

**COMMISSION**  
Mariella Smith, *Chair*  
Pat Kemp, *Vice Chair*  
Harry Cohen  
Ken Hagan  
Gwendolyn “Gwen” W. Myers  
Kimberly Overman  
Stacy White



**Executive Director**  
Janet L. Dougherty

**General Counsel**  
Ricardo Muratti

**Meeting time**  
9:00 a.m.

## **COMMISSION AGENDA** **October 21, 2021**

**Location**  
Virtual meeting via communications  
media technology – details below

### **1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, and INVOCATION**

### **2. ROLL CALL**

### **3. CHANGES TO THE AGENDA**

### **4. REMOVAL OF CONSENT ITEM FOR QUESTION, COMMENT, or SEPARATE VOTE**

### **5. RECOGNITIONS and PROCLAMATIONS**

- Retirement recognition for Andy Schipfer, P.E. (Wetlands Division Director)

### **6. PUBLIC COMMENT** - *Each speaker is allowed 3 minutes unless the Commission directs differently. If you wish to provide public comment please submit the online [public comment form](#) at least 30 minutes prior to the start of the meeting.*

### **7. APPROVAL OF CONSENT AGENDA**

#### **Consent Agenda Items**

a. Approval of EPC Meeting Minutes – August 19, 2021 and September 9, 2021 .....	2
b. Monthly Activity Report FY2021 (September 2021).....	9
c. Pollution Recovery Fund Budget FY2021.....	12
d. Action Plans Quarterly Update .....	14
e. Select Performance Measure Goals Quarterly Update .....	16

### **8. PUBLIC HEARING** (*None*)

### **9. REGULAR AGENDA**

a. 2021 EPC Annual Report .....	18
b. Initiation of the Executive Director’s Annual Evaluation Process .....	19
c. Executive Director’s Report	

### **10. DISCUSSION OF FUTURE AGENDA ITEMS**

### **ADJOURN**

Any person who might wish to appeal any decision made by the EPC regarding any matter considered at the forthcoming public hearing or meeting is hereby advised that they will need a record of the proceedings, and for such purpose they may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based.

This meeting will be available LIVE as follows: Spectrum - Channel 637, Frontier - Channel 22, Comcast - Channel 22, PC: <http://www.hcflgov.net/HTVlive>, and iOS: <http://65.49.32.149/iosvideo/ios.htm>



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item #7.a.

**Date of EPC Meeting:** October 21, 2021

**Subject:** Approval of August 19, 2021, and September 9, 2021, EPC meeting minutes

**Agenda Section:** Consent Agenda

**Division:** Administration Division

**Recommendation:** Approve the August 19, 2021, and September 9, 2021, EPC meeting minutes.

**Brief Summary:** Staff requests the Commission approve the meeting minutes from the Commission meetings held on August 19, 2021, and September 9, 2021.

**Financial Impact:** No Financial Impact

**List of Attachments:** Draft copy of the August 19, 2021, and September 9, 2021, EPC meeting minutes.

**Background:** None

AUGUST 19, 2021 - ENVIRONMENTAL PROTECTION COMMISSION

The Environmental Protection Commission (EPC), Hillsborough County, Florida, met in Regular Meeting scheduled for Thursday, August 19, 2021, at 9:00 a.m., in the Boardroom, Frederick B. Karl County Center, Tampa, Florida, and held virtually.

The following members were present: Chair Mariella Smith and Commissioners Harry Cohen, Ken Hagan (via telephone), Gwen Myers, Kimberly Overman, and Stacy White.

The following member was absent: Commissioner Pat Kemp.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND INVOCATION

▶ Chair Smith called the meeting to order at 9:00 a.m. ▶ Commissioner White led in the pledge of allegiance to the flag and gave the invocation.

2. ROLL CALL

▶ The Deputy Clerk called the roll and noted a quorum was present.

3. CHANGES TO THE AGENDA

▶ Ms. Janet Dougherty, EPC Executive Director, reviewed the changes. After remarks, ▶ **Commissioner White moved the changes, seconded by Commissioner Myers.** Upon roll call vote, ▶ **the motion carried six to zero.** (Commissioner Kemp was absent.)

