

RELOCATION COMMITTEE MEETING MINUTES
Intercontinental Hotel
Public Real Estate Symposium
Dallas, Texas
February 15, 2008

Attendees

Tami Benson, Chair
Vivian Howell, Vice Chair
Lee Hamre
Lisa Barnes
Annette Favia
Janet Cruppi
Deanna Walker
Mack Dickerson

Attendees

Lisa Harrison
Darryl Root
Charlene Endsley-Burge
Donna Harrison
Donna Roche
Rick Etter
Bob Merryman
Candy Spitzer

Meeting was called to order by Tamara Benson, Relocation Assistance Committee Chair, who welcomed everyone. An Agenda was distributed and an attendance record was circulated for signatures.

The membership roster was circulated for update or changes to names, addresses, or email addresses.

Tami reported that Jim Finnegan is out of ICU and continues to improve; however, he still has a long recovery period.

Old Business:

- Tamara Benson and Vivian Howell will meet with and submit the committee's recommendations for four (4) proposed new courses to IPDC prior to the March meeting

Region Reports:

Region 1 – (Chair vacant) – Vivian Howell provided report.

Michelle Folk's name has been submitted to Carolyn Carrica (Region 1 Chair), as Region 1 representative to the Relocation Assistance Committee.

No relocation courses have been taught since the last committee meeting.

Vivian Howell and Daryl Root gave a brief report on an Eminent Domain reform measure that is on the California ballot. The measure appears to target real estate developers.

Proposition 90 was defeated last year primarily due to environmental issues.

Region 2 – Donna Harrison provided report.

All relocation courses were taught between the Oklahoma and Texas chapters.

Region 2 Winter Form – new IRWA Chapter 39A in McAllen, TX

Region 2 Spring Seminar – scheduled for March 28th in Dallas, TX

Region 3 – No report

Region 4 – No report

Region 5 – No report

Region 6 – Lisa Barnes reported that Course 504 was taught since the last meeting.

Course 504 is scheduled, courses 502 and 503 are scheduled to be taught in Alabama by Clyde Johnson; courses 501 and 504 are scheduled to be taught in Mississippi; and courses 501 and 502 are scheduled to be taught in North Carolina.

Region 7 – No Report

There has been no news on the Relocation Rendezvous Seminar and how the region is going to use the funds collected from the seminar. Region Chair, Jim Price, has appointed Michelle

Region 8 – No Report

Region 9 – Lee Hamre reported that no relocation courses have been taught since October 2007; however, courses 502 and 505 are scheduled in March 2008.

Region 10 – No Report

Subcommittee Reports:

Research/Studies report was provided by Lee Hamre, Chair, who requested articles for the Relocation Questions and Answers article in the IRWA magazine publication. Anyone may submit an article to the subcommittee for consideration. Lee would like to have several articles to select from. Vivian Howell and Darryl Root volunteered to send several articles. The FHWA website was suggested as a good source of topic discussions.

Subcommittee Members: Lee Hamre, Chairperson, Lisa Barnes, Linda Peck, Barbara Meekins, Rick Etter, Darryl Root, Mike Hereford, Annette Favia, and Vivian Howell.

Outreach report was provided by Candy Spitzer. Topics of discussion were:

- Commitment renewal letter updates
- Federal agencies do not have to be certified to attend the meetings
- Past Chairs are automatically a committee member in an advisory capacity
- Arlene Kaplan has applied to membership
- Attendance Matrix was provided by Vivian Howell

- Membership roster updated

Lee Hamre made a motion to request IRWA funds for the committee to hold a third meeting per year. If the meeting is not funded, the consultants will fund it.

Discussion:

- The special projects IRWA funding is for educational course purposes only and the meeting must be approved by IRWA
- IPDC does not have formal facilitator evaluation process. Meeting could entail Facilitator Evaluations and Qualifications and/or monitoring the course
- Establish Facilitator standards
- Establish Mentoring program
- Course 500 could be revamped as a facilitator course or a basic 100 Course series

Motion revised to include educational course evaluations

Motion seconded by Charlene Burge

Motion carried unanimously

Subcommittee Members: Candy Spitzer, Chairperson, Vivian Howell, Tammie Bedlington, Charlene Endsley Burge, Florence Green, Mike Hereford, Bruce Napier, Deanna Walker, and Del Richardson.

