



The COMET Executive Committee Meeting minutes are prepared and presented in summary form. An audio recording 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 cometadmin@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 28, 2020 at 3:16 p.m.

The Central Midlands Regional Transit Authority
Executive Director Evaluation Subcommittee Meeting Minutes
Thursday, September 2, 2020 at 11:00 A.M
3613 Lucius Road, Columbia, SC 29201 - Teleconference

Members Present:

Representative Howard* (joined call at 11:10 A.M.)
Dr. Robert Morris*
Andy Smith*
Lil Mood*

Guests Present:

Col. (R) Roger Leaks

Absent Board Members:

None

*Indicates participation by phone.

The COMET Staff Present

John Andoh, Executive Director/CEO
Paige Jernigan, Administrative & Customer Service Specialist

1. CALL TO ORDER
Dr. Morris called the meeting to order at 11:05 A.M.
2. DETERMINATION OF QUORUM
A quorum was determined at 11:05 A.M.
3. ADOPTION OF THE AGENDA
Motion:



A motion was made by Mr. Smith and seconded by Ms. Mood to adopt the agenda.

Yay: Mood*, Morris*, Smith*

Nay: None

Absent: Howard

Motion passed.

4. ADOPT MINUTES FROM the April 5, 2019 MEETING

Motion:

A motion was made by Ms. Mood and seconded by Dr. Morris to adopt the minutes from the April 5, 2019 meeting.

Yay: Mood*, Morris*

Nay: None

Abstain: Mr. Smith*

Absent: Howard

Motion passed.

ADOPT MINUTES FROM the August 19, 2020 MEETING

Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to adopt the minutes from the August 19, 2020 meeting.

Yay: Mood*, Morris*, Smith*

Nay: None

Absent: Howard

Motion passed.

Representative Howard joined the call at 11:10 A.M.

5. DISCUSSION OF FY 2020-2021 PERFORMANCE GOALS

Mr. DesChamps referred to Page13 of the packet. He explained the Pay for Performance Evaluation performance is based on Mr. Andoh's accomplishments during the rating period. Mr. DesChamps explained that the pay for performance program provides a step increase in compensation based on the Executive Director/CEO salary grade and the overall performance of the employee over the prior year. He further explained that should the Executive Director/CEO receive a rating of 3 or greater he would receive a specific percentage increase in his base compensation based off step increase. Example: 0.5 step for 3 rating, 1.0 step for 3.5 rating, 1.5 step for 4 rating and 2.0 steps for 4.5 and above rating. Each step represents a .5% increase.



Mr. DesChamps explained the second component of the evaluation, the Incentive Payout plan. He summarized the Executive Director Contract; the following is stated:

- The Incentive/Bonus Payments: In addition to salary, Executive Director shall be eligible to receive Incentive or Bonus Payments (collectively, "the Incentive Payments") that may be developed and approved by the Board.

Mr. DesChamps stated that the Staff is proposing the Executive Director/CEO Incentive Plan Payout as follows: The Executive Director will qualify for a 2% payout of base salary for each goal achieved fully (100%) and 1% payout of base salary for each goal partially achieved (50%).

Dr. Morris shared some of the incentive goals that were sent to him from members of the Board.

1. Increase engagement with stakeholders, passengers, etc.
2. 35 Shelters by end of the fiscal year
3. Develop a relationship with RATP Dev to minimize complaints
4. Continue to maintain a surplus of funds and a deficit less than \$200,000 dollars
5. Identify and approve site for Transit Center

Ms. Mood shared with the Committee that she compared lists from the Board members and the incentives Mr. Andoh presented. Discussion ensued regarding the incentive goals and measurement of each goal.

Mr. Andoh expressed concern regarding the increase of ridership. He explained that due to the pandemic this is not attainable. The Committee discussed ridership and the impact of the pandemic.

Dr. Morris emphasized the importance of making sure these incentives are measurable. He suggested that each Board member write five (5) goals and submit them. Mr. Smith recommended amending the structure that Mr. Andoh submitted and include the memo sent by Dr. Morris. It was discussed that Mr. Smith and Ms. Mood would work on completing this task.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith as directed by the Chair to work with members of Committee to come up with a draft that combines the suggested goals from the Board with draft goals from the ED with measurable activities to evaluate incentive goals.

Yay: Howard*, Mood*, Morris*, Smith*

Nay: None

Absent:

Motion passed.



It was determined that the combined draft goals will be sent to Mr. Andoh for distribution to the Committee members.

6. ADJOURN

Motion:

A motion was made by Representative Howard and seconded by Mr. Smith to adjourn the Committee meeting.

Yay: Howard*, Mood*, Morris*, Smith*

Nay: None

Absent: Motinn passed.

Meeting adjourned at 12:04 P.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this _____, 2020, Agenda Item _____

Prepared by:

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

Allison Terracio, Board Secretary



It was determined that the combined draft goals will be sent to Mr. Andoh for distribution to the Committee members.

6. ADJOURN

Motion:

A motion was made by Representative Howard and seconded by Mr. Smith to adjourn the Committee meeting.

Yay: Howard*, Mood*, Morris*, Smith*

Nay: None

Absent: Motion passed.

Meeting adjourned at 12:04 P.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this Sept, 2020, Agenda Item

Prepared by:

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

Allison Terracio, Board Secretary