4. REMOVAL OF CONSENT ITEM FOR QUESTION, COMMENT, OR SEPARATE VOTE - ▶ None.

5. RECOGNITIONS AND PROCLAMATIONS - ▶ None.

6. PUBLIC COMMENT - ▶ None.

7. APPROVAL OF CONSENT AGENDA

Consent Agenda Items

- a. Approval of EPC Meeting Minutes - May 20, 2021
- b. Monthly Activity Report Fiscal Year 2021 (May, June, July)
- c. Pollution Recovery Fund Budget FY 2021
- d. Legal Case Notification
- e. Select Performance Measure Goals Quarterly Update

THURSDAY, AUGUST 19, 2021

▶ Chair Smith introduced the item. **Commissioner White so moved, seconded by Commissioner Myers.** Upon roll call vote, ▶ **the motion carried six to zero.** (Commissioner Kemp was absent.)

8. PUBLIC HEARING - ▶ None.

9. REGULAR AGENDA

a. Status Report on Phosphogypsum Stacks in Hillsborough County

▶ Following dialogue, ▶ Mr. Sam Elrabi, Director, Water Management, provided the presentation, ▶ supplied clarification on the unlined phosphogypsum stacks and the hazardous material breakdown time frame, and ▶ continued the presentation. ▶ Following remarks from Chair Smith, Commissioner Overman pondered the lack of liners in the closed phosphogypsum stacks, possible groundwater risks, relocating the closed stacks to lined stacks, and the Mosiac Company's (Mosiatic) set-aside purpose/regulations. ▶ Commissioner Cohen sought verification of the unlined Tampa Bay phosphogypsum stack. Subsequent to referencing the Piney Point phosphogypsum stack in Manatee County, Chair Smith inquired on the Mulberry mine in Polk County. Ms. Dougherty suggested bringing the information back at a future meeting, touched on the Plant City locations going through closing applications, and desired confirmation of a lined stack at the Riverview facility. ▶ Chair Smith solicited information on Mosiac accepting processed water from other counties. Commissioner White cited clay-settling material being brought into the County and wanted to be prepared for any possible legal action at the Piney Point facility. Talks continued on regional facilities with waterway access as a guideline for identifying risk locations, possible legal actions, Manatee County efforts, and banning phosphogypsum for use as a road base.

b. Red Tide Update

▶ Ms. Dougherty deferred to Mr. Thomas Ash, EPC, who elaborated on a presentation. Following remarks from Chair Smith, ▶ Commissioner Cohen pondered the role of weather in future red tide events, associated health risks/beach safety, and when the fertilizer ordinance would be addressed. Chair Smith touched on algae types, limited releases, and total minimum daily load excesses. ▶ Commissioner Overman considered rain/algae bloom correlations. Chair Smith asked about the loss of manatees.

THURSDAY, AUGUST 19, 2021

c. Executive Director's Report

▶ Ms. Dougherty supplied the report.

10. DISCUSSION OF FUTURE AGENDA ITEMS - ▶ None.

ADJOURN

▶ There being no further business, the meeting was adjourned at 10:58 a.m.

READ AND APPROVED: \_\_\_\_\_  
CHAIR

ATTEST:  
CINDY STUART, CLERK

By: \_\_\_\_\_  
Deputy Clerk

jh

DRAFT

SEPTEMBER 9, 2021 - ENVIRONMENTAL PROTECTION COMMISSION

The Environmental Protection Commission (EPC), Hillsborough County, Florida, met in Regular Meeting, scheduled for Thursday, September 9, 2021, at 9:00 a.m., in the Boardroom, Frederick B. Karl County Center, Tampa, Florida, and held virtually.

The following members were present: Chair Mariella Smith and Commissioners Harry Cohen, Ken Hagan (via telephone), Pat Kemp, Gwen Myers, Kimberly Overman (via telephone), and Stacy White.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND INVOCATION

▶ Chair Smith called the meeting to order at 9:00 a.m. ▶ Commissioner White led in the pledge of allegiance to the flag and gave the invocation.

2. ROLL CALL

▶ The Deputy Clerk called the roll and noted a quorum was present.

3. CHANGES TO THE AGENDA

▶ Ms. Janet Dougherty, EPC Executive Director, stated there were no changes to the agenda.

