



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 John Andoh at john.andoh@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 Monday, November 12, 2018.

**The Central Midlands Regional Transit Authority Executive Director Evaluation
Ad-Hoc Committee
Wednesday, November 14, 2018 -11:00 A.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Dr. Robert Morris, Chairman
Representative Leon Howard
Lill Mood
Carolyn Gleaton
Roger Leaks

Guests Present:

Ron Anderson*

Absent Committee Members:

None

**Indicates participation by phone.*

The COMET Staff Present

John Andoh, Executive Director/CEO
LeRoy DesChamps, Director of Administration/Human Resources Administrator

1. CALL TO ORDER

Chair Morris called the meeting to order at 11:00 AM.

2. DETERMINATION OF QUORUM

A quorum was present at the opening of the meeting.



3. ADOPTION OF AGENDA

Motion:

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

Approve: Morris, Gleaton, Mood, Leaks

Absent: Howard

Motion passed unanimously.

4. OLD BUSINESS

No old business to discuss.

5. NEW BUSINESS

No new business to discuss.

6. LEGAL/CONTRACTUAL/PERSONNEL (May require executive session)

- Discuss Executive Director Performance Review Process

Dr. Morris discussed the evaluation review process of the Executive Director as requested by the Chairman.

The Committee reviewed the forms and the process.

Mr. DesChamps discussed the forms and the process used for the other employees and that the same process would apply for the Executive Director, therefore there is no need to take the forms to the Board of Directors for approval.

Ms. Mood asked about the timeline and wanted to understand why we would start the process now when Mr. Andoh started towards the end of April 2018. Dr. Morris explained Mr. Anderson's direction that he would like to have a recommendation regarding Mr. Andoh's performance by the April 2019 Board of Directors meeting which is why the process is starting now.

Representative Howard joined the meeting.

CONTINUED DISCUSSION OCCURRED ON THE MATTER.

Mr. Anderson joined the meeting to express his expectations for the evaluation process and when he would like the results of the evaluation to be completed.



Dr. Morris stated that he would like to have the self-evaluation from Mr. Andoh by December 5, 2018 and then have it to the Board on December 6, 2018 with a return of December 12, 2018 to Mr. DesChamps.

Dr. Morris polled the Committee asking if six days is enough for the Board to evaluate Mr. Andoh. The Committee agreed it's enough time.

CONTINUED DISCUSSION ON THE MATTER.

7. ADJOURN

Motion:

A motion was made by Mr. Leaks and seconded by Ms. Gleaton to adjourn the meeting.

Approve: Morris, Gleaton, Mood, Leaks, Howard

Motion passed unanimously.

The meeting adjourned at 12:05 p.m.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this March 13, 2019, Agenda Item _____

Prepared by:

John Andoh, Executive Director/CEO

Approved by:

Andy Smith, Secretary



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**The Central Midlands Regional Transit Authority Executive Director Evaluation
Ad-Hoc Committee
Monday, December 17, 2018 – 2:30 p.m.
3613 Lucius Road, Columbia, SC 29201 – Small Conference Room**

Members Present:

Dr. Robert Morris, Chairman
Representative Leon Howard
Lill Mood
Roger Leaks

Guests Present:

None

Absent Committee Members:

Carolyn Gleaton

**Indicates participation by phone.*

The COMET Staff Present

LeRoy DesChamps, Director of Administration/Human Resources Administrator

1. CALL TO ORDER

Chair Morris called the meeting to order at 2:30 p.m.
Chair Morris asked that the Executive Director's Evaluation remains confidential.

2. DETERMINATION OF QUORUM

A quorum was present at the opening of the meeting.



3. 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 passed unanimously

4. OLD BUSINESS

Dr. Morris stated that the Executive Director Evaluation Ad Hoc Committee will submit the Executive Director Evaluation Self-Assessment and Board rating and comments to the Board at the January 2019 meeting for approval or rejection.

Dr. Morris discussed that if approved, Mr. Anderson and Mr. DesChamps will meet with Mr. Andoh to go over the evaluation.

5. NEW BUSINESS

No new business to discuss.

6. LEGAL/CONTRACTUAL/PERSONNEL (May require executive session)

- Discuss Executive Director Performance Review Process

Dr. Morris stated that Committee need to go into executive session to discuss Executive Director evaluation and what Mr. DesChamps have put together for the Committee.

Mr. DesChamps distributed the Executive Director Evaluation Self-Assessment Board rating and comment forms and Evaluation Summary ratings form to Committee members.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Leaks to go into executive session to discuss Executive Director evaluation.

Approve: Morris, Mood, Leaks

Absent: Howard, Gleaton

Motion passes unanimously



Representative Howard entered executive session during discussion.

