

To: President Charles DeGraff and members of the Board of Trustees
From: Kirt Conrad, Executive Director/CEO
Re: April 10 workshop
Date: April 5, 2013

Canton Charge

This week we meet with representatives from the Canton Charge and the NBA about the Developmental League showcase. They have asked us to help with the transportation logistics beginning in January of 2014. Before we commit to participating, we have requested approval from FTA.

Director of Finance Selected

Mr. Robert Woodall accepted the position of Director of Finance. He will start on April 22. His resume is attached.

Oil and Gas Partnership

This week SARTA hosted the Stark County Oil and Gas Partnership. The partnership is relatively new. They are working with Ron Macala to create a non-profit corporation for its activities. SARTA offered to assist the group in marketing and targeting of media buys. I was also selected head of the workforce and local government committee of the organization.

Audit

The state auditors have started and it is going relatively well. They should be complete with the field work within a couple weeks. They are very professional and an improvement over our last firm.

Presentations

Avail Update

At the workshop, we will give an update on the installation of the communication systems and its capabilities. This week we have been conducting pilots with a couple of buses on fixed route and paratransit to make sure they work.

Phone System/GoLine Presentation:

We are installing the new phone system next week. The phones are placed and will transfer over on April 15. As part of the new system, we will be rolling out the new Interactive Voice Recognition (IVR). We have branded it as the "Go Line."

Medicaid and Passport Update

We have started the application process to become certified Medicaid and Passport provider. This will allow SARTA to transport individuals for specific

purposes and be reimbursed at a higher rate than the general fair. We will discuss our progress and status.

After the presentations, we will hold an executive session.

ROBERT C. WOODALL, CPA
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SUMMARY

Manager of Financial Accounting with over 10 years of experience managing areas of payroll, fixed assets, financial reporting, grant reporting and cash and investment management. Strengths include supervision of employees with varying skills in accounting, payroll, and computers applications. Experienced in application of governmental regulations for preparation of the Comprehensive Annual Financial Reports (CAFRs), internal financial reports and forms and reporting that complies with state and federal agencies, and generally accepted accounting principles.

EMPLOYMENT

**PINELLAS COUNTY GOVERNMENT, CLERK OF THE CIRCUIT COURTS
FOR THE STATE OF FLORIDA**

St. Petersburg, FL

Years of Service: 2001 – Present

Manager of Financial Accounting

- Lead and supervise a team of 10 - 17 employees with skills in payroll, grant accounting, financial reporting, cash management, retirement, fixed assets and investments.
- Served as functional and team leader during recent system implementation of Oracle Financials and HR/Payroll Systems.
- Successfully completed a three year process of evaluating new financial systems, documenting legacy computer systems and implementing new Oracle Systems, while performing existing duties.
- Accomplished successful new system implementation within \$25 million budget, on-time while experiencing a reduced operating budget within each department.
- Supervise staff of 10 in the bi-weekly preparation of the payroll for over 2,500 employees in the County Government. This includes preparations of quarterly filings for Form 941, Florida UCT-6 for Unemployment, and annual Form W-2 and W-3.
- Responsible for maintaining liquidity of Pinellas County's cash pools of \$278 million and investment portfolio of over \$340 million. Assisted with a staff of two.
- Maintenance of the cash balances for the County's 11 banking accounts through bank reconciliations and daily cash reports.
- In charge of three staff and a team leader whom are accountable for all of the County's capital acquisitions, posting to general ledger for fixed asset records, and preparation of monthly and annual fixed asset reports for department managers, state submission and annual audit.
- Responsible for completion of grant filings and annual grant audits under requirements of the federal and state Single Audit Acts.
- Exceptionally skilled in the use of Excel and Access database as analytical tools for data downloads, extracts and drilldowns from Oracle Financial Systems and legacy systems.

**FLORIDA PROGRESS CORPORATION
(PARENT OF FLORIDA POWER CORPORATION)**

St. Petersburg, FL 1996 – 2000

Senior Corporate Auditor

- Developed analytical method that enabled management to identify cost components of over \$500,000,000 in invoices paid through the accounts payable system.
- Led project team that provided analysis of the customer cost sharing billing plan. The results from the audit analysis identified \$4,000,000 in unbilled and unpaid fees.

- Led team that reviewed the corporate kiosk program resulting in the development of tools for use by the audit customer. These tools allowed the audit customer to avoid consultant fees of \$300,000 for similar services.
- Led management review of corporate accounting policies that resulted in a more streamlined accounting process, improved record keeping and better division of accounting authority between corporate departments.
- Instrumental in the process improvements in the Energy Supply Services division that reduced clerical overtime by 20% and improved the timekeeping function through automation of payroll data entry process.
- Developed computer tools for use by the audit department that integrated audit software with corporate mainframe software through use of Excel, Access database and Word. These tools reduced each audit budget by 25%.

FLORIDA POWER CORPORATION

St. Petersburg, FL

Years of Service: 1990 – 1996

Corporate Auditor

- Instrumental in work that led to the automation of the expense reimbursement process. The work reduced the cost to manage these reimbursements by \$100,000.
- Assisted in the process flow analysis of the customer accounting system. Management used the identification of these process flows in the development of the new customer accounting system.
- Provided computer support for a project team analyzing co-generation contracts that resulted in annual cost savings to the company and its customers of \$5,000,000.
- Assisted the corporate risk management department through a job rotation requested by senior management. Evaluated and administered corporate claims program for worker’s compensation and asset insurance programs.

ACCOUNTING EXPERIENCE PRIOR TO 1990 INCLUDES

- 2 years internal audit experience with Cleveland-based electric utility.
- 4 years of public accounting experience in Cleveland with multinational firms.

EDUCATION

BACHELOR OF SCIENCE ACCOUNTING DEGREE, UNIVERSITY OF AKRON
COMPLETED CPA EXAM and CERTIFICATION

**PROFESSIONAL
AFFILIATIONS**

Governmental Financial Officers Association, National Chapter
Florida Governmental Financial Officers Association, West Coast Chapter