

MINUTES
PERSONNEL COMMITTEE MEETING
SOUTH CENTRAL TRANSIT
THURSDAY, JUNE 15, 2017
11:00 AM
SCT TRANSPORTATION CENTER
100 N. LOCUST STREET
CENTRALIA, IL 62801

Present:
Margaret Conley
George Guidish
Ed Smalley
Pam Boyd
David Iossi
Don Jones

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

Call to Order – The meeting was called to order by Pam Boyd.

MONTHLY REPORT – Nollman Hodge reviewed the May 2017 monthly reports with the committee.

PERSONNEL

Salary Schedule – Niederhofer and committee discussed the Salary Schedule for 2017 – 2018. Schedules were included in the committee packets for review before the Board meeting.

Salary Increase Range – Niederhofer and Hodge reviewed the Salary Increase Range with committee and the criteria for determining the percent of increase. Information was included in committee packets for review prior to the Board meeting. D. Jones suggested adding “employee’s goals” to the management’s evaluation process. Motion to send to the full Board for approval by Smalley, seconded by Iossi. All aye. Motion carried.

Managing Directors Evaluation – P. Boyd reviewed the evaluation conducted with committee. Discussion was held with the consensus of the committee stating what a great job Niederhofer and staff have done this past year. Motion to accept and send to the full Board for approval by Jones, seconded by Smalley. All aye. Motion carried.

Motion to offer 10 vacation days in lieu of a raise to be sent to the full Board for approval by Smalley, seconded by Iossi. All aye. Motion carried.

Organizational Chart – Niederhofer reported that the organizational chart will be completed after the selection of officers at the annual meeting June 23. Guidish commented that he thought the Director of Scheduling/Dispatch should be on the same Administrative level line as the Director of Human Resources, the Director of Operations and the Director of Finance.

Customer Service Training – Nollman-Hodge reported that the scheduling/dispatch department were recently involved in a Customer Service training session through Kaskaskia College. SCT is always looking for ways to improve customer service for the entire operation.

Employee Salary/Position Information – Nollman-Hodge distributed employee salary and position information requested by Guidish to committee members for review. Discussion was held with information turned back in to Nollman Hodge. Committee suggested keeping the salaries competitive in order to retain employees. Committee also suggested looking at bonuses in December. Guidish was content with information, done with topic.

OIG Investigation – Nollman Hodge reported on 2 OIG investigations. The first one was regarding dropping off two clients at home with no one there but as it was it was not SCT's responsibility to make sure anyone was there. The second investigation is regarding an SCT driver and a Five Star client in DuQuoin. Surveillance footage is being reviewed at this time.

CONTRACTS

Public Aid – No payment was received in May.

ANNUAL MEETING – Niederhofer reminded committee that the annual meeting will be held at the June Board meeting next week, with the selection of officers and date, time and place of meetings being decided.

Niederhofer reported that the new Washington County Board member is John Schubert. He will be at the June Board meeting.

Adjourn – On a motion by Guidish, seconded by Iossi the meeting was adjourned.

