

December 19, 2019
Shawnee Mass Transit District
Minutes
Shawnee MTD
Board Room, Vienna, Illinois

Members Present:

Nancy Doss
Rick Nannie
Elmer Pullen
Jim Clark

Members Absent:

Sidney Miller

Executive Director:

Mike Pietrowski

CFO:

Jerri Loyd

Operations Manager:

Tony Smith

Human Resource:

Karen Wilson - Absent

Public Relations Coordinator:

Ron Gorst

Fleet Manager:

Jon Murrie

The meeting was called to order by Nancy Doss at 9:00 a.m.

Item: Minutes from November 21, 2019

Jim Clark motioned to approve the minutes. Rick Nannie seconded the motion. All in favor. Motion passed.

Item: Check Register and Financial Register

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

Item: Building Committee Minutes from December 13, 2019

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

Item: Action to appoint Ron Gorst the ADA (Americans with Disabilities Act) Officer.

Rick Nannie motioned to appoint Public Relations Officer as the ADA Officer. Jim Clark seconded the motion. All in favor. Motion passed.

Item: Action to appoint Human Resources as the Compliance Officer.

Elmer Pullen motioned to appoint Human Resources as the Compliant Officer. Jim Clark seconded the motion. All in favor. Motion passed.

Item: Action to approve the updated Shawnee Mass Transit District ADA Transportation policy.

Rick Nannie motioned to approve the updated Shawnee Mass Transit District ADA Transportation policy. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Action to approve the updated Shawnee Mass Transit District Reasonable Modification policy. Jim Clark motioned to approve the updated Shawnee Mass Transit District Reasonable Modification policy. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Action to approve the updated Shawnee Mass Transit District ADA Compliant Procedures and Form. Jim Clark motioned to approve the updated Shawnee Mass Transit District ADA Compliant Procedures and Form. Rick Nannie seconded the motion. All in favor. Motion passed.

Item: Action to approve the updated Shawnee Mass Transit District ADA Reasonable Modification Request Form. Elmer Pullen motioned to approve the updated Shawnee Mass Transit District ADA Reasonable Modification Request Form. Rick Nannie seconded the motion. All in favor. Motion passed.

Item: Action to approve the updated Drug and Alcohol policy. Rick Nannie motioned to approve the updated Drug and Alcohol policy. Jim Clark seconded the motion. All in favor. Motion passed.

Item: Action to approve the updated Shawnee Mass Transit District Employee Handbook with changes to take effect January 1, 2020 with an Annual Review. Rick Nannie motioned to approve the updated SMTD Handbook to take effect January 1, 2020 with an Annual Review. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Fleet Update

Jon Murrie provided the fleet update with 4 incidents and 1 repair.

Item: Operations Update

Tony Smith provided the Operations Update including Eastern Metropolis shuttle and the starting of two new routes.

Item: Public Relations Update

Ron Gorst gave the PR update including switching advertising on buses and he produced new cards for medical authorization information.

Item: Administrative Update

Mike Pietrowski gave the update regarding the Updated Handbook and Pre Award Concurrence.

Item: Adjournment

At 9:45 a.m. Rick Nannie motioned to adjourn. Jim Clark seconded the motion. All in Favor. Motion passed.

Jim Clark

Jim Clark, Secretary

Mike Pietrowski

