Apalachee Regional Planning Council
FULL COUNCIL BOARD MEETING

328th PUBLIC MEETING
THURSDAY, OCTOBER 20, 2022
10:00AM ET/ 9:00AM CT

https://meet.goto.com/126216405
Tel:+1-877-309-2073
Access Code: 126-216-405

The Apalachee Regional Planning Council (ARPC) assists with grants, outreach, project implementation, and other planning activities to enhance the nine-county Apalachee Region. The Council houses a variety of programs, including economic development, emergency preparedness, transportation, housing, GIS, and environmental/resiliency planning. By collaborating across these programs and embracing partnerships with local, state, and federal organizations, the ARPC continues to make a positive and lasting impact throughout the Region.
## APALACHEE REGIONAL PLANNING COUNCIL

### EXECUTIVE COMMITTEE

**Kristin Dozier**, Chair (Leon) • **Ricky Jones**, Vice-Chair (Franklin)

**Jim Peacock**, Secretary/Treasurer (Jackson) • **John Jones**, Past Chairman (City of Monticello)

**FRCA Policy Board Members:** **Kristin Dozier**, **Gene Wright** and **Lisa Miller**

### FULL COUNCIL

<table>
<thead>
<tr>
<th>County</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calhoun County</td>
<td>Darryl O’Bryan, County Commissioner&lt;br&gt;Sheila Blackburn, Councilwoman, City of Blountstown&lt;br&gt;Don Stephens, Governor’s Appointee</td>
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<tr>
<td>Franklin County</td>
<td>Ricky Jones, County Commissioner&lt;br&gt;Despina George, Commissioner, City of Apalachicola&lt;br&gt;Vacant, Governor’s Appointee</td>
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<tr>
<td>Gadsden County</td>
<td>Brenda Holt, County Commissioner&lt;br&gt;Evelyn Goldwire, Mayor, City of Gretna&lt;br&gt;Henry Grant, Governor’s Appointee</td>
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<tr>
<td>Gulf County</td>
<td>Ward McDaniel, County Commissioner&lt;br&gt;Johnny Paul, Commissioner, City of Wewahitchka&lt;br&gt;Michael Hammond, Governor’s Appointee</td>
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<td>Jackson County</td>
<td>Jim Peacock, County Commissioner&lt;br&gt;Gene Wright, Mayor, Town of Malone&lt;br&gt;Vacant, Governor’s Appointee</td>
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<td>Jefferson County</td>
<td>Stephen Walker, County Commissioner&lt;br&gt;John Jones, Councilman, City of Monticello&lt;br&gt;Vacant, Governor’s Appointee</td>
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<td>Kristin Dozier, County Commissioner&lt;br&gt;Jack Porter, Commissioner, City of Tallahassee&lt;br&gt;Lisa Miller, Governor’s Appointee</td>
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<td>Liberty County</td>
<td>Daniel Stanley, County Clerk&lt;br&gt;James Kersey, Mayor, City of Bristol&lt;br&gt;Davis Stoutamire, Governor’s Appointee</td>
</tr>
<tr>
<td>Wakulla County</td>
<td>Quincee Messersmith, County Commissioner&lt;br&gt;Gail Gilman, Mayor, City of St. Marks&lt;br&gt;Vacant, Governor’s Appointee</td>
</tr>
<tr>
<td>Ex-Officio Members</td>
<td>Michael Fuller, FL Dept. of Environmental Protection&lt;br&gt;Darryl Boudreau, NW FL Water Management District&lt;br&gt;Tanya Branton, FL Dept. of Transportation&lt;br&gt;Diane Scholz, FL Dept. of Economic Opportunity</td>
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</tbody>
</table>
Holiday Inn & Suites Tallahassee Conference Center
(0.4 mi from I-10 FL Exit 199)
2735 Graves Road - Tallahassee, FL  32303

- Follow I-10 to US-27 N/N Monroe St in Tallahassee.
- Take exit 199 from I-10 E.
- Follow US-27 N/N Monroe St to Graves Rd.
- Holiday Inn is nestled between the Quality Inn and the Best Western Plus.
- Parking is available in front and behind the building.
AGENDA

1. Call to Order and Introductions

2. *Approval of Agenda

3. *Approval of Minutes – August 18, 2022 Board Meeting

4. Capital Area Community Action Agency Overview
   Tim Center, CEO

5. Executive Director’s Report - ARPC Chris Rietow, Executive Director
   A. *Financial Report
   B. Staff Program Reports
      1. Economic Development & Community Planning
      2. Disaster Resiliency Coordination
      3. Emergency Planning
      4. Revolving Loan Fund
      5. Transportation Planning
      6. Environmental Planning
      7. GIS Program
      8. Housing Program
      9. Communications
   C. *ARPC Executive Committee Update

6. Board Member Reports / Local & Regional Issues Discussion

7. Ex-Officio Member Updates

8. Public Comment

9. Adjournment

10. Next ARPC Board Meeting – Thursday, January 19, 2023 (ARPC Office Conference Room)
1. Call to Order and General Business
   - Executive Director Chris Rietow called the meeting to order at 10:08 am.
   - Pledge of Allegiance
   - Quorum confirmed and Introductions made.

ARPC Board Members in Attendance
Franklin County   Ricky Jones  County Commissioner
Gadsden County   Evelyn Goldwire  Mayor, City of Gretna
Gadsden County   Henry Grant  Governor’s Appointee
Jefferson County  John Jones  Councilman, City of Monticello
Jackson County   Jim Peacock  County Commissioner
Leon County      Kristin Dozier  County Commissioner
Leon County      Lisa Miller  Governor’s Appointee
Liberty County   Davis Stoutamire  Governor’s Appointee

Ex-Officio Members in Attendance
Darryl Boudreau – NWFWMD
Diane Scholz – FL Department of Economic Opportunity
Tanya Branton – FL Department of Transportation

ARPC Staff in Attendance
Josh Adams – Environmental Planning Manager
Anthony Carpanini – Emergency Planning Manager
Ben Chandler – Disaster Resiliency Planning Manager
Kwentin Eastberg – Deputy Director
Melissa Franklin – Communications Coordinator
Divina Lade – GIS Specialist
Christian Levings – Healthcare Coalition Coordinator
Pat Maurer – Commuter Assistance Coordinator
Rick McCraw – Senior Planner
Donald Morgan – Housing Program Manager
Josh Pasqualone – ARPC Legal Counsel
Monica Pitts – Finance Director
2. **Approval of Agenda**

   Changes to the Agenda for Board approval
   - Tim Center will be unable to present today.
   - Recognition of service for Janice Watson.
   - Award presentation to ARPC by Alan Speed of Capital Cultural Community Outreach.

   Secretary/Treasurer Jim Peacook motioned to approve the changes to the agenda. Governor’s Appointee Henry Grant seconded the motion. Motion approved unanimously.

   - The Board observed a moment of silence In Memoriam for City of St. Marks Mayor Don Grimes, who passed away unexpectedly last week.
   - Director Rietow asked the Board to keep Don Stephens, Calhoun Co. Gov. Appointee in your thoughts and prayers. Mr. Stephens is experiencing serious health issues.

3. **Approval of Board Minutes**

   Vice Chair Ricky Jones motioned to approve the May 2022 Board Meeting Minutes. Governor’s Appointee Henry Grant seconded the motion. Motion approved unanimously.

4. **Capital City Cultural Community Outreach**

   Alan Speed & Al Williams
   - Mr. Speed and Mr. Williams presented ARPC with a Certificate of Appreciation for Outstanding Participation in the 2022 Juneteenth Festival.


   Covid-19 impact on Apalachee Region
   - This report was prepared by the Tampa Bay Regional Planning Council, using REMI software allowing them to model the economic impacts of Covid on the Apalachee Region. The data reveals 3 major areas affected by Covid-19:
Occupation shift, Business Development shift, Wages shift (increasing). The Apalachee Region experienced an average 25% increase in Business Applications. Contact Caroline Smith for more data if interested. The full report will also be posted on website and linked in the August Board Notes.

