*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 21, 2015**

**Members Present: Guest Present:**

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

 Rick Morgan, McNair Law Firm

 Kendal Corley, Consultant

**Forest Acres** Vacant Lynn Hutto, Consultant

 Chuck Statler, Derrick, Stubbs and Stith

**Lexington County** Lill Mood Jerry Bowers, Transdev

 Loretta Lewis, Transport Care Services

**Richland County** Mac Bennett

 Kelvin Washington\*

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

 Robert Morriss

**Absent Board Members:**

Skip Jenkins

Joe Neal

Debbie Summers

Brian Newman **COMET Staff Present**

 Robert Schneider, Executive Director

 Missy Lawlor, Administrative Coordinator

 Michelle Ransom, Grants and Contracts

 Brittany, Higgins, Travel Trainer

 Daphne Givens, Finance Manager Tiffany James, Community Outreach Coord.

 Samuel Scheib, Transit Planner & Manager

 Virginia Goodson, Project Implementation

 Rosalyn Andrews, Staff Accountant

\*Denotes Participation by Phone Daveda Sistrunk, Rural Transit Planner

1. **CALL TO ORDER**

Vice Chair Kelvin Washington called the meeting to order at 9:25 AM.

1. **DETERMINATION OF QUORUM**

 A quorum was present at the opening of the meeting.

1. **ADOPTION OF AGENDA**

**A motion was made by John Furgess and seconded by Ron Anderson to amend the agenda to include the discussion of motions that were made at the last Board meeting and to remove the report of the evaluation committee, and Add a Title VI complaint. Motion passed unanimously.**

3a. John Furgess stated that at the last meeting 2 motions were made by him; they were approved and sent to service standards. Mr. Furgess thinks that it is board action and doesn’t go to committee.

Kelvin Washington stated that staff is to give verbatim action from that issue in the last meeting.

Frannie Heizer stated that when the minutes come out, any member voting on prevailing side can make a motion to reconsider.

**A motion was made by Ron Anderson and seconded by Mac Bennett to amend the agenda and add a contractual matter between the COMET and TransDev. Motion passed unanimously.**

1. LEGAL/CONTRACTUAL/PERSONNEL- EXECUTIVE SESSION

**A motion was made by Ron Anderson and seconded by Mac Bennett to enter into Executive Session. Motion passed unanimously.**

**A motion was made by Lill Mood and seconded by Ron Mac Bennett to come out of Executive Session. Motion passed unanimously.**

**A motion was made by Lill Mood and seconded by Ron Anderson to provide 500 All-Day passes, for participant incentives for the federally required (HUD) Point-in-Time count to be administered by the United Way of the Midlands, beginning January 27, 2016. Motion passed.**

Mac Bennett has asked that he recuse himself from voting.

Robert Morris stated that the Communications task force needs to meet.

1. **ADJOURN**

**A motion was made by Jennifer Harding and seconded by Ron Anderson to adjourn the meeting. Motion passed unanimously.**

Kelvin Washington adjourned the meeting at approximately 11:34 PM.