Apalachee Regional Planning Council
FULL COUNCIL BOARD MEETING

329th PUBLIC MEETING
THURSDAY, JANUARY 19, 2023
10:00AM ET/ 9:00AM CT

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**

Ricky Jones, Acting Chair (Franklin) • Vacant, Vice-Chair (Franklin)
Jim Peacock, Secretary/Treasurer (Jackson) • John Jones, Past Chairman (City of Monticello)

**FRCA Policy Board Members:** Jack Porter and Lisa Miller

**FULL COUNCIL**

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<thead>
<tr>
<th>County</th>
<th>Counties Represented</th>
<th>Position</th>
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<tbody>
<tr>
<td>Calhoun County</td>
<td>Darryl O’Bryan, Sheila Blackburn, Don Stephens</td>
<td>County Commissioner, Councilwoman, City of Blountstown, Governor's Appointee</td>
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<td>Gadsden County</td>
<td>Brenda Holt, Evelyn Goldwire, Henry Grant</td>
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<td>Quincee Messersmith, Gail Gilman, Vacant</td>
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<td>Vacant, Darryl Boudreau, Tanya Branton, Diane Scholz</td>
<td>FL Dept. of Environmental Protection, NW FL Water Management District, FL Dept. of Transportation, FL Dept. of Economic Opportunity</td>
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**Ex-Officio Members**

- Darryl Boudreau
- Tanya Branton
- Diane Scholz

- FL Dept. of Environmental Protection
- NW FL Water Management District
- FL Dept. of Transportation
- FL Dept. of Economic Opportunity
DRAFT AGENDA

1. Call to Order and Introductions

2. *Approval of Agenda

3. *Approval of Minutes – October 20, 2022 Board Meeting

4. Caroline Smith – Regional Economic Development Strategy

5. Executive Director’s Report - ARPC Chris Rietow, Executive Director
   A. *Financial Report
   * RESOLUTION NO. 2023 – 01

   B. Staff Program Reports
      1. Economic Development & Community Planning
      2. Emergency Planning
      3. Revolving Loan Fund
      4. Transportation Planning
      5. Environmental Planning
      6. GIS Program
      7. Housing Program
      8. Communications

6. *ARPC Executive Committee Update

7. 2022 ARPC Annual Report

8. Review of 2022 ARPC Goals and Proposed 2023 Goals

9. *ARPC Officer Elections

6. Board Member Reports / Local & Regional Issues Discussion

7. Ex-Officio Member Updates

8. Public Comment

9. Adjournment

10. Next ARPC Board Meeting – Thursday, March 23, 2023 (ARPC Office)
1. **Call to Order and General Business**
   - Commissioner Kristin Dozier called the meeting to order at 10:05am.
   - Pledge of Allegiance
   - Quorum confirmed and Introductions made.

**ARPC Board Members in Attendance**

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<td>Leon County</td>
<td>Jack Porter</td>
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<td>Lisa Miller</td>
<td>Governor’s Appointee</td>
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<td>Liberty County</td>
<td>Davis Stoutamire</td>
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<td>Wakulla County</td>
<td>Quincee Messersmith</td>
<td>County Commissioner</td>
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**Ex-Officio Members in Attendance**

- Darryl Boudreau – NWFWMMD
- Diane Scholz – Fl Department of Economic Opportunity
- Tanya Branton – Department of Transportation

**ARPC Staff in Attendance**

- Josh Adams – Env. Planning Manager
- Evan Blythe – Env. Project Manager
- Anthony Carpanini – Em. Man. Planning Manager
- Ben Chandler – Disaster Resiliency Planning Manager
- Kwentin Eastberg – Deputy Director
- Melissa Franklin – Communications Coordinator
- Devina Lade – GIS Specialist
- Christian Levings – Healthcare Coalition Coordinator
- Pat Maurer – Commuter Assistance Coordinator
2. **Approval of Agenda**

Councilmen John Jones motioned to approve the October 2022 ARPC Board Meeting Agenda. Governor’s Appointee Davis Stoutamire seconded the motion.

3. **Approval of Board Minutes**

Governor’s Appointee Davis Stoutamire motioned to approve the August 2022 Board Meeting Minutes. Mayor Evelyn Goldwire seconded the motion.

Motion approved unanimously.

The board observed a moment of silence In Memoriam for Governor Appointee Don Stephens who recently passed away.

4. **Capital Area Community Action Agency Overview (CACAA)**

Tim Center, CEO

The Capital Area Community Action Agency, Inc. (Community Action), is a private non-profit organization-501(c)(3) created in 1965 as the Leon County-Tallahassee Community Action Program to serve only Leon County residents. In 1980, it assumed sponsorship of antipoverty programs in Gadsden, Jefferson, Calhoun, Liberty, Franklin and a portion of Gulf Counties. The name was then changed to compliment the expanded service area. In 2010, service was extended to include all of Gulf County. Wakulla was the last county to be added to the Capital Area Community Action Area service area.
The organization’s mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community.