Strategic Planning report was provided by Vivian Howell.

- Barbara Meekins, the current Chair, resigned from the Relocation Assistance Committee.
- Lisa Barnes volunteered to stand in as Chair
- Notes from the San Diego meeting were given to Lisa Barnes.
- The Strategic Plan will be monitored and updated as necessary as the Relocation Assistance Committee accomplishes the milestones within the plan.
- The current Strategic Plan is on the IRWA website.

Subcommittee Members: Lisa Barnes, Chairperson, Vivian Howell, and Mike McParland.

Education Subcommittee report was provided by Chairperson, Lisa Harrison.

Discussions include:

- Course 504 – although corrections have been made, there are still errors
- Course 505 – awaiting updated by David Layne
- Course 503 – only remaining course not updated and in new format
- Facilitators manual in bound form is not handy
- Relocation Facilitators should submit written comments to Lisa Harrison, Relocation IPDC representative, on new adult education material critique
- Facilitators evaluation forms should be filled out and submitted to Ron Ellis with copy to Lisa Harrison

- Assumption was that David Layne was to compare course book to test, but he was not charged with that task
- Goals of SR/WA and RAC Certification exams:
 - SR/WA –exam reflects important general relocation questions
 - RAC – exam reflects expertise in relocation questions
- If course requires a change, it should be submitted to the Education Committee and then to the Subject Matter Expert
- Course 500 –
 - Lisa Harrison piloted the 1-day course and it is an overview of the URA, not a relocation course
 - Lisa Harrison will recommend to the IPDA changing this course to a 100 series
 - Tamara Benson will send recommendation letter to Valerie Fries
 - Course 500 – should be converted to “Introduction to Relocation”
 - Chapter 13 of Right of Way Manual requires revisions
 - Committee may want to apply for funding for fall meeting to rewrite this course

Subcommittee Members: Lisa Harrison, Chairperson, Clyde Johnson, Steve Adams, Florence Green, Tami Benson, Donna Roche, Reg Draheim, Ceci Melanson, and Bob Merryman, Lee Hamre.

Fall Meeting

- Tentative dates:
 - September 27, 2008
 - October 4, 2008
- Tentative Locations:
 - Ft. Lauderdale, FL
 - Savannah, GA
 - Puerto Rico
 - Phoenix, AZ
 - Santa Fe, AZ

New Business:

- None noted

Austin Conference Sessions report was provided by Donna Harrison, chair.

- Reviewed and explained IRWA HQ new process for approving Speakers for annual conference sessions
- All sessions were reviewed for accuracy and to confirm the moderator has invited appropriate speakers
- Candy Spitzer volunteered to moderate the session vacated by Barbara Meekins
- Bob Merryman agreed to contact Diego Rivadeneira as a speaker

- February 1, 2008 was due date for notifying HQ of speaker acceptance letters

Subcommittee Members: Donna Harrison, Chairperson, Mack Dickerson, Janet Cruppi, Mike McParland.

Indianapolis Conference Sessions

Suggested Topics, Moderators, and Speakers

- **Environmental Justice Lessons for Relocation (Donna Roche and Annette Favia, Moderators)**
 - Early start in process
 - Public meeting ideas
 - Outreach methods
 - Interview process
- **Elderly Relocations (Mack Dickerson, Moderator)**
 - Nancy Freeman possible speaker
- **Alien Hardship (Vivian Howell, Moderator)**
 - Darryl Root, speaker
 - What is considered a hardship
 - Oklahoma, Texas, Washington, and California legislation
 - Contrast what one agency does vs what another agency does
- **Relocation Assistance for HUD Related Projects (Lee Hamre, Moderator)**
- **Jeopardy (Lee Hamre, Moderator)**
- **Relocation Residential/Business Talk Show (Lisa Harrison and Tamara Benson, Moderators)**
- **Nuts and Bolts of Business Relocation OR Yin and Yang of Business Relocation (Lisa Barnes, Moderator)**
 - Lisa Harrison and Bob Merryman, speakers
 - Alternative Moves
 - LOTPP
 - SPP

Austin 2008 Conference and Debriefing Session

- Debriefing session will be held immediately following the Relocation Talk Show.

Next Meeting

- Sunday, June 22, 2008
- 8:00 – 12:00
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Meeting adjourned