



BOARD OF DIRECTORS' EXECUTIVE COMMITTEE MEETING

WEDNESDAY, OCTOBER 23, 2024 - 11:00 A.M.

3613 Lucius Rd., Derrick E. Huggins Boardroom, 2nd Floor, Columbia, SC

Please silence all electronic devices during the meeting

OFFICERS

Allison Terracio, Chair (Richland County)

John V. Furgess, Sr., Vice Chair/Service Committee Chair (Richland County Legislative Delegation)

Andy Smith, Treasurer/Finance Committee Chair (Forest Acres)

Roosevelt Barnwell, Jr., Secretary (Richland County)

Will Brennan, Vision 2040/Intermodal Chair (City of Columbia)

AGENDA

1. CALL TO ORDER AND DETERMINATION OF QUORUM
2. ADOPTION OF THE AGENDA PAGE 1
3. TRANSPRO SCOPE OF WORK (JOHN LEWIS) PAGES 2-3
4. EXECUTIVE SESSION (IF NECESSARY)
 - A. SECTION 30-4-70(A)(1) DISCUSSION OF EMPLOYMENT, APPOINTMENT, COMPENSATION, PROMOTION, DEMOTION, DISCIPLINE, OR RELEASE OF AN EMPLOYEE, A STUDENT, OR A PERSON REGULATED BY A PUBLIC BODY
5. ADJOURN

All items on this agenda are subject to action being taken by the Board of Directors. Agenda order is subject to change.

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COMET CEO Performance Appraisal Proposal

Task 1: CEO Performance Review Process

TransPro will develop a comprehensive industry informed CEO performance appraisal tool. The tool will be linked to COMET's Compass 2025 Strategic Plan, and the 2024 success outcomes identified by the Board of Directors. The tool will provide narrative, descriptions, rubrics, and definitions necessary for an informed appraisal by Board members. Agency leadership is most successful when it owns the process of achieving its success outcomes. We will help COMET bring this process to life by building and implementing a custom online appraisal process that measures the CEO's progress against objective outcomes. Developed in collaboration with the Board and the CEO, this appraisal tool will align organizational and CEO success with the agency's success outcomes. In addition to giving the agency's Board members an opportunity to assess the CEO's adherence to agency core values, it will introduce objectivity to the appraisal process by evaluating the CEO in accordance with organizational FY 2024 Success Outcomes.

Task 1.1: Establish Performance Criteria

This task focuses on the confirmation of the initial performance criteria development of an electronic performance review tool. The Board and the CEO will review the performance review developed as part of the 2024 Success Outcomes developed in Task 1 of this scope of work. It is anticipated the review will occur in November 2024.

TransPro will consolidate Board and CEO input to develop the final digital performance review; the tool will include requisite descriptions, rubrics, and instructions to facilitate execution.

Deliverables:

- Final 2024 Digital Performance Review Tool

Task 1.2: Conduct CEO Performance Review

Trans Pro will guide execution of the CEO performance review and lead the tabulation of the results. TransPro will facilitate a review session with the Board President and CEO to share the results.

- Step 1: Appraisal Execution

TransPro will partner with the Board President to drive the execution of the CEO appraisal, circulating the electronic tool to Board members directly. TransPro will monitor

responses during the execution phase to ensure appropriate use and completion of the review tool.

- Step 2: Formal Performance Review Session

TransPro will consolidate all responses from the Board of Directors into a comprehensive report. This report will be shared with all board members. Trans Pro will support the Board President in conducting a formal Performance Review session with the CEO in either committee session or as a board of the whole.

Deliverables:

- Facilitation of Performance Review Session with the Board President and CEO
- Comprehensive Report of Appraisal Results