

CALL TO ORDER

Trudy Bartley called the meeting to order at 3:00 p.m.

ROLL CALL

Board Members Present

Trudy Bartley
Marlon Moore
Michael Stevens
Craig Treneff

APPROVAL OF THE GOVERNANCE COMMITTEE MEETING MINUTES

- **OCTOBER 17, 2018 GOVERNANCE COMMITTEE MEETING MINUTES**

Trustee Bartley motioned to approve the October 17, 2018, Governance Committee Meeting Minutes. Trustee Stevens seconded the motion. Motion passed

- **NOVEMBER 8, 2018 GOVERNANCE COMMITTEE MEETING MINUTES**

Trustee Bartley motioned to approve the November 8, 2018, Governance Committee Meeting Minutes. Trustee Treneff seconded the motion. Motion passed

- **DECEMBER 6, 2018 GOVERNANCE COMMITTEE MEETING MINUTES**

Trustee Bartley motioned to approve the December 6, 2018, Governance Committee Meeting Minutes. Trustee Moore seconded the motion. Motion passed

COMMITTEE REPORTS

The Performance Monitoring and Audit Committee, External Stakeholder Relations Committee, and the Strategic & Operational Planning Committee will present their reports for presentation to the full Board of Trustees on January 23, 2019. The following items were discussed in the respective committees.

Strategic and Operational Planning Committee

- Strategic Plan update:
 - Phase I has been completed.

- Internal and external SWOT analysis was completed the first part of January
- Individual and group interviews on Diversity, Equity and Inclusion are underway
- MaaS update:
 - Team working with city of Dublin on their most recent launch for Senior service
 - Community Advisement and Partnerships Task Force has been working with Grove City to help design a First Mile/Last Mile connection to our Grove City Park and Ride which will connect to Mt. Carmel. Mt. Carmel 4 month plan that will include Empower Bus and CTDI employer to connect their park and ride
 - Short North Business Alliance pilot to get people from the Leveque parking to the short north area.
 - Team is partnering with mobility partners and creating Mobility Hubs at our park and rider or transit centers.
 - 7th floor office space renovation is underway; with our first tenant, Empower Bus.
 - Moore brought up the MaaS that was presented at External Committee and he asked his team to come back with more information around the pilot phases and engagement strategy; Trustee Treneff commented that the resolution on Mobility Hub has been tabled until the February meeting.
 - Staff is working on On-Demand services; Mike Bradley updated the group on the mobile app that can incorporate attributes to be more customer friendly. The first pilot will roll out about mid-July; with the second pilot sometime in the fourth quarter. Funding to be solidified from MORPC as well as looking for partnerships to match the amount from MORPC for the service.

External Stakeholder Relations Committee

- Chair Moore updated the committee on the Strategic Plan regarding the outreach to key stakeholders, along with efforts to engage COTA employees. Chair Moore, also noted that Trustee Grote asked the committee to reach out to a member of the LGBTQ+ community to be interviewed.
- Glenn Taylor presented on the 2018 end of year DBE program, with Chair Moore challenging the team on how they can report out on the program and goals.
- Corporate engagement and the opportunity to our community. Chair Moore asked the team to question what COTA's value propositions are. What do our corporations want? How to best serve their needs?
 - Michael Loges will create a corporate engagement strategy by end of Q1
 - Trustee Stevens, spoke of the high frequency routes and increase in ridership, and we should be highlighting and telling this story to our community.

- Marketing update:
 - Chair Moore shared the success of The Big Explorer event, including one of the highest rideshare Saturdays; notable highest social media presence on organic content
 - Engagement would be key to how we can build on the increase Saturday ridership based off the engagement of The Big Explorer and how to be a part of larger events.
- Legislative update:
 - The Government shutdown impact and disruption.
 - Political transition in State of Ohio was discussed and how the team will lay out a plan to engage the new appointees.
 - Newly appointed Ohio Department of Transportation Director, Jack Marchbanks was appointed to the DeWine administration. The Committee asked for a more formal report out from Patrick Harris. Trustee Bartley, asked, how can we work at more of the Local level v. State level? We need to engage city council and public service. It has worked in other cities and there is potential for a local strategy. Chair Moore agreed, we need to include the Local level as well.

Performance Monitoring and Audit Committee

- Chair Stevens updated the committee on the 2018 PIC payout presentation by Terri Eyerman and sharing from a government perspective the need to incentivize compensation. Chair Stevens commented the 2018 PIC payout will be presented to the full Board. PIC came in under budget at 5% with payout below 5%. Chair Stevens commented we need to determine how we incorporate DEI into the performance for 2019 PIC Goals.
 - Chair Stevens recommended approving the PIC payment for 2018 and the 2019 PIC Goals to go to Board under regular agenda, not consent. Trustee Treneff commented last years Fixed Route PIC being lower than the previous year. Jeff Vosler commented that it is what was bargained.
 - Trustee Moore asked if we have considered discretionary dollars for colleagues who worked on special projects or have gone above and beyond. Jeff Vosler stated not as part of the routine budget. Trustee Moore would like to see us budget for discretionary dollars, as it's a nice way to thank our colleagues for going above and beyond. Joanna Pinkerton commented, that she and Emille looked at each employee during their performance calibration meeting and discussed those employees who had commendable performance. A conversation with the respective managers of those employees good performance and what that looks like for this year's performance.
- Three other resolution were presented and recommended for consent agenda:
 - Pay card agreement with Huntington Bank
 - Enterprise Resource Planning contract

- Contract for McKee Doors for on-call repair for overhead and pedestrian doors
- Quarterly report around the AirConnect service was discussed and how to communicate to partners in the community the benefit of using the service.

RESOLUTIONS FOR REVIEW AND DISCUSSION:

- RESOLUTION NO. 2019-XX – APPROVING THE LEVEL OF COMPENSATION PAYOUT FOR THE 2018 PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM
- RESOLUTION NO. 2019-XX – APPROVING THE 2019 PERFORMANCE GOALS FOR COTA’s PERFORMANCE INCENTIVE COMPENSATION (PIC) PROGRAM STAFF SUMMARY
- RESOLUTION NO. 2019-XX – AUTHORIZING A GOVERNMENTAL COMMERCIAL CARD AGREEMENT WITH THE HUNTINGTON NATIONAL BANK
- RESOLUTION NO. 2019-XX – AUTHORIZING EXPENDITURES FOR AN ENTERPRISE RESOURCE PLANNING SYSTEM SUPPORT AGREEMENT WITH INFOR (US), INC.
- RESOLUTION NO.2019-XX – AUTHORIZING A CONTRACT WITH MCKEE DOOR SALES, INC. FOR ON-CALL REPAIR OF GATE OPERATORS, OVERHEAD DOORS AND PEDESTRIAN DOORS

Board Resolutions were identified for regular agenda and consent agenda for the Board of Trustees meeting Wednesday, January 23, 2019 at 8:00am.

ADJOURNMENT

Chair Bartley motioned to adjourn. Trustee Moore seconded. The meeting adjourned at 3:35 p.m.

Adopted: February 20, 2019

Signed: 
Chair, Board of Trustees

Attest: 
President/CEO