*COMET Board Meeting minutes are prepared and presented in summary form, audio recordings of the meetings are on file at the COMET.*

**COMET BOARD MEETING MINUTES**

**Special Call Meeting**

**December 19, 2016**

**Members Present: Guests Present:**

**City of Columbia**  Ron Anderson Frannie Heizer, McNair Law Firm

Carolyn Gleaton Chris Land, Transport Care Services

Derrick Huggins\* Burley Wilkins, Transdev

**Forest Acres** Andy Smith\*

**Lexington County** Lill Mood

**Richland County** Roger Leaks

**Rich. Co. Leg. Dele.** John Furgess

Robert Morris

**Absent Board Members:** **COMET Staff Present**

Skip Jenkins Robert Schneider, Executive Director

Debbie Summers LeRoy DesChamps, Transit Development

Joel Neal Samuel Scheib, Transit Planner & Manager

Jennifer Harding Michelle Ransom, Grants & Contracts

Joyce Dickerson Missey Lawlor, Administrative Coordinator

1. **CALL TO ORDER**

Chairwoman Dickerson called the meeting to order at 12:00 PM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **ADOPTION OF AGENDA**

**Motion:**

**A motion was made by Mr. Leaks and seconded by Mr. Furgess to adopt the agenda as presented. Motion passed unanimously.**

1. **LEGAL/CONTRACTUAL/PERSONNEL** 
   * Authorize engagement of Gloria Tanner as DBE Consultant

**A motion was made by Dr. Morris and seconded by Mr. Furgess to amend Gloria Tanners contract and empower her to develop a program to successfully address DBE issues as they relate to the COMET and Transdev. This initiative is to being January 2017 for three months that can be renewed and reported to the Board monthly.**

Discussion

Mr. Anderson asked for Dr. Morris to elaborate on the information that is to be collected.

Dr. Morris asked if DART has certified all the DBE’s and are we meeting the 25.9 % DBE goal with Transdev on a monthly basis.

Mr. Huggins asked if we could have the scope expanded to The COMET for strategy and increasing DBE pool.

Dr. Morris calls the question.

Ms. Heizer stated that she has a few concerns and some suggestions that may help.

* + - 1. To Monitor Transdev and The COMET.
      2. This is a service that should be procured as it is not necessarily urgent.
      3. Consider authorizing McNair to engage Ms. Tanner’s company for 90 days; and during that 90 day period work on an official procurement.
      4. Allow McNair to engage Leah Moody who works with procurement

Dr. Morris calls the question.

Ms. Heizer stated there are potentially some legal concerns.

Mr. Huggins agrees to include Ms. Moody.

Dr. Morris accepts, but must have monthly report and monitoring by Ms. Tanner.

Mr. Furgess accepts.

**Repeat Motion:**

**A motion was made by Dr. Morris and seconded by Mr. Furgess to amend Gloria Tanners contract and empower her to develop a program to successfully address DBE issues as they relate to the COMET and Transdev. This initiative is to being January 2017 for three months that can be renewed and reported to the Board monthly. To also allow McNair to engage in the work of Leah Moody to help with the procurement.**

**Motion passed unanimously.**

1. **ADJOURN**

**Motion:**

**A motion was made by Dr. Morris and seconded by Ms. Gleaton to adjourn the meeting.**

**Motion passed unanimously.**

The meeting adjourned at 12:30 PM.