

MINUTES  
Of the  
GOVERNING BOARD OF DIRECTORS

OPENING: The official Board Meeting for June 25, 2012 was called to order at 6 o'clock p.m. by Chairman Ronald Williams in the Conference Room of the Transit Authority. The Flag Salute was led by the Chairman and Invocation was offered by Commissioner Ogburn.

PRESENT: Ronald Williams, Chairman; Commissioners: Randy Ogburn, Scarlet Frisina, Clyde Fleming, Phil Oxendine and Hal A. Airth, Board Attorney.  
Absent from this meeting: Commissioner Josh Smith, Hamilton

From the Agency: Gwendolyn Pra, Administrator; Bill Steele, Operations Manager; Teresa Fortner, Billing Services Manager and Shirley Cribbs, Sr. Medicaid Billing Specialist and Secretary to the Board, Pat Prescott, Sarah Jolley.

There were no amendments to the agenda and the minutes were unanimously approved.

Discussions: Benchmarks:

Milestones given SVTA by CTD must be submitted, completed and accepted by June 30, 2012. Administrator must give report to the State Commission at August 2, 2012 meeting.

Grant from University of Florida to look at maintenance garage and report on prior and present corrections.

Total of 10 vendors under signed contract, none will be added and any vendor dropping out will not be replaced. Mrs. Pra explained how, in fairness, trips will be divided between vendors. Commissioner Frisina questioned the number of riders the vendors could accommodate. Commissioner Fleming questioned percentage of trips given to Collins Transport. Chairman Williams explained SVTA will appropriate trips to vendors with the goal that SVTA will have 51% of trips. Regarding emergency discharges, they will be assigned to the vendor in their home county. Vendors are to be trained for stretcher discharges.

All vendors have been paid in full. Questions brought up by Commissioner Ogburn regarding available funds to pay off the vendors. Chairman Williams explained back debts were paid out of \$310,000 operations grant. Vendors are now paid within 2 days of receiving monthly Medicaid funds.

Cost cutting measures include terminating lawn, janitorial, pest control, coffee services. Also, yearly reduction of \$22,000 by transferring motor vehicle insurance to FL League of Cities.

Per Chairman Williams, there has been an increase regarding in-depth year to date budget information to board. SVTA has also addressed all billing issues.

Chairman Williams expressed his appreciation of time spent by Mrs. Pra explaining the budget. Commissioner Ogburn expressed concern of staying within budget. Mrs. Pra explained the additional man hours and funds taken to become compliant and staying under budget in other areas.

First Federal Savings Bank of FL has offered SVTA the service of a \$5,000 Visa to be used for business expenses. Mrs. Pra requested approval from the Board to apply for this credit card. Commissioner Fleming made motion to approve Visa credit card for business purposes, Commissioner Oxendine made a second and the Board approved the motion.

Policy Memo change to include dress code, safety shoes, and name badges. Mr. Fleming made motion to accept change, Commissioner Oxendine made a second and the Board approved the motion.

Policy and Procedures were omitted to Board July 14, 2012 in error and Mrs. Pra requested approval to include this information. Commissioner Frisina made motion to accept Policy and Procedures, Commissioner Fleming made a second and the Board approved the motion.

Board meeting change to 4<sup>th</sup> Monday due to Commissioners Ogburn and Oxendine's involvement with FLOW and SVTA vendor training. Commissioner Oxendine made motion for change, Commissioner Fleming made a second and the Board approved the motion.

Commissioner Frisina requested Board meeting change to 3<sup>rd</sup> Monday in December only due to Christmas holidays. Commissioner Oxendine made motion for this change Commissioner Fleming made a second and the Board approved the motion.

Resolution of Procurement for vendors of which was approved by Mr. Holmes. Chairman Williams called for a vote on the matter of creating a policy that governs the needs for the higher or expansion of compliant trip vendors. Commissioner Fleming made a motion, Commissioner Oxendine made a second and the Board approved the motion.

Mrs. Pra's new job description was provided for Board approval. Commissioner Ogburn stated it was good quality and very detailed. Commissioner Fleming made motion to accept the new job description, Commissioner Frisina made a second and the Board approved the motion.

Commissioner Ogburn's concerns and Mrs. Pra's explanations:

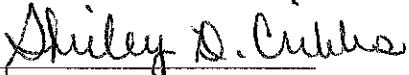
- #1. For additional hours, is staff paid OT or CT? CT
- #2. Was the Operation Manager's position advertised? No
- #3. How many signatures are required on checks? 2 (Chairman Williams and Administrator Gwendolyn Pra) with Operations Manager Bill Steele to be added July 1, 2012
- #4. Did SVTA pay Mrs. Pra any moving expenses? No

Public Comment:

Mr. Helvenston emphasized how fortunate SVTA is to have Mrs. Pra and Mr. Steele to turn agency around.  
Mrs. Pra and Mr. Steele commended Board for their confidence in making the right decisions for a more sound agency.

Adjournment: Commissioner Frisina made motion to adjourn, Commissioner Fleming made a second and the Board approved the motion with a vote of 5-0.

Respectfully submitted,

  
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Shirley D. Cribbs,  
SVTA Board Secretary