

**May 23, 2019**  
**Shawnee Mass Transit District Minutes**  
**Shawnee MTD**  
**Board Room, Vienna, Illinois**

**Members Present:**

Jim Clark  
Elmer Pullen  
Nancy Doss  
Sidney Miller  
Rick Nannie

**Executive Director:**

Mike Pietrowski

**CFO:**

Jerri Loyd

**Operations Coordinator:**

Tiffany Ray

**Human Resource:**

Karen Wilson

**Dispatch Supervisor:**

Jack Rigsby

**Fleet Manager:**

Jon Murrie

The meeting was called to order by Nancy Doss at 9:03 a.m.

**Item: Minutes from April 18, 2019**

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

**Item: Amended Minutes from Special Meeting on March 29, 2019**

Jim Clark motioned to approve the minutes for the Special Board Meeting on March 29, 2019. Rick Nannie seconded the motion. All in favor. Motion passed.

**Item: Check Register and Financial Update**

Elmer Pullen motioned to approve the Check Register and Financial Update. Sidney Miller seconded the motion. All in favor. Motion passed.

**Item: Action to change Operations Manager's Job Duties**

Rick Nannie motioned to approve the Operations Manager Job Duties. Jim Clark seconded the motion. All in favor. Motion passed.

**Item: Action to change Dispatch Supervisor Job Duties.** Sydney Miller motioned to approve the Dispatch Supervisor Job Duties. Jim Clark seconded the motion. All in favor. Motion passed.

**Item: Action to Adjust the Application of the New Driver Starting Rate, based upon Experience Level and Qualifications, as recommended by the Finance Committee and Restrict to Full Time Applicants.** Jim Clark motioned to accept the Finance Committee recommendation. Elmer Pullen seconded the motion. All in favor. Motion passed.

**Item: Human Resource Update**

Karen Wilson provided the Human Resource Update which included No Workers Comp. Claims, No New Hires, Discussion on New Hire Chart, DOT Physicals and Board Retreat.

**Item: Fleet Management Update**

Jon Murrie gave the Fleet Management Update which included Monthly Vehicle Damage/Repairs and Incidents. 3 Buses down and 1 Incident Occurred.

**Item: Operations Update**

Tiffany Ray provided the Operations and PR Update including Meetings, Trips and a Child Abuse Walk.

**Item: Dispatch Update**

Jack Rigsby provided the Dispatch update including several new routes and several sick and personal days in one week.

**Item: Administrative Update**

Mike Pietrowski provided the Administrative Update including the DOAP approval.

**Item: Adjournment**

At 9:45 a.m. Rick Nannie motioned to adjourn. Sydney Miller seconded the motion. All in favor. Motion passed.

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Jim Clark, Secretary