



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**EXECUTIVE COMMITTEE MEETING
MINUTES – SEPTEMBER 9, 2015**

The Executive 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 August 5, 2015 meeting minutes, discuss the Personnel Committee's recommendation on the CEO's evaluation, discuss the September Board meeting agenda, and the Board meeting operations. The following members were present:

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

Also Present:

Brad Miller, CEO
Alan Zimmet, General Counsel
PSTA Staff Members
Members of the Public

CALL TO ORDER

Chairperson Jonson opened the meeting at 10:00 AM.

PUBLIC COMMENTS

There were no public comments.

ACTION ITEMS

Approve the Minutes – Ms. Long made a motion, seconded by Ms. Rice to approve the August 5, 2015 meeting minutes. There were no public comments. Motion passed unanimously.

DISCUSSION ITEMS

Personnel Committee Recommendation – Chairperson Jonson explained that the Executive Committee will review the Personnel Committee’s recommendation on the CEO’s evaluation and to discuss how to present it to the Board on September 30th.

[Mr. Welch entered the meeting at 10:03 AM.]

Mr. Miller presented the Personnel Committee’s draft recommendation, and Ms. Long suggested eliminating the sentence, “With improved communication, and accountability, we support CEO Brad Miller’s continued leadership to accomplish our adopted Strategic Plan’s goals.” from the first paragraph. She added that she did not think the evaluation format was fair to Mr. Miller because it did not allow the Board to evaluate him based on the new strategic Path Forward. Mr. Welch stated that he believes that sentence is an important part of the evaluation and Mr. Miller’s goals, especially improved communication and accountability. The Committee reviewed Mr. Miller’s draft goals for 2015-2016 and agreed with them.

Mr. Welch suggested rephrasing the sentence in Option B to read, “With improved communication and accountability, inclusive of the CEO’s August 24, 2015 performance evaluation response, we support CEO Brad Miller’s continued leadership to accomplish our adopted Strategic Plan’s goals.” Mr. Welch made a motion, seconded by Ms. Rice to recommend Option B with the additional sentence. There were no public comments. Motion passed (3:2) with Ms. Bujalski and Ms. Long dissenting. Ms. Rice suggested adding a legend to the evaluation to explain the numbering system.

Ms. Bujalski questioned whether the Agency should hire a strong “number two” staff member, and if so, now or at a later date. Ms. Long commented that organizationally, it is very important and stated that she believes Mr. Miller is working on that. Mr. Miller said he is working on implementing the strategic plan and goals. Ms. Bujalski suggested adding succession planning to Mr. Miller’s 2015-2016 goals. Ms. Rice replied that all departments should implement that, not just the CEO. Ms. Long made a motion, seconded by Ms. Bujalski to add succession planning to Mr. Miller’s goals. There were no public comments. Motion passed unanimously.

September Board Meeting Agenda – Mr. Miller reviewed the agenda and stated that he is attempting to keep only one significant item on the Board agenda in consideration of the length of the meetings, and that the times indicated will note that they are approximate. Ms. Bujalski stated her belief that the September Board meeting will be long with discussion on the CEO evaluation and the ride share alternative program. Chairperson Jonson suggested putting a limit on the discussion for the ride share program. After discussion, it was decided to keep the ride share alternative item on the agenda, but if

there is no time to review, that item will be moved to the next Board meeting. Mr. Welch added that he does not believe a four hour meeting is unreasonable. Ms. Long suggested having a half hour for lunch if the meetings are running long, and Chairperson Jonson suggested a ten minute break every two hours, but was concerned about having a half hour break. Mr. Welch suggested leaving the breaks to the Chairperson's discretion.

Board Meeting Operation – Chairperson Jonson spoke of technology for the Chair to alert him when Board members wish to make a comment and requested that staff look into this further. Mr. Welch suggested that staff explore a scalable solution starting with the queue for speakers and adding agenda automation later. Ms. Long suggested looking into the program iLegislate. There was consensus to ask staff for a technology solution for the Chairperson and explore the iLegislate agenda package. There was also discussion and consensus to move Mr. Zimmet's seat to the left of the Chairperson.

Public comments were discussed and Mr. Zimmet stated that PSTA's Rules & Regulations do not limit what people can comment about, but the Chairperson can limit comments on pending in litigations. Ms. Bujalski suggested that all public questions be addressed to Mr. Zimmet, Chairperson Jonson, or Mr. Miller. Mr. Zimmet will produce new wording for the Rules & Regulations regarding Board member interaction with the public during meetings and present it to the Board. Mr. Zimmet added that there is nothing specific in the Rules & Regulations that adopt Roberts Rules and he suggested adding "PSTA adopts the latest edition of Roberts Rules of Order/Procedure for Public Comment." Ms. Bujalski asked Mr. Zimmet to create a one page "cheat sheet" on Roberts Rules.

FUTURE MEETING SUBJECTS

Mr. Miller indicated that there will be a Metropolitan Planning Organization (MPO) workshop on September 21st and said he discussed with the MPO Executive Director about scheduling a joint Board meeting (MPO and PSTA) in December. Ms. Rice added that the Flex Funds discussion will be on the agenda for the MPO workshop.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 11:17 AM. The next meeting is October 9, 2015 at 11:00 AM.