*The COMET Committee Meeting minutes are prepared and presented in summary form, audio recordings of the meetings are on file at The COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact LeRoy DesChamps at leroy.deschamps@catchthecomet.org.*

*Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings. The COMET complied with the notification of this meeting on Thursday, February 21, 2019 at 3:30 p.m.*

**The Central Midlands Regional Transit Authority Executive Director Evaluation**

**Ad-Hoc Committee**

**Monday, February 25, 2019 – 1:00 p.m.**

**3613 Lucius Road, Columbia, SC 29201 – Small Conference Room**

**Members Present: Guests Present:**

Dr. Robert Morris, Chairman None

Representative Leon Howard

Lill Mood

Colonel (R) Roger Leaks, Jr.

**Absent Committee Members:**

Carolyn Gleaton

*\*Indicates participation by phone*.

**The COMET Staff Present**

LeRoy DesChamps, Director of Administration & Operations/COO

1. **CALL TO ORDER AND DETERMINATION OF QUORUM**

Chair Morris called the meeting to order at 1:00 p.m.

A quorum was present at the opening of the meeting.

1. **ADOPTION OF AGENDA**

Dr. Morris asked for adoption of the agenda.

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Leaks to approve the agenda as presented.

**Approve: Morris, Mood, Leaks**

**Absent: Howard, Gleaton**

**Motion passes unanimously**

1. **ADOPT MINUTES FROM JANUARY 28, 2019 MEETING**

Committee members reviewed minutes from meeting.

Dr. Morris asked for adoption of the minutes from the January 28, 2019 meeting.

**Motion:**

A motion was made by Mr. Leaks and seconded by Dr. Morris to approve the minutes for January 28, 2019 meeting.

**Approve:** **Morris, Mood, Leaks**

**Absent: Gleaton, Howard**

**Motion passed unanimously**

1. **OLD BUSINESS**

No old business to discuss

1. **NEW BUSINESS**

Dr. Morris stated that a mid-year Performance Evaluation needs to be done on the Executive Director in October 2019. All Board members will submit comments on Executive Director performance to Mr. DesChamps who will compile comments. The Board Chair, Vice Chair and Human Resources will meet with the Executive Director to discuss his mid-year review. After discussion Ad Hoc committee agreed and Dr. Morris asked for a motion.

**Motion:**

A motion was made by Ms. Mood and seconded by Dr. Morris that all Board members will submit comments in October for the Executive Director mid-year performance review. The Board Chair, Vice Chair and Human Resources will meet with the Executive Director to discuss review.

**Approve:** **Morris, Mood, Leaks**

**Absent: Gleaton, Howard**

**Motion passed unanimously**

Representative Howard entered meeting at 1:18 p.m.

1. **LEGAL/CONTRACTUAL/PERSONNEL (May require executive session)**
* Update Executive Director/CEO Evaluation Goals and Criteria for FY 2019 – 2020
* Discuss/Review Compensation Plan
* Discuss/Review Percentage of Annual Increase

Dr. Morris stated that Committee needs to go into executive session to discuss topics listed.

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Leaks to go into executive session for personnel topics as listed.

**Approve:** **Morris, Mood, Leaks, Howard**

**Absent: Gleaton**

**Motion passed unanimously**

**Motion:**

A motion was made by Mr. Leaks and seconded by Dr. Morris to come out of executive session.

**Approve:** **Morris, Mood, Leaks, Howard**

**Absent: Gleaton**

**Motion passed unanimously**

**Motions Period:**

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Leaks to recommend to the Board that the Executive Director Pay for Performance compensation should be calculated just like all other employees.

**Approve:** **Morris, Mood, Leaks, Howard**

**Absent: Gleaton**

**Motion passed unanimously**

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Leaks to list in the process section of the Performance Review that the Board Chair, Vice Chair and Director of Administration meet with the Executive Director to review and sign off on the performance evaluation.

**Approve:** **Morris, Mood, Leaks, Howard**

**Absent: Gleaton**

**Motion passed unanimously**

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Leaks to recommend to the Board at the February meeting that based on the Executive Director’s overall rating of 4.21 on his evaluation the ED Ad Hoc Committee is recommending a 1.5% pay for performance increase in his base pay ($140,700) and 10% of his base salary for his incentive plan pay out.

**Approve:** **Morris, Mood, Leaks, Howard**

**Absent: Gleaton**

**Motion passed unanimously**

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Leaks that the ED Ad Hoc Committee will report to the Board the committee recommendation for the Executive Director Incentive Plan for FY 2019 – 2020 at the March meeting.

**Approve:** **Morris, Mood, Leaks, Howard**

**Absent: Gleaton**

**Motion passed unanimously**

**Motion:**

A motion was made by Mr. Leaks and seconded by Dr. Morris that the ED Ad Hoc Committee recommend to the Board to keep the same criteria for the Executive Director evaluation as previous years that the Board, Legal and HR have approved.

**Approve:** **Morris, Mood, Leaks, Howard**

**Absent: Gleaton**

**Motion passed unanimously**

The ED Ad Hoc Committee discussed and agreed that each member would send a list of goals for the Executive Director Incentive Plan to Mr. DesChamps by March 8, 2019 and Mr. DesChamps will compile the list for the next meeting on March 18, 2019 at 1:00 p.m.

Representative Howard left the meeting at 2:31 p.m.

1. **ADJOURN**

Dr. Morris asked for a motion to adjourn.

**Motion:**

A motion was made by Ms. Mood and second by Mr. Leaks to adjourn the meeting.

**Approve:** **Morris, Mood, Leaks**

**Absent: Gleaton, Howard**

**Motion passed.**

**The meeting adjourned at 2:42p.m.**

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

**Adopted this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019, Agenda Item \_\_\_\_\_\_**

**Prepared by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LeRoy DesChamps, Director of Administration & Operations/COO**

**Approved by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Andy Smith, Secretary**