



PINELLAS SUNCOAST TRANSIT AUTHORITY
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716
WWW.PSTA.NET 727.540.1800 FAX 727.540.1913

EXECUTIVE COMMITTEE MEETING
MINUTES – AUGUST 5, 2015

The Executive Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 11:00 AM on this date. The purpose of the meeting was to approve the July 6, 2015 meeting minutes and to review information items. The following members were present:

Bill Jonson, Chairperson
Julie Bujalski, Vice-Chairperson
Janet Long, Secretary/Treasurer
Darden Rice

Absent:

Ken Welch

Also Present:

Brad Miller, CEO
Alan Zimmet, General Counsel
Doug Bevis, PSTA Board Member
PSTA Staff Members
Members of Public

CALL TO ORDER

Chairperson Jonson opened the meeting at 11:01 AM. He reviewed the published meeting agenda and added a discussion on the CEO's Performance Evaluation and scheduling of a Personnel Committee meeting under Information Items and indicated that Mr. Miller has some updates on a variety of subjects to be discussed. Ms. Bujalski made a motion, seconded by Ms. Rice to amend the agenda. There were no public comments. Motion passed unanimously.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

Approval of Minutes - Ms. Long made a motion, seconded by Ms. Bujalski to approve the July 6, 2015 meeting minutes. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

CEO Performance Evaluation Update – Chairperson Jonson stated that to date, he has not received evaluations from Mr. Bevis, Ben Diamond, Ms. Bujalski, and Joe Barkley. He added that based on the diversity of comments, it was decided that Mr. Miller should have one-on-one meetings with each Board member before the Personnel Committee meets.

Ms. Long commented that the Board is very diverse and spoke of the ineffectiveness of the five-point scale process. She spoke of her concern with PSTA employees or ex-employees using public comment time at the Board meetings to talk about their issues with the Agency. Mr. Zimmet indicated that the rules state, and it has always been a Board practice, to allow anyone to speak about anything related to PSTA. Chairperson Jonson suggested that Mr. Zimmet prepare a modification to the rules for public comments. Ms. Rice voiced her concern over restricting people's comments. Ms. Bujalski agreed with Ms. Rice and believes that the Chairperson should inform the speaker that the Board appreciates their comments but a different, on-going process is pending and it is not appropriate to answer questions at this time. Chairperson Jonson will work with Mr. Zimmet to develop appropriate comments/actions.

It was decided that everyone's evaluation comments will be consolidated on one sheet the same as last year, and the Personnel Committee will meet at the end of August or early September to review the evaluations then be presented to the Board at the September meeting for approval.

Mr. Miller addressed some concerns that there was not an acting-CEO when he was absent. He explained that he always has an acting-CEO in his absence from the office and there are procedures in place for that. He stated that he notified the Board Chair the day before the Board meeting that his emergency surgery was scheduled at the same time as the Board Meeting and that James Bradford, Chief Operating Officer, would be the acting-

CEO. Mr. Miller said the Chair and he discussed the plan to have Mr. Bradford in his usual role providing information to customers who attend the meeting and not in the CEO's chair but in hindsight, this was a mistake. Mr. Miller said in the unforeseen event that he is absent for a meeting again, the seat will be filled with an informed staff member. The group indicated support for this plan.

Mr. Miller also explained that the weekly e-mail updates to Board member would continue to be provided and not discontinued without authorization from the Board. Additionally, he reported that clear and concise written grievance hearing procedures had been implemented with Mr. Zimmet's assistance, and stated that Mr. Bradford and staff have been trained on the proceedings. He added that all proceedings will be recorded and the Union has been notified of this.

Mr. Miller addressed the concern about Board members not knowing about negative publicity ahead of time. He assured them he would continue to notify all the Board members and had implemented a back-up plan with PSTA's Media Liaison also providing assistance to ensure that the Board members are immediately informed.

Mr. Miller reported that on August 12th, there will be a vote of the collective bargaining covered employees on what Union will represent them.

Mr. Miller gave an update on the bus advertising contract stating that staff will be recommending awarding the contract to Direct Media, Inc. He said that he would be recommending government ads since they would generate \$50,000 but he would not recommend allowing alcohol related ads since a smaller \$25,000 was all that would be generated. He noted that this item will be addressed first by the Finance Committee then the Board.

Mr. Miller indicated that there are many public hearings scheduled to discuss the route changes, with the final public hearing scheduled to be held right before the August Board meeting.

The Committee discussed a recent situation related to claims that public record requests had not been responded to. After discussion that concluded that the request was made prior to the records existing, Ms. Long suggested that Mr. Zimmet develop appropriate communication procedures for staff and for the Chairperson so that everyone is properly prepared to address public record requests.

[Ms. Bujalski left the meeting at 11:54 AM and did not return.]

Fare Structure Recommendation/Upcoming Public Meetings – Mr. Miller stated that PSTA is proposing a fare increase and a fare structure change in the coming budget which is part of the Path Forward Strategic plan. He indicated that the Planning Committee will see the full presentation at their August meeting. Mr. Miller reported that the proposed base fare is increasing from \$2.00 to \$2.25 and reviewed other fare changes including the Transportation Disadvantaged (TD) fare increase from \$8.25 to \$11.00. He also provided a list of dates and locations where public workshops will be held on the proposed rate changes.

2016 PSTA State Legislative Agenda – The discussion did not take place.

2016 PSTA Federal Legislative Agenda – The discussion did not take place.

Board Member Survey Regarding Governance – Mr. Miller indicated that the PSTA Board had requested a survey be conducted to improve Board Governance procedures during the Path Forward workshops and had approved a criteria to develop this survey by the end of the year. Mr. Miller presented a list of sample questions that could be included in a questionnaire. Ms. Long stated her concern that Board members should not evaluate fellow Board members and Chairperson Jonson suggested shortening the evaluation. Ms. Rice mentioned that instead of a survey, perhaps a guidance document highlighting Board Members' goals and objectives might be developed for discussion with the Board. The Committee spoke about training for new, incoming Board members.

In response to Chairperson Jonson's question regarding grants, Mr. Miller indicated that there are two grants that PSTA has been awarded but are on hold at his direction - one is a Florida Department of Transportation (FDOT) grant and the other is a Federal Department of Homeland Security grant. He said that he would not approve the grants until written approvals for how PSTA can spend the money is received from both agencies. Mr. Miller said the FDOT grant was related to an intersection on U.S. 19 in North County He explained that the Homeland Security grant is for training and he is requiring written approval of the training plan. Ms. Long suggested that Harry Glenn, Van Scoyoc, could also be helpful in acquiring the approvals.

Mr. Miller indicated that PSTA's auditing contract is expiring and there is a Request for Proposal (RFP) being issued to secure a new audit firm. He said that the incumbent, Mayer Hoffman McCann, is no longer in the government auditing business. Mr. Miller suggested that people outside PSTA could sit on a review committee and make recommendations.

Mr. Miller spoke of the branding strategy and stated that Cyndi Raskin-Schmitt, Director of Communications, is preparing a presentation that is a comprehensive and strategic communication plan that will include branding which is scheduled for the Board in September.

FUTURE MEETING SUBJECTS

The Committee was provided with a list of upcoming meeting subjects.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 12:44 PM.