

March 17, 2022
Shawnee Mass Transit District
Minutes
Shawnee MTD
Board Room, Vienna, Illinois

Members Present:

Nancy Doss
Rick Nannie
Elmer Pullen
Jim Clark
Sidney Miller

Executive Director:

Mike Pietrowski

CFO:

Jean Hurford Via telephone

Human Resource:

Aaron Hodge

Operations:

Ron Gorst

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

Item: Minutes from February 17, 2022

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

Item: Check Register and Financial Register

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

Motion: Motion by Jim Clark to enter into Executive Session at 9:09 AM and seconded by Elmer Pullen. Pole vote was taken: Jim Clark – Yes, Nancy Doss – Yes, Elmer Pullen – Yes, Sidney Miller – Yes, and Rick Nannie – Yes. Motion Passed.

The Board entered into Executive Session at 9:09 AM for the purpose of “The appointment, employment, compensation, performance, or discipline of specific employees of the public body or legal counsel for the public body.”

Motion: Motion by Jim Clark to enter back into open session at 9:21 AM and seconded by Rick Nannie. Pole vote was taken: Jim Clark – Yes, Nancy Doss – Yes, Elmer Pullen – Yes, Sidney Miller – Yes, and Rick Nannie – Yes. Motion Passed.

Item: Action to approve Finance Committee’s FY2023 budget.

Jim Clark motioned to approve the Financial Committee’s recommendation on the FY 2023 budget. Sidney Miller seconded the motion. All in favor. Motion passed.

Item: Action on Resolution 116: Resolution Authorizing the Executive Director and Chief Financial Officer for Application, Execution and Amendment of Section 5311 Grant Application.

Nancy Doss introduced Resolution 116. Pole vote was taken: Jim Clark – Yes, Nancy Doss – Yes, Elmer Pullen – Yes, Sidney Miller – Yes, and Rick Nannie – Yes .All elected board members vote to be approved. Rick Nannie motioned to approve the vote. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Action on Ordinance 117: An ordinance to provide public transportation at Shawnee Mass Transit

Nancy Doss introduced Ordinance 117. Pole vote was taken: Jim Clark – Yes, Nancy Doss – Yes, Elmer Pullen – Yes, Sidney Miller – Yes, and Rick Nannie – Yes. All elected board members vote to be approved. Elmer Pullen motioned to approve the vote. Jim Clark seconded the motion. All in favor. Motion passed.

Item: Action to approve the Acceptance of the Special Warranty.

Sidney Miller motioned to approve the acceptance of the Special Warranty. Jim Clark seconded the motion. All in favor. Motion passed.

Item: Action on Resolution 118: Resolution authorization application for a capital assistance grant for paratransit vehicle(s) under the Illinois Department of Transportation's general authority to make such grants.

Nancy Doss introduced Resolution 118. Pole vote was taken: Jim Clark – Yes, Nancy Doss – Yes, Elmer Pullen – Yes, Sidney Miller – Yes, and Rick Nannie – Yes. All elected board members vote to be approved. Jim Clark motioned to approve the vote. Rick Nannie seconded the motion. All in favor. Motion passed.

Item: Action to approve the updated Shawnee Mass Transit District's Cell Phone Policy.

Rick Nannie motioned to approve the updated cell phone Policy. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Action to approve the updated Shawnee Mass Transit District's Financial Policy to authorize the Human Resource Manager as a signee only in the absence of either the Executive Director or CFO.

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

Item: Human Resource Update

Aaron Hodge provided the Human Resource update which included hiring 1 full time employee at the Metropolis Depot and that Shawnee Mass no longer has any work related injuries. We will now offer TAPCO online training for all new hires provided by RTAC.

Item: Operations Update

Ron Gorst provided the operations update which included making routes more efficient with the operations team. Dispatch now has 3 schedulers due to cross training. And that we had 1 incident since last board meeting

Item: Administrative Update

Mike Pietrowski provided the Administrative Update which included that we will be having an entire company meeting on April 5th. Blueprints for Anna should be in soon for the new depot, building should start in June and that we are still working on obtaining the title for the Karnak property.

Item: Adjournment

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

Jim Clark

Jim Clark, Secretary

A handwritten signature in black ink, appearing to be "Jim Clark", written below the typed name.

