



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 Paige Jernigan at pjernigan@thecometsc.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, July 15, 2020 at 3:15 P.M.

Central Midlands Regional Transit Authority
COVID-19 AD-HOC SUBCOMMITTEE MEETING
Friday, July 10, 2020-12:00 P.M.
3613 Lucius Road, Columbia, SC 29201 – Teleconference

Members Present:

Col. Roger (R) Leaks, Jr.*
Lill Mood*

Guests Present:

Ben Cornish, Information Technology Analyst*
Corey Gagnon, General Manager, RATP Dev*
William Jackson, Safety & Training Manager, RATP Dev
Linda Johnson, Quality Assurance Manager, RATP Dev*
Ben Limmer, Lead Transition Manager, RATP Dev*
Joe Sanchez, Assistant General Manager/Operations
Manager, RATP Dev
Rob Stephens, Transition Manager, RATP Dev*

**Indicates participation by phone.*

Absent:

Derrick Huggins

The COMET Staff Present

John Andoh, Executive Director/CEO
Pam Bynoe-Reed, Marketing and Public Information Manager
LeRoy DesChamps, Director of Administration & Operations/COO
Eric Harris, Planning and Development Specialist
Paige Jernigan, Administrative and Customer Service Specialist

1. CALL TO ORDER

Col. Leaks called the meeting to order at 12:04 P.M.
A quorum was present at the opening of the meeting.



2. ADOPTION OF AGENDA

Motion:

A motion was made by Ms. Mood and seconded by Col. Leaks to adopt the agenda.

Approved: Leaks*, Mood*

Absent: Huggins

Motion passed.

3. ADOPTION OF MINUTES FROM June 26, 2020

Motion:

A motion was made by Ms. Mood and seconded by Col. Leaks to approve the minutes from June 26, 2020.

Approved: Leaks*, Mood*

Absent: Huggins

Motion passed.

4. DISCUSSION & ACTION ITEMS

A. Update of the COMET Operations, Vehicle Cleaning, Food Delivery and Re-Opening

Mr. Andoh informed the Committee of changes that have occurred since the last meeting. He referred a social media post on Page 5 of the packet. Mr. Andoh reviewed the ordinance of the face covering requirements from The City of Columbia, Richland County, The City of Forest Acres, County of Lexington, City of Cayce and Irmo. He also mentioned the Executive Order from the Governor. Mr. Andoh confirmed that all the ordinances are replications of The City of Columbia draft.

Mr. Andoh referred to Page 50 of the packet from DHEC. He explained they have given guidelines and best practices to utilize various scenarios involving COVID - 19 in the workplace. Ms. Mood suggested that in general statements, add language that says that The COMET's practice will be consistent with SCDHEC guidelines.

Mr. Andoh referenced the documents from APTA regarding the cleaning and disinfecting of the buses and FTA resources that we can refer to. Ms. Mood expressed gratitude of having these resources to help answer questions.

Mr. Andoh introduced Mr. Gagnon, the General Manger with RATP Dev. Mr. Gagnon thanked the Committee and Mr. Andoh for the opportunity.

Discussion items:

- Bus cleaning - 100 % of the buses daily
- Eight (8) cases of masks
- Hand sanitizers in stock
- Hand sanitizer issue with adhesive to hang on the buses - researching a better solution.



- Continuing to detail and fogging – The COMET will pay for the detailing covered by the CARES Act.
- One (1) Paratransit driver has tested positive for the COVID-19 virus.
- RATP Dev – COVID-19 monitor.

Mr. DesChamps mentioned another COVID-19 monitor on the second floor. He added that the testing is complete, and no one tested positive. Ms. Bynoe-Reed mentioned the signage saying the masks are required in The COMET facilities.

B. COVID – 19 Communication Policy

Ms. Bynoe-Reed presented the COVID-19 Communications Policy. She explained that Chernoff Newman helped in the development of the communication policy. Ms. Bynoe-Reed covered the following topics in her presentation:

- Internal Policy Process
- External Policy Process

Discussion ensued regarding the Transport Care Services employee who tested positive for COVID. Mr. Andoh asked if the Committee supports the Communication Policy.

Motion:

A motion was made by Ms. Mood and seconded by Col. Leaks to endorse the Communications Policy as presented.

Approved: Leaks*, Mood*

Absent: Huggins

Motion passed.

C. Driver Barriers

Mr. Andoh referred to Page 122. He reviewed the pricing proposal. Ms. Mood stated that she agrees with Mr. Andoh proceeding. Mr. Andoh added that we will use our 5307 funding. The Committee discussed the purchase and the process.

Motion:

A motion was made by Ms. Mood and seconded by Col. Leaks that the COVID-19 Committee endorses the spending plan to refer to the Finance Committee.

Approved: Leaks*, Mood*

Absent: Huggins

Motion passed.

D. Meeting Request – Every Two Weeks

Mr. Andoh inquired about holding the meetings biweekly and be available on an ad-hoc basis as needed. The Committee discussed the meeting time.

Motion:



A motion was made by Ms. Mood and seconded by Col. Leaks that the Ad-Hoc Committee will meet on a bi-weekly basis regularly and be available to the Director on an ad-hoc basis as needed.

Approved: Leaks*, Mood*

Absent: Huggins

Motion passed.

5. ADJOURN

Motion:

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

Approved: Leaks*, Mood*

Absent: Huggins

The meeting adjourned at 12:50 P.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this _____, 2020, Agenda Item _____

Prepared by:

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

A handwritten signature in black ink, appearing to read 'Allison Torrealba', written over a horizontal line.

~~Allison Torrealba~~, Secretary

A handwritten signature in black ink, appearing to read 'Andy Smith', written below the name 'Andy Smith'.