

**Blueprint Intergovernmental Agency  
Board of Directors  
Meeting Minutes**

**Date:** \_\_\_\_\_  
**To:** Board of Directors  
**From:** Artie White, PLACE Director  
**Subject:** Minutes to Board of Directors' Meeting of May 8, 2025

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**MEMBERS PRESENT**

| COUNTY                  | CITY                       |
|-------------------------|----------------------------|
| Brian Welch– Vice Chair | Dianne Williams-Cox- Chair |
| Christian Caban         | Jeremy Matlow              |
| Nick Maddox             | Jaqueline Porter (virtual) |
| Rick Minor              | Curtis Richardson          |
| David O’Keefe           | Mayor John Dailey          |
| Bill Proctor            |                            |
| Carolyn Cummings        |                            |

**I. AGENDA MODIFICATIONS**

Commissioner Williams-Cox opened the meeting at 3:01pm. There were no agenda modifications. **Commissioner Welch moved to allow Commissioner Porter to participate electronically. The motion was seconded by Commissioner Minor. The motion passed unanimously.**

**II. CITIZENS TO BE HEARD**

There were no speakers for non-agenda items.

**III. INFORMATION ITEMS**

- Receipt and File:
  - Informational Update on the North Monroe Gateway Project
  - Blueprint Infrastructure Community Engagement Update
  - Draft Citizens Advisory Committee January 30, 2025, and April 24, 2025, Minutes

**IV. CONSENT**

PLACE Director Artie White explained that Item #2 *Acceptance of the Draft Fiscal Year 2024 Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency* was pulled from consent.

**Commissioner Welch moved to accept the Consent Agenda with Item #2 pulled.**

- *Approval of the September 5, 2024, Blueprint Intergovernmental Agency Board of Directors Meeting and Public Hearing Minutes*
- *Approval of a New Appointment to the Blueprint Citizens Advisory Committee*

**The motion was seconded by Commissioner O’Keefe. The motion passed unanimously.**

**V. GENERAL BUSINESS/PRESENTATIONS**

1. *Acceptance of the Draft Fiscal Year 2024 Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency (Item #2)*

Director White explained that the item covered the 2024 Annual Comprehensive Financial Report (ACFR) for the Blueprint Intergovernmental Agency and stated that the report was prepared by the Blueprint Financial Officer. Director White explained that staff expects to receive an unmodified opinion from its external auditors and that in previous years the ACFR is typically completed before the May IA Board meeting but due to scheduling and timing of the City's Audit the report is still in draft for this year's May meeting. To meet the State of Florida filing deadline staff has presented the draft ACFR to the IA Board for approval and will return with a final ACFR at the next scheduled IA Board meeting in September.

Commissioner O'Keefe spoke about his concerns with the ACFR and stated that he reviewed the report and contacted the external auditing firm with questions about items in the report. Commissioner O'Keefe stated that he did not want to create a precedent by accepting the incomplete draft report. **Commissioner O'Keefe moved to defer final approval of the 2024 ACFR and have a special meeting prior to June 30th when the audit is complete. The motion was seconded by Commissioner Proctor.**

Commissioner Williams-Cox expressed concern about commissioners contacting the external auditors directly and not working with staff to communicate with its consultants. Commissioner O'Keefe stated that he reached out to the auditors after reaching out to staff. Director White explained that staff responded to the request from Commissioner O'Keefe and shared the response with the entire IA Board. Commissioner Williams-Cox requested clarification on the final acceptance process and submission deadline for the ACFR. Blueprint Director Autumn Calder explained that because Blueprint and the City use the same external auditors and that the Blueprint audit occurs after the City's audit is complete. Director Calder explained that because of the early date of the May IA Board meeting Blueprint's audit was not complete by the time of the meeting. Director Calder stated that Blueprint's audit is anticipated to be completed within the next two weeks well before the ACFR filing deadline and if there are no significant findings, the final audit will be submitted to the state.

Commissioner Maddox discussed the audit process and the IA Board's role in reviewing and approving the ACFR each year. Commissioner Maddox suggested that moving forward meetings should be scheduled so that the IA Board could review and accept the final audit report prior to its submission. **Commissioner Maddox made a substitute motion to accept the Draft Fiscal Year 2024 Annual Comprehensive Financial Report for the Blueprint Intergovernmental Agency with the caveat that in the future the meeting be schedule following the completion of the ACFR. The motion was seconded by Commissioner Richardson.**

Commissioner Williams-Cox asked whether the ACFR was being handled differently this year than in past years and Director Calder responded that in 2019 the IA Board was in a similar position and took the same action of approving the draft prior to submissions but typically the report is completed before the May IA Board meeting.

Commissioner Caban asked whether there were any liabilities for sending a draft ACFR to the state and Blueprint Attorney Susan Dawson explained that the final ACFR would be submitted to the State not the draft. Commissioner Caban then asked what if the approved draft is different from the final version and it was explained by Mayor Dailey that significant changes from the draft to the final were not anticipated but if significant changes were present, the report would be submitted to the Board for approval. Mayor Dailey spoke in favor of the substitute motion and expressed concern about interfering on the auditing process by contacting the external firm.

Commissioner Minor spoke in favor of the substitute motion and supported the calling of a special meeting if there are significant changes to the draft ACFR.

Commissioner Matlow spoke in favor of Commissioner O'Keefe's original motion and stated that he believes that the meeting should be scheduled to avoid this issue in the future.

**The substitute motion passed 8-4 (weighted 46-24) with Commissioners Matlow, Porter, O'Keefe and Proctor voting in opposition.**

2. *Ratification of the May 8, 2025, Blueprint Intergovernmental Agency Budget Workshop*

**Commissioner Richardson moved to accept staff recommendation for option #1.**

**Option #1:** Ratify the actions taken by the IA Board during the May 8, 2025, FY 2026 Budget Workshop.

**The motion was seconded by Mayor Dailey. The motion passed 10-2 (weighted 60-10) with Commissioners Caban and Proctor voting in opposition.**

VI. **DIRECTOR DISCUSSION**

**Commissioner O'Keefe moved that the IMC members be directed to attend and participate in future Blueprint IA Board of Director Meetings. The motion was seconded by Commissioner Proctor.** Attorney Dawson explained that the motion was improper because the Board's authority to direct the IMC is limited to Blueprint Projects but the individual supervisory authority for the respective positions remains with the respective City and County commissions. **Commissioner O'Keefe then moved to direct staff to write a letter to the IMC requesting they attend the IA Board Meetings. The motion was seconded by Commissioner Proctor. Commissioner Williams-Cox did not recognize the motion.**

**Commissioner Matlow moved to appeal the ruling of the Chair not to recognize Commissioner O'Keefe's motion and determining it to be improper. The motion was seconded by Commissioner O'Keefe. Commissioner Matlow withdrew his motion to appeal.**

**Commissioner O'Keefe withdrew his motion to direct staff to write a letter to the IMC.**

Mayor Dailey requested that the Blueprint Attorney provide an update on the Matlow lawsuit against the Agency. Attorney Dawson explained that the case was dismissed with prejudice and that Commissioner Matlow has filed a motion for reconsideration to be heard on June 3, 2025 at 10:00am. Mayor Dailey asked how much money has been spent on the lawsuit and Attorney Dawson explained that the Agency has spent approximately \$52,000 in outside attorney's fees defending against the Matlow lawsuit but that the amount does not include fee's related to the Motion to Reconsider.

VII. **ADJOURN**

**The meeting adjourned at 3:39pm**

**The next Blueprint Intergovernmental Agency Board of Directors' Meeting is scheduled for September 18, 2025 at 3:00pm.**