



MEMORANDUM

AGENDA ITEM #IV.F

DATE: SEPTEMBER 21, 2020
TO: COUNCIL MEMBERS
FROM: STAFF
SUBJECT: EXECUTIVE DIRECTOR ANNUAL REVIEW

Section 1.9.3 of the agreement between the Council and the Executive Director states that the Governing Body of the Council, or the Executive Committee with the delegated function, shall perform an annual evaluation and review of the Executive Director. Historically this review has been undertaken on, or before, the October meeting. The three-year contract with the Executive Director terminates on November 24, 2021.

At the July 22, 2020 Council Meeting, the Council approved a special subcommittee to review the Executive Director and Legal Counsel. Members of the subcommittee are Chair Levine Cava, Councilmember Ross, Councilmember Geller, and Councilmember Kaufman. This meeting was held on September 16, 2020. The meeting minutes are part of the Council package. Performance evaluation forms and meeting invitations were distributed to the entire membership of the Council.

The subcommittee reviewed the Executive Director and written reviews were received from Chair Ross and Councilmember Kaufman.

Recommendation

Accept the Executive Committee's annual review of the Executive Director.





Isabel Cosio Carballo, MPA
Annual Performance Review
September 16, 2020

Selected Accomplishments

FY 2019 - 20

Agency Health

- Since becoming Executive Director, my team and I have taken the Council from the verge of closing its doors in May 2017 to fiscal stability and health. The budget is balanced, staff is employed full-time, and we have been able to build up a small reserve. The agency audits continue to positive and without negative comment from the Auditors.
- Technology has been, and continues to be, upgraded. Next on the horizon, is upgrading the conference room to accommodate remote participation once in-person meetings begin again.

Staffing

- This has been an area of continuing challenge which we have transformed into an opportunity to add a cadre of young professionals to planning and administrative staff. Through an office reorganization, the retirement of four members of staff, and additional resources that we secured from EDA to enhance our economic development and revolving loan fund efforts, we have reduced the number administrative staff personnel and increased planning and revolving loan program staff. As of today, in addition to myself, we have six full-time planning staff including the Deputy Director; 2 full-time RLF staff (Senior Loan Officer and EDA CARES RLF Administrator; a full-time Communications and Social Media Specialist, Finance Manager, Director of Administration, and two half-time positions providing accounting, small business loan, and administrative support. We welcome this year Leo Braslavsky Soldi, Finance Manager; Allyson Williams, Clean Cities Coordinator / Regional Planner; Eralda Agolli, Economic Disaster Recovery Coordinator; Steve Foreman, EDA CARES RLF Administrator; Alisha Lopez, Small Business Loan Specialist; and Jennie Sullivan, Communications and Social Media Coordinator.
- We continue to maintain outside vendors for website maintenance, support and communication efforts and well as IT / Computer support. The website has been redesigned and is fully operational and ADA compliant.

Highlighted Program Area Accomplishments

- The Revolving Loan Fund and South Florida CDFI Programs are performing well. Bad debt has been paid off, restructured, or eliminated. Affordable homes are being built as a result of the programs and small businesses supported.



South Florida Regional Planning Council
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Isabel Cosio Carballo, MPA
Annual Performance Review
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- The SFRPC awarded the 2020 Small Business Administration Community Development Partner of the Year recognition.
- The SFRPC secured \$1 million from the Broward Housing Finance Authority to build affordable housing in Lauderhill.
- Passage of Quorum Legislation sponsored by Representative Geller and Senator Flores.
- Prepared application and secured more than \$400K in EDD CARES funding over two years.
- Prepared application and secured almost \$5.9 million in CARES RLF Funds.
- Fully engaged in regional activities: Transportation (RTA/FDOT/TPO), Clean Energy (Clean Cities), Economic Development (EDA RLF, EDD, CEDS), Environment (Reef Tract, Water Infrastructure, Resilient Marinas), Emergency Preparedness (LEPC, Statewide Regional Evacuation Study Project Update).
- Completed the development of a Post Disaster Recovery Strategy for Monroe County, Post Development Redevelopment Plan for Hallandale Beach, and Economic Development Strategy for Miami-Dade County.
- Prepared a four-county proposal to EDA to further COVID-19 recovery, economic resiliency / diversification and development efforts in Monroe, Miami-Dade, Broward, and Palm Beach counties. Project partners include the three economic development organizations, Life Sciences South Florida, Broward and Palm Beach County economic development offices, South Florida Manufacturers Association, TechLauderdale, MIT Global Creation lab, OIC South Florida and others.
- FIU Biscayne Bay Campus Update Study community outreach, stakeholder meetings, and process management.
- Provide ongoing technical and staff support to the South Florida Regional Transportation Authority.
- Expanded data analysis capacity and REMI.
- Successfully supporting Florida Coral Reef Tract efforts with the Florida Department of Environmental Protection, county staff, private sector partners, and non-profits.
- Council staff is coordinating with the region's transportation agencies and local governments to further TOD / transit initiatives.