Poverty is defined as $20,000 annually for a family of three. Currently, 22% of the population throughout the Region are living in poverty, and 28% of the population of Tallahassee are living in poverty. In addition to those living in poverty, 25% of the population falls within the category of Asset Limited, Income Constrained, Employed (ALICE).

CACAA provides services to those in crisis, and offers assistance in the following manner: Emergency Assistance (Utilities, Rent Assistance, Emergency Shelter); Weatherization improvements (insulation, weather stripping, and appliances); Self Sufficiency (Getting Ahead and Circles USA programs); and Head Start, a voluntary Pre-Kindergarten program. For further information regarding CACAA, please visit Capital Area Community Action Agency | Providing Needed Support to the Capital Area.

Commissioner Dozier: How often is the poverty line adjusted? Does inflation affect it?
- Tim Center: The poverty line is adjusted annually and, yes, inflation affects it.
Commissioner Dozier: How many children are in the Headstart Program?
- Tim Center: The agency is funded to fill 378 slots at a time, and there are 6 Headstart Centers.
Commissioner Messersmith: What can I do to assist with more designated board members?
- Tim Center: Anyone can serve on the board or be designated, and we offer an orientation and training.
Commissioner Dozier: As far as workforce training and regional labor shortages, how can our counties and organizations assist?
- Tim Center: Start collaborating more. Convene the separate organizations and asses how everyone can best work together (i.e. economic development organizations working with Career Source working with vocational education programs working with the school system).

5. Executive Director Report

Financial Reports, May & June 2022

Executive Director Chris Rietow brought to the board’s attention that, moving forward, ARPC financial reports will be distributed in the form of a summary as opposed to monthly reports.
Commissioner Stephen Walker motioned to approve the August/September 2022 Financial Reports.
Councilman John Jones seconded the motion.
Motion approved unanimously.

**Staff Program Reports**

- **EcDev/Community Planning**: Caroline Smith, EcDev Planning Manager, and Chris Rietow, Executive Director, just returned from the annual National Association of Development Organizations (NADO) Conference. The conference brings together regional development organizations for the purpose of idea sharing, and Mr. Rietow sits on the NADO board. 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.

- **Emergency Planning**: Two grants have been secured for Wakulla County through the Community Development Block Grant (CDBG) program. $75,000 in 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. An additional $75,000 in 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.

- **Revolving Loan Fund Program**: Jana Williams, our previous RLF Coordinator, has taken a job with the City of Tallahassee and is no longer working with the ARPC. Rick McCraw is now serving as the interim RLF Coordinator. The program is transitioning all RLF loan payments to an electronic system that will automatically deduct borrowers’ loan payments from their checking accounts. While this transition takes place, no new loan applications are being accepted. It is anticipated that the process will be complete by January 2023. Several current loans are past due and legal counsel will advice as to best next steps.

- **Transportation Planning**: The transportation program is currently working with Florida Department of Transportation to develop a Rural Transportation Plan. FDOT has requested that the plan mirror what Emerald Coast has in place. The draft scope of work is nearly complete, and will focus on expanding the transportation program and serve counties that are not currently a part of the Capital Region Transportation Planning Agency (CRTPA).

- **Environmental**: Florida’s Chief Resilience Officer recently visited the ARPC offices, and meet with council staff to better understand the resilience challenges throughout the Region.
• **GIS:** Staff is planning on investing in a GIS enterprise license, so ARPC has the 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).

• **Housing:** Staff has acquired new software to assist in streamlining the application intake process and allow for additional capacity as the Housing program continues to grow.

**ARPC Executive Committee Meeting Minutes**

- The Executive Committee has approved a loan for Phenomenal Tresses, on the condition that ARPC acquires title insurance to cover the property offered as collateral. To date, legal counsel has been unable to find a company that will secure the title insurance.

- The Executive Committee approved amendments to the ARPC by-laws, as follows:
  - The schedule for Boards meetings has been shifted to accommodate summer absences. This change will affect when ARPC board elections are held as well.
  - The ARPC office address has been changed to reflect the new office space.
  - The Executive Committee is now required to review the Executive Director’s compensation every three years, and it able to review on a more frequent basis.

Commissioner Jim Peacock motioned to ratify the amendments to ARPC Bylaws. Commissioner Stephen Walker seconded the motion. Motion approved unanimously.

6. **Questions/Comments:**
   Tanya Branton, FDOT, reminded everyone that the Suntrail program is accepting applications through December 15, 2022.

7. **Meeting adjourned at 11:40am**

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL MEETING IN REGULAR SESSION ON JANUARY 19, 2023

SIGNED: ATTEST:

_____________________________ _________________
Ricky Jones Chris Rietow
Chairman 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 2022/2023 Summary**
       o  FY 2022/2023 Expense Summary for October, November, and December
       o  Resolution No. 2023-01 – Executive Director Signature Authority

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*: November 22, 2022 Meeting Minutes.

