**Minutes of September 20, 2018 Board Meeting**

Present Staff Present Other

Frank Byrd Jimmy Leadingham Bill Jung

Jim Lebeau Casey Gunderson Gene Turk

Richard Whitney Hannah Jones

 Arthur Chappell

 Barry Spehn

**Approval of August Minutes**

The motion to approve the August minutes was made by Jim Lebeau, seconded by Frank Byrd. The motion carried.

**Communications**

1. Public Comments

Barry Spehn, JCMTD driver, came to express his concerns. Barry would clarification on the vacation policy. Barry also stated concerns about the presence of RIDES Mass Transit in Carbondale and their presence in Jackson County Mass Transit.

Bill Jung responded that a staff meeting should be held so Bill can explain to the employees how RIDES is helping Jackson County Mass Transit.

**Executive Session**

 A request was made by Gene Turk to adjust the agenda and move up Executive Session due to an appointment.

 Frank Byrd moved to move into Executive Session, Jim Lebeau seconds. The motion carried.

Jim Lebeau moves to end Executive Session at 18:33, Frank Byrd seconded. The motion carried.

Motion was made to approve recommendations of attorney in Executive Session, Jim Lebeau moves Frank Byrd seconded. The motion carried.

**Managing Director Report**

Bill delivered the Managing Director’s Report.

Bill shared that all the required documents were sent into the FTA on time.

Bill also mentioned that Linzie Ledbetter was offered to return to work on Monday September 24th at 9am

Jim Lebeau moved to approve the Managing Director Report, Frank Byrd seconded. The motion carried.

**Operations and Financial Report**

Jimmy Leadingham delivered the Operations Report.

Jimmy mentions we had two less service days this August verse last August. Invoice revenue was down for August still due to MCOs however Operating Expenses and Total Expenses were down. While rides per day and unduplicated riders were up, and average cost per trip and average cost per mile were down.

Casey Gunderson delivered the Financial Report.

Casey went over the over charges to START of $6,990.00 over the past six months. Casey, Hannah, and Jimmy talked about the new START contract that was drawn up.

Casey talked about the workmen’s Compensation audit that was done on September 5th that resulted in an over payment of $4,653. She also mentioned the upcoming Fiscal Year End Audit on October 19th – 25th

Jim LeBeau moved to approve Operations and Financial Reports, Frank Byrd seconds. The motion carried.

**Old Business** – none

**New Business**

Bill wants all administration to evaluate their job descriptions to see if revisions need to be made. Bill also want the Board to review Managing Director’s job descriptions that were previously given to them and come up with one they want to use for future candidates.

**Adjourn**

 Jim Lebeau moved to adjourn the meeting at 18:56, Frank Byrd seconded. The motion was carried.