



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**PERSONNEL COMMITTEE MEETING
MINUTES – MARCH 11, 2016**

The Personnel Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 10:00 AM on this date. The purpose of the meeting was to approve the November 17, 2015 meeting minutes and discuss the CEO's performance evaluation. The following members were present:

Darden Rice, Chairperson
Julie Bujalski, Vice-Chairperson
Janet Long, Secretary/Treasurer
Joe Barkley
Pat Gerard

Also Present:

Brad Miller, CEO
Bill Jonson, PSTA Board Member
PSTA Staff Members
Members of the Public

CALL TO ORDER

Chairperson Rice opened the meeting at 10:02 AM.

PUBLIC COMMENTS

There were no public comments.

ACTION ITEMS

November 17, 2015 Meeting Minutes – Ms. Long made a motion, seconded by Ms. Bujalski to approve the minutes. There were no public comments. Motion passed unanimously.

CEO's Performance Evaluation – Chairperson Rice thanked everyone for their time and thoughts especially on the comment sections of the evaluation. Mr. Miller indicated that the scores were higher than the previous evaluation and believes that demonstrates that PSTA is on the right track with the strategic plan.

[Mr. Barkley entered the meeting at 10:06 AM.]

Ms. Gerard noted that there was a lot of consistency in the Board remarks regarding increased communication and believes that it is important that the whole Board continue to work together on communication. Ms. Long said that the earlier Board discussion on the evaluation form was very valuable, and stated her belief that there were no measurable objectives in last year's form which did not help Mr. Miller grow. She thanked the staff and the Board for tying performance to goals and objectives.

Ms. Long reminded everyone that this is a six-month evaluation and asked if another one would be completed in six months or another year. There was a lengthy discussion about the timeframe for another review and also a salary adjustment. Mr. Miller noted that a 3% increase is in the budget.

Mr. Miller suggested having another review in the spring time. Ms. Bujalski said that establishing future goals is important and noted the areas where there was a 2 or 2.5 score. She believes these areas should be included in the goals and objectives section. She also suggested returning to the normal review schedule of July or August. Ms. Long stated that the low scores are significant and believes that the Board has a responsibility to allow Mr. Miller to improve on those areas and not wait a year to measure whether he is improving. She suggested that the Personnel Committee review the progress on the areas that received a low score and then present to the entire Board.

Mr. Miller reiterated his belief that the spring time is the best time for the evaluation and suggested addressing this in the fall utilizing a scorecard based on the areas that received low scores to determine if any progress was made. Ms. Gerard agreed that the spring time is a good time and also suggested moving forward now with the salary decision instead of waiting six months. Chairperson Rice suggested the Personnel Committee meet with Mr. Miller after six months to re-evaluate his progress. She does not believe another full blown evaluation is necessary.

Mr. Miller indicated that he will create a document showing the areas that need improvement and present it to the Executive Committee for approval. In six months,

this document will be completed to determine if Mr. Miller has improved in those areas. Mr. Miller stated that a Personnel Committee meeting will be scheduled for the fall to define next year's goals and objectives.

The Committee discussed Mr. Miller's salary adjustment and Ms. Gerard made a motion, seconded by Mr. Barkley for a 2.5% salary increase, the same as the Union employees received. Chairperson Rice noted that Mr. Miller has only received a 1% adjustment in the last five years. Mr. Jonson said that he would like to see what the salary range is in a competitive market. Ms. Long stated that she is fine with a 2.5% increase now and stated her belief that it is important to be aware of how PSTA compares to its peers so that the Agency is somewhat in parity with other transit agencies across the country. There were no public comments. Motion passed unanimously.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 10:50 AM.