



---

**MEETING: GOVERNANCE COMMITTEE**

**DATE: THURSDAY, JULY 11, 2024**

**TIME: 3:00 PM – 4:00 PM**

**LOCATION: COTA – WG PORTER BOARDROOM | 33 N HIGH ST., COLUMBUS, OH**

---

**MEETING MINUTES**

**1. CALL TO ORDER**

Chair Moore called the July 11, 2024 meeting of the Governance Committee to order at 3:00 PM.

**2. ROLL CALL**

**Committee Members Present**

Marlon Moore, Chair  
Sean Mentel, Vice Chair  
Marc Reitter, Trustee  
Shannon Tolliver, Trustee

**3. APPROVAL OF GOVERNANCE COMMITTEE MINUTES**

**A. MAY 9, 2024 GOVERNANCE COMMITTEE MINUTES**

Vice Chair Mentel motioned to approve the May 9, 2024 Governance Meeting Minutes. Trustee Reitter seconded the motion. Motion carried.

**4. NEW BUSINESS**

**A. LINKUS UPDATE – KIM SHARP, SENIOR DIRECTOR OF DEVELOPMENT**

**B. RESOLUTION 2024-XX – APPROVING RATINGS REQUEST SUBMITTAL AND REASONABLE FINANCIAL PLAN FOR EAST MAIN STREET BUS RAPID TRANSIT (BRT) PROJECT**

Erin W. Delffs, Chief Financial Officer presented this resolution and the Committee recommended it be placed on the consent agenda of the COTA Board of Trustees.





- C. RESOLUTION 2024-XX – AUTHORIZING AN AMENDMENT TO RESOLUTION 2023-125 TO REVISE APPROPRIATIONS FOR THE EXPENDITURES OF THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2024

Erin Delffs, Chief Financial Officer, presented this resolution and the Committee recommended it be placed on the regular agenda of the COTA Board of Trustees.

- D. RESOLUTION 2024-XX – AUTHORIZING AN EMPLOYMENT AGREEMENT WITH GARTH WEITHMAN

Monica Tellez-Fowler, President/CEO, presented this resolution and the Committee recommended it be placed on the regular agenda of the COTA Board of Trustees.

**5. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE REPORT – SEAN MENTEL, CHAIR**

Vice Chair Sean Mentel reported that the Strategic and Operational Planning Committee did not meet. Next meeting is September 10, 2024.

On July 25, Camp COTA will be held at the Fields, McKinley, and here at 33 N. High. This program gives children and grandchildren of Team COTA employees, ages 10-17, the opportunity to better understand the organization and its operations through hands-on activities, such as scavenger hunts and kickball in the park. This is the third year for Camp COTA and is always well attended! Camp COTA is organized by our Working Parents Employee Resource Group known as PACT – which stands for “Parents Actively Working Together.”

We currently have a great delegation of COTA employees currently attending the 53<sup>rd</sup> annual Conference of Minority Transportation Officials National Meeting (COMTO) in Houston, Texas. Hurricane Beryl could not stop 9 COTA employees and Trustee Lori Elmore from attending the meeting this week, where attendees are sharing ideas of equity in transportation, workforce development, DBE processes and hearing from the recent honorees of COMTO Women Who Move the Nation. The week-long conference wraps up this Friday.

Vice Chair Mentel also mention how he attended a graduation class for Operators and was moved by it. It will not be his last one.

**6. EXTERNAL STAKEHOLDER RELATIONS COMMITTEE REPORT – SHANNON TOLLVIER, CHAIR**

The External Stakeholder Relations Committee did not meet this month. I look forward to reporting from our next meeting on September 10, 2024.

Last month more than two dozen COTA employees, family and friends participated in the Stonewall Columbus Pride March on June 15. Participants wore COTA pride shirts and walked in the Parade followed by our 50<sup>th</sup> anniversary bus. COTA’s participation in the annual March was organized by the PRIDE Employee Resource Group and our president/CEO Monica Téllez-Fowler





and her husband joined in the march as well. Following the parade, COTA also hosted a tabling event in Goodale Park as part of our LinkUS educational outreach to the community.

COTA has participated in several community events this summer – too many to list today. Some of the big events include providing our 50<sup>th</sup> Anniversary bus for 614 Day events in Franklinton on June 16. The bus was decked out inside with a cool retro look and provided some much-needed air conditioning for participants of the event. This weekend, COTA’s External Relations team will lead an exhibit at the Columbus Metropolitan Library during its annual book festival. COTA is proud to support this great community event and even prouder to provide daily transit access to all 23 Columbus Library locations.