IV.  2022 ARPC Annual Report

V.  Review of 2022 ARPC Goals and Proposed 2023 Goals

VI.  *ARPC Officer Elections

**ACTIONS NEEDED**

   o  *Motion to approve the Financial Summary through December 2022 and Resolution No. 2023-01.

   o  *Motion to ratify actions by the ARPC Executive Committee from their November 22, 2022 meeting.
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<td>2,000.00</td>
<td>2,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>3,391.00</td>
<td>1,018.01</td>
<td>1,581.74</td>
<td>791.25</td>
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<tr>
<td>Contingency &amp; Project Pass-Thru</td>
<td>(17,894.46)</td>
<td>(1,876.58)</td>
<td>(14,870.59)</td>
<td>(1,147.29)</td>
</tr>
</tbody>
</table>

| TOTAL EXPENSES                                       | 590,821.94 | 187,800.78 | 136,978.68 | 266,042.48 |

$ 8,536.11  Balance 12/31/22
RESOLUTION NO. 2023 – 01

WHEREAS, the Council employs the Executive Director to administer the day-to-day operations of the Council and to carry out the policies set forth by the Council; and

WHEREAS, it has been the Council’s practice that the Executive Director sign all revenue generating contracts, grants, agreements, or similar instruments, except where the funding entity required Executive Committee action and the Chair’s signature; and

WHEREAS, it is the Council’s desire to develop mechanisms which enhance the agency's financial well-being, while simultaneously being responsive to the efficiency desires of our financial partners,

NOW, THEREFORE, BE IT RESOLVED

The Council hereby authorizes, consistent with agency practice, the Executive Director to execute on behalf of the Council, all bank account signature cards, resolutions, contracts, grants, and agreements for the Council.

DULY ADOPTED by the Apalachee Florida Regional Planning Council this 19th day of January 2023.

BY THE: APALACHEE REGIONAL PLANNING COUNCIL

_________________________   ATTEST:  __________________________
Ricky Jones            Chris Rietow
Chairman              Executive Director
Regional Economic Development Strategy
ARPC staff recently finalized the 2022-2027 Regional Economic Development Strategy, which can be found on the ARPC website at www.arpc.org. Please note that this document is technically the Comprehensive Economic Development Strategy but has been renamed moving forward to clarify its purpose. This Strategy will serve as a guideline for EDA investment over the next five-year time frame. Annual updates will occur during the summer to provide space for any needed additions or modifications moving forward.

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 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, recently finalized both Liberty and Wakulla County’s broadband feasibility studies, which were fully funded by DEO RIF grants.

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 will begin in January 2023 and will result in a new Economic Development Strategy for the community to help target future industry and support business and community development. ARPC staff will provide project support to Gretna.

FL DEO Community Planning Technical Assistance (CPTA) Grant – Regional Broadband Planning
ARPC staff was 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 scope of work was recently finalized, and project activities are now underway. Notably, the project will include a mapping update to the Apalachee Online website.

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 and partners recently finalized the contract and scope of work; activities are now underway and will continue through year 2024.

Recent Conference Participation
In December 2022, ARPC staff participated in the annual Rural Summit in St. Augustine, Florida.
AGENDA ITEM 6 – b – 3

EMERGENCY PLANNING PROGRAM
Anthony Carpanini – Denise Imbler – Christian Levings

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 June 15, 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:
- Ethanol Safety & Steel Drum 101 (TRANSCAER)
- Ethanol Training & Emergency Response (TRANSCAER)
- Steel Drum 101 Webinar for First Responders, Train-the-Trainer (TRANSCAER)
- Ethanol Emergency Response - Train the Trainer Webinar (TRANSCAER)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/22</td>
<td>4-Hr HazMat Awareness</td>
<td>9</td>
</tr>
<tr>
<td>06/29/22</td>
<td>8-Hr Detection and Rapid Analysis of Hazardous Materials</td>
<td>17</td>
</tr>
<tr>
<td>08/16/22</td>
<td>4-Hr HazMat Awareness</td>
<td>8</td>
</tr>
</tbody>
</table>

The following trainings are scheduled to be held in the Apalachee LEPC region during this quarter:
- City of Tallahassee will be hosting six 8-Hour HAZWOPER Technician Refresher course for the Purdom and Hopkins Power Plants.

Hazard Analysis
ARPC staff completed the second deliverable of the 2021-2022 Hazard Analysis Contract. This includes performing approximately thirty (30) 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.
District Response Procedures
As part of the Hazardous Materials Emergency Preparedness (HMEP) Grant, ARPC staff will develop district response procedures (SOPs) for incidents involving the transportation of flammable liquids, chlorine, and anhydrous ammonia to include in county comprehensive emergency management plans (CEMP) and district response plan. This information will be added to the 2023 LEPC Regional Hazardous Material Response Plan and provides first responders details as to the most shipped hazardous materials through the Region.