**South Florida Regional Planning Council
Executive Director Annual Performance Review**

Executive Director: Isabel Cosio Carballo, MPA

Evaluation Period: October 10, 2019 – September 16, 2020

Evaluation Date: September 16, 2020

Ratings on Job Performance

- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

	Executive Director	5	4	3	2	1
1.	Represents the Council in a positive, professional manner	X				
2.	Accurately represents the goals and policies of the Council	X				
3.	Maintains a positive image and relationships with local, state and federal agencies	X				
4.	Promotes the Council and its services	X				
5.	Makes clear and concise recommendations to Council	X				
6.	Deals honestly and fairly with all parties	X				
7.	Exercises sound judgment in business transactions	X				
8.	Is respected by peers and leaders in the region	X				
9.	Is knowledgeable about regional issues	X				
10.	Provides good overall leadership for the Council	X				

Additional Comments: Isabel effectively and professionally leads the Council, consistently exceeding expectations in her performance. She promptly responds to council member requests which is very much appreciated. Her knowledge of civil experience with regional issues make Isabel a great asset leading the Council. She is impressive. Keep up the great work! This performance has exceeded expectations despite the challenges during the Covid-19 epidemic as well.



Signature

9-16-2020

Date

South Florida Regional Planning Council Executive Director Annual Performance Review

Executive Director: Isabel Cosio Carballo, MPA

Evaluation Period: October 10, 2019 – September 16, 2020

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5.	Makes clear and concise recommendations to Council	x				
6.	Deals honestly and fairly with all parties	x				
7.	Exercises sound judgment in business transactions	x				
8.	Is respected by peers and leaders in the region	x				
9.	Is knowledgeable about regional issues	x				
10.	Provides good overall leadership for the Council	x				

Additional Comments: _____

One cannot get a more professional, knowledgeable and Amiable ATTORNEY as we have in Sam Goren

Katie Finch for Mayor Ross
Signature

9-16-2020
Date

Kathe Lerch

From: Greg Ross <gregrossesq@aol.com>
Sent: Wednesday, September 16, 2020 9:31 AM
To: Kathe Lerch; Kimberly Longo
Subject: SFRPC Annual Review of Exec Director Evaluation Form.doc
Attachments: SFRPC Annual Review of Exec Director Evaluation Form.doc

Kathy,

If I can impose on you to give fives straight down and I authorize you to sign my name and indicate in the comments that you cannot get a more professional, knowledgeable and Amiable ATTORNEY as we have in Sam Goren. Thank you

Sincerely,

Greg Ross
Attorney at Law
(954) 328-2727

With our thoughts and actions, we make the world a better place.

EXHIBIT "A"

PERFORMANCE STANDARDS - EXECUTIVE DIRECTOR

General Responsibilities: Direct the activities of the South Florida Regional Planning Council staff. Establish the Council work program and complete the work program in a timely manner. Manage the operation of the agency.

Objectives of the position:

1. Anticipate emerging issues within the region and articulate an agency mission statement which reflects these emerging issues.
2. Set long and short-term agency objectives that are responsive to the agency mission.
3. Assure that the organization is staffed and structured for effective mission accomplishment.
4. Maintain effective communication with all Council Members and member unit local governments.
5. Implement an objective performance agreement system by which Regional Planning Council staff will be assessed.
6. Ensure the statutory responsibilities of the agency are carried out in a timely and complete manner.
7. Develop and maintain good organizational relationships with other relevant organizations.
8. Assist all Council officers in performing their duties.
9. Prepare an adequate annual budget and operate the agency within that budget.

An agency work program will be prepared. At the end of the appraisal period, the record of progress will provide a measure of whether the Director met, failed to meet or exceeded expectations.