



Regular Scheduled Board Meeting  
Tuesday, September 15, 2020

Zoom Meeting (COVID-19)

500 Industrial Blvd.

Terrell, Texas 75160

A regular meeting of the Board of Directors of STAR Transit was held at 2:00 p.m. on September 15, 2020, virtually via Zoom under the Texas Governmental Code, CH. 551.

Six (6) Primary Members and Three (3) Alternate Members of STAR Transit were present, those being:

Roy Ferrell – Place 1  
Jerry Dittman – Place 2  
David Magness – Place 3  
Carlton Tidwell – Place 4  
Carrie Gordon – Place 5  
Dan Aléman – Place 6

**Members with Excused Absences:**  
Dana Macalik – Place 7

Omega Hawkins – Alt. Place 1  
Tartisha Hill – Alt. Place 5  
Bennie Daniels – Alt. Place 7 (Seated for D. Macalik)

STAR Transit personnel present:

Tommy Henricks – STAR Transit Executive Director  
Aaron Reece – STAR Transit Chief Operations Officer  
Kim Britton – STAR Transit VP, Planning and Development  
Teresa Elliott – STAR Transit Executive Assistant serving as Recording Secretary  
Lisa Stuart – STAR Transit HR Director

**1. CALL TO ORDER**

*Under the current circumstances of COVID-19, the decision was made by Chairman, Roy Ferrell prior to meeting that the Executive Director, Tommy Henricks would be allowed to run the meeting in his place. All attendees were notified prior to calling the meeting to order.*

The meeting was called to order by the Executive Director, Tommy Henricks; at 2:00 p.m. noting a quorum was present.

**2. INVOCATION**

Meeting opened with prayer by Carlton Tidwell.

**3. PUBLIC COMMENT**

No Public Comments.

**4. SPECIAL RECOGNITIONS**

Mr. Henricks recognized employees for their service year milestones. 1 year – Steven Switzer, Jacqueline Farley, Komika Washington and Yolanda Height. 3 years – Janette Turner, Terry Mitchell and Emma Glenn. 5 Years – Don Mahaley. 6 Years – Felicia Smith, Brock Vawter and Janice McLean. 11 Years – Valarie Ashurst.

**5. CONSENT AGENDA**

- a. Consider Approval of August 25, 2020 Board Meeting Minutes
- b. Consider Approval of Revised Policy # 15 Equal Employment Opportunity and Affirmative Action Plan

Mr. Tidwell made motion to approve the consent agenda as presented. Mr. Ferrell seconded. None opposed. Motion passed.

**6. BUSINESS AGENDA**

a. CONSIDER APPROVAL OF AUGUST 2020 FINANCIAL STATEMENT

Mr. Henricks reviewed and discussed the August 2020 Financial Statements with highlights. After discussion and all questions answered satisfactorily. Mr. Dittman made motion to accept the August 2020 Financial Statements as presented. Mrs. Gordon seconded. None opposed. Motion passed.

b. CONSIDER APPROVAL OF FY 2021 5 YEAR GOALS AND 12 MONTH OBJECTIVES

Mr. Henricks reviewed the Progress Status Reports for FY2020 5 Year Goals and 12 Month Objectives then presented the Proposed 5 Year Goals and 12 Month Objectives for FY2021. After review and discussion, Mr. Dittman suggested a change to C-16 on the 12 Month Objectives to be stated as follows: Reduce percentage of denied trips from the prior three year's average. There were no other suggestions or requests for changes. Mr. Ferrell made motion to approve the FY2021 5 Year Goals and 12 Month Objectives with the change suggested by Mr. Dittman. Mr. Tidwell seconded. None opposed. Motion passed.

**7. INFORMATION AND ANNOUNCEMENTS**

a. DISCUSS PARTNERSHIP PROGRAMS

Mrs. Britton did a brief update on partnership programs.

b. DISCUSS RIDERSHIP REPORTS

c. Mrs. Britton reviewed August 2020 Ridership Reports.

d. DISCUSS 4<sup>TH</sup> QUARTER SAFETY REPORT

Mr. Reece did a brief review of the 4<sup>th</sup> Quarter Safety Report. The Board requested more information be added to the report which includes the nature of accident, accident type, action taken and value of damages.

e. DISCUSS 4<sup>TH</sup> QUARTER COMPLAINT RESOLUTION REPORT

Ms. Elliott did a brief review of the 4<sup>th</sup> Quarter Complaint Resolution Report.

f. DISCUSS 4<sup>TH</sup> QUARTER TURNOVER/RETENTION REPORT

Mrs. Stuart did a brief review of the 4<sup>th</sup> quarter Turnover/Retention Report.

g. DISCUSS 4<sup>TH</sup> QUARTER TRAINING REPORT

Ms. Stuart did a brief review of the 4<sup>th</sup> Quarter Training Report.

h. TRANSIT TRAINING OPPORTUNITIES

Mr. Henricks advised the Board to let Ms. Elliott know if they would like to attend any of the presented training classes. Mr. Dittman suggested staff send recommendations to the Board.

i. SEPTEMBER 2020 NEWSLETTER

For informational purposes only.

j. BOARD ATTENDANCE

For informational purposes only.

**8. EXECUTIVE SESSION**

STAR TRANSIT WILL HOLD A CLOSED EXECUTIVE SESSION PURSUANT TO CHAPTER 551, GOVERNMENT CODE V.T.C.A. (OPEN MEETINGS LAW), IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN TEX. GOV'T CODE SECTION 551.074 PERSONNEL MATTERS, 551.077 AGENCY FINANCED BY FEDERAL GOVERNMENT.

*No Executive Session*

ANY FINAL ACTION, DECISION, OR VOTE ON A MATTER DELIBERATED IN EXECUTIVE SESSION MEETING OR ON INFORMATION RECEIVED IN A CONFERENCE WITH EMPLOYEES WILL ONLY BE TAKEN IN AN OPEN MEETING THAT IS HELD IN COMPLIANCE WITH TEX. GOV'T CODE CH. 551. THE STAR TRANSIT BOARD OF DIRECTORS, RESERVE THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AS AUTHORIZED BY TEX. GOV'T CODE SEC. 551.001, ET SEQ. (TEXAS OPEN MEETINGS ACT) ON ANY ITEM ON ITS OPEN MEETING AGENDA OR TO RECONVENE IN A CONTINUATION OF EXECUTIVE SESSION ON THE EXECUTIVE SESSION MEETING ITEMS NOTED ABOVE, WITHOUT LIMITATION, SECTIONS 551.072 – 551.085 OF THE OPEN MEETINGS ACT.

**END OF EXECUTIVE SESSION**

1. CONSIDER ANY OFFICIAL ACTION ON THE EXECUTIVE SESSION CLOSED MEETING ITEMS:  
No Action needed.

Mr. Aléman made motion to adjourn. Mrs. Gordon seconded. None opposed. Meeting adjourned at 3:34 p.m.

I, Roy Ferrell, Chairman of the STAR Transit Board of Directors, do hereby certify that the above and foregoing minutes are the true record of the regular meeting of the Board of Directors of STAR Transit, held on the 15<sup>th</sup> day of September 2020, wherein a quorum was present. The meeting was duly and regularly, called and held in accordance with the articles and bylaws of the Agency.

**APPROVED:**

  
\_\_\_\_\_  
Roy Ferrell, Chairman