**Commissioner Peacock:** Can we receive updated data on 2021 and 2022 if possible?

- **Staff will inquire.**

**Governor’s Appointee Lisa Miller:** is there occupied/unoccupied commercial/office real estate data in Report?

- **Staff replied that no, this data is not in the report.**

**CEDS Update - Caroline Smith**

- ARPC is currently working on a 5-year re-write of the CEDS, and is ready to schedule CEDS Committee meetings. This committee will consist of key regional/local leaders who will identify what’s currently going on and what’s needed regarding Economic Development in the Region. The CEDS is a big picture, comprehensive report that ends at the strategy level – i.e., create a Resiliency goal: importance of creating regional stormwater ponds. Please let Caroline know if you’d like to join the committee.

  - Secretary/Treasurer Peacock and Kevin Gehrke (OEV) are interested in joining.

**Commissioner Dozier:** We appreciate all the CEDS work the ARPC staff does for the Region.

6. **Recognition of Janice Watson**

- ARPC’s Finance Director, Janice Watson, retired at the end of April 2022. She’d been with the ARPC since 1979. Executive Director Chris Rietow presented items of appreciation to Janice including an inscribed crystal vase, cards, and a spa day gift certificate.

7. **Executive Director Report**

**Financial Reports,** May & June 2022

Governor’s Appointee Davis Stoutamire motioned to approve the May/June 2022 Financial Reports.

Vice Chair Ricky Jones seconded the motion.

Motion approved unanimously.

**Staff Program Reports**

- Economic Development/Community Planning: In collaboration with ARPC, the City of Gretna was awarded the DEO FL Competitive Partnership program grant. This is the ninth community to receive this funding in collaboration with ARPC. Economic Development Planning Manager Caroline Smith continues to do a phenomenal job encouraging community/stakeholder involvement and identifying Economic Development projects for implementation.
Governor’s Appointee Lisa Miller: Do you have the successful grant applications from previous years – please share them?

- Staff replied that yes, we have some informational templates to assist future applications.

- Emergency Planning: Anthony Carpanini developed a family reunification plan, tabletop exercise, and then full-scale exercise (which ARPC staff helped with) in coordination with Leon County Sheriff’s Office. This was the first exercise of its kind in Leon County.
- Economic Development/RLF Program: Jana Williams has accepted a new position and will no longer be with ARPC. ARPC staff Melissa Franklin & Rick McCraw will step in and manage the RLF Program in the interim.
- Transportation Planning: Action needed to appoint members of Local Coordinating Boards for TD program.

Need Board approval for TD roster/membership and TD contract terms:
Commissioner Jim Peacock motioned to approve the TD rooster and contract terms. Governor’s Appointee Henry Grant seconded the motion. Motion approved unanimously.

- Environmental: Franklin-98 Living Shoreline construction will begin in October.
- GIS: GIS Specialist Divina Lade secured a GIS contract with the City of Marianna. In addition, staff is planning on investing in a GIS Enterprise License, so ARPC will have the necessary infrastructure to be a regional rural GIS hub – but we need community ‘buy-in’ and financial assistance if this is to occur (Enterprise Licenses are expensive).

Chair Dozier: There are grant programs that counties can apply for ONLY if they are Local Area Program (LAP) certified? Can the ARPC help counties become LAP-certified –for example requirements include having a certified engineer retained. Greg Slay mentioned that there are certain financial capabilities and controls, lots of federal rules and regulations especially on the construction side.

- Housing: ARPC staff is working on transition from Emerald Coast RPC to manage Jackson County Hurricane Housing Recovery Program (official take-over will occur Oct. 1). ARPC recently hired an additional Housing Planner who will begin in 2 weeks.

**ARPC Executive Committee Meeting Summary**

- RLF Program management will transition from Jana Williams to Rick McCraw.
- Executive Committee approved a new REVIVE loan (Phenomenal Tresses, $45,000).
- ARPC is investing in software to manage and streamline our RLF loan program.
- Ex. Committee will be developing a Loan Underwriting Review panel comprised of professional volunteers (accountants, bankers, Jim Moran academics).
Approval of Budget Amendment

- ARPC will be eliminating July meetings and shifting to August and October Board meetings.

Chair Dozier: Software will be good for ARPC in the long-term as more loans are approved.

Director Chris Rietow: There is lot of work involved behind-the-scenes to run the program but not a lot of financial assistance for administrative work/costs – so ARPC is streamlining the process to make it more cost-efficient.

- Defederalization of the Legacy RLF: The original funds of $1.3 million have cycled through the Region 5 times. NADO’s new rule states that after 7 years of successful loan management, the organization no longer has to do Federal Reporting. This allows ARPC more flexibility with the funds; council can then use 100% of interest on loans instead of 50% of interest. Rick McCraw and Jana Williams are currently working on Legacy RLF defederalization.

Secretary/Treasurer Jim Peacock motioned to ratify the Executive Committee Meeting Minutes.
Governor’s Appointee Henry Grant seconded the motion.
Motion approved unanimously.

Resolution 2022-10

- Amendment to ARPC 401k—adjusted the buy-in from one year of employment to the ARPC probationary period of 90 days.

Commissioner Jim Peacock motioned to approve.
Governor’s Appointee Henry Grant seconded the motion.
Motion approved unanimously.

- ARPC office is moving location downstairs in same building, beginning in late October.

8. Questions/Comments:

- Diane Scholz – Rural Summit registration is open and hotel reservations are going fast.

9. October 20th next meeting – meeting adjourned at 11:30am

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL MEETING IN REGULAR SESSION ON OCTOBER 20, 2022

SIGNED: ATTEST:

__________________________    __________________________
Kristin Dozier              Chris Rietow
Chair                      Executive Director
AGENDA ITEM 5

EXECUTIVE DIRECTOR’S REPORT
Chris Rietow

The following items will be reported and discussed with the Board:

I. *Financial Reports: Included in the Board Packet are the following items for Board review and approval:
   
   A. FY 2021/2022 Summary
      o FY 2021/2022 Total Revenue / Expense Summary

II. Staff Reports: Staff program reports are included on the following pages. Staff will be present at the meeting to answer any questions and report on any additional program updates.

III. *ARPC Executive Committee Update: September 22, 2022 Meeting Minutes

**ACTIONS NEEDED**

- *Motion to approve the Financial Summary through September 2022.

- *Motion to ratify actions by the ARPC Executive Committee from their September 22, 2022 meeting.
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<td>Contingency &amp; Project Pass-Thru</td>
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<td>New</td>
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<td>$35,000.00</td>
<td>$83,335.72</td>
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**Table Notes:**
- **Total Revenue:** $1,764.61
- **Net Income:** $38,000.00
- **expenses:** $7,970.00
- **Revenue Expenditures:** $13,595.61
- **Other Income:** $96,959.26
- **Expenses:** $50,000.00
- **other expenses:** $722,220.00
- **miscellaneous expenses:** $29,507.79
- **miscellaneous:** $18,267.25
- **miscellaneous expenses:** $70,000.00
- **miscellaneous expenses:** $35,000.00
- **miscellaneous expenses:** $83,335.72

**Revenue & Expenses at 12/22:**
- **Balance:** $1,857.61
- **Balance:** $38,000.00
- **Balance:** $7,970.00
- **Balance:** $13,595.61
- **Balance:** $96,959.26
- **Balance:** $50,000.00
- **Balance:** $722,220.00
- **miscellaneous expenses:** $29,507.79
- **miscellaneous expenses:** $18,267.25
- **miscellaneous expenses:** $70,000.00
- **miscellaneous expenses:** $35,000.00
- **miscellaneous expenses:** $83,335.72
AGENDA ITEM 6 – b– 1

ECONOMIC DEVELOPMENT / COMMUNITY PLANNING PROGRAM
Caroline Smith & Howard Williams

Program Staffing Update
ARPC staff recently welcomed Mr. Howard Williams to the team, who will support activities through Spring 2023 as the ARPC Economic Development Intern. Mr. Williams will be assisting regional economic development activities while finishing his final year in the Urban and Regional Planning Master’s Program at Florida State University.

