



Hillsborough Area Regional Transit Authority

1201 E. 7th Avenue • Tampa, Florida 33605
(813) 223-6831 • fax (813) 223-7976 • www.goHART.org

TO: HART BOARD OF DIRECTORS

FROM: DAVID ARMIJO, CHIEF EXECUTIVE OFFICER

DATE: DECEMBER 7, 2009

SUBJECT: TRANSMITTAL OF NOMINATING COMMITTEE PACKET

A handwritten signature in black ink, reading "David Armijo".

Please find attached a packet for the HART Nominating Committee meeting that is scheduled for Monday, December 21, 2009 at 8:30 a.m. in HART's Ybor administrative office located at 1201 7th Avenue East, 3rd floor. The packet provides information that will help Board members decide what position they would like to hold for the up coming year, and to survey HART Board members as to their preferences for the 2009/2010 HART offices and appointments.

The Board also indicates their preferences for HART appointments to other Boards, such as Tampa Historic Streetcar, Inc. (THS), Metropolitan Planning Organization (MPO), and Transportation Disadvantaged Coordinating Board (TDCB).

Please identify your preferences for offices, appointments, committees, and other Boards on the attached survey and provide them to Lena Petit by December 15. You may call Lena at 813-223-6831, ext 1702, e-mail her at petitl@gohart.org, or send a fax to 813-223-7976.

Celebrating **30** *Years*

Survey of Preference for Offices and Appointments

BACKGROUND

The purpose of this memorandum is to describe HART's process which the Chair and staff have created, based upon past practices, for electing officers, to provide information that will help Board members decide what position they would like to hold, and to survey HART Board members as to their preference for the 2009/2010 HART offices and appointments. Attached is a form for you to use in conveying your personal preferences to the Nominating Committee. The survey information will be summarized for the nominating committee and distributed at the meeting for the committee's use during their meeting along with verbal information offered during the deliberation.

HART uses a nominating committee process to assist in the election of officers. The committee's recommendations will be presented to the Board for a vote at the December Board meeting and/or to the Chair for subsequent appointments. The Board members will indicate their preferences for each of the positions on this survey. Staff will compile the responses before the committee meeting and prepare a summary for the nominating committee. The meeting is publicly noticed.

Appointment of Nominating Committee

Chairperson Govin appointed the HART Board to form the nominating committee as a committee of the whole.

All Board members are encouraged to attend and participate. Any members who attend will have voting status.

All members who cannot physically attend may do so by telephone and their opinions will then be recorded and made a part of the report to the Board. If you wish to participate in that manner, please let Lena Petit know and call 813-223-6831 at 8:30 a.m. on December 21.

Offices and Appointments Made Through Board Election

The HART Board officers to be elected are Chair, Vice Chair and Secretary.

By HART Policy, there is a **Risk Committee** and the Board has one member on the committee and an alternate. This position is elected by the Board since the committee and Board seat on it are not created at the discretion of the Chair.

The same is true of the **HART Employee Leadership Program (HELP)**. The Board has one member and an alternate on this committee. Also, the Board has one member and one alternate on the **ADA Task Force**.

Other Boards Appointments

The Board also votes on various HART appointments to other Boards. The following are the HART appointments to other Boards for which recommendations by the nominating committee are to be made to the HART Board:

- Tampa Historic Streetcar, Inc. Board – three positions and an option of three alternates (a combination of HART Board members and others)
- Metropolitan Planning Organization – one position and an optional choice of one alternate
- Transportation Disadvantaged Coordinating Board – one position that can be filled by staff and an option of one alternate

Committee Chairs, Membership, and Other Appointments to be made by the Chair:

The HART Board Chair has the discretion to dissolve committees, establish new committees and to convene committee on an as needed basis, and does so from time to time. The Chair appoints committee chairs, vice chairs, and members.

The Chairman will make these appointments at a subsequent HART Board meeting after the election of officers. The following committees will be active in the course of 2009-2010 and will meet on a set schedule once a month on a rotating basis depending on demand and issues under discussion:

Finance, Governance, and Administration

Chair

Vice Chair

Members (minimum of three others)

Audit Committee

Chair

Vice Chair

Members (one other)

Major Projects

Chair

Vice Chair

Members (minimum of three others)

The HART Committee Charters are available upon request; they provide information on the purpose, composition and duties traditionally assigned to them.