4. REMOVAL OF CONSENT ITEM FOR QUESTION, COMMENT, OR SEPARATE VOTE -

▶ None.

5. RECOGNITIONS AND PROCLAMATIONS - ▶ None.

6. PUBLIC COMMENT - ▶ None.

7. APPROVAL OF CONSENT AGENDA

Consent Agenda Items

- a. Monthly Activity Report Fiscal Year (FY) 2021 (August)
- b. Pollution Recovery Fund Budget FY 2021

▶ **Commissioner Cohen moved the Consent Agenda, seconded by Commissioner Myers.** Upon roll call vote, ▶ **the motion carried seven to zero.**

8. PUBLIC HEARING - None.

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9. REGULAR AGENDA

a. Red Tide Update

▶ Mr. Sam Elrabi, Director, Water Management, deferred to ▶ Mr. Christopher Pratt, EPC, who provided a presentation. ▶ Commissioner Smith commented on the history of red tide monitoring in the County and asked about the lasting effects of fish kills, which ▶ Mr. Tom Ash, EPC, addressed. Ms. Dougherty noted the EPC had previously sent a letter to the Florida Department of Transportation (FDOT) regarding water flow and bridge construction. ▶ **Commissioner Cohen moved for the Chair to pen a letter and send it to FDOT making the request, seconded by Commissioner Overman.** Upon roll call vote, ▶ **the motion carried seven to zero.** Commissioner Kemp questioned the impacts to Redington and Madeira Beaches and if the current bloom was ending.

b. Follow-up Report on Gypsum Stack Lining and Clay Settling Areas in Hillsborough County

▶ Mr. Edward Coppock, EPC, gave a presentation. ▶ Chair Smith sought clarification on the beneficiation plant at the Mosaic Four Corners Mine (Four Corners), the phosphate mining process, active mining locations, and land reclamation. ▶ Commissioner Kemp inquired about new phosphate mining locations, water requirements, changes in the phosphate industry, and neighborhoods built on mining sites. Commissioner White spoke on Four Corners and stated phosphate mining was ending in the County. ▶ Commissioner Cohen described a tour of remediated land in South County. Ms. Dougherty touched on the County's Phosphate Severance Tax. ▶ Messrs. Reginald Sanford, EPC, and ▶ Sterlin Woodard, Director, Air Management, shared a presentation. ▶ Chair Smith wanted information about ongoing air monitoring. Commissioner Cohen suggested funding a new radon study.

c. Tampa Bay Seagrass Update

▶ Mr. Elrabi introduced ▶ Dr. Chris Anastasiou, Southwest Florida Water Management District, who provided the update. ▶ Chair Smith invited Dr.

THURSDAY, SEPTEMBER 9, 2021

Anastasiou to explain the importance of seagrasses. ► Commissioner Cohen inquired what the County was doing/should be doing to address diminished seagrass. Dialogue ensued.

d. Executive Director's Report

► Subsequent to commenting on a letter regarding the flushing of Old Tampa Bay, Ms. Dougherty shared the report.

10. DISCUSSION OF FUTURE AGENDA ITEMS - ► None.

ADJOURN

► There being no further business, the meeting was adjourned at 10:55 a.m.

READ AND APPROVED: \_\_\_\_\_  
CHAIR

ATTEST:  
CINDY STUART, CLERK

By: \_\_\_\_\_  
Deputy Clerk

ag

DRAFT





# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # 7.b.

**Date of EPC Meeting:** October 21, 2021

**Subject:** Agency Monthly Activity Report

**Agenda Section:** Consent Agenda

**Division:** All five EPC Divisions

**Recommendation:** None. Informational report.

**Brief Summary:** The Agency-wide report represents the total number of select divisional activities that were tracked within a specific month.

**Financial Impact:** No financial impact.

**List of Attachments:** Agency monthly report for September FY21

**Background:** Select data that is associated with the EPC's five core functions; outreach, monitoring, compliance and enforcement, is tracked monthly by each Division. These monthly activity reports are then tallied to generate one final Agency-wide report.

