



CHARLOTTE COUNTY – PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION
SPECIAL MEETING AGENDA

4:00 p.m., Wednesday, November 13, 2024
Charlotte County Administration Center
Room #119
18500 Murdock Circle
Port Charlotte, FL 33948

MPO Board Members

Christopher G. Constance, MD, Chair/Commissioner/Charlotte County
Joseph Tiseo, Vice Chair/Commissioner
/Charlotte County
Stephen R. Deutsch, Commissioner/Charlotte County
Thomas “T.J.” Thornberry, Commissioner/Airport Authority
Lynne Matthews, Mayor/City of Punta Gorda

MPO Director

D’Juan L. Harris

MPO Administrative Service Coordinator

Bekie E. Leslie

Legal Counsel to MPO Board

Kimlyn Walker

- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comments**
- 4. Hiring of Permanent MPO Director – [Interview/Discussion/Direction](#)**
- 5. Staff Comments**
- 6. Member Comments**
- 7. Adjournment (NEXT MEETING – December 16, 2024)**

CHARLOTTE COUNTY – PUNTA GORDA MPO
November 13, 2024, AGENDA (continued)

Charlotte County-Punta Gorda MPO
Schedule of Future Meetings/Public Meetings/Joint Meetings

Monday, December 16, 2024 – 2:00 p.m.
MPO Regular Board Meeting
Charlotte County Administration Center
18500 Murdock Circle
Room #119, Port Charlotte, Florida

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY.

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at 1050 Loveland Blvd. Box C, Port Charlotte, FL 33980.

CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION
1050 Loveland Blvd. Box C, Port Charlotte, FL 33980 Telephone: (941) 883-3535 Fax: (941) 883-3534

NOVEMBER 13, 2024
SPECIAL MPO BOARD MEETING

AGENDA ITEM # 4
HIRING OF PERMANENT MPO DIRECTOR –
INTERVIEW/DISCUSSION/DIRECTION

Purpose: To interview one candidate for the position, and then, to discuss and provide direction for hiring a permanent MPO Director.

Agenda Item Presented by: Janette S. Knowlton, Attorney's Office

Discussion:

At the October 21, 2024, MPO Board Meeting, the MPO Board members discussed the next action to take in the MPO Director hiring process. They have decided to interview one candidate on November 13, 2024, at 4:00 p.m. in the Charlotte County Administrative Center, Room 119. Port Charlotte FL.

- [Derrick C. Harris](#)

Following these interviews, the MPO Board members will have the opportunity to consider the next step in the hiring process.

Recommendation: To be determined by the MPO Board Members

Attachment: None

Contact Information -- Person ID: 30679117

Name:	Derrick C Harris	Address:	1000 Prospect Avenue Hot Springs, Arkansas 71901 US
Home Phone:	501-291-1212	Alternate Phone:	
Text Messaging Mobile No:		Email:	dceharris@hotmail.com
Former Last Name:		Month and Day of Birth:	02/29

Personal Information

Driver's License:	Yes, Arkansas , 915562153 , Class D
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Minimum Compensation:	\$50.00 per hour; \$105,000.00 per year
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening

Objective

To obtain a career position where I can fully invest my efforts, skills, and experience to maximize the positional roles as well as my own professional growth.

Education

College/University <i>Arkansas State University</i> 8/2009 - 12/2014 Jonesboro, Arkansas	Did you graduate: Yes Major/Minor: Geography Units Completed: 132 Quarter Degree Received: Bachelor's
High School <i>Piggott High School</i> 8/2002 - 5/2006 Piggott, Arkansas	Did you graduate: Yes Highest Level Completed: Other Did you receive a GED? No Degree Received: High School Diploma

Work Experience

MPO Director 12/2020 - Present Tri-Lakes Metropolitan Planning Organization trilakesmpo.org 1000 Central Avenue Hot Springs, Arkansas 71901 5013025028	Hours worked per week: 40 Monthly Salary: \$8,300.00 # of Employees Supervised: 2 Name of Supervisor: Dwayne Pratt - Executive Director West Central Planning District May we contact this employer? Yes
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Duties

Currently, I oversee all operations within the MPO. Being a smaller metropolitan area, I work with limited staff to ensure all planning requirements are met at both the state and federal levels. I oversee the budget, disciplinary action of employees, planning documents, board and committee meetings, and addressing the public at events/meetings. I work with local representatives,

municipalities, state and federal officials to move transportation, transit, pedestrian, sidewalk, and aviation projects forward.

