

**Grievance Committee
Meeting Minutes
April 13, 2022**

Volusia County Mobility Management Center
950 Big Tree Road, South Daytona, FL 32119

Grievance Committee Members Physically Present:

Barbara Girtman, Chairperson
Patricia Lipovsky
Mary Tyson

Representing:

Volusia County Council Vice Chair
Citizens Advocate, System User
Disabled Citizens

Grievance Committee Members Absent

Doug Hall

Representing:

Elderly Citizens

Others Physically Present:

Debbie Stewart, Recording Secretary
Stephan Harris
Ralf Heseler
Jake Lunceford

Representing:

TPO Staff
TPO Staff
Votran Staff
Votran Staff

Others Virtually Present:

Pam Blankenship
Sheryl Dick-Stanford

Representing:

TPO Staff
Agency for Persons with Disabilities

I. Call t/o Order / Roll Call / Determination of Quorum/Pledge of Allegiance

The meeting of the Grievance Committee was called to order at 10:30 a.m. by Chairperson Barbara Girtman. Due to the COVID-19 virus, the meeting was held in a hybrid format with three voting members physically present.

The Pledge of Allegiance was given.

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Recommend Approval of the TDLCB Grievance Procedures

Mr. Harris stated this is the annual review of the Grievance Procedures; the suggested changes are shown in underline/strikethrough format. He reviewed the changes; the dates have been updated and the website address where complaints can be submitted has been added. The time for written notices to be mailed to the grievant will be changed from ten working days to five; the TPO uses a five working day policy for all committee and board meetings, including this board. This will make the Grievance Procedures consistent with the TPO's policy. Another change is that after the Grievance Committee renders a decision, the time for an appeal be changed from within 60 days to the next regularly scheduled TDLCB meeting; the written notice will also be changed from ten working days to five. The quorum for the TDLCB will be changed from a majority of voting members to six voting members to be

consistent with the TDLCB Bylaws. The other changes are dates and changing Chairperson Girtman's title from Volusia County Council Member to Volusia County Council Vice Chair.

Chairperson Girtman referred to the quorum and that it states "presence in person". She asked if there is still an exception to allow the opportunity for members attending virtually to vote.

Ms. Tyson replied it would be voted on at each meeting if necessary.

Mr. Harris stated that is correct.

Chairperson Girtman asked if the language needs to be changed to reflect that.

Mr. Harris replied that change could be made the next time the TDLCB Bylaws are updated.

MOTION: *A motion was made by Ms. Tyson to recommend approval of the TDLCB Grievance Procedures and recommended updating the TDLCB Bylaws to allow voting members to participate virtually with approval of members physically present. The motion was seconded by Ms. Lipovsky and carried unanimously.*

IV. Staff and Member Comments

There were no staff or member comments.

V. Chairperson Comments

There were no further Chairperson comments.

VI. Adjournment

The meeting was adjourned at 10:50 a.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



**VOLUSIA COUNTY COUNCIL MEMBER MATT REINHART, CHAIRPERSON
GRIEVANCE COMMITTEE**

CERTIFICATE:

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the April 13, 2022 regular meeting of the Grievance Committee approved and duly signed this 12th day of April 2023.



**PAMELA BLANKENSHIP, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**