

## **Shawnee Mass Transit District Minutes**

**May 20<sup>th</sup>, 2014**  
**Shawnee Community College**  
**Founder's Room**

### **Members Present:**

Brett Neighbors  
Nancy Doss  
Elmer Pullen  
Marcia Fair  
Jim Clark

### **Members Absent:**

None

### **Executive Director:**

Maureen Mann

### **CFO:**

Absent

### **Operations Coordinator:**

Treesa Sauerbrunn

### **Public Relations:**

Ben Youther

### **Human Resource:**

Trish Pierce

The meeting was called to order by President Nancy Doss at 4:03 p.m.

### **Item: Minutes**

Jim Clark motioned to approve the minutes from April 15<sup>th</sup>, 2014 as corrected. Brett Neighbors seconded the motion. All in favor. Motion passed.

### **Item: Check Register and Financial Update**

Maureen Mann provided the Check Register and Financial Update. Elmer Pullen made motion to accept the Check Register and Financial Update as presented. The motion was seconded by Jim Clark. All in favor. Motion passed.

### **Item: Old Business.**

Brett Neighbors made motion to approve March 18<sup>th</sup>, 2014 minutes as corrected. Jim Clark seconded the motion. All in favor. Motion passed.

### **Item: New Business**

N/A

**General Public:**

N/A

**Item: Introduction and Approval of Resolution #71 for Consolidated Vehicle Procurement Capital Assistance Grant.**

Nancy Doss Introduce Resolution #71 for the Consolidated Vehicle Procurement Capital Assistance Grant. Jim Clark made motion to approve Resolution #71. Brett Neighbors seconded the motion. All in favor. Motion passed.

**Item: Administrative Update**

Maureen Mann provided the Administrative Update which included updates on the new facility, adding signatures to safe deposit box, and board members resolutions on appointments from County boards.

**Item: Operations Update**

Treesa Sauerbrunn presented the Operations Updates which included training with new hires and reasonable suspicion training.

**Item: Human Resource Update**

Trish Pierce provided the Human Resource update which included five new hires, two workers comp claims, and staff meeting information.

**Item: Public Relations Update**

Public Relations Officer Ben Youther presented the Public Relations Update which included the Policy and Procedure Handbook and the site meetings for the new facility.

**Motions:**

Jim Clark made motion to add Jon Murrie, Ben Youther, and Nancy Doss's signature to the safe deposit box at the bank. Elmer Pullen seconded the motion. All in favor. Motion passed.

Jim Clark made motion to approve the Policy and Procedure handbook as presented. Marcia Fair seconded the motion. All in favor. Motion passed.

**Item: Executive Session**

N/A

**Item: Adjournment**

At 4:45 p.m. Marcia Fair motioned to adjourn. Brett Neighbors seconded the motion. All in Favor. Motion passed.

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Marcia G. Fair, Secretary