



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](mailto: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 Wednesday, September 9, 2020 at 3:15 p.m.

The Central Midlands Regional Transit Authority  
Executive Director Evaluation Subcommittee Meeting Minutes  
Monday, September 14, 2020 at 9:00 A.M  
3613 Lucius Road, Columbia, SC 29201 - Teleconference

Members Present:

Dr. Robert Morris\*  
Lil Mood\*  
Andy Smith\*  
Allison Terracio\*  
Carolyn Gleaton\* (joined at 9:42 A.M)  
\*Indicates participation by phone.

Guests Present:

None

Absent Board Members:

Representative Leon Howard

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 9:01 A.M.
2. DETERMINATION OF QUORUM  
A quorum was determined at 9:01 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\*, Terracio\*

**Nay:** None

**Absent:** Gleaton, Howard

**Motion passed.**

Discussion ensued regarding Executive Session.

**4. ADOPT MINUTES FROM the September 2, 2020 MEETING**

**Motion:**

A motion was made by Ms. Mood and seconded by Dr. Morris to defer the approval of the minutes until the next meeting.

**Yay:** Mood\*, Morris\*, Smith\*, Terracio\*

**Absent:** Gleaton, Howard

**Motion passed.**

It was discussed if any staff should be present during the Executive Session. It was determined that it was not necessary to go into Executive Session.

Dr. Morris thanked Mr. Smith and Ms. Mood for working diligently on the goal consolidation. Dr. Morris suggested to go through each of the goals that needed further discussion.

**Organizational effectiveness and regional leadership:**

***2. Work with the Board to start the process to develop a new Strategic Plan through 2025 and a new Vision through 2030.***

Dr. Morris stated that he did not think this is an Executive Director responsibility rather this should be sent to the Board for recommendation to a Committee. Ms. Mood suggested taking the set of goals as presented to the Board for review but highlight the ones that need further Board examination. It was determined that Item 2 will be highlighted and taken to the Board for further examination.

***4. Review the IGA governance structure and make recommendations to assure that it is consistent with the RTA law and the COMET Vision and Strategic Plan documents.***

Dr. Morris confirmed that he wanted this item completely removed. Mr. Andoh confirmed that this item was not tabled in an earlier meeting, but the delay is due to awaiting a formal response from the Attorney General. After further discussion the decision was to remove IGA



and highlight for Board review. Dr. Morris concurred that IGA should be removed and rephrased to state the following:

4. *Review the governance structure and make recommendations to assure that it is consistent with the RTA law and the COMET Vision and Strategic Plan documents.*

#### Operational Oversight:

1. *Develop a contract management plan for oversight of RATP Dev.*
2. *Develop contract oversight forms and processes with reporting of Key Performance Indicators to the Service Committee on a monthly basis.*

Dr. Morris suggested moving one of the goals under Operational Oversight to Organizational effectiveness and regional leadership. He expressed the importance of adding a goal to Operational Oversight: Develop a Contract Management Plan for oversight of RATP Dev that emphasizes collaborative work processes and problem solving to minimize complaints from RATP Dev to the Board. Discussion continued regarding holding contractors accountable.

*Ms. Gleaton joined the call at 9:42 A.M.*

It was decided to keep the goal in the Operational Oversight category.

#### Marketing and Public Awareness:

No changes

#### Service Development:

2. *Complete a new service delivery plan called Reimagine The COMET and seek Board approval.*

Dr. Morris mentioned that he thought this item should go to the Board and then sent to a Committee for discussion. After discussion the word "complete" in the goal needs to be replaced with the word "proposed." Mr. Smith mentioned the specificity in the title/name "Reimagine The COMET." Ms. Mood agreed that the name is not needed in the goal at all.

Mr. Andoh explained that the 2020 delivery plan is a Board action. Reimagine The COMET has already had Board action.

Mr. Andoh summarized the Board action taken during March 2017 meeting:

- Develop a long-term service for Richland County
- Develop a Park and Ride for Richland County



- Develop a long-term service for Lexington

He continued:

2018 – Board approval to engage a consultant from the Council of Governments. Dr. Morris requested a list of “Reimagine The COMET” active motions that the Board has voted on.

The Committee agreed to rephrase to state: Propose a new service delivery plan consistent with prior Board motions for Board approval.

*4. Conduct a customer satisfactory survey and achieve a satisfaction rate of 80% or greater based on 500 surveys conducted by June 30, 2021.*

It was discussed that 80% based on the surveys was too low. The Committee agreed to increase this number to 90%.

Change:

Conduct a customer satisfactory survey and achieve a satisfaction rate of 90% or greater based on 500 surveys conducted by June 30, 2021

Below was added to the list of goals:

*5. Working with the Intermodal Committee, identify and obtain approval for a new Transit Center site.*

Mr. Smith explained that by adding another goal the rubric would change. A change in the rubric acknowledged and it was determined that all five incentive goals would remain.

Changes below as result:

- 2% if all tasks are achieved.
- 1.6% if 4 tasks are achieved
- 1.2% if 3 tasks are achieved
- 0.8% if 2 tasks are achieved
- 0.4 % if 1 task is achieved
- 0% if no tasks are achieved

Once all changes are made, the Committee will respond that the changes are consistent with Committee recommendations. The process will begin October 1, 2020 to June 30, 2021.

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to approve the goals as amended in today's meeting and confirmed upon receipt by the Committee.

Motion passed.

**Approve:** Gleaton\*, Mood\*, Morris\*, Smith\*, Terracio\*



Yay: Mood\*, Morris\*, Smith\*, Terracio\*

Absent: Gleaton, Howard

Motion passed.

4. CONTRACTUAL/PERSONNEL (MAY REQUIRE EXECUTIVE SESSION)

A. SECTION 30-4-70 (A) (1) DISCUSSION OF EXECUTIVE DIRECTOR'S FY 2020-2021 PERFORMANCE AND INCENTIVE GOALS

None

Motion:

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

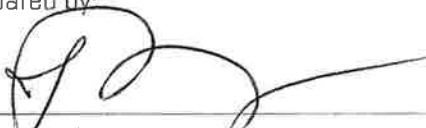
Motion passed.

Meeting adjourned at 10:04 A.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this Oct., 2020, Agenda Item \_\_\_\_\_

Prepared by:

  
\_\_\_\_\_  
Paige Vernigan, Administrative & Customer Service Specialist

Approved by:

  
\_\_\_\_\_  
Allison Terracio, Board Secretary

