

**September 15, 2015**  
**Shawnee Mass Transit District Minutes**  
**Shawnee MTD**  
**Board Room Vienna, Illinois**

**Members Present:**

Marcia Fair  
Elmer Pullen  
Nancy Doss  
Jim Clark

**Members Absent:**

Bret Neighbors

**Executive Director:**

Maureen Mann

**CFO:**

Dori Bigler

**Operations Coordinator:**

Tiffany Morgan

**Public Relations:**

Ben Youther

**Human Resource:**

Karen Wilson

**Fleet Manager:**

Absent

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

**Item: Minutes**

Jim Clark motioned to approve the minutes. Elmer Pullen seconded the motion. All in favor. Motion passed.

**Item: Check Register and Financial Update**

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

**Item: Administrative Update**

Maureen Mann provided the Administrative Update which included the ITPA Conference, Ribbon Cutting/Open House September 25, 2015 and IDOT Update.

**Item: Public Relations/Procurement Update**

Ben Youther gave the Procurement Update and discussed the Upcoming Ribbon Cutting Insert.

**Item: Human Resource Update**

Karen Wilson provided the Human Resource Update which included No New Hire, No Worker’s Comp Claims and the Upcoming Christmas Party.

**Item: Operations Update**

Tiffany Morgan provided the Operations Update on Making Contracts and Reviewing Routes and Driver’s Hours.

**Item: Executive Session**

A motion was made by Marcia Fair to go into Executive Session at 4:30 p.m. The motion was seconded by Jim Clark. Roll was taken. Jim Clark, yes, Marcia Fair, yes, Elmer Pullen, yes, Nancy Doss, yes. All in favor. Motion passed.

The board entered into Executive Session at 4:30 p.m. for the purpose of “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.”

At 4:54 p.m. a motion was made by Elmer Pullen to return to regular session. The motion was seconded by Marcia Fair. Roll was taken. Jim Clark, yes, Marcia Fair, yes, Elmer Pullen, yes, Nancy Doss, yes. All in favor. Motion passed.

A motion was made by Jim Clark and seconded by Nancy Doss to give Ben Youther the title of Assistant Executive Director. All in favor. Motion passed.

**Item: Adjournment**

At 5:05 Marcia Fair motioned to adjourn. Elmer Pullen seconded the motion. All in favor. Motion passed.

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Jim Clark, Secretary