

September 17, 2020
Shawnee Mass Transit District
Minutes
Shawnee MTD
Board Room, Vienna, Illinois

Members Present:

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

Executive Director:

Mike Pietrowski

CFO:

Jerri Loyd

Operations Manager:

Tony Smith

Human Resource:

Aaron Hodge

Public Relations Coordinator:

Ron Gorst

Fleet Manager:

Jon Murrie

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

Item: Minutes from August 20, 2020

Rick Nannie motioned to approve the minutes. Elmer Pullen 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: Discussion and action to retain the services of Beussink, Hey, Roe & Stroder, LLC. For Shawnee MTD's annual audit:

Discussion about any future professional services will need to go out for bid if over \$10,000. Jim Clark motioned to approve services from Beussink, Hey, Roe & Stroder, LLC. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Action to update the Financial Policy in Shawnee MTD's policy and procedures handbook.

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

Item: Action to update the Attendance Incentive Policy in Shawnee MTD's policy and procedures handbook.

Elmer Pullen motioned to approve the updated Attendance Incentive Policy. Jim Clark seconded the motion. All in favor. Motion passed.

Item: Action to update the CDL Incentive Policy in Shawnee MTD's policy and procedures handbook.

Rick Nannie motioned to approve the updated CDL Incentive Policy. Jim Clark seconded the motion. All in favor. Motion passed.

Item: Action to update the Safety Incentive Policy in Shawnee MTD's policy and procedures handbook.

Sidney Miller motioned to approve the updated Safety Incentive Policy. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Discussion and action to adjust the vacation days earned per year in Shawnee MTD's policy and procedure handbook by adding 15 and 20 years of service to the years of continuous employment.

Discussion on how many vacation days 15 and 20 years of service would get: Result: 22 Days & 25 Days. Sidney Miller motioned to approve the adjustment of vacation days. Jim Clark seconded the motion. All in favor. Motion passed.

Item: Human Resource Update

Aaron Hodge provided the Human Resource Update which included an update on employee clothing website with now more affordable pricing for employees. Also mentioned that Shawnee MTD had 1 termination.

Item: Operations Update

Tony Smith provided the Operations Update which included Map routes now active at 80% capacity. Still waiting on the go ahead from JCDC and Family Counseling.

Item: Fleet Management Update

Jon Murrie provided the Fleet Manager Update which included 2 busses down for repair, 1 is getting new alternators and the other is out of service from an accident, we get approval on repairs we are just waiting on the body shop to get it in. There have been no incidents since the last board meeting. Tomorrow is the preview day for the sealed bid auction, Ron has posted the busses on Facebook and we have posted flyers at local businesses and I contacted all bidders from last year's auction.

Item: Public Relations Update

Ron Gorst provided the Public Relations Update which included attending chamber events in Metropolis and Anna, finalizing on the new fuel system at all the depots. We had 4 customer complaints and all have been resolved. Also been working on establishing a new cleaning supply system to hopefully save money and provide better cleaning supplies to drivers.

Item: Administrative Update

Mike Pietrowski provided the Administrative Update which included that the new fuel system will be a touchless system. Still in the process of trying to remove the dumpster at the new Mounds depot.

Item: Adjournment

At 9:57 AM Sidney Miller motioned to adjourn. Elmer Pullen seconded the motion. All in Favor. Motion passed.

Jim Clark

Jim Clark, Secretary

Mike Pietrowski