**EPC STAFF ACTIVITIES - AGENCY-WIDE**  
**Monthly Activity Report**  
**FY21**

		<u>September</u>	<u>FISCAL YEAR TO DATE</u>
<b>A.</b>	<b><u>Core Function: Citizen Support &amp; Outreach</u></b>		
1	Environmental Complaints Received (see attached Divisional breakdown)		see attached
2	Number of Presentations/Outreach Events	1	45
3	Citizen Support (walk-ins, file reviews, email/letter correspondence, etc.)	333	4525
<b>B.</b>	<b><u>Core Function: Air &amp; Water Monitoring</u></b>		
1	Air Monitoring Data Completeness (Note: reflects previous month due to data acquisition delay)	95.7%	N/A
2	Water Quality Monitoring Data Completeness (Note: reflects previous month due to data acquisition delay)	99.3%	N/A
3	Number of Noise Monitoring Events	3	32
<b>C.</b>	<b><u>Core Function: Environmental Permitting</u></b>		
1	Permit/Authorization Applications Received	157	2071
2	Applications In-house >180 days	2	N/A
3	Permits/Authorizations Issued	139	1963
4	Petroleum Cleanup Cases	125	1420
<b>D.</b>	<b><u>Core Function: Compliance Assurance</u></b>		
1	Compliance Inspections	305	3940
2	Compliance Test Reviews (NOTE: Wetlands reviews included under D.1)	191	1602
3	Compliance Assistance Letters Issued	189	1382
4	Warning Notices Issued	14	224
<b>E.</b>	<b><u>Core Function: Enforcement</u></b>		
1	New Cases Initiated	5	55
2	Active Cases	64	N/A
3	Tracking Cases	46	N/A



## Citizen Support & Outreach

### Environmental Complaints Received for FY2021

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Environmental Complaints Received	Sep	FY2021
<b>Agency Total</b>	<b>113</b>	<b>1474</b>
<b>Air Division</b>	<b>32</b>	<b>519</b>
General	5	78
Noise	24	324
Open Burning	3	66
Pollution		51
<b>Waste Division</b>	<b>14</b>	<b>164</b>
General	1	2
Solid & Hazardous Waste	11	125
SQG	2	36
Wastewater		1
<b>Water Division</b>	<b>28</b>	<b>289</b>
Dredge & Fill		1
General	1	23
Unauthorized Discharge/Disposal	3	41
Wastewater	20	155
Water Pollution/Quality	4	69
<b>Wetlands Division</b>	<b>39</b>	<b>502</b>
Dredge & Fill	12	145
General	5	15
Mangrove Impacts	1	53
Solid & Hazardous Waste		2
Unauthorized Discharge/Disposal	1	1
Unauthorized Seawall/Dock	5	54
Water Pollution/Quality	2	14
Wetland Clearing	8	159
Wetland Flooding/Drainage	5	59



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item #7.c.

**Date of EPC Meeting:** October 21, 2021

**Subject:** Pollution Recovery Fund Budget

**Agenda Section:** Consent Agenda

**Division:** Administration Division

**Recommendation:** Informational Report Only

**Brief Summary:** The EPC staff provides a monthly summary of the funds allocated and available in the Pollution Recovery Fund.

**Financial Impact:** No Financial Impact

**List of Attachments:** PRF Budget Spreadsheet

**Background:** The EPC staff provides a monthly summary of the funds allocated and available in the Pollution Recovery Fund (PRF). The PRF funds are generated by monetary judgments and civil settlements collected by the EPC staff. The funds are then allocated by the Commission for restoration, education, monitoring, the Artificial Reef Program, and other approved uses.

**ENVIRONMENTAL PROTECTION COMMISSION  
OF HILLSBOROUGH COUNTY  
FY 21 POLLUTION RECOVERY FUND  
10/1/2020 through 9/30/2021**

REVENUE		EXPENDITURES		RESERVES		NET PRF
Beginning Balance	\$ 766,982	Artificial Reef	\$ 33,338	Minimum Balance	\$ 120,000	
Interest	\$ 1,508	Open Projects	\$ 439,936	Est. FY 22 Budget	\$ 33,338	
Deposits	\$ 161,603			Asbestos Removal	\$ 5,000	
Total	\$ 930,093	Total	\$ 473,274	Total	\$ 158,338	\$ 298,481