Reason for Leaving

Still currently employed

Assistant Director

6/2019 - 12/2020

Ocala Marion County Transportation Planning Organization
2710 E. Silver Springs Blvd Ocala, FL 34470
Ocala, Florida 34471
3524382630

Hours worked per week: 40

Monthly Salary: \$6,700.00

of Employees Supervised: 2

Name of Supervisor: Rob Balmes - Director

May we contact this employer? Yes

Duties

I manage the Transportation Planner and Grant Manager for the TPO. Therefore, I am very involved in oversight of all projects, consultants, and studies for the TPO.

I personally oversee the 2045 Long Range Transportation Plan (LRTP) update, including the Central Florida Regional Planning Model (CFRPM) which is used to forecast future growth and traffic patterns, revenue forecasting, goals and objectives, cost feasible plan, public involvement meetings and techniques/strategies, and the congestion management plan elements.

In addition, I ensure the Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and the Unified Planning Work Program (UPWP) are completed and meet all United States Code (USC), Code of Federal Regulations (CFR), and State Statutes.

Reason for Leaving

Moved home closer to family during the pandemic

Transportation Planner/Fiscal Manager

4/2018 - 6/2019

Ocala/Marion County TPO
201 Southeast 3rd Street
Ocala, Florida 34471
352-629-8297

Hours worked per week: 40

Monthly Salary: \$4,680.00

of Employees Supervised: 1

Name of Supervisor: Michael - Daniels

May we contact this employer? Yes

Duties

I work hand and hand with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), and local government officials on transportation issues throughout Marion County. I oversee and supervise grant administration and the grants coordinator. In addition, I manage and oversee all the Ocala/Marion County Transportation Planning Organization's (TPO) grants. Those include Planning (PL) funds (800k) through FHWA in direct partnership with FDOT, FTA's 5307 (2 million) for our public transportation program (SunTran), FDOT Block Grant (200k), 5305d (98k), and Transportation Disadvantaged (TD) grant (26k). I oversee the TPOs List of Priority Projects (LOPP), Unified Planning Work Program (UPWP), and Transportation Improvement Program (TIP). I submit 5307 award applications, complete the National Transit Database (NTD) reporting, Milestone Performance Reports (MPRs), and Federal Financial Reports (FFRs) for our public transportation system, Suntran.

Reason for Leaving

Promoted to another position within the same organization

Planner II

2/2017 - 4/2018

City of Kissimmee
101 Church Street
Kissimmee, Florida 34741
407-518-2104

Hours worked per week: 40

Monthly Salary: \$3,900.00

of Employees Supervised: 1

Name of Supervisor: Ashley Cornielison - Senior Planner

May we contact this employer? Yes

Duties

I was responsible for data analysis, site plan development, land use/zoning interpretation, transportation (mobility) fee analysis, review of Business Licensing, permit review, map making using ArcGIS (10.3 & 10.4) software, presentations, communicating with area professionals, preparing agendas for meetings, and email correspondence. I worked one on one with many local, state, and federal government officials. I attended meetings on a regular basis to help resolve key planning issues pertinent to the City of Kissimmee as it relates to economic development, business management, construction development, land use, zoning, code enforcement, and transportation. In addition, I worked on the development and modification of zoning districts, land development code, and the comprehensive plan.

Reason for Leaving

Found a better employment opportunity closer to my home, which aligned better with my career aspirations.

Transportation Planner

2/2016 - 2/2017

Jonesboro MPO
300 S. Church Street
Jonesboro, Arkansas 72401
870-933-4623

Hours worked per week: 40
Monthly Salary: \$3,200.00
of Employees Supervised: 0
Name of Supervisor: Erica Tait - MPO
Director
May we contact this employer? Yes

Duties

I was responsible for coordinating federal regulations and policies between local government officials, the Arkansas State Highway and Transportation Department (AHTD), and the Federal Highway Administration (FHWA). I administered meeting agendas, scheduled appointments, balancing a budget, including accounts payable, and accounts receivable. I analyzed crash data to help the Jonesboro MPO meet safety targets as it relates to the newly passed performance measures. Also, I created maps, layers, and geodatabases to provide a visual representation of the data trends using ArcMap GIS software and census data. I gave presentations to city councils, local government officials, and area professionals on topics pertinent at the time. I participated in necessary trainings, workshops, and webinars. I helped develop the MPO's Metropolitan Transportation Plan (MTP) Momentum 2040, Transportation Improvement Program (TIP) FY 2016-2020, MPO Map Atlas, and a Title VI program, as well as an Active Transportation (Bicycle/Pedestrian) Plan. I analyzed data for trends to help aid local government officials in the decision-making process, of implementing policies.

Reason for Leaving

Moved to Florida to be closer to family, after the adoption of my first son.