Comprehensive Economic Development Strategy (CEDS)
ARPC staff finalized data research for the 2022-2027 CEDS and subsequently held two CEDS Committee meetings to gather input and feedback for this year’s re-write of the CEDS. ARPC staff continues to finalize CEDS components and will open the CEDS to a 30-day public comment window by October 31, 2022. The 2022-2027 CEDS will be finalized and distributed electronically by December 2022.

Other Technical Assistance
ARPC staff continues to assist regional partners with economic development planning, intergovernmental coordination, COVID-19 economic recovery, grant writing, and other tasks.

FL Dept. of Economic Opportunity (DEO) Rural Infrastructure Fund (RIF) Grant – Broadband Feasibility Studies
ARPC staff, in partnership with the Florida State University’s (FSU) Department of Urban and Regional Planning (DURP) studio group, finalized Liberty County’s broadband feasibility study. ARPC staff continues to finalize Wakulla County’s broadband feasibility study.

Furthermore, ARPC staff member, Kwentin Eastberg, represented ARPC on a panel at the 2022 Florida Planning Conference in Orlando, discussing the initiatives of the broadband feasibility studies for Liberty and Wakulla counties. Mr. Eastberg was joined on the panel by representatives from FSU DURP as well as the Florida Association of Counties (FAC).
FL Dept. of Economic Opportunity (DEO) Competitive Florida Partnership Grant, FY 2022-2023
ARPC staff supported City of Gretna’s application to the DEO Competitive Florida Partnership Program, which was awarded. Grant activities are anticipated to start by January 2023 and will result in a new Economic Development Strategy for the community.

FL Dept. of Economic Opportunity (DEO) Community Planning Technical Assistance (CPTA) Grant – Regional Broadband Planning
ARPC staff applied for and was subsequently awarded funding to coordinate with Local Technology Planning Teams (LTPTs), as established by the FL DEO Office of Broadband, to create a regional broadband plan. The agreement and final scope of work are currently being finalized.

Partnership with University of Florida (UF)’s Shimberg Center for Housing Studies
ARPC, UF Shimberg Center, and The Data Center—based in Louisiana—received a joint grant award from the National Academies of Sciences, Engineering, and Medicine (NAS)’s Gulf Research Program to conduct a study on how to better incorporate data in disaster recovery plans to produce more equitable outcomes. ARPC staff await the contract and final scope of work so that grant activities may begin.

Recent Conference Participation
In October, ARPC staff participated in a panel on economic development at the National Association of Development Organizations (NADO) Annual Training Conference (ATC) 2022 in Pittsburgh, Pennsylvania.

Fig 1: NADO Annual Training Conference 2022 announcement.
Program Summary

The Disaster Resilience & Recovery Program continues to partner with federal, state, and regional agencies, as well as local government officials, in the implementation of ongoing initiatives in response to Hurricane Michael and the COVID-19 pandemic. Since the May 2022 ARPC Board meeting, the program has maintained local government and regional support and assistance in the following areas:

- Liberty County Communications Infrastructure Plan
- Florida Panhandle Regional Recreation Economy Investment Prospectus
- Regional Rural Transportation Plan Proposal
- Capital Region Transportation Planning Agency/ARPC Partnership with UrbanSDK

Liberty County Communications Infrastructure Plan

In the wake of Hurricane Michael’s devastation in Liberty County, the Liberty County Board of County Commissioners (BOCC) was awarded a 2021/2022 Community Planning Technical Assistance (CPTA) grant from the Florida Department of Economic Opportunity (DEO) to further the county’s goals of long-term recovery and resilience by enhancing the county’s communication equipment and infrastructure. Following the completion of the countywide Communications Infrastructure Plan in June 2022, the ARPC has been providing support to the County as they collaborate with the Florida Department of Management Services (DMS) and their consultant to identify needs and costs in order to be positioned to pursue enhanced integration with the Statewide Law Enforcement Radio System (SLERS).

Scheduled for early 2024, the implementation of the upgraded SLERS 2.0 will be designed to have improved radio coverage, increased channel capacity, and built-in operability to better communicate with local agencies. The SLERS allows for uninterrupted, consistent, and reliable communication throughout the state. Having access to this system will allow all participating county departments to have the needed connectivity to areas of the county that are currently difficult or impossible to cover.

Florida Panhandle Regional Recreation Economy Investment Prospectus

Originally referred to as the Recreational Economy Alliance (RREA) Prospectus, it is now being branded as the Florida Panhandle Regional Recreation Economy Investment Prospectus. Finalized in the last month, this private-public sector prospectus highlights specific private investment opportunities that can support the Florida Panhandle region’s vision for growing the recreation economy. This effort stemmed directly from the culmination of the R²P² efforts in
Hurricane Michael impacted communities and is the result of months of collaboration and coordination of the Regional Recreation Economy Alliance (RREA). Leveraging current and recent public investments in the recreation sector provides high growth potential for new businesses that can capitalize on near-term funding and partnership support at the regional, state, and federal levels. Stakeholders from the cities, regional planning councils (ARPC and ECRC), federal and state agencies, and local organizations have worked together to identify potential projects, as well as regional services, that present imminent opportunities for investment. These projects can create a win-win for investors, communities, and visitors resulting in enhanced quality of life, and a vibrant, sustainable recreation economy. This document will be posted on the ARPC website and available upon request.

Fig. 1: Cover image of the “Florida Panhandle Regional Recreation Economy Investment Prospectus”.
Regional Rural Transportation Plan Proposal
The Florida Department of Transportation (FDOT), Central Office and District Three, has requested the ARPC to produce a proposal for a Regional Rural Transportation Plan. The proposal is to follow the scope and methodology of the pilot project that is underway and being prepared by the Emerald Coast Regional Council. The plan shall use a similar format to the Long-Range Transportation Plan (LRTP) produced for the region’s Transportation Planning Organizations (TPOs) and include a Needs Plan List and corresponding map that identifies all proposed improvements and meets the goals of the Florida Transportation Plan. The RRTP will identify the needs of the Region and prioritize projects, both short and long-range, for consideration in the Statewide Transportation Improvement Program (STIP).

The plan will seek to be consistent with future land use elements and the goals, objectives, and policies of the approved local government comprehensive plans. The geographic extent of the proposed plan is the 5-county area of the ARPC Region not covered by the Capital Region Transportation Planning Agency (CRTPA). The 5-county area will include: Calhoun, Franklin, Gulf, Jackson, and Liberty. Updates will be provided as the proposal progresses.

Capital Region Transportation Planning Agency (CRTPA) / ARPC Partnership with Urban SDK
The ARPC is partnering with the Capital Area Transportation Agency (CRTPA) to better coordinate transportation planning data throughout our Region. Within the ARPC’s 9-county Region, the CRTPA is the region’s metropolitan planning organization (MPO). This organization is responsible for coordinating transportation planning within Florida’s Capital Region. The CRTPA includes all of Gadsden, Jefferson, Leon, and Wakulla counties. To ensure that the remaining five counties in the Region are covered (Calhoun, Franklin, Gulf, Jackson, and Liberty), the ARPC is partnering with the CRTPA to subscribe to a transportation data platform designed by UrbanSDK.

