



**OFFICIAL MEETING MINUTES OF THE  
PALM BEACH TRANSPORTATION PLANNING AGENCY (TPA)  
EXECUTIVE COMMITTEE**

**June 25, 2024**

301 Datura Street, West Palm Beach, FL 33401  
Meeting was also conducted virtually via Zoom.

*These minutes are a summary of the meeting events and may not reflect all discussion that occurred. PDF versions of the agenda, backup material and presentations as well as audio and video recordings are available for review at [PalmBeachTPA.org/Executive-Committee](http://PalmBeachTPA.org/Executive-Committee)*

**1. REGULAR ITEMS**

**1.A. Call to Order and Roll Call**

CHAIR REED called the meeting to order at 3:05 p.m.

The recording secretary called the roll. A quorum was present in-person as depicted in the table below.

| Member            | Attendance | Member       | Attendance |
|-------------------|------------|--------------|------------|
| Yvette Drucker    | P          | Maria Marino | E          |
| Michael Napoleone | P          | Chelsea Reed | P          |
| Christy Fox       | P          |              |            |

P = Present A = Absent

**1.B. Modifications to the Agenda**

There were no modifications to the agenda.

**APPROVAL of the agenda was made by Mayor Napoleone, seconded by Deputy Mayor Drucker, and carried unanimously 4-0 as depicted in the table below.**

| Member            | Vote | Member       | Vote |
|-------------------|------|--------------|------|
| Yvette Drucker    | P    | Maria Marino | E    |
| Michael Napoleone | P    | Chelsea Reed | P    |
| Christy Fox       | P    |              |      |

Y = Yes N = No A = Absent ABST = Abstain

**1.C. General Public Comments**

There were no public comments received.

**1.D. Comments from the Chair and Member Comments**

There were no comments from the Chair or Members.

**2.A. APPROVED:** A Merit Increase for the Executive Director for Fiscal Year (FY) 25

VALERIE NEILSON, TPA Executive Director, provided a presentation on the FY 2024 Annual Report highlighting TPA activities from the past year.

There were no public comments on this item.

CHAIR REED recognized Ms. Neilson’s efforts and gave an overview of the Executive Committee’s role.

COMMISSSIONER FOX inquired about peer agency merit increases.

MAYOR NAPOLEONE stated the board is very engaged and commended Ms. Neilson in her role.

DEPUTY MAYOR DRUCKER noted Ms. Neilson’s leadership in increasing board member engagement.

**MOTION to approve a 2% Merit Increase for the Executive Director for Fiscal Year (FY) 25 made by Mayor Napoleone, seconded by Commissioner Fox, and carried unanimously 4-0 as depicted in the table below.**

| Member            | Vote | Member       | Vote |
|-------------------|------|--------------|------|
| Yvette Drucker    | P    | Maria Marino | E    |
| Michael Napoleone | P    | Chelsea Reed | P    |
| Christy Fox       | P    |              |      |

Y = Yes N = No A = Absent ABST = Abstain

**2.B. RECOMMENDED UPDATES:** for the TPA’s FY 2025 Strategic Plan

VALERIE NEILSON, TPA Executive Director, provided a presentation on the FY 24 Strategic Plan and recommended updates for the Draft FY 25 Strategic Plan.

There were no public comments on this item.

COMMISSIONER FOX recommended encouraging TPA Board Members to be more active on social media.

DEPUTY MAYOR DRUCKER noted the City of Boca Raton has adopted a Transit Oriented Community (TOC) Policy and suggested revising “Bicycle” to “Micromobility” for a Rail Access Study.

MAYOR NAPOLEONE noted the need for parking for micromobility vehicles at rail stations.

COMMISSIONER FOX asked how the TPA is working with cities on micromobility access plans.

CHAIR REED inquired about existing Local Initiatives projects and commended bicycle safety efforts.

COMMISSIONER FOX stated the TPA Board Members are very engaged and suggested more activity online as well as sharing TPA efforts with their local communities.