Motion:

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

Approve: Morris, Mood, Leaks, Howard

Absent: Gleaton

Motion passes unanimously

Motion:

A motion was made by Ms. Mood that the Executive Director Evaluation Ad Hoc Committee recommend the average of the composite ratings of ten Board members be approved by the Board.

Approve: Morris, Mood, Leaks, Howard

Absent: Gleaton

Motion passes unanimously

Mr. DesChamps collected the **Executive Director** Evaluation Self-Assessment Board rating and comment forms and Evaluation Summary ratings form from committee members.

Executive Director Evaluation Ad Hoc Committee agreed to meet to develop goals for Executive Director evaluation next year.

7. ADJOURN

Dr. Morris asked for a motion to adjourn.

Motion:

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

Approve: Morris, Mood, Leaks, Howard

Absent: Gleaton

Motion passed unanimously.

The meeting adjourn at 3:29 p.m.



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this March 13, 2019, Agenda Item _____

Prepared by:

LeRoy DesChamps

LeRoy DesChamps, Director of Administration/Human Resources Administrator

Approved by:

Andy Smith

Andy Smith, Secretary



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The Central Midlands Regional Transit Authority Executive Director Evaluation Ad-Hoc Committee

Monday, January 28, 2019 – 1:00 p.m.

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

Members Present:

Dr. Robert Morris, Chairman
Representative Leon Howard
Lill Mood
Roger Leaks
Carolyn Gleaton

Guests Present:

None

Absent Committee Members:

None

**Indicates participation by phone.*

The COMET Staff Present

LeRoy DesChamps, Director of Administration/Human Resources Administrator

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Morris called the meeting to order at 1:03 p.m.
A quorum was present at the opening of the meeting.

2. ADOPTION OF AGENDA

Dr. Morris asked for adoption of the agenda.



Motion:

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

Approve: Morris, Mood, Gleaton, Leaks

Absent: Howard

Motion passes unanimously

3. ADOPT MINUTES FROM NOVEMBER 14, 2018 AND DECEMBER 17, 2018 MEETING

Committee members reviewed minutes from both meetings.

Rep. Howard entered meeting

Dr. Morris asked for adoption of the minutes from the November 14, 2018 meeting.

Motion:

A motion was made by Ms. Gleaton and seconded by Ms. Mood to approve the minutes for November 14, 2018 meeting.

Approve: Morris, Mood, Leaks, Howard, Gleaton

Absent: None

Motion passed unanimously

Dr. Morris asked for adoption of the minutes from the December 17, 2018 meeting.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to approve the minutes for December 17, 2018 meeting.

Approve: Morris, Mood, Leaks, Howard, Gleaton

Absent: None

Motion passed unanimously

4. OLD BUSINESS

No old business to discuss



5. NEW BUSINESS

No new business to discuss.

6. 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 need to go into executive session to discuss Executive Director evaluation goals and criteria for FY 2019 - 2020, Compensation Plan and annual increase.

Dr. Morris distributed the Form for Board of Directors Comments/Executive Director FY 2019 - 2020 Annual Evaluation.

Mr. DesChamps also distributed the Executive Director Evaluation Self-Assessment Form which include Board review, rating and comment and Evaluation Summary ratings form to Committee members.

Motion:

A motion was made by Ms. Mood and seconded by Rep. Howard to go into executive session to discuss Executive Director goals and criteria for FY 2019 - 2020.

Approve: Morris, Mood, Leaks, Howard, Gleaton

Absent: None

Motion passes unanimously

Motion:

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

Approve: Morris, Mood, Leaks, Howard, Gleaton

Absent: None

Motion passes unanimously

Motion:

A motion was made by Ms. Mood and seconded by Mr. Leaks that the Executive Director Ad Hoc Committee members will send proposed goals to Mr. DesChamps by February 4, 2019. Mr. DesChamps will do a composite of these goals by February 20, 2019. Mr. DesChamps will develop an evaluation form for the Executive Director similar to 2016 Executive Director evaluation and an evaluation form for goals for Executive Director Incentive plan to be reviewed by the Committee.



Approve: Morris, Mood, Leaks, Howard, Gleaton

Absent: None

Motion passes unanimously

Executive Director Evaluation Ad Hoc Committee agreed to meet again on February 25, 2019 at 1:00p.m.

Rep. Howard left the meeting at 2:28p.m.

Ms. Gleaton left the meeting at 2:29p.m.

7. ADJOURN

Dr. Morris asked for a motion to adjourn.

Motion:

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

Approve: Morris, Mood, Leaks

Absent: Gleaton, Howard

Motion passed.

The meeting adjourned at 2:32p.m.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this March 13, 2019, Agenda Item _____

Prepared by:

LeRoy DesChamps

LeRoy DesChamps, Director of Administration/Human Resources Administrator

Approved by:

Andy Smith

Andy Smith, Secretary