

December 20, 2016
MINUTES
Shawnee Mass Transit District
Shawnee MTD Administrative Offices Board Room

Members Present:

Nancy Doss
Jim Clark
Bret Neighbors
Elmer Pullen
Marcia Fair

Executive Director:

Maureen Mann

CFO:

Dori Bigler

Operations Coordinator:

Tiffany Morgan

Human Resources:

Karen Wilson

Fleet Manager:

Jon Murrie

The meeting was called to order by the Board President, Nancy Doss at 4:10 p.m.

Item: Minutes

Bret Neighbors motioned to approve the November 22, 2016 minutes. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Check Register and Financial Update

Jim Clark motioned to approve the November, 2016 Check Register and Financial Update. Elmer Pullen seconded the motion. All in favor. Motion passed.

Item: Public Comments

None, No public present

Item: Old Business

None

Item: New Business

Dori Bigler and Maureen Mann discussed the need for more security concerning bank deposits and the possibility of involving a local bank closer to the administrative offices.

Maureen Mann distributed to each board member a copy of the updated Shawnee MTD Drug and Alcohol Policy noting the updated change concerning zero tolerance.

Item: Motion by Jim Clark and seconded by Marcia Fair to approve the updated Drug and Alcohol Policy as presented by Maureen Mann

Item: Administrative Update

Maureen Mann gave an IDOT Update concerning changes in staff and what to expect in the future. Maureen also discussed an administrative reorganization informing the board that they would not be replacing some positions that are vacant. Instead they have increased duties on the present office staff. New duties were assigned to those who had time to increase their work load.

Item: Operations Update

Tiffany Morgan reported on increasing supervisory duties for Lead Drivers. Maureen Mann will be working with them on what good supervisors do the first two weeks in January. Tiffany also gave a safety update.

Item: Human Resources Update

Karen Wilson reported no new hires, two workers comp claim and one leave of absence. Karen also discussed the possibility of having a late holiday party sometime in January or February. She also informed the board that all employees received a \$25 dollar gift card as a holiday present.

Item: Fleet Update

Jon Murrie reported that currently there are three vehicles out of service for repairs. One got a remanufactured transmission last week but is currently at the Ford garage due to an issue with that transmission. The second one also needs the transmission replaced. The last one will require an engine replacement but is placed on hold until grant payments are current. There were two vehicle incidents in the past month. The first was a driver backing into a sign post but no damage and the second driver had a deer run into the passenger rear corner of the bus. Which required fiberglass and paint repair.

Bret Neighbors motioned to adjourn at 4:45 p.m. Seconded by Marcia Fair All in favor. Motion Passed.



Jim Clark Secretary