

**MINUTES
PERSONNEL COMMITTEE MEETING
SOUTH CENTRAL TRANSIT
THURSDAY, JUNE 16, 2016
12:00 NOON
SCT TRANSPORTATION CENTER
100 N. LOCUST STREET
CENTRALIA, IL 62801**

Present:
Margaret Conley
Pam Boyd
David Schwartz
Ed Smalley
Dennis Cook
Ben Stratemeyer

Also Present:
Sheila Niederhofer
Vicki Clift
Sara Nollman-Hodge
Pam DeMaris

Call to Order - With the approval of committee members present, Margaret Conley called the meeting to order at 11:50 am. This was due to Niederhofer needing to leave the meeting early to attend a meeting in Pinckneyville. It was decided to discuss the Personnel portion and Managing Directors Evaluation ahead of the other items on the agenda.

MONTHLY REPORT – Nollman-Hodge reviewed the May 2016 monthly reports with the Committee.

PERSONNEL

Salary Scale – Niederhofer distributed and reviewed the salary scale for employees with committee.

Salary Schedule – Niederhofer distributed and reviewed the salary range schedules for each job category within the organization. Department of Labor “Final Rule” discussion was held.

Employee Evaluations – Niederhofer reviewed the evaluation process and had department evaluation forms available for committee to review.

CONTRACTS

Public Aid - Niederhofer reported receiving \$772.00 in payments since last month.

Senior Enrichment Center Contract – Niederhofer reported on a new contract with Senior Enrichment Center. Contract will bring in approximately \$10,400 annually.

Comp Connections Senior Contract – Niederhofer reported on the renewal of the Comp Connections Senior Contract at \$36,650 annually.

ORGANIZATIONAL CHART – Niederhofer reported that with the election of officers to be held at the June Board meeting, it would be the July Board meeting before the updated chart could be distributed to the Board.

MANAGING DIRECTORS EVALUATION

Motion to enter into Executive Session at 12:02 to discuss Managing Directors Evaluation by Boyd, seconded by Schwartz. All aye. Motion carried.

Personnel Committee meeting resumed at 12:14.

It is the recommendation of the Personnel Committee to request full Board approval for a 5% increase effective July 1, 2016. Motion to send to the full Board for approval by Schwartz, seconded by Smalley. All aye, motion carried.

Niederhofer distributed a letter received from the Marion County Board this morning regarding the appointment of George Guidish to fill the remaining term of Bill Milam.

Adjourn- On a Motion by Schwartz, seconded by Boyd, the Personnel Committee meeting adjourned.

