

**November 17, 2015**  
**Shawnee Mass Transit District Minutes**  
**Shawnee MTD**  
**Board Room Vienna, Illinois**

**Members Present:**

Marcia Fair  
Elmer Pullen  
Nancy Doss  
Jim Clark  
Bret Neighbors

**Members Absent:**

**Executive Director:**

Maureen Mann

**CFO:**

Dori Bigler

**Operations Coordinator:**

Tiffany Morgan

**Public Relations:**

Ben Youther

**Human Resource:**

Absent

**Fleet Manager:**

Jon Murrie

The meeting was called to order by the Board Chairman Nancy Doss at 4:00 p.m.

**Item: Minutes**

Marcia Fair motioned to approve the minutes. Jim Clark seconded the motion. All in favor. Motion passed.

**Item: Check Register and Financial Update**

Dori Bigler provided the Check Register and Financial Update. Marcia Fair motioned to accept the Check Register and Financial Update as presented. The motion was seconded by Elmer Pullen. All in favor. Motion passed.

**Item: Old Business**

Dori Bigler provided an Update on the FY2015 Audit. Copies of the Audit were distributed to the Board.

**Item: New Business**

Ben Youther conducted a Discussion Shawnee MTD's on Policy Concerning Accrued Sick Time and Retirement for employees.

**Item: Administrative Update**

Maureen Mann provided the Administrative Update which included the IDOT Update and its impact on Shawnee MTD.

**Item: Human Resource Update**

Maureen Mann provided the Human Resource Update which included Two New Hires, Trainings, and Interviews for Drivers and a Christmas Party Reminder.

**Item: Operations Update**

Tiffany Morgan provided the Operations Update on Checking Routes/Drivers' Hours and the Coordination with Other Districts.

**Item: Public Relations/Procurement Update**

Ben Youther gave the Procurement Update.

**Item: Fleet Management Update**

Jon Murrie gave the Fleet Management Update.

**Item: Adjournment**

At 4:45 Marcia Fair motioned to adjourn. Jim Clark seconded the motion. All in favor. Motion passed.

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Jim Clark, Secretary