

**MINUTES  
PERSONNEL COMMITTEE MEETING  
SOUTH CENTRAL TRANSIT  
THURSDAY, JUNE 21, 2018  
11:00 AM  
SCT TRANSPORTATION CENTER  
100 N. LOCUST STREET  
CENTRALIA, IL 62801**

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

Absent:  
George Guidish

Also Present:  
Sheila Niederhofer  
Sara Nollman Hodge  
Vicki Clift  
Pam DeMaris  
Randy Barrow  
David Rodden – 11:10am

The Personnel Committee meeting was called to order by Iossi.

**GUEST RECOGNITION/PUBLIC COMMENT** - None.

**PERSONNEL**

**Organizational Chart** – Niederhofer reviewed the updates to the organizational chart. Most changes were due to employees retiring.

**Salary Schedule** – Niederhofer reviewed the salary schedule with committee. Discussion was held regarding reclassification of positions. Positions will be looked at for possible reclassification.

**Pay Scale** – Niederhofer reviewed the pay scale with committee and noted that there has been another classification added this year to the evaluation forms.

**CONTRACTS**

**Public Aid** – Niederhofer reported receiving \$9335 in payments since last board meeting.

**Rome Meadows** – Niederhofer reported on a new contract for transportation with Rome Meadows of Dix, IL.

**Marion County Housing** –Niederhofer reported on the 1-year renewal of contract with Marion County Housing.

**Perry County Counseling** – Niederhofer reported on the 1-year renewal of contract with Perry County Counseling.

Smalley asked about doing transportation for the Manor at Salem Woods which we currently do not. Smalley stated that they are non for profit and ask if we could check into it.

**Board Meeting Recordings** – Niederhofer stated that board meeting recordings was brought up at the board meeting and ask to be put on Personnel. Discussion was held regarding the length of time the digital minutes should be kept. Niederhofer stated she thought they should be kept until the recorded minutes have been approved. Motion to keep the digitally recorded minutes for 60 days and then destroy by Smalley, seconded by Boyd. All aye. Motion carried.

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

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