Hazardous Materials Exercises:
ARPC staff acted as the lead planner and facilitator for the 2022 Jackson County HazMat Tabletop Exercise. This exercise included more than ten agencies and sixty participants including the Bay County HazMat team. The scenario for this year’s exercise involved a train derailment and release of methylamine in the city of Marianna. In addition to the exercise, Bay County HazMat team performed a technical decontamination drill. Technical decontamination is the deliberate decontamination of responders wearing personal protective equipment. It is performed with emphasis on thorough agent removal or neutralization versus speed.

Big Bend Healthcare Coalition (BBHCC)
ARPC staffs the Big Bend Healthcare Coalition (BBHCC), which held its most recent general membership meeting on December 6th, 2022, with more than sixty (60) participants from throughout the Region. During the meeting, the National Weather Service in Tallahassee recapped the 2022 Atlantic Hurricane Season, and gave a weather outlook for the remainder of the winter months going into spring. The Coalition Members were also briefed by the Department of Health’s Regional Epidemiology staff, who gave updates on the triple threat of COVID, RSV, and flu that have been circulating in the region. The next BBHCC general membership meeting is scheduled for March 7th, 2023.

The BBHCC participated in daily coordination and preparedness calls and information sharing during the Hurricane Nicole activation in early-to-mid November as our region faced the threat of extremely heavy rainfall and flooding concerns. BBHCC staff relayed informational packets created by the National Weather Service in Tallahassee twice daily from November 7th to November 10th to help provide Coalition members with the information they needed to take preparedness and responsive action.

BBHCC Coordinator Christian Levings traveled to Anaheim, California to attend the 2022 National Healthcare Coalition Preparedness Conference from November 28th - December 2nd. Christian represented Region 2 of Florida while spending the week learning, teaching, and exchanging ideas with his colleagues from both around the State and Country.

The BBHCC is continuing to participate in the planning meetings 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 begin planning for a Hurricane Preparedness and Decision Making series to bring to the region. The goal of the virtual workshop is to help develop and improve the Hurricane preparedness and response plans of the Coalition members, which will then be exercised in the subsequent virtual tabletop exercise.

The BBHCC is continuing to actively work with Local, State, and Private partners to bring Stop-The-Bleed training back to our region based on requests from partners and members.

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 (18) 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 to streamline our loan application, processing, and monitoring procedures. The software was recommended by the South Florida Regional Planning Council, who utilizes the software 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 Melissa Franklin (mfranklin@arpc.org).

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 December 31st, there are fourteen active Legacy RLF loans, with approximately $55,000 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.

Two Legacy loans are 90 days or more without a payment. Staff is working with the applicants and the ARPC attorney (Josh Pasqualone) to make the loans current. As of December 31st, eight of the fourteen loan holders, 57 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 have passed since the final EDA disbursement of Legacy award funds to 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 December 31st, there are eleven active loans in the CARES Act RLF, with approximately $117,000 in uncommitted funds available for lending. Three loans were fully repaid in 2022. 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.

Four CARES Act loans are 90 or more days without a payment. This includes two borrowers (and three loans) who have declared bankruptcy. Staff is working with the bankrupt borrowers and the ARPC attorney to determine the best way to recover some of the loaned funds. Staff is also working with the late borrower to help make the loan current. As of December 31st, seven of the eleven loan holders, 64 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 December 31st, there are nine active loans in the REVIVE! RLF with approximately $550,000 million in uncommitted funds available for lending; one loan was fully repaid in 2022. The active loan list does not include the $45,000 approved for Phenomenal Tresses, LLC. The ARPC has not yet closed the loan due to title issues associated with the property offered as loan collateral. Due to property ownership concerns, the first title company was not able to issue a title policy. The ARPC attorney is working with the applicant to secure a title policy that provides suitable collateral protection for the ARPC.

One REVIVE! Loan is more than 90 days without a payment. Staff is working with the late borrower to help make the loan current. As of December 31st, all nine loan holders have signed up for ACH payments.
Transportation Disadvantaged (TD) Program
ARPC staff has completed and billed for the second quarter deliverables for FY 2022-2023. Second quarter meetings of the TD Local Coordinating Boards included reviewing the Annual Operating Report, and hosting a Public Workshop, in addition to 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>FEBRUARY 2023</th>
<th>JUNE 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calhoun</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
</tr>
<tr>
<td>Franklin</td>
<td>8 Wednesday</td>
<td>7 Wednesday</td>
</tr>
<tr>
<td>Gadsden</td>
<td>16 Thursday</td>
<td>15 Thursday</td>
</tr>
<tr>
<td>Gulf</td>
<td>8 Wednesday</td>
<td>7 Wednesday</td>
</tr>
<tr>
<td>Jackson</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
</tr>
<tr>
<td>Jefferson</td>
<td>16 Thursday</td>
<td>15 Thursday</td>
</tr>
<tr>
<td>Leon</td>
<td>15 Wednesday</td>
<td>14 Wednesday</td>
</tr>
<tr>
<td>Liberty</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
</tr>
<tr>
<td>Wakulla</td>
<td>15 Wednesday</td>
<td>14 Wednesday</td>
</tr>
</tbody>
</table>