**MOTION to Recommend Updates for the TPA’s FY 2025 Strategic Plan made by Deputy Mayor Drucker, seconded by Mayor Napoleone, and carried unanimously 4-0 as depicted in the table below.**

| Member            | Vote | Member       | Vote |
|-------------------|------|--------------|------|
| Yvette Drucker    | P    | Maria Marino | E    |
| Michael Napoleone | P    | Chelsea Reed | P    |
| Christy Fox       | P    |              |      |

Y = Yes N = No A = Absent ABST = Abstain

**3.C. MOTION TO RECOMMEND:** Revisions to the TPA Executive Director Contract

VALERIE NEILSON, TPA Executive Director, provided a presentation on the suggested revisions to the TPA Executive Director Contract.

There were no public comments on this item.

The Executive Committee discussed severance pay and asked TPA General Counsel for clarification.

The Executive Committee agreed to adjust the deferred compensation to the proposed amount.

The Executive Committee suggested amending the "Automobile Allowance" language since it will also reimburse other forms of transportation.

The Executive Committee discussed the options to obtain an agency phone or allowance.

The Executive Committee recommended a periodic peer comparison for market competitiveness.

The Executive Committee requested having a meeting in September to further discuss contract terms.

**MOTION to recommend amending the Executive Director’s Contract to include the proposed revisions for deferred compensation, a transportation allowance with amended language, and a communication allowance made by Mayor Napoleone, seconded by Commissioner Fox, and carried unanimously 4-0 as depicted in the table below.**

| Member            | Vote | Member       | Vote |
|-------------------|------|--------------|------|
| Yvette Drucker    | P    | Maria Marino | E    |
| Michael Napoleone | P    | Chelsea Reed | P    |
| Christy Fox       | P    |              |      |

Y = Yes N = No A = Absent ABST = Abstain

**3. ADMINISTRATIVE ITEMS**

**3.A. Adjournment**

There being no further business, the Chair declared the meeting adjourned at 4:49 p.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee, of the TPA Executive Committee and that the information provided herein is the true and correct Minutes for the June 25, 2024, meeting of the Committee, dated this 18<sup>th</sup> day of July 2024.

\_\_\_\_\_  
 Chair Chelsea Reed  
 Palm Beach Gardens Mayor

**EXHIBIT A**  
 TPA Executive Committee  
 Attendance Record

| <b>Representative<br/>Local Government</b>                        | <b>May<br/>'22</b> | <b>Jun<br/>'22</b> | <b>July<br/>'22</b> | <b>Aug<br/>'22</b> | <b>Oct<br/>'22</b> | <b>Dec<br/>'22</b> | <b>June<br/>'23</b> | <b>June<br/>'24</b> |
|---|--------------------|--------------------|---------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| Chelsea Reed, Mayor – TPA CHAIR<br>City of Palm Beach Gardens     | P                  | E                  | P                   | P                  | P                  | P                  | P                   | P                   |
| Maria Marino, Vice Mayor – TPA VICE<br>CHAIR<br>Palm Beach County | P                  | P                  | P                   | P                  | P                  | P                  | E                   | E                   |
| Michael Napoleone, Mayor<br>Village of Wellington                 | P                  | P                  | P                   | P                  | P                  | P                  | P                   | P                   |
| Yvette Drucker, Deputy Mayor<br>City of Boca Raton                | N/A                | N/A                | N/A                 | N/A                | N/A                | N/A                | N/A                 | **p                 |
| Christy Fox, Commissioner<br>City of West Palm Beach              | N/A                | N/A                | N/A                 | N/A                | N/A                | N/A                | N/A                 | **p                 |

\*\*\* New Appointment      P - Representative Present      ALT- Alternate Present      E - Excused      A - Absent

OTHERS PRESENT

Valerie Neilson  
 Melissa Eble  
 Ruth Del Pino

REPRESENTING

Palm Beach TPA  
 Palm Beach TPA  
 Palm Beach TPA