

**MINUTES**  
**PERSONNEL COMMITTEE MEETING**  
**SOUTH CENTRAL TRANSIT**  
**THURSDAY, NOVEMBER 9, 2017**  
**11:00 AM**  
**SCT TRANSPORTATION CENTER**  
**100 N. LOCUST STREET**  
**CENTRALIA, IL 62801**

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

Also Present:  
Sheila Niederhofer  
Sara Nollman Hodge  
Vicki Clift  
Randy Barrow  
Pam DeMaris  
David Rodden  
Marvin Miller  
James Biggs

**Call to Order** – The meeting was called to order by David Iossi.

Niederhofer ask the committee for approval to add to the agenda, Monthly Reports was added to the agenda. With the meeting being held early due to the Thanksgiving holiday not enough information was available at the time the committee packets went out.

**MONTHLY REPORTS** – Nollman-Hodge reviewed the monthly reports for October.

**GUEST RECOGNITION/PUBLIC COMMENT** - James Biggs.

**PERSONNEL**

**Vehicle Maintenance Policy-** Nollman-Hodge reviewed the proposed updated to the policy. Motion to send to the full board for approval by Boyd, seconded by Conley. All aye. Motion carried. Rodden pointed out grammatical errors in the policy to correct.

**Employee Bonuses** – Nollman-Hodge presented the proposed 2017 Performance and Longevity awards for SCT employees. Bonuses are based on employee evaluations and amount of years served. Due to financial constraints employee bonuses were forgone in 2015 and 2016. Motion to pass on to the full Board for consideration by Smalley, seconded by Jones. All aye. Motion carried.

## **CONTRACTS**

**Public Aid** – Nothing to report as last meeting was only 2 weeks ago.

**VENDOR CONTRIBUTIONS-** Niederhofer stated that Rodden requested vendor contributions be added to the Personnel agenda. Rodden stated he believes the Board should have something in writing stating what the limit per year is for accepting contributions. Discussion was held with Guidish reading from the Conflict of Interest Policy, paragraph 4 states “No employees, officers, Trustees (“Board Members”) or agents shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.” Marvin Miller will investigate the Federal grant policy contract and discuss at the November 16 Board meeting.

**PINCKNEYVILLE/NASHVILLE SHUTTLE** – Barrow discussed the proposed shuttle expansion from DuQuoin, Pinckneyville, up Rt 127 to Nashville. The expansion would provide transportation from the south to the factories in Nashville. It would require 1 new driver and an additional bus. Three runs, 7am, 3pm and 11pm at 3 – 4 hours a run would be needed to complete the expansion. The shuttle would have a start date of January 1, 2018 if approved. Motion to approve laying out the new shuttle route by Boyd, seconded by Smalley. All aye. Motion carried.

**PCOM-** Niederhofer discussed the quarterly PCOM report required by IDOT that was included in the committee packets. Motion to move to the full Board by Smalley, seconded by Jones. All aye. Motion carried.

**ADJOURN** – Being no further business the Personnel Committee Meeting was adjourned on a motion by Conley, seconded by Jones.