Management

11/2012 - 2/2016

Walgreens
1328 Red Wolf Blvd.
Jonesboro, Arkansas 72401
870-935-2242

Hours worked per week: 40
Monthly Salary: \$3,500.00
of Employees Supervised: 6
Name of Supervisor: Joe Field - Store
Manager
May we contact this employer? Yes

Duties

I managed the day to day operations, which included safe counts, bank reconciliations, inventory, filing reports, budgeting, bank deposits, and attending corporate trainings/meetings. Also, I managed a team of ten to fifteen employees, by scheduling, training, hiring/interviewing, and disciplining as needed. In addition, I addressed and resolved customer relations issues on a daily basis.

Reason for Leaving

After graduating from college found employment in a career path that coincided with my educational experience and career goals.

Intern - Assistant Volunteer Coordinator

8/2012 - 11/2012

Generation One

3805 Burkett St., Houston, TX 77004

Houston, Texas 77004

713-654-8008

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 0

Name of Supervisor: Jennifer - Outreach Coordinator

May we contact this employer? Yes

Duties

A volunteer internship in the inner city with a non-profit organization helping to try and end poverty in the Greater Third Ward. I helped further their volunteer program by leading volunteer groups in various tasks like picking up trash, painting houses, and clearing overgrown abandoned lots. I worked in direct partnership with Keep Houston Beautiful, by using their equipment to lead volunteer groups. I also had the privilege to participate in their after-school program by teaching an action-based learning lab, and tutoring. I was also responsible for driving one of the school vans to take the children home each day.

Reason for Leaving

Moved back home to finish my education

Certificates and Licenses**Skills**

Office Skills

Typing: 120

Data Entry: 0

Additional Information

Volunteer Experience

A volunteer internship in the inner city with a non-profit organization helping to try and end poverty in the Greater Third Ward. I helped further their volunteer program by leading volunteer groups in various tasks like picking up trash, painting houses, and clearing overgrown abandoned lots. I also had the privilege to participate in their after-school program by teaching an action-based learning lab, and tutoring. I was also responsible for driving one of the school vans to take the children home each day.

References

Professional

Cardwell, Boyd

Cartographer - City of Jonesboro

300 S. Church Street (Planning Department)

Jonesboro, Arkansas 72401

870-761-3312

bcardwell@jonesboro.org

Professional

Daniels, Michael

Director of Planning

352-361-4730

MDANIELS@GREENCOVESPRINGS.COM

Professional

Brooks, Marie

Grant Manager

Ocala, Florida

352-629-8378

mbrooks@ocalafl.org

Professional

Corneilson, Ashley

Senior Planner
863-430-1300
acornelison@kissimmee.org

Professional
Balmes, Rob
TPO Director
Ocala, Florida
3524382631
rob.balmes@marionfl.org

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
D Harris Resume Jul 24.pdf	D Harris Resume Jul 24.pdf	Resume	Job Seeker

Agency-Wide Questions

- Q: Are you a current or former Law Enforcement Officer, other employee or the spouse or child of one, who is Exempt from Public Records Disclosure under Section 119.07(3)(K)1,f.s?
A: No
- Q: Have you ever worked for the Charlotte County Board Of County Commissioners?
A: No
- Q: If yes, list dates and department names:
A:
- Q: To your knowledge do you have any relatives working for the Charlotte County Board Of County Commissioners?
A: No
- Q: If yes, name(s) of relative(s) and department(s):
A:
- Q: Have you ever been convicted of a Felony or Misdemeanor? (Please be sure you understand the question, as failure to answer truthfully will disqualify you from employment with Charlotte County.)
A: No
- Q: If yes, please explain:
A:
- Q: Have you ever pled NO LO CONTENDRE or pled guilty to a crime which is a Felony or a Misdemeanor? (Please be sure you understand the question, as failure to answer truthfully will disqualify you from employment with Charlotte County.)
A: No
- Q: If yes, please explain:

A:

10. Q: Has your Driver's License been suspended or revoked in the past 3 years?

A: No

11. Q: If yes, please explain:

A:

12. Q: Have you ever been fired from a position or asked to resign?

A: No

13. Q: If yes, Explain:

A:

14. Q: Have you ever been a plaintiff or defendant in a civil suit?

A: No

15. Q: If yes, please explain:

A:

16. Q: The State of Florida hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide proof of citizenship or authorization to work in the United States. Are you a U.S. Citizen or are you legally authorized to work in the U.S.?

A: Yes

17. Q: Are you claiming Veterans' Preference?

A: No

18. Q: Applicants choosing to claim Veterans' Preference MUST provide a DD-214 form, proof of military reserve component or Florida National Guard affiliation, or other documentation described below. Claim must be furnished at the time of application. In addition, applicants claiming categories 1, 2, 5, or 6 below must furnish supporting documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. Wartime periods are defined in section 1.01(14), f.s. Under Florida Law, preference in appointment shall be given by the State to those persons in categories 1 and 2, then categories 3, 4, 5, and 6, and then those in categories 7 and 8. Please indicate your status:

A: 9. None of the above

19. Q: Are you a current employee of the Charlotte County Board of County Commissioners?

A: No

20. Q: How did you hear about this opportunity?

A: Indeed.com

Supplemental Questions

1. Q: Do you have two (2) years of experience partnering, collaborating, or working directly with the Florida Department of Transportation (FDOT)?

