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PERSONNEL COMMITTEE MEETING MINUTES
DECEMBER 13, 2021

Committee Chairperson Gerard called the December 13, 2021 Personnel Committee meeting to order at 11:00 am. Members present: Pat Gerard, Gina Driscoll, Dan Saracki, and Josh Shulman. Members absent: Janet Long. Also present were: Brad Miller, CEO, and PSTA staff.

Public Comment:

There were no public comments.

Action Items:

Approve February 16, 2021 Minutes – Mr. Saracki made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

Approve CEO Evaluation Form/Process – Mr. Miller talked about the CEO evaluation process for FY21 and how it ties into the process for the rest of the employees. He also spoke about the salary study and market rate adjustments for about half of PSTA staff, as well as a 1.5 percent merit adjustment in January 2022. Questions and comments were made about the CEO's salary. They discussed the possibility of recommending a market adjustment to 90 percent of midpoint and a merit adjustment of 1.5 percent in January. The Committee suggested changing the instructions to be clearer and show that the scores are based on the five Guiding Principles and the CEO's job description.

After discussion, Ms. Driscoll made a motion, seconded by Mr. Saracki, to approve the CEO evaluation process and form as amended. The motion passed unanimously.

Adjournment:

The meeting was adjourned at 11:40 am. The next meeting is scheduled for January 20, 2022 at 10:00 am.