



MEETING: EXTERNAL STAKEHOLDER RELATIONS COMMITTEE

DATE: TUESDAY, JANUARY 14, 2025

TIME: 4:00 PM – 5:00 PM

LOCATION: COTA WG PORTER BOARD ROOM | 33 N HIGH ST

MEETING MINUTES

1. CALL TO ORDER

Chair Shannon Tolliver called the January 14, 2025 meeting of the External Stakeholder Committee to order at 3:06 pm.

2. ROLL CALL

Committee Members Present

Shannon Tolliver, Chair
Heather Ulrey, Trustee

Committee Members Excused

Trudy Bartley, Trustee

3. APPROVAL OF EXTERNAL STAKEHOLDER RELATIONS COMMITTEE MINUTES

- A. Trustee Heather Ulrey moved to approve the September 10, 2024, External Stakeholder Relations Committee meeting minutes, seconded by Chair Tolliver. Motion carried.

4. NEW BUSINESS

- A. LINKUS EXTERNAL RELATIONS PLAN – JEFF PULLIN, COTA SR. DIRECTOR, PUBLIC AND MEDIA RELATIONS

COTA Sr. Director, Public and Media Relations Jeff Pullin, Sr. Director presented the LinkUS External Relations Plan, which focuses on: public and media relations; internal communications; marketing; government affairs, and community relations. Mr. Pullin said in addition to sharing updates on milestones, the plan’s purpose is to foster trust and collaboration.

- B. WORKFORCE DIVERSITY AND ERG RECAP – RAYMOND WEAVER, COTA DIRECTOR, EQUITY, DIVERSITY AND INCLUSION

COTA Director of Equity, Diversity and Inclusion Raymond Weaver presented COTA’s 2024 Workforce Demographics. Mr. Weaver noted there was a 15 percent participation increase in Employee Resource Groups (ERG), with 35 percent of employees subscribed.



Mr. Weaver shared the demographic breakdown of staff by position categories (managers, directors, chiefs), noting there were slight adjustments from 2023.

C. EXTREME HEAT AND COLD POLICY – ANDREW NEUTZLING, COTA SR. SERVICE PLANNER

COTA Sr. Service Planner Andrew Neutzling presented COTA’s proposed Extreme Weather Policy. This proposed policy would authorize COTA’s President/CEO to offer no fares on all COTA routes when the National Weather Service Forecast Office in Wilmington, Ohio has issued either a heat or cold advisory or warning. This authorization of no fare would stay in effect for the remainder of each day in which the heat or cold advisory or warning is declared.

5. OTHER BUSINESS

No other business was brought before the Committee.

6. ADJOURNMENT

Trustee Ulrey moved to adjourn the meeting, seconded by Chair Tolliver. Motion carried. The meeting adjourned at 3:36 pm.

Next Meeting: 3 pm, Tuesday, March 4, 2025

Adopted: _____ March 4, 2025 _____

Signed:
 DocuSigned by:
 Shannon Tolliver

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 Chair, External Stakeholder Relations Committee

Attest:
 DocuSigned by:
 Monica Selby Fowler

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 President/CEO