PROJECT	Project Amount	Project Balance
<b>FY18 Projects</b>		
Audubon Florida Invasive Removal	10131.102063.582990.5370.1293 \$ 50,000	\$ 9,404
TBW MacDill AFB Living Shoreline	10131.102063.582990.5370.1294 \$ 49,324	\$ 11,963
UF Small Farms For Clean Water	10131.102063.581990.5370.1295 \$ 15,750	\$ 14,269
	\$ 115,074	\$ 35,636
<b>FY21 Projects</b>		
TBW 2D Island Living Shoreline	10131.102063.582990.5370.1350 \$ 49,560	\$ 49,560
Eckerd College Microplastic Pollution	10131.102063.582990.5370.1351 \$ 49,450	\$ 49,450
Sun City Audubon Phase 2 Nature Trail	10131.102063.582990.5370.1352 \$ 20,000	\$ 12,000
USF Multidrug Resistant Bacteria	10131.102063.581990.5370.1353 \$ 50,000	\$ 50,000
Tampa P&R Ignacio Haya Park	10131.102063.581001.5270.1354 \$ 50,000	\$ 50,000
USF Fecal Source Detection	10131.102063.581990.5370.1355 \$ 50,000	\$ 50,000
ERI MacDill AFB Saltern Restoration	10131.102063.582990.5370.1356 \$ 37,000	\$ 37,000
ERI FWC Living Shoreline Demo Site	10131.102063.582990.5370.1357 \$ 42,000	\$ 42,000
UF/IFAS Florida Friendly Landscaping	10131.102063.581990.5370.1358 \$ 8,600	\$ 8,600
	\$ 356,610	\$ 348,610



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item #7.d.

**Date of EPC Meeting:** October 21, 2021

**Subject:** 2021 Third Quarter Action Plan Updates

**Agenda Section:** Consent Agenda

**Division:** All EPC Divisions

**Recommendation:** Informational Report

**Brief Summary:** For the past ten years, EPC staff has developed a series of action plans that help address various initiatives which support the Agency's strategic priorities. The quarterly update for the open action plan is listed, and a new action plan for 2021 was recently approved.

**Financial Impact:** No additional funds required at this time. Monies for the individual action plans are paid out of the current budget, or will be brought to the Commission and requested separately as needed.


**List of Attachments:** Quarterly Update for Action Plans

**Background:** As part of the Agency's strategic planning process and philosophy of continuous improvement, staff has held periodic strategic planning sessions. These included input from the Commission and a broad range of EPC staff. Besides reviewing the priorities and guiding mission statements, staff also consider new initiatives to improve the EPC's effectiveness and efficiency. Since the Agency started this formal procedure in 2010, staff has completed over seventy of these initiatives.

The action plans were created to reflect the Agency's strategic objectives, and each initiative was described in an individual action plan with measurable goals. The attachment reflects the update as of the end of the third quarter of 2021 on the status of the action plan that remains open from previous years. Additional prospective topics for future action plans were discussed by EPC staff as part of the most recent strategic planning meeting, and a new action plan was recommended. The new action plan is entitled Process Improvement/Yellow Belt Training and has already been initiated. It is intended to provide enhanced training for select EPC staff, including participation in Yellow Belt efficiency improvement coursework, and also involve an updated review and mapping of the current Agency processes to identify any potential improvements.

The owners of select action plans may be scheduled to present an overview of their project to the Commission at regularly scheduled EPC Commission meetings.

