

**Shawnee Mass Transit District Minutes**  
**June 17<sup>th</sup>, 2014**  
**Shawnee Community College**  
**Founder's Room**

**Members Present:**

Jim Clark  
Bret Neighbors  
Nancy Doss  
Elmer Pullen  
Marcia Fair

**Members Absent:**

None

**Executive Director Present:**

Maureen Mann

**CFO Present:**

Dori Bigler

**Public Relations/PCOM Present:**

Ben Youther Not Present

**Recorder of Minutes Present:**

Trish Pierce

The meeting was called to order by President Nancy Doss at 4:00 P.M.

**Item: Minutes**

Marcia Fair made a motion to table the approval of the May 20<sup>th</sup>, 2014 minutes until the July 15<sup>th</sup>, 2014 Board Meeting. Jim Clark seconded the motion. All in favor and the motion passed.

Jim Clark made a motion to approve the Special Board Meeting minutes from May 29<sup>th</sup>, 2014. Bret Neighbors seconded the motion. All in favor and the motion passed.

**Item: Check Register and Financial Update**

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

**Item: Old Business.**

Board members were reminded to get documentation from their county boards to verify their appointments.

**Item: New Business**

None

**Item: Administrative Update**

Executive Director Maureen Mann gave the Administrative Update which included the upcoming IDOT site visit and compliance review. Maureen also reported the district is starting to get the new vehicles from the CVP program.

**Item: Operations Update**

Maureen Mann gave the Operations Update. She reported she has been researching job descriptions and interview questions for the position of Operations Manager.

**Item: Human Resource Update**

Human Resource Specialist Trish Pierce provided the HR Update. She reported she had participated in the SCC job fair and received some new applications for drivers. She also reported two new hires from Alexander County. There were no Worker's Comp claims.

**Item: Public Relations/PCOM Update**

Maureen Mann gave the Public Relations/PCOM Update. Policy and Procedure Handbooks have been reviewed and passed out to all employees. The proposal for Shawnee MTD to become a Regional Maintenance Facility is in progress. The next Building Committee Site meeting will be at 10:00 A.M, at the facility site. The dirt work is in progress.

**Item: Executive Session**

A motion was made by Jim Clark to go into Executive Session at 4:28 P.M. It was seconded by Marcia Fair. A poll vote was taken: Nancy Doss-yes, Elmer Pullen-yes, Marcia Fair-yes, Bret Neighbors-yes, Jim Clark-yes. The motion passed. The Board entered into Executive Session at 4:29 P.M.

The Board came out of Executive Session at 4:53 P.M.

**Item: Motion to Return to regular session**

A motion was made by Bret Neighbors to return to open session at 4:54 P.M. The motion was seconded by Elmer Pullen. A poll vote was taken: Nancy Doss-yes, Elmer Pullen-yes, Marcia Fair-yes, Bret Neighbors-yes, Jim Clark-yes. The motion passed. The Board returned to regular session at 4:55 P.M.

**Item: Adjournment**

At 4:55 P.M. Brett Neighbors motioned to adjourn. Elmer Pullen seconded the motion. All in Favor. The motion passed.

  
\_\_\_\_\_  
Marcia G. Fair, Secretary