

**February 20, 2020**  
**Shawnee Mass Transit District**  
**Minutes**  
**Shawnee MTD**  
**Board Room, Vienna, Illinois**

**Members Present:**

Nancy Doss  
Rick Nannie  
Elmer Pullen Arrived at 9:07 AM  
Jim Clark  
Sidney Miller

**Executive Director:**

Mike Pietrowski

**CFO:**

Jerri Loyd

**Operations Manager:**

Tony Smith

**Human Resource:**

Karen Wilson  
Aaron Hodge

**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 January 16, 2020**

Jim Clark motioned to approve the minutes. Sidney Miller seconded the motion. All in favor. Motion passed.

**Item: Check Register and Financial Register**

Rick ~~Nancy~~ Nannie motioned to approve the Check Register and Financial Update. Jim Clark seconded the motion. All in favor. Motion passed.

**Item: Action to approve the Grant Management Policies and Procedures.**

Sidney Miller motioned to approve the new policies and procedures. Elmer Pullen seconded the motion. All in favor. Motion passed.

**Item: Action to approve the updated ADA policy to include adding stop announcements to SMTD's deviated fixed services.**

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

**Item: Action to approve the updated Financial Management Policies and Procedures to include fuel cards, conflict of interest, and updated cash handling procedures.**

Jim Clark motioned to approve the new policies and procedures. Elmer Pullen seconded the motion. All in favor. Motion passed.

**Item: Action to approve the updated Procurement Policy to include an updated conflict of interest policy and procurement thresholds.**

Jim Clark motioned to approve the updated policies and procedures. Elmer Pullen seconded the motion. All in favor. Motion passed.

**Item: Action to approve the updated Title VI documents in both English and Spanish.**

Sidney Miller motioned to approve the updated policies and procedures. Rick Nanny seconded the motion. All in favor. Motion passed.

**Item: Action to approve the updated Vehicle Maintenance Policies and Procedures which update the proper maintenance intervals.**

Jim Clark motioned to approve the updated policies and procedures. Elmer Pullen seconded the motion. All in favor. Motion passed.

**Item: Action to approve reorganization of organization chart. Receptionist and Dispatch under PR. Front Clerk under CFO.**

Rick Nanny motioned to approve the reorganization. Jim Clark seconded the motion. All in favor. Motion passed.

**Item: Human Resource Update**

Aaron Hodge provided the Human Resource Update which included hiring two new part time employees, one retirement, and one termination. No workers compensation claims

**Item: Fleet Management Update**

Jon Murrie provided the Fleet Management Update which included no accidents, made roof repairs and made a corrective action to improve maintenance on buses.

**Item: Operations Update**

Tony Smith gave the Operations Update which included updating routes (Massac Routes). Trial run will start on 2/25/2020. Idea on changing some routes to a shuttle service rather than a taxi service. Added food supplies to buses for dialysis clients.

**Item: Public Relations Update**

Ron Gorst gave the Public Relations Update which included the beginning stages of creating prison routes. Information will be sent to prison workers for suggestions on new routes. Almost all buses have active advertisement. Reaching out to many local medical centers. Mounds ground breaking will be 3/10/2020. Massac ground breaking will be 3/11/2020.

**Item: Administrative Update**

Mike Pietrowski provided the Administrative Update which included all IDOT audit suggestions have been corrected. Looking for land in Union County for possible new depot.

**Item: Adjournment**

At 9:54 AM Rick Nanny motioned to adjourn. Sidney Miller seconded the motion. All in Favor. Motion passed.