Staff also attended the virtual December board meeting of the Commission for the Transportation Disadvantaged (CTD) and submitted recommendations for the Community Transportation Coordinators in Leon (FY 2022-2027), Jackson, and Jefferson Counties (FY 2023-2028). Star Metro was recommended to continue to serve in Leon County, JTrans was recommended to continue to serve in Jackson County, and Big Bend Transit, Inc., was recommended to continue to serve in Jefferson County. Each recommendation was approved and adopted by the CTD.
Regional Commuter Assistance Program
RideOn Commuter Services is the Regional Commuter Assistance Program for the FL Dept. of Transportation (FDOT) District 3 (D3). CAPs offer free transportation consulting to local governments, employers, 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; or visit the website at: www.RideOnTogether.org and download the RideOn app.

Employee Benefits Fairs
Open enrollment for government employees meant opportunities to exhibit at major employer sites. Pat Maurer at Florida State University. Melissa Franklin & Pat Maurer at City of Tallahassee.

FDOT-Chipley
RideOn was invited to present at the annual Grants Workshop held November 2 at FDOT headquarters in Chipley. Representatives of transportation providers from across our service area, as well as some local government agencies, were offered specific examples of ways the CAP can assist with their goals, as well as receiving incentive items and information about Best Workplaces for Commuters.

Corporate Cup Challenge
RideOn was a silver level sponsor for this annual competition, hosted by Working Well. On October 8, teams representing major employers from across the region competed in various outdoor activities, including kayaking, running, cycling and “Office Olympics”. Staff was on hand at the RideOn exhibit, promoting Mobility Week and distributing information regarding services available through RideOn Commuter Services. Kwentin Eastberg & Pat Maurer at the 2022 Corporate Cup Challenge.
Transportation Disadvantaged Boards
Time was allotted on the agenda of the Transportation Disadvantaged quarterly meetings for staff to give a presentation highlighting specific ways RideOn can assist the organizations in accomplishing their goals in the communities they serve.

Mobility Week 2022
FDOT’s statewide Mobility Week campaign took place October 21-28, 2022. Staff worked extensively with stakeholders to coordinate and promote this year’s local activities.

StarMetro and Big Bend Transit both observed “Try Transit Tuesday” on October 25, offering fare-free rides on all fixed route service.

In partnership with Sustainable Tallahassee, RideOn and Tallahassee-Leon County Planning Department hosted an “E-bike Expo” at Anita Favors Plaza on Wednesday, October 26. Local bike shops offered test-rides, cycling clubs and safety organizations had informative exhibits.

Staff provided information about our programs, Mobility Week light-up armbands, and a free bike helmet to anyone who needed it.

A local filmmaker was on hand for the event, and the full video can be viewed here.
Ciclovia
RideOn is working to engage community partners to hold a Ciclovia in Tallahassee in Spring 2023. This event is designed to promote safety and encourage use of all forms of human-powered transportation. A mile or two of street will be closed to cars so that people can freely walk, bike, skate or scoot and visit exhibitors and businesses along the way.

Rural Regional Transportation Plan - Technical Assistance
ARPC staff has submitted a scope of work and subsequent request for funding to FDOT District 3 and Central Office staff for the establishment of a Regional Rural Transportation Plan (RRTP). This RRTP would help coordinate rural transportation planning initiatives in the five rural counties not covered by the Capital Region Transportation Planning Agency (CRTPA), those are Calhoun, Franklin, Gulf, Jackson, and Liberty.

It has been long recognized that rural communities in our Region and the greater FDOT District 3 area need transportation investments to handle growing populations and economic activities. Others need assistance to maintain their existing transportation system to properly serve a spread-out community and ensure connectivity.

Once executed, the RRTP will cover a 20-year planning horizon that identifies the needs of the study area and prioritizes projects, both short and long-range, for consideration in the Statewide Transportation Improvement Program (STIP). The plan must be consistent, as practicable, with the future land use elements, and the goals, objectives, and polices of the approved local government comprehensive plans. A critical component of the RRTP will also outline how the projects identified meet the regional vision.

Part of the scope includes having multiple stakeholder meetings in all counties and their respective municipalities for input into the RRTP and to develop a regional project list for annual submission to FDOT D3. The culmination of the project will provide the final component for completing long-range transportation planning coverage for all sixteen District 3 MPO and rural non-MPO counties and areas. The ARPC is optimistic this contract will begin soon.

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.
AGENDA ITEM 6 – b – 6

ENVIRONMENTAL PLANNING PROGRAM
Josh Adams - Evan Blythe

Franklin-98 (F-98) Living Shoreline Resiliency Project
ARPC staff has concluded its Request for Proposal process for construction contractor. The awarded firm is Live Flyer Inc., out of Carrabelle Florida. Live Flyer will be placing rocks and reefballs that will serve as hardbottom reef structures in front of HWY-98. Staff anticipates breaking ground in the coming months. The reefs will be placed, and once situated, marsh grass will be planted behind them.