UrbanSDK is an innovative GIS data and analytics software company based in Jacksonville. Its software platform is a planning tool to evaluate mobility and transportation data using real-time location analytics. This partnership will be a key component for obtaining and analyzing data as the development of a Regional Rural Transportation Plan comes to fruition.
Regional Hazardous Materials Program
The ARPC staffs the Apalachee Local Emergency Planning Committee (LEPC), which is responsible for implementing the federal Emergency Planning and the Community Right-To-Know Act (EPCRA) for the ARPC Region. The four primary activities of the Apalachee LEPC are hazardous materials planning, training, emergency exercises, and public outreach.

Quarterly Meetings
ARPC staff held the most recent meeting of the Apalachee LEPC on September 21, 2022. During the meeting, the LEPC membership discussed the activities that occurred during the previous quarter, as well as future training and exercise opportunities. The next LEPC meeting will be in September of 2022. The location has yet to be determined.

Hazardous Materials Training
The following training sessions were distributed virtually in the Region over the past quarter:

- TRANSCAER LNG Safety & Emergency Response

The following trainings were held in the Apalachee LEPC district since the last ARPC Board meeting:

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<th>Date</th>
<th>Course</th>
<th>Number of Students</th>
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<td>4-Hr HazMat Awareness</td>
<td>8</td>
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<tr>
<td>8/15-8/18</td>
<td>(4) 8-Hr. Technician Refresher</td>
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<td>9/21/22</td>
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<tr>
<td>9/22/22</td>
<td>4-Hr HazMat Awareness</td>
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*Table 1: Apalachee LEPC-Sponsored Training Dates*

Hazard Analysis
ARPC staff continues the first deliverable of the 2022-2023 Hazard Analysis Contract. This includes performing thirty-seven site visits to those facilities storing extremely hazardous substances across the Apalachee Region to ensure first responder and public safety in the event of a chemical release.

Commodity Flow Study
As part of the Hazardous Materials Emergency Preparedness (HMEP) Grant, ARPC staff completed the 2022 Apalachee LEPC Commodity Flow Study. This is a transportation flow study of the hazardous materials shipped through the nine-county district. The information collected will be added to the 2022 LEPC Regional Hazardous Material Response Plan and provides first responders details as to the most shipped hazardous materials through the Region.
Hazardous Materials Exercises:
Staff is in the initial planning phase of a hazardous materials exercise in collaboration with Jackson County Emergency Management to be held in December of 2022.

Big Bend Healthcare Coalition (BBHCC)
ARPC staffs the Big Bend Healthcare Coalition (BBHCC), which held its most recent general membership meeting on September 6th, 2022, with more than seventy (70) participants from throughout the Region. During the meeting, the National Weather Service in Tallahassee provided an outlook for the remainder of 2022 Atlantic Hurricane Season, and Dr. Kellie O’Dare presented to the membership on the 2nd Alarm Project, which provides mental health services for first responders. The next BBHCC general membership meeting is scheduled for December 6, 2022.

The BBHCC fell into its role as a critical information-sharing partner during the Hurricane Ian response activation. Information packets prepared by the Tallahassee National Weather Service were shared 2+ times daily with the BBHCC membership to keep all partners and members up-to-date with the latest synopsis of the situation as it developed to inform preparedness in our area. The BBHCC also relayed messages on behalf of the Agency for Healthcare Administration (AHCA) to make sure all healthcare members were updating their available bed counts and facility status in the Health Facility Reporting System, in case evacuated patients from hospitals in the affected areas needed to be sent to our area for care. BBHCC Coordinator Christian Levings spoke daily with the Florida Hospital Association and other Florida Health Care Coalitions to discuss status, needs, and support for the Hurricane Ian response and aftermath.

The BBHCC also participated in the initial planning meeting for the 2023 Full-Scale Tallahassee International Airport crash exercise, and will continue to actively stay engaged to support the surge response created in the exercise.

Training and Exercises
The BBHCC has partnered with All Clear Emergency Management Group to bring an Active Assailant training series to our Region. The series consists of a virtual workshop that teaches participants how to plan for an active assailant threat, followed a few weeks later by a virtual exercise so that participants can test and use the new information they learned in the workshop. The workshop was held September 15th, and the workshop took place on October 4th.

BBHCC Coordinator Christian Levings is actively working with local, state, and private partners to bring Stop-The-Bleed training back to our Region based on requests from partners and members, as well as beginning Mental Health First Aid training. Several BBHCC members attended train-the-trainer courses for Mental Health First Aid, and will be instructors as the courses are brought into the area.
Wakulla County Disaster Risk Analysis Plan
The ARPC assisted Wakulla County to secure a grant to develop a Disaster Risk Analysis Plan. The plan will provide a vulnerability assessment that considers future impacts of freshwater flooding and sea level rise and includes an outreach component to inform the public of the potential impacts. The project is scheduled to begin in May 2022 and should take approximately eighteen months to complete.
AGENDA ITEM 6 – b – 4

REVOLVING LOAN FUND (RLF) REPORT

Legacy, CARES Act & REVIVE! RLFs

Rick McCraw

General RLF Program Updates

Revolving Loan Fund (RLF) Servicing Software from Grants Management Systems, Inc.

The ARPC RLF Program, consists of three revolving loan funds (Legacy, CARES Act and REVIVE!), and as of October 4th is servicing thirty-five loans. The three RLF programs are briefly described below.

To help streamline loan servicing and administration, staff is updating our RLF loan procedures to include recommendations approved by the ARPC Executive Committee in July. Staff also began implementing a new loan servicing software system in August in an effort to streamline our loan application, processing, and monitoring procedures. The software was recommended by the South Florida Regional Planning Council, who also uses it to manage their RLF program. All these changes are expected to be completed in early 2023. New loan applications will not be accepted until these changes have been implemented. However, staff is available to discuss business plans with potential applicants to determine if they are eligible for revolving loan funding and, if they are eligible, the information they will need to submit when we begin accepting new applications.

Loan Underwriting Review Panel Search

As discussed at the August Board Meeting, ARPC staff is requesting assistance from ARPC Board members in identifying appropriate and willing professionals to join a voluntary, third-party RLF loan application review panel. This small panel of professionals would lend their expertise in reviewing loan applications prior to their presentation before the Executive Committee. Suggested members include accountants; professionals from the Jim Moran College of Entrepreneurship, regional business schools or not-for-profits with experience in promoting small business development; and lenders from banks and/or credit unions. If you are aware of parties with loan evaluation experience and an interest in serving on the loan review panel, please have them contact the ARPC or forward their contact information to Rick McCraw (rmccraw@arpc.org or 850-488-6211, ext. 109) or Melissa Franklin (mfranklin@arpc.org or 850-488-6211, ext. 106).

Staff Transition

In September, Rick McCraw replaced Jana Williams as the temporary RLF Program Manager when Ms. Williams accepted a new position with the City of Tallahassee’s Department of Neighborhood Affairs. Melissa Franklin and fellow ARPC staff members are also assisting with RLF program duties until a permanent program manager is selected.
Revolving Loan Fund Programs

ARPC Legacy RLF
The Legacy RLF program launched in 1984 with an initial Economic Development Administration (EDA) award of $1 million and an ARPC match through a Community Development Block Grant (CDBG) of $335,000. Over the past 37 years, the ARPC has transformed the original sum of money into over $5 million dollars in loans to small businesses within the rural communities of the Apalachee Region.

Summary Status
As of September 30th, there are fourteen active Legacy RLF loans, with approximately $41,540 in uncommitted funds available for lending. Currently, the main priorities for ARPC staff regarding the Legacy RLF is to service the existing loans and provide borrowers with technical assistance when needed.

As noted in the Financial Addendum to the board package, one Legacy loan is considered past due (90 or more day without a payment). Staff is working with the applicant to make the loan current. As of October 4th, seven of the fourteen loan holders, 50 percent, have signed up for ACH payments.