A: Yes

Derrick Harris Resume

(501) 291-1212 | thederrickharris@gmail.com |
thederrickharris.com

OBJECTIVE

To obtain a professional relationship where my skills and abilities help contribute to your organization and satisfy my desires for service, education, and growth in the process.

EXPERIENCE

▼ Tri-Lakes MPO - MPO Director - Hot Springs, Arkansas

December 2020 - PRESENT

I oversee the Tri-Lakes MPO in planning, grants, research, administration, and technical tasks. This includes maintaining and updating the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP) or Long-Range Transportation Plan (LRTP), Public Involvement Plan (PIP), and various other documents as needed.

▼ Ocala Marion TPO - Assistant Director - Ocala, Florida

April 2018 - November 2020

I worked with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), and local government officials on transportation issues throughout Marion County.

I managed (PM) the 2045 Long Range Transportation Plan (LRTP) including the Central Florida Regional Planning Model (CFRPM) which is used to forecast future growth and traffic patterns. I reviewed all transportation planning documents and comprehensive plans to ensure consistency between the TPO's

planning programs and local government goals and objectives. I ensured the Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and the Unified Planning Work Program (UPWP) were completed and met all United States Code (USC), Code of Federal Regulations (CFR), and State Statutes. Additionally, I managed the TPO's grants, including the Planning (PL) grant (800k) through FHWA in direct partnership with FDOT, FTA's 5307 (2 million) for fixed route public transportation program (SunTran), FDOT Block Grant (200k), 5305d (98k), and Transportation Disadvantaged (TD) grant (26k). I submitted 5307 award applications, completed the National Transit Database (NTD) reporting, Milestone Performance Reports (MPRs), and Federal Financial Reports (FFRs) for Suntran in Ocala. I served the TPO in many different positions, including Fiscal Manager, Senior Planner, Interim Director, and Assistant Director.

▼ **City of Kissimmee - Urban Planner - Kissimmee, Florida**

February 2017 - April 2018

I ran the development review committee for the City of Kissimmee which required review and approval of land use, zoning, fire, and building code for new or existing development. I was responsible for data analysis, site plan development, land use and zoning interpretation, transportation (mobility) fee analysis, review of Business Licensing, permit review, and presentations. I worked one on one with many local, state, and federal government officials to resolve key land use and economic development issues.

▼ **Jonesboro MPO - Transportation Planner - Jonesboro, Arkansas**

February 2016 - February 2017

I helped with coordination between local government officials, the Arkansas State Highway and Transportation Department (AHTD), and the Federal Highway Administration (FHWA) regarding federal regulations and policies. I

administered meeting agendas, scheduled appointments, and took meeting minutes. I analyzed data for trends to help aid local government officials in the decision-making process of implementing policies. In addition, I analyzed crash data to help with safety targets as it related to the newly passed performance measures. Also, I created maps to provide a visual representation of the data trends using ArcMap or ESRI press software. I presented to city councils, local government officials, and area professionals on topics pertinent at the time. I worked on and helped with the development of the MPO's Metropolitan Transportation Plan (MTP) Momentum 2040, Transportation Improvement Program (TIP) FY 2016-2020, MPO Map Atlas, and developed a Title VI program, as well as an Active Transportation Plan.

EDUCATION

Arkansas State University, B.A. Geography - Jonesboro, Arkansas
(Graduation 2014)

REFERENCES

▼ ROB BALMES, TPO DIRECTOR - OCALA, FL

- (352) 438-2631
- ROB.BALMES@MARIONFL.ORG

▼ MICHAEL DANIELS, PLANNING DIRECTOR - GREEN COVE SPRINGS, FL

- (352) 361-4730
- MDANIELS@GREENCOVESPRINGS.COM

▼ ASHLEY CORNELISON, SENIOR PLANNER - CITY OF KISSIMMEE, FL

- (863) 430-1300
- ACORNELISON@KISSIMMEE.ORG

▼ MARIE BROOKS, GRANT MANAGER - CITY OF OCALA, FL

- **(352) 629-8378**

- **mbrooks@ocalafl.org**

▼ **Franco Saraceno - Kittelson & Associates (Tampa, FL Office)**

- **(813) 556-6972**

- **fsaraceno@kittelson.com**

▼ **Anton Schaurte - Senior Planner - Washtenaw Area
Transportation Study (Ann Arbor, MI)**

- **schauertea@miwats.org**