## **7. PERFORMANCE MONITORING/AUDIT COMMITTEE REPORT – MARC REITTER, CHAIR**

Chair Reitter shared that the Performance Monitoring/Audit Committee met on May 9, 2024. The committee received presentations on COTA’s unaudited financials through May 2024 and the budget update.

The committee also reviewed the resolutions below and recommended all to the consent agenda.

### **MARKETING**

- A. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH HEART & HUNTER INC. FOR MEDIA BUYING SERVICES
- B. RESOLUTION 2024 XX – AUTHORIZING A CONTRACT WITH CAPITOL CITICOM, INC. FOR PRINT SERVICES
- C. RESOLUTION 2024- XX – AUTHORIZING THE USE OF VARIOUS PROMOTIONAL PROGRAMS TO INCENTIVIZE CUSTOMERS TO UTILIZE COTA’S ACCOUNT BASED FARE MANAGEMENT SYSTEM
- D. RESOLUTION 2024- XX – AUTHORIZING ADDITIONAL EXPENDITURES WITH EMC RESEARCH, INC. FOR COMPREHENSIVE MARKET RESEARCH SERVICES

### **EXTERNAL RELATIONS**

- E. RESOLUTION 2024-XX – AUTHORIZING ADDITIONAL EXPENDITURES WITH THE CITY OF COLUMBUS FOR LINKUS COMMUNICATIONS AND ENGAGEMENT
- F. RESOLUTION 2024-XX – AUTHORIZING COTA TO ENTER INTO A FINANCIAL CONTRIBUTION AGREEMENT WITH THE CITY OF COLUMBUS TO COMPLETE THE 30% DESIGN OF THE NORTHWEST BRT CORRIDOR, PHASE 1





- G. RESOLUTION 2024-XX – AUTHORIZING THE INITIAL PHASE OF THE NORTHWEST BUS RAPID TRANSIT CORRIDOR REQUEST TO ENTER FEDERAL TRANSIT ADMINISTRATION PROJECT DEVELOPMENT OF THE CAPITAL INVESTMENTS GRANT PROGRAM AND AUTHORIZING AN AGREEMENT WITH THE CITY OF COLUMBUS FOR NORTHWEST CORRIDOR 30% DESIGN

#### **HUMAN RESOURCES**

- H. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH DSI MEDICAL FOR DEPARTMENT OF TRANSPORTATION/NON-DEPARTMENT OF TRANSPORTATION DRUG AND ALCOHOL TESTING AND MEDICAL SERVICES FOR COTA EMPLOYEES
- I. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH AETNA LIFE INSURANCE COMPANY FOR THE PURCHASE OF MEDICAL AND PRESCRIPTION DRUG INSURANCE FOR COTA EMPLOYEES
- J. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH DELTA DENTAL PLAN OF OHIO, INC. FOR AN EMPLOYEE DENTAL INSURANCE PROGRAM AND VISION ADMINISTRATIVE SERVICES
- K. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH TRUVIEW BSI, LLC FOR BACKGROUND CHECKS, PRE-EMPLOYMENT SCREENINGS, AND FORM I-9 VERIFICATION SERVICES FOR COTA EMPLOYEES AND CANDIDATES TO COTA'S EMPLOYMENT OPPORTUNITIES

#### **INNOVATION & TECHNOLOGY**

- L. RESOLUTION 2024-XX – AUTHORIZING EXPENDITURES WITH TRAPEZE FOR THE VIEWPOINT UPGRADE
- M. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH GOVCONNECTION, INC. FOR THE RENEWAL OF THE MICROSOFT BUSINESS, SYSTEM AND COLLABORATION SOFTWARE
- N. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH SWIFTLY INC. FOR CUSTOMER AND OPERATIONAL IMPROVEMENTS OF REAL TIME INFORMATION

#### **INFRASTRUCTURE, ENGINEERING, AND MAINTAINANCE**

- O. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH MARKER, INC. FOR THE REPLACEMENT OF THE FIELDS AVENUE VEHICLE MAINTENANCE LIFTS





## FINANCE

- P. RESOLUTION 2024-XX – AUTHORIZING A CONTRACT WITH CNA FOR THE PURCHASE OF COMMERCIAL PROPERTY INSURANCE

## 8. OTHER BUSINESS


No other business was brought forward.

## 9. ADJOURNMENT

Vice Chair Mentel motioned to adjourn the meeting. Trustee Reitter seconded the motion. Motion carried. The meeting was adjourned at 3:34 PM.

Adopted: \_\_\_\_\_ September 12, 2024

Signed: DocuSigned by:  
  
9581BD404F924B3...  
Chair, Governance Committee

Attest: DocuSigned by:  
  
C680309626B34D2...  
President/CEO