Defederalization
In January 2021, the ARPC was invited by the EDA to request release of the EDA’s federal interest in the Legacy RLF because: (1) more than seven years has passed since the final EDA disbursement of Legacy award funds the ARPC; (2) the ARPC has complied with the terms and conditions of the RLF award; and (3) the ARPC plans to use the interest funds to continue operating the Legacy RLF. ARPC staff has drafted the initial documentation required to begin the defederalization process and will submit it to EDA once they complete their review of the 2020 Legacy RLF audit.

ARPC CARES Act RLF
The CARES Act RLF provides small business owners within the Apalachee Region with gap financing to help them survive and recover from the impacts of the pandemic. The CARES Act RLF was funded with $580,000 provided by EDA. All the loan funds were disbursed by the ARPC prior to the June 2022 deadline established by EDA.

Summary Status
As of September 30th, there are twelve active loans in the CARES Act RLF. Two loans have been fully repaid, leaving approximately $70,000 for reinvestment. Currently, the main priorities for ARPC staff regarding the CARES Act RLF is to service the existing loans and provide borrowers with technical assistance when needed.

As noted in the Financial Addendum to the board package, three CARES Act loans are considered past due (90 or more day without a payment). Staff is working with the applicants to make the loan current. As of October 4th, five of the twelve loan holders, 42 percent, have signed up for ACH payments.
ARPC REVIVE! RLF
The *Regional Economies Vested in Vital Enterprises (REVIVE!)* program is a $1 million RLF to help establish new businesses and create employment opportunities or expand existing businesses and save existing jobs in Leon County/Tallahassee. The program is funded with $800,000 from the EDA and a $200,000 match from Leon County.

**Summary Status**
As of September 30th, there are nine active loans in the REVIVE! RLF. A total of $515,000 in loan funds have been disbursed by the ARPC. This does not include $45,000 approved for Phenomenal Tresses, LLC. ARPC has not yet closed the loan due to title issues associated with the property offered as loan collateral. Josh Pasqualone, ARPC Attorney, is working to secure a title policy that provides suitable protection for the ARPC. Due to property ownership concerns, the first title company was not able to issue a title policy. As of October 3rd, Mr. Pasqualone was working with a new title company.

As noted in the Financial Addendum to the board package, all the REVIVE! Loans are current. As of October 4th, seven of the nine loan holders, 78 percent, have signed up for ACH payments.
Transportation Disadvantaged (TD) Program
ARPC staff has completed and billed for the first quarter deliverables in FY 2022-2023. Due to the uncertainty of the early forecast path of Hurricane Ian, the Leon County TD meeting was postponed and will be rescheduled for early October (date TBA). First quarter meetings of the TD Local Coordinating Boards included reviewing the Bylaws, Complaint and Grievance Procedures, and submitting the Actual Expenditure Reports, in addition to adopting new TD Service Plans for the newly designated Community Transportation Coordinators and a review of each county’s quarterly reports. Meetings are open to the public and meeting notices are published in each local county newspaper, as well as on the ARPC website. A meeting calendar for the remainder of Fiscal Year 2022-2023 is provided below, in Table 1.

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>NOVEMBER 2022</th>
<th>FEBRUARY 2023</th>
<th>JUNE 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calhoun</td>
<td>15 Tuesday</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
</tr>
<tr>
<td>Franklin</td>
<td>16 Wednesday</td>
<td>8 Wednesday</td>
<td>7 Wednesday</td>
</tr>
<tr>
<td>Gadsden</td>
<td>10 Thursday</td>
<td>16 Thursday</td>
<td>15 Thursday</td>
</tr>
<tr>
<td>Gulf</td>
<td>16 Wednesday</td>
<td>8 Wednesday</td>
<td>7 Wednesday</td>
</tr>
<tr>
<td>Jackson</td>
<td>15 Tuesday</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
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<td>Jefferson</td>
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<tr>
<td>Leon</td>
<td>9 Wednesday</td>
<td>15 Wednesday</td>
<td>14 Wednesday</td>
</tr>
<tr>
<td>Liberty</td>
<td>15 Tuesday</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
</tr>
<tr>
<td>Wakulla</td>
<td>9 Wednesday</td>
<td>15 Wednesday</td>
<td>14 Wednesday</td>
</tr>
</tbody>
</table>

Table 1: Transportation Disadvantaged Coordinating Boards: 2022 - 2023 Meeting Calendar

In late August, staff attended the annual conference of the Commission for the Transportation Disadvantaged in Orlando, Florida. Staff attended several interesting sessions and key training opportunities for Planners. This also served as the annual training deliverable per the TD contracts.
Regional Commuter Assistance Program

*RideOn Commuter Services* is the Regional Commuter Assistance Program for the FL Dept. of Transportation (FDOT) District 3 (D3). Commuter Assistance Programs offer free transportation consulting to local governments, employers, community stakeholders, and individuals. The program’s mission is to improve mobility in ways that are both economically beneficial and environmentally sustainable. ARPC/RideOn staffs a toll-free hotline (1-888-454-RIDE) to provide information about various programs, local transit services, and other regional partners. Follow *RideOn* activities and events on Facebook at: [https://www.facebook.com/RideOnTogether](https://www.facebook.com/RideOnTogether); or visit the website at [www.RideOnTogether.org](http://www.RideOnTogether.org) and download the RideOn app.

Florida Scallop Festival

ARPC staff member Pat Maurer took the *RideOn* exhibit to Gulf County for this annual regional event held in Port St. Joe on Labor Day weekend.

FDOT-Chipley

*RideOn* was also on hand at the discretionary grants workshop/meeting held September 22, at FDOT District 3 headquarters in Chipley. Representatives of transportation providers from across our service area and local government agencies were offered incentive items and program information.

Outreach to Employers

Current labor market conditions make recruitment and retention particularly challenging. Staff continues to reach out to larger employers, both in the private sector and state and local governments. Offering transportation assistance through *RideOn* provides a no-cost addition to an employer’s benefits package, while also expanding the range of their recruiting efforts among long-distance commuters. ARPC Marketing & Communications staff developed fresh collateral pieces for distribution.

Fig. 1-4 (From left to right, top to bottom): Fl. Scallop Festival (FSF) announcement; ARPC staff Pat Maurer representing *RideOn* at FSF; *RideOn* information table (FDOT Discretionary Grants Workshop; *RideOn* marketing materials.)
Corporate Cup Challenge

*RideOn* is once again a sponsor for this annual competition, hosted by Working Well. Major employers from across the Region will have teams competing in various outdoor activities, including kayaking, running, cycling and “Office Olympics”. *RideOn* will be tabling at this event on Saturday, October 8, and will also be promoting Mobility Week.

Mobility Week 2022
Planning continues for the Mobility Week campaign, happening statewide October 21-28, 2022.

Staff is working with several employers and partner agencies to coordinate this year’s local activities.

StarMetro and Big Bend Transit will both be observing “Try Transit Tuesday” on October 25, offering fare-free service all day.

Tallahassee-Leon County Planning has joined Sustainable Tallahassee in co-hosting an “E-bike Expo” at Anita Favors Plaza on Wednesday, October 26. Local bike shops, cycling clubs and safety organizations will have exhibits. *RideOn* will provide information about our programs, and a free bike helmet to anyone who needs it.

Tallahassee Memorial Hospital and the Leon County Office of Resource Stewardship will each be hosting a Lunch & Learn for their employees, in conjunction with Mobility Week. TMH has requested an overview of *RideOn’s* programs; the topic for county employees will be bicycle & pedestrian safety.

Rural Transportation Planning Technical Assistance
ARPC staff has met with both FDOT District 3 and central office staff and have been given the green light to draft a proposal for Rural Transportation Planning initiatives. Staff is in the process of developing a scope for the proposal. ARPC is optimistic this contract will begin sometime this fiscal year.

