



*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](mailto: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 Wednesday, April 3, 2019 at 3:30 p.m.*

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

**Friday, April 5, 2019 - 11:30 a.m.**

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

### **Members Present:**

Dr. Robert Morris, Chairman  
Representative Leon Howard  
Lill Mood  
Col. (R) Roger Leaks, Jr.  
Carolyn Gleaton

### **Guests Present:**

None

### **Absent Committee Members:**

None

*\*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 11:30 a.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. Mood and seconded by Mr. Leaks to approve the agenda as presented.

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

**Absent: Howard**

**Motion passed unanimously.**

**3. ADOPT MINUTES FROM FEBRUARY 25, 2019 MEETING**

Committee members reviewed the minutes from meeting.

Dr. Morris asked for adoption of the minutes from the February 25, 2019 meeting.

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to approve the minutes for February 25, 2019 meeting.

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

**Absent: Howard**

**Motion passed unanimously.**

**4. ADOPT MINUTES FROM MARCH 18, 2019 MEETING**

Dr. Morris stated that there was no meeting because of a lack of a quorum and no meeting occurred. Dr. Morris asked for a motion that ED Ad Hoc Committee did not have a meeting.

Mr. DesChamps stated that Mr. Andoh included the agenda information about the March 18, 2019 meeting and a quorum was not present. This was done because of reporting and recording.

**Motion:**

A motion was made by Ms. Gleaton and seconded by Ms. Mood that there were no minutes for the March 18, 2019 meeting because of the lack of a quorum.

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

**Absent: Howard**

**Motion passes unanimously.**

Dr. Morris stated to Mr. DesChamps to let Mr. Andoh know there is no minutes for the March 18, 2019 meeting.



## 5. OLD BUSINESS

None.

## 6. NEW BUSINESS

None.

## 7. LEGAL/CONTRACTUAL/PERSONNEL (May require executive session)

- Update Executive Director/CEO Evaluation Goals and Criteria for FY 2019 - 2020
- Discuss/Review Compensation Plan

Dr. Morris asked for a motion to go into executive session for Item 7.

### Motion:

A motion was made by Mr. Leaks and seconded by Ms. Mood to go into executive session for #7.

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

**Absent: Howard**

**Motion passed unanimously.**

*Representative Howard entered the meeting at 11:53 a.m.*

### Motion:

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

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

**Absent: None**

**Motion passed unanimously.**

## Motions Period: Proposed Goals for Executive Director Incentive Plan for FY 2019 - 2020

### Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to included #1 and #7 of proposed goals for Executive Director. Have a 92% on time performance goal.

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

**Absent: Howard**

**Motion passed unanimously.**



Mr. DesChamps stated that he missed quoted the on-time performance of 92% and verified that it's 95%. Dr. Morris asked for a motion to amend the previous motion.

A motion was made by Ms. Mood and seconded by Ms. Gleaton to amend motion to 95% on time performance goal.

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

**Absent: None**

**Motion passed unanimously.**

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to include the goal of eliminating incidents of driver rudeness.

**Approve: Morris, Mood, Howard, Gleaton**

**Abstain: Leaks**

**Motion passed.**

**Motion:**

A motion was made by Mr. Leaks and seconded by Ms. Mood to include the goal of clean audits from all reviewers.

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

**Absent: None**

**Motion passed unanimously.**

**Motion:**

A motion was made by Mr. Leaks and seconded by Ms. Gleaton to delete goals #4, #5 and #12 and wait for the Intermodal Committee recommendations before making any of these goals a part of the incentive plan.

**Approve: Morris, Gleaton, Howard**

**Disapprove: Mood, Leaks**

**Motion passed.**

**Motion:**

A motion was made by Ms. Gleaton and seconded by Ms. Mood to include the goal of improving Transit Ridership by 5%.



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

**Absent: None**

**Motion passed unanimously.**

A motion was made by Dr. Morris and seconded by Ms. Gleaton to amend the goal to see if Ridership grew 5% or more last year.

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

**Absent: None**

**Motion passed unanimously.**

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to include the goal of installing 35 bus shelters by the end of the fiscal year.

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

**Absent: None**

**Motion passed unanimously.**

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to not included #9 (be present and start all meetings on time), #10 (adhere to all board policies), and #11 (be professional at all times) as incentive goals.

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

**Absent: None**

**Motion passed unanimously.**

**Motion:**

**(Proposed Executive Director Incentive Plan Payout)**

A motion was made by Mr. Leaks and seconded by Ms. Mood that if the Executive Director/CEO achieve the full goal he would qualify for a 2% payout of base salary and if Executive Director/CEO achieve 50% of the goal he would qualify for 1% payout of base salary.

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

**Absent: None**

**Motion passed unanimously.**



8. ADJOURN

Dr. Morris asked for a motion to adjourn.

Motion:

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

Approve: Morris, Mood, Leaks, Howard, Gleaton

Absent: None

Motion passed unanimously.

The meeting adjourned at 12:36 p.m.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this May 22, 2019, 2019, Agenda Item \_\_\_\_\_

Prepared by:

LeRoy DesChamps

LeRoy DesChamps, Director of Administration & Operations/COO

Approved by:

Andy Smith

Andy Smith, Secretary