

DSHC Meeting  
April 22-23, 2015  
Meeting Notes

### Meeting Expectations:

- Can there be an enhanced focus on byways once designated for money and other perks?
  - Training for BOs
  - FDOT focus is special (special consideration for mowing, etc.)
  - Engage MPO and other agencies to assist BOs
- Pending designations – what to do with them?
  - OIT will start at Eligibility Step 2
  - Halifax will complete process under old policy
  - Extensions still pending: FBB South, Bradenton, OFHH, Suncoast
- Procedure for extensions. ✓
- Re-engage byways that are dormant.
  - Will be addressed on a case-by-case basis.
- Has process been streamlined, made more user friendly? ✓
- Sunshine Law requirements, time requirements (for posting meeting notices, etc.).
  - Not a program requirement. BOs must determine for themselves if law applies to their actions, members.
- LAP product ownership (kiosks funded with NSBP grant).
  - Need to look at original agreements (contracts), but byway could be “owner.”
- What can FSHP office do to make DSHCs successful?
  1. Stuff
  2. Training like this one
  3. Communication
  4. Add traffic conditions link to website
- Grassroots drop off/loss of membership, frustration over funding sources, “sustainability.”
  1. Training
  2. Defining roles (program can't/won't do everything for them)
  3. Point them to existing resources, lots of info already available about running nonprofit/community organizations.
- How do DSHC job descriptions get to emphasize their SH duties?
  - Will always vary by District.
- How do we re-educate the byway community to “new world economies” and force “cultural shift” in program?
  1. Encourage them to create byway alliance to help find solutions to their challenges.
  2. Depend on technology for efficiency. Program cannot accommodate those not using current technology.
    - Video conferencing
    - Go To Meeting

### FSHP Handbook

- Provide examples
- Ease of accessibility
- Shorter website address

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- Short pdf with printable info
- Interactive community forum
- FDOT/work plan liaison (to make sure that BO knows what plans FDOT has for the byway in order to take advantage of opportunities like overlay, new sidewalks, etc.)

### **Day-to-Day Duties of DSHC:**

- Feed & water
- Issues management (e.g., tree trimming)
- Attend CME meetings
- One-on-one interaction
- Night meetings
- Keep folks engaged
- Advisory
- Follow \$

### **Procedure**

- LOI
- Add guidance on who DSHC should coordinate with internally to review/approve LOI.
- Should we develop a form/application to go with LOI?
- Develop library of successful examples
- Eligibility
- Add something that talks about the significance of this step – “compelling” story
- SHAC comments – need follow-up to insure they are addressed.
- SHAC member explanation for their role. Involvement in big picture, responsibilities, etc.
- SHAC – letter of appreciation to recognize their involvement
- 1.2.2 – Make sure DSHC confirms changes have been made.
- “Additional” General Responsibilities
- Review Chapter 29 of PD&E Manual. PD&E vs Design Projects

### **Training**

SHAC – training on process (like DSHC)

Byway Organizations:

- Kick-off/live training from program at least once
- CBT training
- Embed short videos into online guidance
- How to do more with less
- “Mixers”
- Fact sheet: what FDOT can do and not do (role of FDOT & BO)

DSHC – Understand what they are looking for during document reviews

SAHC – Ensure comments are addressed before approval or just informational

DSHC needs to be able to explain the process

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**Action Items**

1. Make discussed revisions to Handbook and FDOT Procedure
2. Develop a training plan
3. Develop BMP guidance
4. Get “stuff” for DSHC
5. Address PD&E chapter 29
6. Plan next DSHC meeting for April 2016. Possible locations:
  - a. OIT – Fernandina Beach
  - b. Keys
  - c. 30-A
7. DSHC will forward two contacts per byway to FSHP staff