Additional Program Area Information
ARPC staff continue to serve on the Capital Region Transportation Planning Agency (CRTPA)’s Technical Advisory Committee, representing the ARPC and *RideOn*, respectively. Ms. Maurer is also an active member of the Leon County Community Traffic Safety Team and the Transportation & Land Use Committee of Sustainable Tallahassee.
Franklin-98 (F-98) Living Shoreline Resiliency Project
The ARPC Environmental team has been busy finalizing the Request for Proposals (RFP) solicitation for F-98, which has been finalized and is active. A full set of dates and details is shown below. The successful awardee will be responsible for all aspects of the project, from materials procurement and installation, to staging and access of the site. Staff aims to permit the second phase of construction while the first is underway. Due to inflated costs associated with coastal construction and materials, traditional materials such as rocks will be relied heavily on for reef materials. We are hoping for construction in 2023.

The planting contract for the project has been assigned to Franklin’s Promise Coalition, who will begin to harvest and propagate seagrass from donor marsh sites. The marsh grass, *Spartina alterniflora*, is a native marsh species that dominates the intertidal zone of the coast. 208,000 plants will be planted for the first phase of construction.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITN available for distribution</td>
<td>September 21, 2022</td>
</tr>
<tr>
<td>Mandatory Pre-Proposal Meeting</td>
<td>October 12, 2022</td>
</tr>
<tr>
<td>Deadline for receipt of questions</td>
<td>October 19, 2022 @ 3pm</td>
</tr>
<tr>
<td>Deadline for submittal of proposals</td>
<td>November 11, 2022 @ 3pm</td>
</tr>
<tr>
<td>Evaluation/Selection process</td>
<td>November 11-18, 2022</td>
</tr>
<tr>
<td>Negotiations</td>
<td>Completed by Dec. 2, 2022</td>
</tr>
<tr>
<td>Projected award date</td>
<td>December 2, 2022</td>
</tr>
<tr>
<td>Projected contract start date</td>
<td>December 5, 2022</td>
</tr>
</tbody>
</table>

*Table 1: F-98 RFP schedule.*

Apalachee Strong
The ARPC was recently visited by Florida’s Chief Resilience Officer, Dr. Wes Brooks. Staff was also able to meet emergency management officials from Leon, Calhoun, and Liberty counties, and discussed initiatives headed by the Governor’s Office and Department of Environmental Protection. ARPC is hopeful to be awarded another Vulnerability Assessment (VA) grant, to continue efforts started under the 21-22 Regional VA. The nine counties are considered to have met statutory requirements for the VA, and future assessments will be conducted for the municipalities in the Region.
Wakulla CDBG-MIT Project: Disaster Risk Analysis and Adaptation Plan

ARPC staff recently developed a series of maps showing the identified critical assets of Wakulla County. A total of 192 maps were developed, and these maps depict different inundation scenarios layered against the different critical assets: natural, cultural, historical resources, critical facilities, transportation, critical community, and emergency facility assets.

Spatial analysis is ongoing.

*Figure 1: The series of maps above are sample output from the Wakulla CSR Project. All maps developed under this project are stored in this [Dropbox folder](#).*

Emergency Management

Cartographic assistance was also provided to the Emergency Planning program. Based on the 2022 LEPC Commodity Flow Study, a series of maps were developed to show the identified observation point within the Apalachee Region.
Figure 2: Updated Apalachee LEPC Commodity Flow Study 2022.

Figure 3: The series of maps above are the observation points from the commodity flow study. Each map shows the road intersection location of the observation point. Higher resolution version of the maps can be viewed in this Dropbox folder.
FRANKLIN COUNTY ZONE LOOKUP App
The most recent updates to the application are as follows:

- Updated 2022 Franklin County Tax Parcels are used.
- Disclaimer message added to the application for users to view and read before using the web application.

The web application be viewed here: Franklin Zone Lookup Application.

Figure 4: This is a screenshot of the updated Franklin County Zoning Look-up Application.

GIS TRAINING & COACHING SERVICES
The GIS Program finalized an agreement with the City of Marianna for a year-long GIS training and coaching support program to be provided to the City of Marianna staff on an on-demand basis. The training is tailored to best fit the knowledge and skills level of the learner.

DRONE SUPPORT
The ARPC GIS Coordinator, also a certified FAA Drone Pilot, provided support to the Franklin-98 Living Shoreline project by taking aerial footage of the project site in Eastpoint, Franklin County. The full video can be viewed here.

Fig. 5: Screen capture of the processed drone video of Franklin-98.
ARPC’s Housing Program is growing, and it’s showing! Though its existence only spans two and half years, ARPC has grown by four additional housing programs, two additional initiatives to include shelter planning and social equity, an additional housing coordinator, and a partnership with agencies pursuing similar housing/disaster efforts. To reflect all that the program encompasses, ARPC’s Housing Program is now Housing and Community Development. Staff includes Donald Morgan, Housing and Community Development Director, Amber Zies, Housing Programs Administrator, and Hauwa Black, Housing Program Coordinator. Hauwa joined ARPC in August and brings to the team positive energy, knowledge and expertise in disaster recovery and case management.

Calhoun County Hurricane Housing Recovery Program (HHRP)
ARPC staff continues to provide housing recovery assistance, via the Hurricane Housing Recovery Program (HHRP), to Calhoun County residents impacted by Hurricane Michael in 2018. Initially, ninety-eight residents were conditionally approved to receive housing assistance under the county’s first HHRP allocation (FY 19-20) which totaled $5,135,000.00. Fifty-six residents were officially approved with a total of three projects in progress and thirty-eight projects that have been completed. The County received an additional $1,580,000.00 (FY 20-21) that allowed the county to fully encumber all qualified residents under the first allocation and open a cycle to accept additional applications. This was monumental for the county as there remains a myriad of impacted residents that would benefit from this assistance. Details of the additional funding is discussed further along in this report.

Qualified Calhoun County residents are assisted through the following strategies identified by the Calhoun County Board of County Commissioners (BoCC) in the HHRP Funding Agreement:

LHAP Strategies
- Purchase Assistance
- Owner-Occupied Housing Rehabilitation/Repairs
- Demolition/Reconstruction
- Foreclosure Prevention/Mortgage Assistance
- Land Acquisition and Construction (Mobile Home Placement)
Previously mentioned, ARPC staff is currently working to assist three total residents in Calhoun County. These projects are inclusive of the following strategies:

- Two Rehabilitation projects
- One new Mobile Home purchase

The mobile home purchases are being completed by working with both U.S. Mobile Homes and Family Home Center of Dothan. These manufacturing companies have been excellent in communication with ARPC staff during this process and have been very accommodating to keep this program moving forward. ARPC staff and the Calhoun BoCC are especially appreciative of the contractors who have performed rehabilitation and repair work on these homes. Throughout the program, ARPC staff has maintained a list of six qualified contractors who have been awarded bids throughout the program.

The HHRP in Calhoun County completed a pre-bid conference/contractor walkthrough on May 5, 2022. Five homes for rehabilitation were included and five contractors attended. Two projects are complete, one project nears completion, one project is pending, and one resident received housing assistance through another organization.

The application cycle for the second HHRP allocation (FY 20/21) is now open and application processing is underway. The funding cycle was advertised in The County Record on Wednesdays from August 24 to September 21. The first day of the application cycle was Thursday, September 22. Housing Staff interviewed over forty-five residents who received applications to complete and return. As of Tuesday, September 27, HHRP 2 funds have been fully encumbered. Applications were received for sixteen residents. Eight were encumbered and eight were placed on the waiting list. The encumbered total is comprised of six applications for rehab and two for Demolition/Reconstruction (mobile home replacement).

