



**PALM BEACH COUNTY
LOCAL MITIGATION STRATEGY
STEERING COMMITTEE
MINUTES**



**August 14, 2019
9:00 a.m. to 10:00 a.m.
Palm Beach County EOC – Broadcast Studio
20 South Military Trail, West Palm Beach, FL 33415**

I. Call to Order – Welcome and Introductions – Ralph Wall, Chairperson

- Agency representation will be reflected in meeting minutes
- Meeting minutes can be found at <http://discover.pbcgov.org/publicsafety/dem/Sections/Planning-Local-Mitigation-Strategy.aspx>

II. LMS2020 Submission Review

- Joe stated that the LMS2020 submission has been made to the State and was quickly audited and returned seeking revisions. He is working with Shane and LMS stakeholders to provide the requested information in a timely manner.
- Shane commented that the municipalities should prepare to have their specific LMS Agenda items prepared to meet their respective Boards before the end of 2019. We have a copy of everyone's Adoptions in 2014 and Joe will prepare a template to enhance packages that go before municipal Boards.
 - Nicole Coates asked for a possible LMS Summary sheet as Boards may not have time to read the full package, but will be able to see changes that occurred since last LMS adoption. Joe will take for Action.
- Joe also stated that Agenda items may take as long as two (2) to three (3) months to work through the administrative system to gain LMS adoption. Get your packages accomplished soon rather than later.

III. Review and Project Submissions for Fall 2019 PPL

- **Establish submission dates**
 - Ralph stated that the fall LMS PPL Submissions will be accepted from September 23 to October 04. All new and edited projects from a municipality/ County will be accepted over this period of time.
 - He stated that the Review/Scoring Period will run from October 07 to October 18, 2019. During this period, Evaluation Committee members are able to provide a review of projects submitted. They are able to compile questions, concerns, and acceptance of projects before they convene in full Committee scoring.



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- The Evaluation Panel will formalize submissions with the full in-person meeting to finalize and rank scores on October 30. Joe will take for Action all projects scores and prioritize rank order all PPL items from highest to lowest. He will compile the Fall PPL for review and consideration of the Steering Committee.
- The Steering Committee will set to approve the new PPL on the November 13 regular meeting. Once approved, the Fall PPL is submitted to the State and published for LMS stakeholders.
- **Ensure municipalities are working projects audits for submission**
 - Shane reiterated that he would like to have everyone to have projects ready to go for submission when Tier 3 funding opportunities may take place. There is no guarantee for Tier 3 funds, but we do not wish to be caught off-guard if a NOFA is released. Tier 3 submissions are a first-come, first-action process for funding allocations. This is Miami-Dade key to funding allocation successes.
- **Ensure WebEOC access is confirmed**
 - Joe would like to ensure LMS stakeholders have valid and working WebEOC access prior to the submission period. Remember to utilize the WebEOC Help Desk at webeochelp@pbcgov.org if users are unable to access their accounts.

IV. Administrative functions for LMS Working Group

- **Discussion on Governance**
 - Joe discussed his intent to update the current LMS contact rosters to ensure all stakeholder have access to the latest information regarding LMS activities.
 - Joe proposed a review on the by-laws by which LMS Board members participate. There was a discussion reference the election of Board/ Committee officers
 - Members were engaged to see what information is available across other similar LMS programs that allow for member elections or selection for senior positions.

V. Questions/Comments

- With no further questions or concerns, the meeting was adjourned at 9:54 a.m.

VI. Next Meeting: November 13, 2019 at 9:00am at the EOC



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