Apalachee Strong
ARPC staff is finalizing the 22-23 Regional VA contract with FDEP for the following municipalities of: Carrabelle, Wewahitchka, Alford, Bascom, Campbellton, Cottondale, Graceville, Grand Ridge, Greenwood, Malone, Sneads, Marianna, Tallahassee, St. Marks, and Sopchoppy. ARPC will collect data for local vulnerability assessments, and will review and refine the data for the selected municipalities for the purpose of completing a Vulnerability Assessment (VA) for the selected local governments, pursuant to Section 380.093, Florida Statutes. Collection and verification will include participatory mapping and data vetting with key local government personnel. Grantee will perform a municipality-level analysis to determine potential vulnerable and critical assets that will be impacted using the projected 2040, and 2070 Sea Level Rise (SLR) layers and storm surge layers.

Small Quantity Hazardous Waste Program
ARPC staff is currently scheduling SQG visits in the Region. The program consists of alerting all potential known hazardous waste generators of their responsibilities for storing, treating, and disposal of hazardous materials and associated documentation. ARPC staff handles all inspections in the Region except for Leon.
Wakulla Disaster Risk Analysis and Adaptation Plan
ARPC staff provided geospatial analysis through verification and data cleaning of existing critical assets. Two meetings took place at Wakulla County with key staff members during participatory data validation of the critical assets for the County and its cities/municipalities. Final analysis and visualization will be done after finalization of vetted data sets.

Vulnerability Assessments (VA) of Fifteen Municipalities in the Apalachee Region
ARPC received funding from the Florida Department of Environmental Protection. The grant is focused on conducting vulnerability assessment of fifteen municipalities in the Apalachee Region. The VA analyses will be conducted in the cities of Carrabelle, Wewahitchka, Alford, Bascom, Campbellton, Cottondale, Graceville, Grand Ridge, Greenwood, Malone, Sneads, Marianna, Tallahassee, St. Marks, and Sopchoppy within Franklin, Gulf, Jackson, Leon, and Wakulla Counties, Florida.

ARPC’s GIS Coordinator is providing geospatial and project management support to accomplish deliverables for this undertaking for each city/municipality. The project will end in June 2023.

Below is the status of data preparation tasks as of January 4, 2023.
GIS TRAINING- COACHING SERVICES

The GIS Program sealed an agreement with the Gadsden County Property Appraiser (Gadsden PA) for an 8-week GIS training and coaching support to be provided to the GIS Analyst at Gadsden PA and an on-demand basis post-training and coaching services. The training design is tailored to the knowledge and skills level of the learner.

Below is the customized learning design developed for this short-term contract.

LEARNING DESIGN

Learning Outcomes:
Upon completion of this training, the learner should be able to:
- Utilize the basic functions of ArcGIS Pro such as creating projects, creating spatial data, developing maps, conducting queries, manipulating, and displaying data
- Demonstrate and apply the standard cartographic requirements when developing static and/or interactive maps
- Leverage the power of online web mapping and relevant GIS-related products & tools to start specific task or project goal/s.

Delivery of Training:
This is a 1-on-1 learning design customized for Ms. Veronda Robinson (learner). Each lesson and session will be delivered face-to-face, and this involves hands-on activities. The learner will be required to use a computer or laptop with the installed Esri Program Software, ArcGIS Pro. ArcGIS Pro software will be the primary software to execute the GIS exercises that will aid Ms. Robinson’s learning journey.

Schedule and Frequency of Training Sessions:
- Training session every Thursday morning, 10:00 AM – 12:30 PM
- Duration per session: 2.5 hours | Start date: January 19, 2023
- Training Venue: ARPC Conference Room at 2507 Callaway Road, Suite 100, Tallahassee, 32303

Proposed Lesson Sessions:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Getting to know ArcGIS Pro</td>
</tr>
<tr>
<td>2</td>
<td>Creating and Editing Spatial Data</td>
</tr>
<tr>
<td>3</td>
<td>Querying Spatial Data</td>
</tr>
<tr>
<td>4</td>
<td>Making Maps</td>
</tr>
<tr>
<td>5</td>
<td>Getting to Know ArcGIS Online and other online products</td>
</tr>
<tr>
<td>6</td>
<td>Working with Web Maps</td>
</tr>
<tr>
<td>7</td>
<td>Developing Story Maps</td>
</tr>
<tr>
<td>8</td>
<td>Building on Existing Maps</td>
</tr>
</tbody>
</table>
ARPC’s Housing Program is growing and it’s showing! Approaching three years of existence, 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.