## Quarterly Update for 2019 Action Plans

Strategic Objective	Action Plan	2019 -2020 Action Plan Goals	Status
<b>Efficient customer service and fluent agency staff</b>	<b>Interdepartmental Familiarization</b>	Set up committee with agency members from different divisions	Complete. Action plan committee members include Michael Gile (Wetlands), Jeff Sims (Air), Nita Osterman (Water), Yamil Dias (MIS), Gabby Nataline and Ron Cope (Waste)
		Conduct Interviews with supervisors and managers to determine most useful cross familiarization methods	Complete. Action plan committee has identified and agreed on methods for cross familiarization based on staff interviews
		Determine innovative ways to encourage staff members' self-education	Complete. Committee has agreed to permanent desktop icon with resources, bi-weekly interactive intranet activities, quarterly luncheon meetings dedicated to each division, mandatory new hire training organized by direct supervisor.
		Create/distribute survey monkey to allow measurable success of action plan	Completed. Survey results have been received and compiled.
		Set deadlines for supervisors/managers to complete resources-develop standards for mandatory new hire training	Completed. Guidance has been formulated and has been distributed to all Managers and Supervisors.
		Conduct quarterly meetings dedicated to each division	Ongoing. Four of five division-specific familiarization sessions have been completed. The final session is scheduled for NOV 17, 2021.
		Electronic methods of interdepartmental familiarization	Ongoing. Completed session presentations are available via the EPC's SharePoint. As presentations are completed, they are placed on the SharePoint and remain available to all staff.
		Distribute second survey monkey	Ongoing. Mid-point survey was conducted in April of 2021 with very positive feedback having been received. Upon full completion of the session schedule (NOV 2021), a second/final survey will be disseminated to determine the over-all success of the Action Plan
		Measure success of action plan	Ongoing: Overall Action Plan success will be evaluated upon completion of the above tasks with adjustments made, as needed, upon close-out of the Action Plan and as the Action Plan moves to its on-going Committee.



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # 7.e.

**Date of EPC Meeting:** October 21, 2021

**Subject:** Select Performance Measure Goals for 2021

**Agenda Section:** Consent Agenda

**Division:** Executive Director Report

**Recommendation:** Informational Report

**Brief Summary:** As part of the EPC staff's strategic planning, the Agency measures key activities and set goals for 2021. These are tabulated and periodically presented to the Commission in the consent agenda.

**Financial Impact:** No Financial Impact

**List of Attachments:** Table Titled 2021 Goals

**Background:** The Agency measures performance for all five of its core functions. These core functions include permitting, compliance assurance, citizen support & outreach, enforcement, and ambient air & water quality monitoring. As part of the Agency's annual evaluation, staff sets goals for select activities and reports them periodically to the Commission. This is an integral part of the continuous improvement required by the Agency's strategic planning.



# 2021 Goals

Core Function	Measure	Pre-Sterling Year (2009)	2018	2019	2020	2021 YTD (3 <sup>rd</sup> Qtr)	2021 Goal
Permitting	Average Time to Issue an Intent for State Construction Permits	57 days	16 days	19 days	28 days	23 days	Less Than or Equal to 30 days
	Average Time to Issue an Intent for Tampa Port Authority Permits	56 days	50 days	51 days	56 days	59 days	Less Than or Equal to 60 days
	Average Time EPC Permits were In-house	21 days	26 days	34 days	36 days	35 days	Less Than or Equal to 30 days
Compliance	Timely Resolution of Lower Level Non-Compliance Cases	92%	95%	92%	97%	95%	Greater Than or Equal to 90%
Environmental Complaints	Timely Initiation of Investigation	99% in 5 Days	98% in 3 Days	96% in 3 Days	96% in 3 Days	97% in 3 Days	Greater Than or Equal to 90% in 3 Days
Enforcement	Timely Initiation of Enforcement	73%	93%	92%	98%	97%	Greater Than or Equal to 90%



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # 9.a.

**Date of EPC Meeting:** October 21, 2021

**Subject:** 2021 EPC Annual Report

**Agenda Section:** Regular Agenda

**Division:** Executive Director Report

**Recommendation:** Receive report and provide guidance as necessary

**Brief Summary:** The Executive Director will be delivering her annual report to the Commission. The theme of this year's report is "Environment of Champions" which speaks to the dedication and diligence of our staff who continue to champion our environment every day. The presentation will also include information and data regarding the EPC's efforts to protect and regulate air, waste, wetlands, and water, as well as, activities reflective of the Agency's core functions.

**Financial Impact:** No Financial Impact

**List of Attachments:** None

**Background:** Customarily, the Executive Director presents an annual report to the Commission each Fall. The theme of this year's report is "Environment of Champions." This annual report is provided to update the Commission on environmental conditions and trends within Hillsborough County. Significant events will be mentioned and some trends detailed. This report is typically delivered to the Commission each Fall and presented at various speaking engagements throughout the rest of the year. Among other things, the Annual Report presentation will include information and data regarding: EPC's efforts to protect our natural resources and regulate air, waste, wetlands, and water pollution; the collection of water and air quality data; the activities reflective of the Agency's core functions; staff activities; and the adjustments made by the Agency during the pandemic. This report is also one of the many tools the Commission uses to evaluate the Executive Director. The evaluation process will commence over the next few months and will be finalized at the January 2022 meeting.



