



The COMET Executive Director Evaluation Ad-Hoc 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.gov.

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 Friday, August 14, 2020 at 3:15 p.m.

Central Midlands Regional Transit Authority
Executive Director Evaluation Ad-Hoc Committee Meeting Minutes
Wednesday, August 19, 2020-12:00 P.M.
3613 Lucius Road, Columbia, SC 29201 - Conference Room A

Members Present:

Representative Leon Howard*
(Left during Executive Session)
Carolyn Gleaton*
Lil Mood*
Dr. Robert Morris, Chair*
Andy Smith*

Guests Present:

Mike Green, Board of Directors, Guest*
(Joined during Executive Session)

Members Absent:

Carolyn Gleaton until Executive Session

**indicates participation by
phone*

The COMET Staff Present:

John Andoh, Executive Director/CEO
Leroy DesChamps, Director of Administration Operations/COO
Paige Jernigan, Administrative & Customer Service Specialist

1. CALL TO ORDER AND DETERMINATION OF QUORUM
Dr. Morris called the meeting to order at 12:02 P.M.
2. DETERMINATION OF QUORUM
A quorum was present at the opening of the meeting.



3. ADOPTION OF AGENDA

Motion:

A motion was made by Representative Howard and seconded by Dr. Morris to adopt the agenda.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to modify the motion to approve the agenda by discussing Item 6 in open session prior to Item 5.

Ayes: Mood, Smith

Nays: Howard, Morris

Absent: Gleaton

Motion fails.

After further discussion it was decided to leave the agenda as presented.

Motion:

A motion was made by Dr. Morris and seconded by Representative Howard to move ahead with agenda as is.

Ayes: Morris, Howard, Smith, Mood

Nays: None

Absent: Gleaton

Motion passes.

4. ADOPT MINUTES FROM APRIL 5, 2019 MEETING

Motion:

A motion was made by Dr. Morris and seconded by Representative Howard to adopt the minutes of the April 5, 2019 meeting.

Ayes: Morris, Howard

Nays: None

Abstain: Mood, Smith

Absent: Gleaton

Motion fails.

5. LEGAL/CONTRACTUAL/PERSONNEL (MAY REQUIRE EXECUTIVE SESSION)

- SECTION 30-4-70 (A) (1) DISCUSSION ON COMPENSATION OF PERSONNEL

Motion:

A motion was made by Dr. Morris and seconded by Representative Howard to enter into Executive Session.

Ayes: Morris, Howard, Smith, Mood

Nays: None

Absent: Gleaton



Mr. Deschamps reviewed the FY 20/21 Performance Goals. He mentioned that Mr. Andoh has submitted some goals for the upcoming year. He added that he felt it was important to allow the employee to share his personal goals. Dr. Morris suggested keeping the past goals and adding the personal goals that Mr. Andoh submitted. Discussion ensued regarding the goals and past aspects of performance and how they were measured.

Ms. Mood suggested making sure that the goals that as set forth are attainable. Mr. Green asked Mr. Andoh if these goals are realistic.

Mr. Andoh reviewed the goals to answer Mr. Green's question.

- Achieve 95% of on time performance for the transit system

Mr. Andoh stated that this was not clear and should fall under the transit operator.

- Eliminate driver rudeness

Same as above, Mr. Andoh stated this should fall under the transit operator.

- Achieve clean audit

Mr. Andoh agreed this was fair.

- Bus shelter installation

Mr. Andoh stated that this was achievable, and he has been reporting the shelter installation process monthly.

The Committee discussed the incentive goals and agreed the goals should be specific and achievable. It was discussed that the incentive goals for the Executive Director are seemingly combined with the goals outlined in the contract and those goals are covered in the same five (5) areas: organizational effectiveness and regional leadership, marketing and public awareness, service development, operational oversight, and financial management. It was agreed to write incentive goals and meet again for further discussion.

Mr. Andoh reviewed the Associated Tasks that he presented to the Committee. Ms. Mood suggested that the Associated Tasks be sent to the Board for review. It was determined that the Committee would have a meeting September 2, 2020 at 11:00 A.M. to move forward.

6. **ADJOURN**

Motion:

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

Ayes: Gleaton, Morris, Smith, Mood

Nays: None

Absent: Representative Howard

Motion passes.

Meeting adjourned at 1:38 P.M.



Motion passes.

Entered Executive Session at 12:13 P.M.

Ms. Gleaton joined the call during Executive Session.

Representative Howard left the call during Executive Session.

Mr. Green joined the call during Executive Session.

Motion:

A motion was made by Ms. Gleaton and seconded by Ms. Mood to come out of Executive Session.

Ayes: Gleaton, Morris, Smith, Mood

Nays: None

Absent: Representative Howard

Motion passes.

Came out of Executive Session at 12: 52 P.M.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to approve the incentive pay for the Executive Director for the goals that were set for fiscal year 20 in the following way:

- The On-Time Performance Goal 1% for at least 50% achievement of the goal.
- For reduction of complaints of driver rudeness, 1% for achievement of a reduction of over 50% of the goal.
- For clean audit, 1% for achievement of at least 50% of the goal.
- For the thirty-five (35) shelters, 2% of full achievement of the goal.
- And on ridership, increasing ridership by 5%, no additional incentive pay but with the notation that the decrease in ridership was because of the emergency closure due to the pandemic and outside of the range of the Executive Directors control.

Mr. Smith asked for a discussion regarding reference to pay for performance. It was discussed to ratify the motion. Ms. Mood amended the motion to include the confirmation of the 1% increase for pay for performance. Ms. Gleaton seconded the amended motion.

Ayes: Gleaton, Morris, Smith, Mood

Nays: None

Absent: Representative Howard

Motion passes.



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this Sept., 2020,

Prepared by:


Paige Jernigan, Administrative & Customer Service Specialist

Approved by:


Allison Terracio, Secretary

