

**April 16, 2020**  
**Shawnee Mass Transit District**  
**Minutes**  
**Shawnee MTD**  
**Board Room, Vienna, Illinois**

**Members Present:**

Nancy Doss  
Rick Nannie  
Elmer Pullen Via Teleconference  
Jim Clark  
Sidney Miller

**Executive Director:**

Mike Pietrowski

**CFO:**

Jerri Loyd

**Operations Manager:**

Tony Smith – Absent (Social distancing)

**Human Resource:**

Aaron Hodge

**Public Relations Coordinator:**

Ron Gorst - Absent (Social distancing)

**Fleet Manager:**

Jon Murrie - Absent (Social distancing)

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

**Item: Minutes from March 19, 2020**

Rick Nannie motioned to approve the minutes. Sidney Miller seconded the motion. All in favor. Motion passed.

**Item: Check Register and Financial Register**

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

**Item: Action to approve the updated nepotism policy in Shawnee MTD's policy and procedures handbook:**

Policy needs some changes to be made and it was determined we will seek legal advice before motion is passed.

**Item: Action to approve the Finance Committee's recommendation of wage increases for SMTD:**

Jim Clark motioned to approve the Finance Committee's wage increases. Sidney Miller seconded

the motion. All in favor. Motion passed.

**Item: Action to approve the FY 2021 Budget:**

Rick Nannie motioned to approve the FY 2021 Budget. Jim Clark seconded the motion. All in favor. Motion passed.

**Item: Action on Resolution number 104, An ordinance to provide public transportation in Shawnee Mass Transit District:**

Nancy Doss introduced Resolution number 104. Pole vote was taken: Jim Clark-Yes, Elmer Pullen-Yes, Nancy Doss-Yes, Sidney Miller-Yes and Rick Nannie-Yes. Jim Clark motioned to approve resolution number 104. Elmer Pullen seconded the motion. All in favor. Motion passed.

**Item: Action on Resolution number 105, Authorizing the Executive Director and Chief Financial Officer for Application, Execution and Amendment of Section 5311 Grant Agreement:**

Nancy Doss introduced Resolution number 105. Pole vote was taken: Jim Clark-Yes, Elmer Pullen-Yes, Nancy Doss-Yes, Sidney Miller-Yes and Rick Nannie-Yes. Rick Nannie motioned to approve resolution number 105. Sidney Miller seconded the motion. All in favor. Motion passed.

**Item: Action to approve the acceptance of the Special Warranty of 5311 Grant Application**

Nancy Doss introduced the special warranty. Pole vote was taken: Jim Clark-Yes, Elmer Pullen-Yes, Nancy Doss-Yes, Sidney Miller-Yes and Rick Nannie-Yes. Jim Clark motioned to approve the special warranty. Sidney Miller seconded the motion. All in favor Motion passed.

**Item: Action on Resolution number 106, Authorizing the Executive Director to submit application for rebuild Illinois Public Transportation Capital Assistance Grant:**

Nancy Doss introduced Resolution number 106. Pole vote was taken: Jim Clark-Yes, Elmer Pullen-Yes, Nancy Doss-Yes, Sidney Miller-Yes and Rick Nannie-Yes. Sidney Miller motioned to approve resolution number 106. Jim Clark seconded the motion. All in favor Motion passed.

**Item: Human Resource Update**

Aaron Hodge provided the Human Resource Update which included new health insurance update and mentioned due to FFCA we will have to adjust our policy that is showing part time hours from 36 to 30 hours per week.

**Item: Administrative Update**

Mike Pietrowski provided the Administrative Update which included 1 bus down for repair, 2 incidents, and installing 2 radios on fleet.

**Item: Adjournment**

At 9:40 AM Sidney Miller motioned to adjourn. Jim Clark seconded the motion. All in Favor. Motion passed.

*Jim Clark*

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Jim Clark, Secretary

*Mike Pietrowski*

