



## Space Coast Transportation Planning Organization Executive Committee

Brevard County Government Center  
2725 Judge Fran Jamieson Way, Melbourne, Florida  
Building C, 3<sup>rd</sup> Floor, Florida Room

Meeting Date: Tuesday, October 13, 2011

### APPROVED MEETING MINUTES

#### Agenda

- Item 1. Call to Order
- Item 2. Approval of Minutes, August 16, 2011
- Item 3. Discussion RE: Classification and Pay Study, Cody & Associates, Inc.
- Item 6. Adjourn

#### Executive Committee Members:

Mayor Larry Schultz (Chairman)	City of Rockledge	Present
Councilwoman Stephany Eley	City of West Melbourne	Present
Councilwoman Kathy Meehan	City of Melbourne	Present
Commissioner Chuck Nelson	BOCC District 2	Present
Mayor Rocky Randels	North Beaches Coalition	Present

#### Others Present:

Bob Kamm	Space Coast TPO Executive Director
Georganna Gillette	Space Coast TPO Staff
Laura Carter	Space Coast TPO Staff
Diana McCartney	Space Coast TPO Staff
Steven Bostel	Space Coast TPO Staff
Leigh Holt	Space Coast TPO Staff
Paul Gougelman	SCTPO Attorney

#### Item 1. Call to Order of the Space Coast Executive Committee

Chairman Schultz called the meeting to order at 11:22 a.m.

#### Item 2. Approval of Minutes – August 16, 2011

*Motion by Ms. Eley, second by Ms. Meehan to approve the TPO Executive Committee meeting minutes of August 16, 2011. Hearing no objections, the motion passed unanimously.*

**Item 3. Discussion RE: Classification and Pay Study, Cody & Associates, Inc.**

Mr. Kamm introduced Nick Pelagrino from Cody and Associates, Inc. who presented the findings of their Classification and Pay Study.

Mr. Pelagrino stated the study is composed of two parts. The first part addressed the classification and compensation of employees. The second part of the study is still being worked on, which will coordinate employee performance and appraisal. All employees completed survey questionnaires that were reviewed by their supervisors that listed the essential job functions being performed. The surveys were then evaluated and scored based upon various factors. Positions were also looked at internally and compared with comparable positions in the region performing similar job functions. In summary, three implementation alternatives were presented for the classification and compensation of employees.

It was recommended to adopt the proposed pay ranges for all positions and to bring all employees up to the minimum of the pay range for their position. The second option included pay adjustments based upon the tenure of each employee. For each year of service, the employee salary would increase 2% beginning at the base salary of the range. A final option would be to authorize a maximum amount of funds for the Executive Director to distribute.

Mr. Gougelman recommended the Executive Director review and approve the individual job descriptions for the TPO staff. He further stated all employees should be held harmless at their current salary. No employee should be impacted if already making more than the minimum of the new salary range.

***Motion by Mr. Nelson, second by Ms. Eley to adopt proposed salary ranges and to bring all salaries up to the minimums in the range. Hearing no objections the motion passed unanimously.***

***Motion by Mr. Nelson, second by Ms. Eley to move all staff to the minimum salary range or provide 2.5 % salary increase, whichever is greater. Hearing no objections the motion passed unanimously.***

An MPO Director salary comparison, prepared by staff in August 2010, was presented to the Committee to reflect how the Space Coast TPO Executive Director's salary compared to other director's across the state with consideration to staff size and tenure.

Mayor Randels noted the Space Coast TPO Executive Director was ranked eighth out of the thirteen. It was also noted the amount of tenure should be considered when evaluating salary for this position.

Mr. Pelagrino stated for the Executive Director position, tenure plays a key component in determining salary.

Mr. Kamm stated he was informed the Lake-Sumter MPO Director was recently given a six percent increase but he did not have the details on how the figure was agreed upon.

Committee members were advised that due to the previous board action of providing a 2.5% increase to all staff, under the Executive Director's contract, he is also entitled to the same increase.

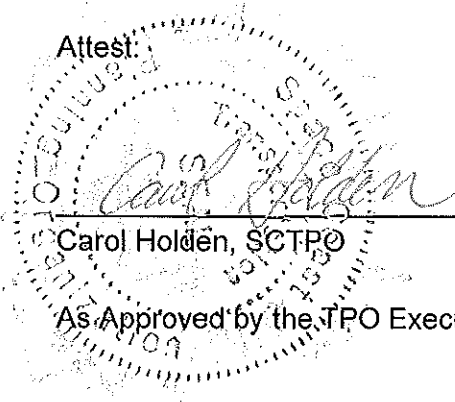
***Motion by Mr. Nelson, second by Mayor Randels to increase the Executive Director's salary by 3.5% in addition to the 2.5% increase for staff. Hearing no objections the motion passed unanimously.***

***Motion by Mr. Nelson, second by Ms. Meehan to make all salary adjustments effective October 1, 2011. Hearing no objections the motion passed unanimously.***

**Item 6. Adjourn**

Hearing no further discussion the meeting adjourned at 12:43 p.m.

Attest:



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Carol Holden, SCTPO

As Approved by the TPO Executive Committee on 11/10/11