



Regular Scheduled Board Meeting  
Tuesday, January 26, 2021

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 December 26, 2021, virtually via Zoom under the Texas Governmental Code, CH. 551.

Four (4) Primary Members and Two (2) Alternate Members of STAR Transit were present, those being:

Jerry Dittman – Place 2 (Seated as Chairman)  
Carrie Gordon – Place 5  
Dan Aléman – Place 6  
Dana Macalik – Place 7 (exited at 3:18 pm)  
Tartisha Hill – Alt. Place 5  
Kimberly Garduno – Alt. Place 6

**Members with Excused Absences:**

Roy Ferrell – Place 1  
Carlton Tidwell – Place 4  
Omega Hawkins – Alt. Place 1  
Bennie Daniels – Alt. Place 7

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

**1. CALL TO ORDER**

*Under the current circumstances of COVID-19, the decision was made by Chairman, Jerry Dittman 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 Carrie Gordon.

**3. PUBLIC COMMENT**

No Public Comments.

**4. PRESENTATIONS**

No Presentations

**5. CONSENT AGENDA**

- a. Consider Approval of November 17, 2020 Board Meeting Minutes
- b. Consider Approval of Revised Policy # 41 Drug and Alcohol Policy
- c. Consider Approval of Revised Policy # 85 Disadvantaged Business Enterprise

After questions answered satisfactorily. Mr. Aléman made motion to approve the consent agenda as presented. Mrs. Macalik seconded. None opposed. Motion passed.

## **6. BUSINESS AGENDA**

### **a. CONSIDER APPROVAL OF NOVEMBER 2020 FINANCIAL STATEMENT**

This item was discussed with item 6b.

### **b. CONSIDER APPROVAL OF DECEMBER 2020 FINANCIAL STATEMENT**

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

### **c. ANNUAL ELECTION OF BOARD OFFICERS**

Mr. Henricks presented to the Board the current list of officers. Per Bylaws, Officers need to be elected annually and Mr. Ferrell decided to voluntarily step down as Chairman. Mrs. Gordon nominated Jerry Dittman as Chairman with interests in serving as Vice-Chair. Mr. Aléman nominated Jerry Dittman as Chairman and Carrie Gordon as Vice-Chair. Mrs. Macalik concurred with Mr. Aléman and stated she was ok with staying the Board Secretary. With no further discussion, Mr. Henricks asked for a motion to approve Jerry Dittman as Chairman, Carrie Gordon as Vice-Chair and Dana Macalik as Secretary. Mr. Aléman made motion to approve the motion as stated. Mrs. Macalik seconded. None Opposed. Motion passed.

### **d. CONSIDER FORMATION OF NOMINATIONS COMMITTEE**

Mr. Henricks stated with the change of Officers, the Nominations Committee will need to change also. Per Bylaws, it consists of Chairman, Vice-Chair and another member of the Board. After discussion, a decision was made for Carlton Tidwell to serve as the third member of the Nominations Committee. Mr. Henricks asked for a motion to approve Nominations Committee to consist of Jerry Dittman, Chairman, Carrie Gordon, Vice-Chair and Carlton Tidwell, Board Member Place 4. Mrs. Macalik made motion to approve the new Nominations Committee as stated. Mr. Aléman seconded. None opposed. Motion passed.

### **e. CONSIDER APPROVAL OF ALTERNATE MEMBER PLACE 6 MOVING TO ALTERNATE MEMBER PLACE 2**

Mr. Henricks stated that staff is requesting consideration to move current Alternate Member Place 6 to Alternate Member Place 2. This would allow Primary Member Place 6 to choose an alternate member. Primary Member Place 2, agreed with current Alternate Member Place 6 to become his alternate. After discussion, Mr. Aléman made motion to approve Alternate Member Place 6 moving to Alternate Member Place 2. Mrs. Gordon seconded. None opposed. Motion passed.

## **7. INFORMATION AND ANNOUNCEMENTS**

### **a. COVID-19 UPDATE**

Mr. Henricks updated the Board on CARES Act Funding and Vaccine Distribution efforts.

### **b. DISCUSS PARTNERSHIP PROGRAMS**

Mrs. Britton did a brief update on partnership programs.

### **c. DISCUSS RIDERSHIP REPORTS**

Mrs. Britton did a brief update on ridership.

d. DISCUSS QUARTERLY REPORTS

Mr. Henricks reviewed the 1<sup>st</sup> Quarter Safety Report with the added information requested by the Board. Board requested additions to the report to include repeat offenses of same driver and substance abuse information line.

Mrs. Stuart reviewed the 1<sup>st</sup> Quarter Training Report and Turnover Retention Report. Mr. Reece reviewed the 1<sup>st</sup> Quarter Complaint Resolution Report. The Board requested additions to the report to include averages, complaint topics and policy complaints.

e. SPECIAL RECOGNITIONS

Staff recognized Mr. Henricks on his 5 years with STAR Transit. Mr. Henricks acknowledged award winners at Employee Appreciation. Employee of the Year – Jeff Rohman, Outstanding Service Award – Antonio Harris, Outstanding Leadership Award – Kim Britton, Outstanding Customer Service Award – Shelby Ward, Humanitarian Award – Sherri Faulk, Rookie of the Year – Star Ramirez.

f. TRANSIT NEWS

For informational purposes only.

g. JANUARY 2021 NEWSLETTER

For informational purposes only.

h. 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.

Mrs. Gordon made motion to adjourn. Mr. Aléman seconded. None opposed. Meeting adjourned at 3:35 p.m.

I, Jerry Dittman, 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 26<sup>th</sup> day of January 2021, 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:**

**Jerry D**

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Jerry Dittman, Chairman

**Signature:**   
Jerry D (Mar 17, 2021 09:25 CDT)

**Email:** jerrydittman61@gmail.com






# Minutes 1.26.21 for e-signautre

Final Audit Report

2021-03-17

Created:	2021-03-16
By:	Teresa Elliott (telliott@startransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFoDrI3cOlfAy6HwqYRNgePcAbLMUZrjs

## "Minutes 1.26.21 for e-signautre" History

-  Document created by Teresa Elliott (telliott@startransit.org)  
2021-03-16 - 9:14:49 PM GMT- IP address: 12.229.158.226
-  Document emailed to Jerry D (jerrydittman61@gmail.com) for signature  
2021-03-16 - 9:16:27 PM GMT
-  Email viewed by Jerry D (jerrydittman61@gmail.com)  
2021-03-16 - 11:31:29 PM GMT- IP address: 23.121.202.74
-  Document e-signed by Jerry D (jerrydittman61@gmail.com)  
Signature Date: 2021-03-17 - 2:25:14 PM GMT - Time Source: server- IP address: 23.121.202.74
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