prepare necessary amendments, revisions, or updates to the plan. The EAR is intended primarily to be based upon the region's progress toward attainment of SRPP goals using the indicators described in subsection 27E-5.004(6), F.A.C. The EAR will identify plan amendments which may be necessary as a result of changing regional conditions, changes to the State Comprehensive Plan, and other statutory changes. The Planning Council's EAR was originally required by the State to be submitted on or before the March 15, 2000 and every five years thereafter, but the original SRPP was not completed until July 4, 2002 and has never been updated because of lack of funding and DCA's decision not to pursue the work with the regional planning councils. This year DCA has placed a requirement in the Council's contract to complete the EAR by June 30, 2011. Council staff is pursuing a schedule of work that will meet the required deadline.

RECOMMENDED ACTION: Council staff is requesting that the CEDS review the existing Economic Development Element of the SRPP and assess the successes and non-successes of the SRPP's Goals, Strategies and Actions as it relates to where the region is today. Additionally, Council staff would like any new Goals, Strategies and Actions that may need to be addressed in order to take the Regional economy to 2035.