



PINELLAS SUNCOAST TRANSIT AUTHORITY  
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EXECUTIVE COMMITTEE MEETING MINUTES  
JANUARY 10, 2020

Committee Chairperson Joe Barkley called the January 10, 2020 Executive Committee meeting to order at 10:06 am. Members present: Joe Barkley, Gina Driscoll, Janet Long, and Dan Saracki. Member absent: Pat Gerard. Also present: Brad Miller, CEO, and PSTA staff members.

**Public Comment:**

There were no public comments.

**Action Items:**

**November 14, 2019 Meeting Minutes** – Ms. Long made a motion, seconded by Mr. Saracki, to approve the minutes. Motion passed unanimously.

**PSTA-Hillsborough Area Regional Transit Authority (HART) Memorandum of Understanding (MOU)** – Debbie Leous, Chief Financial Officer, outlined the MOU and spoke of some recommended changes including collaboration efforts with Planning, Marketing and Communications. She also said that the language is being updated to jointly participate in regional initiatives and studies. Ms. Leous indicated that in areas of current collaboration, Joint Goal Setting and Legislative priorities are being eliminated as is Regional Transit Planning Mobile Applications. Mr. Saracki made a motion, seconded by Ms. Driscoll, to recommend approval of the FY19 Information Report of PSTA and HART collaboration and the continuation of the MOU with HART. There were no public comments. Motion passed unanimously.

**Drug/Alcohol Policy** – Trish Collins, Director of Human Resources, said that PSTA is required to maintain and administer a Drug and Alcohol program which complies with Federal Transit Administration (FTA) and Department of Transportation (DOT) guidelines. She indicated that the 2020 policy update includes utilizing language from a new policy-building template on the FTA website, separate policies for safety sensitive and non-safety sensitive employees, and introduced a Voluntary Self-Referral policy for employees who

proactively seek help for substance abuse issues. Mr. Saracki made a motion, seconded by Ms. Driscoll, to recommend approval of PSTA's revised Drug and Alcohol Policy. There were no public comments. Motion passed unanimously.

**Information Items:**

**January Board Agenda** – The group reviewed the January Board agenda.

**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 10:36 am. The next Executive Committee meeting is scheduled for February 12th at 10:00 am.