



FLORIDA DEPARTMENT OF TRANSPORTATION
EXECUTIVE WORKSHOP MINUTES
Tallahassee, FL

May 15, 2013

The Workshop began at 1:00 p.m.

1. Opening Remarks

Secretary Ananth Prasad opened the meeting and welcomed attendees.

Secretary Prasad gave a brief update on the legislative issues that were passed in this session, including the pay raise for State employees.

Assistant Secretary Brian Blanchard introduced Michael Shepard as the newly appointed State Roadway Design Engineer.

2. Review and Approval of Workshop Minutes

The April minutes were approved as submitted.

3. Procedures

Tana Ashbaker, Forms and Procedures

The following procedure was reviewed and approved:

000-650-011-c
Highway Beautification / Owner: Jeff Caster

4. Freight Mobility and Trade Plan

Ed Lee, Freight Logistics

Mr. Lee presented information on the Freight Mobility and Trade Plan. Items covered included:

- The legal mandates for doing the Plan from HB 599 passed by the legislature and MAP-21 passed by Congress.
- A description of the two phases of the Plan -- a Policy Element (now complete in final draft) and an Investment Element to be completed by July 2014.
- An overview of each chapter of the Policy Element with a special focus on Chapter 4 outlining the goals/objectives/strategies of the Plan and Appendix 1 outlining implementation responsibilities.
- A discussion of the upcoming Investment Element that will identify and prioritize state freight investment across all modes of transportation

The Executive Team will review this plan and will give their recommendation on final approval at the June Executive Workshop.

5. SunRail Update
Noranne Downs, District Five Secretary

Secretary Downs gave an overview of the SunRail Commuter Rail Project in Central Florida. She included an update on the status of the project, a review of the various contracts including construction of track infrastructure, stations, ticket vending machines, locomotives, coaches and cab cars. The project is on schedule for opening for revenue service by May, 2014.

6. Vision for the 21st Century (V21)
Noranne Downs, District Five Secretary

Secretary Downs, along with V21 team members Brenda Young (D5) and Jordan Green (D2) presented the recommendations from the task team which was formed to develop element 2012-3 "Implement Florida's Vision for the 21st Century." For each of the elements of the V21 plan, the team recommended goals, measures and tracking methods.

After the presentation, it was agreed that the Executive Board members will review the recommendations, and bring up at next month's meeting for final approval.

7. Customer Service Consolidation Center
Diane Gutierrez-Scaccetti, Turnpike

The Centralized Customer Service System (CCSS) is a multi-year project to develop a statewide 'back office' system to support the processing and account management of electronic toll transactions for the four major toll agencies in Florida: Florida's Turnpike Enterprise, Miami-Dade Expressway Authority, Tampa-Hillsborough Expressway Authority and the Orlando-Orange County Expressway Authority. The project will provide benefits to both the Florida toll agencies and their customers by providing a single point of contact with consistent business processes for account management, local walk-in service centers at each of the major metropolitan areas in Florida that have toll facilities, and the establishment of a modern financial management system with state-of-the-art customer payment methods including web-based and mobile payment options.

Over the past six months, the Executive Directors and Technical Staff from each of the agencies have been meeting to establish the collective processes and agreements for the implementation and management of the new CCSS. This work culminated in an Industry Forum, where more than 100 representatives from 50 vendors were provided information regarding this important statewide project. The next steps in the project include the completion of the procurement documentation, advertisement, selection and initiation of the system development.

8. Human Resource Hiring Process Team
Tommy Barfield, District Three Secretary

District Secretary Barfield gave a brief overview on the Human Resource Task Team and the progress of the Team's recommendations. The purpose of the task team was to assess the current hiring process and identify issues and concerns that could be improved upon to ensure efficiency and CPR within the Department.

The Task Team provided a list of issues and concerns that were prevalent throughout the Districts. Solutions to improve these issues were recommended to the Executive Team. The goal of these new procedures is to fill positions within 60-90 calendar days. These recommended solutions were discussed with suggested revisions to be made to the final product.

Each District was asked for a prediction of when they could achieve the 5% vacancy rate. The Secretary requested that this goal be achieved by the end of the calendar year.

The meeting was adjourned at 4:50 p.m.