**Calhoun County State Housing Initiatives Partnership (SHIP)**

In addition to HHRP, ARPC provides administration to Calhoun County’s SHIP Program. The county receives an annual allocation of $350,000 from the Sadowski Trust Fund (Florida Housing Finance Corporation) to assist residents in addressing housing repairs that impact life, safety, and code. The program also serves as a vehicle to assist first-time home buyers with closing costs, as well as residents who have fallen behind on mortgage payments and are at-risk for foreclosure (Foreclosure Prevention Program).
ARPC staff has been working diligently to continue providing housing assistance to Calhoun County residents who qualify for SHIP. The process for applying has been refined and now includes a pre-screening questionnaire prior to receiving an application. The new Local Housing Assistance Plan (LHAP 2022-2025), which outlines the County’s plan and strategies for addressing housing matters, was accepted and approved by the Florida Housing Finance Corporation and has been posted to their website. SHIP recently conducted a pre-bid conference which included four homes. Three contractors attended the conference and bids were received on all four homes. The bids were awarded to lowest bidder during the BOCC meeting on Tuesday, October 4.

**Wakulla County Community Development Block Grant - Mitigation**

In July 2020, two applications were submitted to the FL Dept. of Economic Opportunity (DEO) for the Community Development Block Grant-Mitigation (CBDG-MIT) on behalf of Wakulla County. The grant applications were proposals for the development of a county-wide Shelter Plan and a Disaster Risk Analysis and Adaptation Plan, respectively. In January 2021, Governor DeSantis announced $20 million in awards, including both Wakulla proposals.

1. **Shelter Plan:** $75,000 in CDBG-MIT (Community Development Block Grant - Mitigation) funding was awarded for the purpose of developing a Shelter Plan, which will enhance resiliency planning efforts and better equip Wakulla County in the provision of sufficient, safe, and effective sheltering for individuals in the event of a natural disaster or other emergency event.

2. **Disaster Risk Analysis and Adaptation Plan:** $75,000 in CDBG-MIT (Community Development Block Grant - Mitigation) funding was awarded for the purpose of enhancing resiliency planning efforts through an update of Wakulla County’s Disaster Risk Analysis and Adaptation Plan, which will include an analysis of potential hazards and an evaluation of existing conditions of the County’s physical, social, economic, and environmental vulnerabilities.

The agreement for the Shelter Plan was fully executed on December 13, 2021, and work is in progress toward completing deliverables. As a part of Deliverable 1, ARPC completed two public meetings to inform residents about the plan and encourage feedback and participation. Staff also performed site visits to current and potential shelter sites to assess capacity and needs. The first deliverable was submitted to the County in July 2022 for review. The final draft was submitted on August 31st and approved by the county. The team progresses toward completing the second deliverable which will consist of an engineering study to determine suitability/feasibility of the county-identified, potential storm shelters. The objective of this study is to provide the county with the locations that qualify as having the capacity, capability, and feasibility to hosts residents during emergency events.
Jackson County State Housing Initiatives Partnership (SHIP)
Since July 2021, the ARPC has been working with Jackson County residents to coordinate needed housing repairs, as well as to assist first-time home buyers with purchasing a home. Jackson County recently received a boost in their SHIP allocation, increasing their minimum allocation of $350,000 to $464,293.

Earlier this year, ARPC staff completed a pre-bid conference that included six homes for rehabilitation. Four homes received acceptable bids and were awarded. Three homes have reached completion and one is pending completion over the next few weeks. Additional walk-throughs will also take place over the next few months. ARPC also continues to assist residents with interest in purchasing a home within its First-Time Homebuyers Program.

Jackson County Hurricane Housing Recovery (HHRP)
Effective October 1, ARPC now administers the HHRP on behalf of the Jackson County Board of County Commissioners. This consists of both the FY 19-20 allotment and the additional allotment received in FY 20-21. During the entire month of September, ARPC worked closely with Emerald Coast Regional Council and Jackson’s Housing Office to successfully transition the program to ARPC. Now, ARPC is continuing to assist residents and are currently organizing an initial closing that will consist of five new manufactured homes and three rehabilitation projects. ARPC Housing will continue to work with residents to identify how the HHRP can assist in their hurricane recovery/housing needs. The Housing team is happy to provide additional housing assistance to Jackson residents through the HHRP!
MARKETING & COMMUNICATIONS PROGRAM
Melissa Franklin

ARPC General Communications
ARPC staff developed and distributed the August 2022 Board Notes and continues to manage ARPC social media engagement, as well as website updates and document uploads. All websites (ARPC, BBHCC, and 850 Hemp) are monitored for updates on a weekly basis. In addition, ARPC staff provides general graphics and communications support throughout the organization’s numerous programs and projects; developing informative, professional, and eye-catching materials as needed.

RideOn
Each fall, the FL Dept. of Transportation (FDOT) hosts a statewide Mobility Week to promote and celebrate safe, multimodal transportation choices. Partner agencies from across the state host events and offer special programming to encourage Floridians to explore new and sustainable transportation options. Mobility Week 2022 is scheduled for the week of October 21st - 28th and ARPC staff is busy planning and preparing for an excellent week of promoting safe and sustainable transportation choices!

To assist in onboarding additional employers, employees, and students, staff created new marketing materials for the RideOn program.

ARPC staff recently developed a new logo option for Arc on the Gulf and will be providing assistance in the organizations rebranding efforts. In addition, ARPC is assisting Liberty County Transportation with their organization’s marketing materials.
**Big Bend Healthcare Coalition (BBHCC)**
To ensure the most up to date and relevant information is available to our partners, ARPC staff has made significant updates to the BBHCC website and continues to revamp and monitor the site on a regular basis.

**Local Emergency Planning Committee (LEPC)**
Staff assisted with the Hazardous Materials Commodity Flow Study (HMCFS). A Hazardous Materials Commodity Flow Study identifies the hazardous materials transported into, out of, within, and through a specified area. This information is necessary for county emergency response agencies to appropriately plan for various emergencies.

**Administrative Assistance**
As ARPC continues to grow, staff is assisting in the restructuring process in all manners possible. Additional responsibilities include, but are not limited to:

- compiling, formatting, and distributing ARPC Board Packages and additional Board Meeting materials
- assist in planning and coordination of Full Council Board Meetings; recording of Full Council Board Meeting minutes, as well as Executive Committee Board Meeting minutes
- assistance with the Revolving Loan Fund Program as needed

**2022 National Association of Development Organizations (NADO) Aliceann Wohlbruck Impact Award**
Each year, through its awards program, NADO recognizes member organizations that demonstrate valuable and effective approaches to regional economic and community development. This year, ARPC received a 2022 NADO Aliceann Wohlbruck Impact Award for development of the *Cycle the Arts* campaign. *Cycle the Arts* offers the community an innovative biking experience, providing numerous bicycle friendly routes which highlight public art throughout the Region.

![Cycle the Arts marketing materials](image)

*Fig. 3: Cycle the Arts marketing materials.*
Item 1. Welcome and Introductions
Chair Dozier called the meeting to order at 10:03 am. As this was a virtual meeting, roll call was digitally recorded via the GoToMeeting platform. Chair Dozier welcomed all attendees.
Executive Director Chris Rietow reminded everyone that Jana Williams is no longer with ARPC, and in her absence Melissa Franklin, Communications Coordinator, will be assisting during the Executive Committee meetings.

ARPC Executive Committee Members in Attendance
John Jones
Lisa Miller
Kristin Dozier
Ricky Jones
Jack Porter

ARPC Staff in Attendance:
Chris Rietow, Executive Director
Melissa Franklin, Communications Coordinator
Rick McCraw, Senior Planner
Monica Pitts, Finance Director
Josh Pasqualone, ARPC Legal Council

Also in Attendance:
Lauren Schlitt (Commissioner Porter’s Aide)

Item 2. Approval of Minutes
Approval of the July 28, 2022 Executive Committee meeting minutes occurred at the August 18, 2022 Full Board ARPC Meeting. Documents require signatures and will be sent to Commissioner Dozier.