# ENVIRONMENTAL PROTECTION COMMISSION

## AGENDA ITEM COVER SHEET

Agenda Item # 9.b.

**Date of EPC Meeting:** October 21, 2021

**Subject:** Initiation of Executive Director's Annual Evaluation Process

**Agenda Section:** Regular Agenda

**Division:** Administration Division

**Recommendation:** Receive informational report on process and blank evaluation form.

**Brief Summary:** Pursuant to the Executive Director's Employment Agreement, the Commission must perform an annual evaluation of her performance. The evaluation form is attached and will also be distributed separately to the Commissioners. In the next few weeks, Ms. Dougherty will provide a self-evaluation to assist the Commissioners in objectively measuring her performance. She would also welcome personal meetings. The results will be compiled and presented during the next EPC Commission meeting, tentatively scheduled for January 27, 2021.

**Financial Impact:** No Financial Impact

**List of Attachments:** Executive Director Performance Evaluation Form

### Background:

Annually, the Commission evaluates the performance of EPC Executive Director, Janet Dougherty. This usually occurs closely after the presentation of the Agency's Annual Report. Specifically, Section IX of the Executive Director's Employment Agreement states, "The Commission shall review and evaluate the Executive Director at least annually during the month of December or the next regular meeting of the Commission after December." This revised process was approved by the Commission in October of 2019. It is anticipated that the evaluation will be conducted at the tentatively scheduled Commission meeting on January 27, 2021. In preparation for the annual evaluation, EPC administrative staff provide to the Commission a performance evaluation form (attached). In addition to the form on this agenda item, staff will provide the Commissioners duplicate blank evaluation forms via e-mail. This form has been used for many years to evaluate the performance of the Executive Director and is now condensed to one page.

Also, for the Commission's consideration, the Executive Director will soon provide a self-evaluation with and a list of EPC accomplishments to assist the Commissioners in objectively measuring her performance. She would also welcome personal meetings with any Commissioner who wishes one.

Please complete the evaluation form and return them to EPC Chair Commissioner Smith's office by December 1, 2021. The Chair will provide all the results to EPC administration. The results will be compiled and presented during the next EPC Commission meeting.



# PERFORMANCE EVALUATION

Janet Dougherty, Executive Director  
 Environmental Protection Commission of Hillsborough County  
 October 1, 2020 to September 30, 2021

**Instructions:** *on the form included below, please use the numerical ranking criteria to assess the Executive Director's behaviors, accomplishment of goals, and performance measures on core functions. Return the completed form to the EPC Chair.*

**RANKING CRITERIA** – ranking criteria is listed from the highest (5) to the lowest (1).

- 5** - Behaviors/Accomplishments are outstanding and as such are obvious to others in County government and to members of the Community.
- 4** - Behaviors/Accomplishments are excellent and recognized as more than just competent in that expectations are exceeded in the area of responsibility.
- 3** - Behaviors/Accomplishments are good in that expectations are consistently met for the areas of responsibility.
- 2** - Behaviors/Accomplishments are adequate but fall below expectations for the area of responsibility.
- 1** - Behaviors/Accomplishments are below an acceptable level of expectations for the area of responsibility.



*Insert a numerical ranking of 1 to 5 (5 being the highest) in each box and add any additional comments at the bottom.*

<b>BEHAVIORS</b>							
Leadership	Communication	Responsiveness	Respectful & Fair Treatment	Quality of Staff Work	Service to the Community	Problem Solving	Management of Organization

<b>ACCOMPLISHMENT OF GOALS</b>				
Environmental Protection Excellence	Successful / Engaged Workforce	Customer/Partner Focused Excellence	Fiscal Responsibility	Continuous Improvement

<b>PERFORMANCE MEASURES ON CORE FUNCTIONS</b>					
Timely Delegated State Permit Processing	Timely Port Authority Permit Processing	Timely Local EPC Permit Processing	Timely Compliance	Timely Complaint Investigations	Timely Enforcement

Commissioner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (optional) :