SURVEY

Please identify your preferences for offices, appointments and committees on the attached survey and provide it to Ms. Lena Petit by December 15, 2009. Ms. Petit's telephone number is 813-223-6831; email address is petitl@gohart.org; and fax number is 813-223-7976. If you have any questions, please call Ms. Lena Petit at the above number.

ATTACHMENT I

MEETING FREQUENCY

HART Board Meetings

The full Board typically meets at least 12 times annually as follows

- Two Evening Budget Hearings accompanied by Board meetings in September
- Ten Regular HART Monthly meetings - First Monday of the Month. There is no meeting in July
- Special Meetings throughout the year can be called by the Board Chair

HART Committee Meetings

The following Committees meet third Monday of the month

Finance, Governance, and Administration Committee

Major Projects and Legislation Committee

Audit Committee

Meetings of Committees with a HART Board Member Appointee

HELP – HART Employee Leadership Program – Quarterly

Claims and Litigation Committee – On as needed basis

ADA Task Force – On as needed basis

Meetings of Organizations with HART Board Member Appointees

<i>Tampa Historic Streetcar, Inc.</i>	One monthly Board meeting Two monthly Committee meetings Usually Four to Six events annually
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<i>Metropolitan Planning Organization</i>	One monthly Board meeting One monthly Committee meeting
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<i>Transportation Disadvantaged Coordinating Board</i>	Eight to Ten meetings annually
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**ATTACHMENT II
Nominating Committee Survey for
HART Officers and Appointments**

Position	Current Occupant	Meeting Frequency	Meeting Dates/Times	Meeting Location	Preferences
HART Board Officers					
		Monthly Board Meetings	Every First Monday of a Month; 8:30 a.m.	County Ctr, Planning Commission Board room	
Chairperson	Ron Govin				
Vice Chair	Alison Hewitt				
Secretary	John Dingfelder				
Appointed Positions Approved by Board					
Transportation Disadvantaged Coordinating Board					
		Every Other Month	Fourth Thursday Every Other Month; 9:00 a.m., except for December	County Ctr, Planning Commission Boardroom	
Member	Ruthie Reyes				
Alternate	Wallace Bowers				
		Monthly	Every Third Wednesday of a Month; 3:30 p.m.	HART Ybor Admin Office 1201 East 7th Avenue; Tampa, FL 33605	
Tampa Historic Streetcar, Inc. Board					
3 Members	David Mechanik Ron Govin Jan Smith				
3 Alternates	Wallace Bowers Fran Davin Chris Prather				
Metropolitan Planning Organization					
Member	John Dingfelder	Monthly Bd. Plus Committee Mtg.	Every Second Tuesday of a Month; 9:00 a.m.	County Ctr, Planning Commission Boardroom	
Alternate	Wallace Bowers				

**ATTACHMENT II
Nominating Committee Survey for
HART Officers and Appointments**

Chairperson's Appointments to HART Committees

HELP (HART Employee Leadership Program)

Member Alison Hewitt
Alternate Wallace Bowers

Quarterly or as needed

HART Operations Facility 4305 21st
Avenue East; Tampa, FL 33605

HART Ybor Admin Office 1201 East
7th Avenue; Tampa, FL 33605

Claims & Litigation Committee

Member David Mechanik
Alternate Kevin Beckner

As needed

HART Ybor Admin Office 1201 East
7th Avenue; Tampa, FL 33605

Audit Committee

Chairperson John Byczek
Vice Chair Ron Govin
Member David Mechanik
Fran Davin
Rose Ferlita

As needed

HART Ybor Admin Office 1201 East
7th Avenue; Tampa, FL 33605

Finance Committee

Chairperson John Byczek
Vice Chair Fran Davin
Member Mark Sharpe
Kevin Beckner
Steven Polzin
Wallace Bowers
Ron Govin
Michael York
Rose Ferlita

Monthly or as needed

HART Ybor Admin Office 1201
East 7th Avenue; Tampa, FL 33605

Major Projects Committee

Chairperson Alison Hewitt
Vice Chair John Dingfelder
Member Mark Sharpe
Michael York
Wallace Bowers
Steven Polzin
Kevin Beckner
Rose Ferlita

Monthly or as needed

HART Ybor Admin Office 1201 East
7th Avenue; Tampa, FL 33605

Accessibility Committee

Member Wallace Bowers
Alternate Alison Hewitt

Quarterly or as needed

Date: December 2009