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 (98) 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-seven (57) residents were officially approved with a total of one project in progress, fifty (50) projects that have been completed, and six (6) projects that were encumbered but will be expended under the additional HHRP allocation that the county received ($1,580,000.00, FY 20-21). The additional allocation 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)

Above: Rehab project underway in Calhoun District 4. Shown here is an image of the exterior the home. The home’s porch support was destroyed in Hurricane Michael. The porch is now supported, and soffits/facia were installed. The homeowner contributed by having the exterior painted.
Previously mentioned, ARPC staff is currently working to assist the final project under the first allocation and five (5) projects under the second allocation. Eight (8) projects remain to be assisted under the second allocation. The five (5) active projects are inclusive of the following strategies:

- Two (2) Rehabilitation projects
- Three (3) 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 (6) qualified contractors who have been awarded bids throughout the program. The HHRP in Calhoun County will conduct a pre-bid conference/contractor walkthrough on January 12, 2023, for the second allocation. Two (2) homes for rehabilitation will be included.

Above: Homeowner and HHRP applicant, Carrie Baker is seen in her newly repaired kitchen where new countertops, flooring, cabinets, and appliances were added.

Above: Mrs. Baker’s bathroom had significant plumbing and electrical issues. The bathroom was totally remolded and included all new bathroom components. The tub was removed to add a walk-in shower for mobility purposes. The homeowner contributed by having the shower tiled.

Above: The front steps of the home were in extreme disrepair. The old steps were demolished, and new steps were added, per code.
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. To close out the year, SHIP completed the four rehabilitation projects that were originally awarded on 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 has 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 currently completed a pre-bid conference that included six (6) homes for rehabilitation. Four (4) homes received acceptable bids and were awarded, all four projects have now been completed. 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. Noteworthy, Jackson SHIP partnered with Chipola Habitat for Humanity to provide funding toward down payment and closing costs, in the amount of $20,000, for Mr. John Buchanan. Congratulations to Mr. Buchanan on becoming a homeowner!
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. From September 1-30, ARPC worked closely with Emerald Coast Regional Council and Jackson’s Housing Office to transition the program to ARPC. It was a successful transition. HHRP currently has five (5) new manufactured homes in progress and three (3) new construction projects of which two are underway. The program recently advertised two additional strategies including First Time Homebuyers and Owner-Occupied Rehabilitation Assistance. Applications for those strategies became available as of January 9. 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 October 2022 Board Notes and continues to manage ARPC social media engagement, as well as website updates and document uploads. All websites (ARPC and BBHCC) are monitored for updates on a weekly basis, and staff monitors and responds to communications received through all ARPC social platforms. 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. In coordination with the ARPC office relocation, staff updated all ARPC collateral including, but not limited to, staff business cards and letterhead, and the ARPC website.

Staff developed and distributed the ARPC 2021-2022 Annual Report. All past and current annual reports are available at arpc.org/annual-reports.

Equitable Lending Leaders Program
In an effort to better serve the community through the ARPC Revolving Loan Fund Programs, staff is participating in the Equitable Lending Leaders Program, created by Institute for Local Self-Reliance (ILSR) and Recast City, and funded by the U.S. Economic Development Administration.

Equitable Lending Leaders (ELL) is an online cohort program that brings together leaders from revolving loan funds (RLFs) across the country to learn and adopt best practices to improve equitable outcomes in small business lending. Covering a range of topics from outreach and pipeline cultivation to decision-making processes and underwriting criteria, as well as building an ecosystem that supports the development of a small business community. ELL is about making real change in RLF programs and communities to advance equity. This program also provides a forum for RLF leaders to discuss the challenges faced in pivoting toward a more equitable lending model, which will inform formal policy recommendations back to U.S. EDA for the RLF program.
Regional Broadband Planning Project
The Regional Broadband Planning Project expands upon ongoing local- and state-level broadband planning efforts by serving to fill the gap and align efforts between these state and local planning projects, ensuring that the predominantly rural, nine-county Apalachee Region of Northwest Florida is in the best possible position to access state, federal, and private resources. ARPC staff will achieve this goal through several activities, including: 1) Coordination between Local Technology Planning Teams; 2) Creation of a digital, interactive broadband planning map; and 3) Development of a Regional Broadband Plan. Internal planning meetings have begun, and staff is eager to move the Region forward in shared broadband goals.

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
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 Microsoft Teams platform. Chair Dozier welcomed all attendees.

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

ARPC Staff in Attendance:
Chris Rietow, Executive Director
Monica Pitts, Finance Director
Caroline Smith, Economic Development Planning Manager
Kwentin Eastberg, Deputy Director
Rick McCraw, Senior Planner
Josh Pasqualone, ARPC Legal Council

Item 2. Approval of Minutes
Approval of the September 22, 2022 Executive Committee meeting minutes occurred at the October 20, 2022 Full Board ARPC Meeting.

