

**MINUTES
PERSONNEL COMMITTEE MEETING
SOUTH CENTRAL TRANSIT
THURSDAY, FEBRUARY 15, 2018
11:00 AM
SCT TRANSPORTATION CENTER
100 N. LOCUST STREET
CENTRALIA, IL 62801**

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

Absent:
David Iossi

Also Present:
Sheila Niederhofer
Sara Nollman Hodge
Vicki Clift
Pam DeMaris
James Biggs
Sam Easterly
Marvin Miller

Call to Order – The meeting was called to order by Guidish.

GUEST RECOGNITION/PUBLIC COMMENT - James Biggs and Sam Easterly.

Sam Easterly, the newly appointed Board member from Perry County was introduced to the Personnel Committee.

PERSONNEL

Online Applications- Nollman-Hodge reported on the new online application process. Applications are submitted online and go directly to Human Resources for review.

IT Assistant – Nollman-Hodge reported receiving 25 applications for the newly created position. HR interviewed 9 applicants this week, and have narrowed it down to 4 or 5. Second interviews will be held next week with a target start date of March 15. Guidish ask that board review and approve the job description and salary range.

CONTRACTS

Public Aid – Nothing was received in the month of January

Grand Prairie School – Nollman-Hodge reported on a contract with Casey Middle School of Mt. Vernon, transporting a student with disabilities from school to North Krupp Lane in the afternoons.

Niederhofer ask to add Monthly Reports to the agenda.

MONTHLY REPORTS – Nollman-Hodge gave the monthly reports for January.

Guidish discussed an official notification policy regarding Board reappointments that he would like to put on the agenda for the March Personnel meeting being held March 15, 2018 at 11am.

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