Item 3. REVIVE! RLF Applications
a. Phenomenal Tresses, LLC – Leon County: ARPC staff recommended approval of a loan request for $45,000 from Thamar Williams, amortized for a period of 10 years at 5% interest with a monthly payment of approximately $500.00 beginning on November 1, 2022. Upon counsel’s advice, the loan approval was postponed pending acquisition of title insurance. In this particular case, the loan collateral is in the form of a life estate deed, and the title insurance will protect ARPC in the event that another family attempts to refute the pledge of property.

Councilman John Jones motioned to approve the loan, contingent on acquiring title insurance. Vice Chair Ricky Jones seconded the motion.
b. **Additional RLF Updates**  
Rick McCraw is stepping in for Jana Williams, and ARPC staff are in the process of migrating loan information into the automated system. New loan applications will not be accepted until January 2023. As of now, approximately one-third of the RLF recipients have signed up for the automatic payment system. Concerning delinquent accounts, letters have been sent out and all but two businesses have responded. The next step is a letter from our legal Council.

*Commissioner Dozier: Make sure our partners know that we are not accepting new applications until January 2023. Knowing some of the issues that applicants are facing, in the downtime, encourage people to ask questions and gather documents.*

**Item 4. Approval of FY 22-23 Budget**  
Last year’s budget was $3.3 million when approved, and $3.5 million when finalized. This year the budget is $7+ million, which includes funding for the Franklin-98 Living Shoreline project. A good deal of these funds are pass through this year, and upon receipt, will be distributed directly to our contractors and partners. The budget is broken down by program. A few things to note:

- The housing budget has increased significantly (includes HHRP and SHIP for two counties, plus contract work).

- The Big Bend Healthcare Coalition contract is entering its third year, and there is a chance ARPC may absorb the 501 c3.

- The Big Bend Continuum of Care (BBCOC) has set the goal to become 100% independent, though they have not yet set a timeline. ARPC staff met with BBCOC and reworked the Memorandum of Agreement. BBCOC has taken over their own finances, and ARPC is still handling payroll and HR.

- ARPC staff met with the Department of Transportation (DOT) central office, and we have been asked to prepare a proposal for rural transportation planning services for five counties. DOT requests that the plan mirrors Emerald Coast’s plan.

- Regarding the Regional Vulnerability Assessments, there is currently no contract in hand, but we have been assured that the Department of Environmental Protection (DEP) wants to fund the project.

- The ARPC Emergency Management Planning program will be hiring additional staff to assist with projects and workload. Emergency Management Planning Manager Anthony
Carpanini will be moving away in approximately one year, and staff will soon begin the hiring and training process to ensure a smooth transition in Mr. Carpanini’s absence.

- ARPC is moving to a new office space at the end of October. As such, the cost of rent is doubling. The new office has more than enough space to accommodate ARPC’s growing organization, and the landlord is completely renovating the office before move-in.

- The salary figure listed is not final. ARPC will be conducting Staff Evaluations at the end of September, and there will likely be increases in staff pay.

- ARPC is moving forward with the plan to start a true reserve fund.

  C. Dozier: Four million is a lot to flow through. Is everything flowing straight through?
  Chris Rietow: Yes, everything will come through ARPC and we will cut the checks to the contractors and partners.
  C. Dozier: Contractors will be responsible for making sure the work has been done and so forth.
  Chris: Yes, Evan is our project manager, and he will be in charge of directing the money to the right pots and managing all partners and contractors.

- Also, Monica Pitts, ARPC Finance Director, has been doing an excellent job. We brought in our auditor to evaluate our processes and provide training. They are assisting in modernizing the system and procedures currently in place. Moving forward, program managers will be more involved in their individual program’s finances and deliverables.

Vice Chair Ricky Jones motioned to approve the FY2022-2023 ARPC Budget.
Councilman John Jones seconded the motion.
Motion approved.

Lisa Miller: Are you happy with the FDEM relationship?
Chris Rietow: Yes, They reached out recently and asked if we would assist with a couple of projects, but the timeline isn’t quite working out. But yes, we are still on good terms with them.
Lisa Miller: How do we provide support for private-public partnerships?

Item 5: *Amendment to ARPC By-Laws
It’s been some time since ARPC updated the bylaws. Changes include:
- Elections – Will be held at the January meeting as opposed to the November meeting. Installations will occur at the March meeting.
- Executive Director: Ex. Comm. shall review the Florida RPC executive director salaries every three years to compare compensation packages.
Commissioner Dozier: The wording is very specific. Can we broaden the statement for review of additional documents. Board is okay with wording as it is.

- Address: Change of address when we move to our new office.
- Meetings: Edited to state the months. Advertise 10 days prior, and post to website.
- Annual Meeting: Selecting officers, not electing them.

Lisa Miller: We have the ability as an Executive Committee to make these decisions on behalf of the full board?
Chris Rietow: Yes, and then we ask the full board to ratify the decisions made by the Ex. Committee.

Lisa Miller: Regarding Executive Director compensation, do we have the ability to bring up your compensation and benefits at any time or are we limited to only three years.

Commissioner Dozier: Nothing prevents us from taking up an issue in the interim, this just ensures that it is done at least every three years.

Governor Appointee Lisa Miller motioned to approve amendments to ARPC By-Laws.
Councilman John Jones seconded.
Motion passed.

Item 6: Other Business
a. Next Full Council Board meeting: October 20, 2022 (Location to be determined).
b. Next Executive Committee meeting: To Be Determined

Meeting adjourned at 11:05am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL EXECUTIVE COMMITTEE MEETING ON OCTOBER 20, 2022

SIGNED: ATTEST:

__________________________________________
Kristin Dozier Chris Rietow
Chair Executive Director
MONTHLY ACTIVITY REPORT: August 2022

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Organized and distributed the Summer 2022 Florida Regional Councils Association (FRCA) Newsletter, FRCA Forward.
- Updated the email lists for and maintained the email listserv for approximately 2,750 individuals who receive FRCA Forward.
- Maintained and updated the FRCA website: www.flregionalcouncils.org.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated with, or attended the following meetings and webinars:
  - Department of Economic Opportunity Broadband Strategic Plan Webinar
  - Florida Chamber Foundation Coordination Meeting
  - Southeast Crescent Regional Commission Coordination Meeting
  - Florida Division of Emergency Management - Statewide Shelter Plan Working Group
  - Florida Collaborative Coordinator Forum
  - Rural Economic Development Initiative Meeting
- Attended the Florida League of Cities and moderated a panel with the Economic Development Administration and RPC staff.

ASSOCIATION MANAGEMENT

- Hosted the August FRCA Executive Directors Advisory Committee (EDAC) and prepared for the September EDAC Meeting and FRCA Partners Meeting.
- Continued to coordinate logistics for the 2022-23 meeting and conference schedule.
- Distributed grant opportunities and information of interest from local, state and national organizations.
MONTHLY ACTIVITY REPORT: September 2022

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Organized and distributed the September 2022 Florida Regional Councils Association (FRCA) Newsletter, FRCA Forward.
- Updated the email lists for and maintained the email listserv for approximately 2,750 individuals who receive FRCA Forward.
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  - Department of Economic Opportunity Broadband Strategic Plan Webinar
  - Florida Chamber Foundation Coordination Meeting
  - Southeast Crescent Regional Commission Collaboration Meeting
  - Florida Division of Emergency Management - Statewide Emergency Shelter Plan Working Group
  - Rural Economic Development Initiative Meeting
  - 2023 State Hazard Mitigation Plan Stakeholder Workshop
  - Coordination Meeting with Chief Resilience Officer, Wes Brooks
- Attended the Florida American Planning Association Annual Conference as a sponsor and exhibitor.

ASSOCIATION MANAGEMENT

- Hosted the September FRCA Executive Directors Advisory Committee (EDAC) and FRCA Partners Meetings.
- Prepared to attend the Florida Resilience Conference as a moderator and partner.
- Continued to coordinate logistics for the 2022-23 meeting and conference schedule.
- Distributed grant opportunities and information of interest from local, state and national organizations.
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