Item 3. Regional Economic Development Strategy
Caroline Smith provided an overview of the 2022-2027 Regional Economic Development Strategy and gathered input from the Executive Committee. Staff has worked diligently to ensure this document is more user friendly. Approval of the 2022-2027 Regional Economic Development Strategy occurred at the November 11, 2022 Executive Committee Meeting.
Commissioner Ricky Jones motioned to approve the 2022-2027 Regional Economic Development Strategy.
Commissioner Jack Porter seconded the motion.
Motion approved unanimously.
Item 4. Revolving Loan Funds
Rick McCraw provided an overview of the current status of the ARPC Revolving Loan Funds. There are a total of five delinquent loans and staff has worked continuously to bring these accounts up to date. Josh Pasqualone, ARPC Legal Council, will be advising the council on best next steps. Mr. Pasqualone recommends that Rutabaga Café is the top priority. Approval to attempt final resolution and then move forward with recouping assets on delinquent loans occurred at the November 11, 2022 Executive Committee meeting. Mr. McCraw provided an update on defederalization of the ARPC Legacy Loan. In addition, Mr. McCraw provided an update on the newly acquired automated payment system now being utilized for APRC RLF payments.

Item 5: Officer Elections
Requests for reappointments were discussed and elections will occur at the January 19, 2023 Full Council Board meeting. Chris Rietow asked that the Executive Committee revisit how elections are handled. Mr. Rietow recommended that nominations and elections take place at the January 19, 2023 Full Council Board meeting. By general consensus, approval of the recommended nominating structure moved forward.

Item 6: FRCA Policy Board Appointments
New appointments are necessary for Kristin Dozier and Gene Wright by January 2023. Due to time constraints, Mr. Rietow recommended that Acting Chair Jones move forward with the FRCA Policy Board appointments. Kristin Dozier recommended Commissioner Porter as ARPC’s municipal representative. Mr. Rietow will continue discussions on this matter with Commissioner Jones and Commissioner Porter.

Item 7: Transportation Disadvantaged
Mr. Eastberg gave an overview of the Transportation Disadvantaged recommended reappointments. Approval of the reappointments occurred at the November 11, 2022 Executive Committee meeting. Mr. Eastberg gave an overview of the updates necessary for RideOn funding and grant signing. Approval of the updates occurred at the November 11, 2022 Executive Committee meeting.

Governor Appointee Lisa Miller motioned to accept staff recommendations. Commissioner John Jones seconded the motion. Motion approved unanimously.

Item 6: Other Business
   a. ARPC Open House: December 15, 2022
   c. Next Executive Committee meeting: Tentatively Scheduled for January 26, 2023

Meeting adjourned.
2023 Apalachee Regional Planning Council Goals

I. Return financial stability to the Council.
   a. Continue to grow the reserve fund by an additional $30,000.

II. Grow and expand the capabilities of the Council.
   a. Complete all Year 1 deliverables for the District 3 DOT Rural Transportation Planning Contract for Calhoun, Jackson, Gulf, Liberty, and Franklin counties.
   b. Effectively deploy all remaining capital to small businesses in need for the REVIVE! and CARES Act revolving loan funds.
   c. Purchase an ArcGIS Enterprise License to expand GIS capabilities for the Region.
## EVALUATION OF 2022 ARPC GOALS

### I. Return financial stability to the Council

<table>
<thead>
<tr>
<th>Not Achieved</th>
<th>Partially Achieved</th>
<th>Achieved</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Continue to restore the operating budget by adding an additional $50,000 in reserves.</td>
<td></td>
<td>X</td>
<td>Began moving extra funding into a separate reserve account.</td>
</tr>
</tbody>
</table>

### III. Grow and expand the capabilities of the Council

<table>
<thead>
<tr>
<th>Not Achieved</th>
<th>Partially Achieved</th>
<th>Achieved</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Establish a Rural Transportation Planning Organization for the rural counties within the Region not represented by the CRTPA.</td>
<td>X</td>
<td></td>
<td>FDOT District 3 has been working with the Council Staff on a Rural Transportation Planning contract.</td>
</tr>
<tr>
<td>b. Establish a Transportation Regional Incentive Program (TRIP) partnership. This is achieved through an interlocal agreement and subsequent formation of a Regional Transportation Area (RTA) by and between Calhoun, Franklin, Gulf, Jackson, and Liberty counties to leverage investments in regionally significant transportation facilities.</td>
<td>X</td>
<td></td>
<td>Completed in February of 2022.</td>
</tr>
<tr>
<td>c. Effectively deploy all remaining capital to small businesses in need for the REVIVE! and CARES Act revolving loan funds.</td>
<td>X</td>
<td></td>
<td>The Cares Act RLF has surpassed the deployment goal, but the REVIVE! RLF is slightly behind.</td>
</tr>
</tbody>
</table>
MONTHLY ACTIVITY REPORT: December 2022

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- 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:
  - Florida Collaborative Coordinator’s Meeting with Regional Resiliency Coalitions
  - Statewide Emergency Shelter Working Group Meeting

ASSOCIATION MANAGEMENT

- Continued preparations for the Winter 2023 Policy Board Meeting including agenda preparation, logistics and coordination meetings. Prepared for the January Executive Directors Advisory Committee meeting in Tallahassee.
- Assisted with the finalization of the FRCA 2022 Annual Report.
- 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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Serving Calhoun, Franklin, Gadsden, Gulf, Leon, Liberty, Jackson, Jefferson, Wakulla counties and their municipalities.

LOCAL PARTNERSHIPS
REGIONAL IMPACT