Minutes of November 15th,2018 Board Meeting

Board Present Staff Present Other

Bentley Bender Jimmy Leadingham Rodney Worak

Jim Lebeau Hannah Jones

Richard Whitney Casey Gunderson

Susan Metcalf Donna Alexander

 Ricky Nesby

 Barry Spehn

 Alvin Gails

 David Ross

**Approval of October Minutes**

The motion to approve the October minutes was made by Susan Metcalf, seconded by

Jim Lebeau. The motion carried.

**Communications**

1. Public Comments

-Alvin Gails (driver) asks the board when they are planning on hiring a director. The board explains this is on the agenda for tonight and they will discuss it shortly.

-Ricky Nesby (driver) asked about the employee handbook and if all employees can get a copy.

-David Ross (driver) expresses his frustration with not having an employee handbook. Employees have been promised a handbook since the previous managing director started.

-Susan Metcalf stated to operations manager get an employee handbook to the employees by January 1st, 2019 and update it yearly. Jimmy Leadingham agrees and assures it will be done.

-Alvin Gails inquired about when we would receive new buses. Jimmy Leadingham and Rodney Worak explained the grant process on how JCMTD receives new vehicles.

1. Christmas Party

-Hannah Jones explain to the board about their upcoming Christmas Party for JCMTD staff at Italian Village. She expresses their proposed budget at $500. All board members are invited. All board member agreed it was a good idea.

**Managing Director Report**

-Bill Jung (Interim Director) was unable to attend due to RMTD having their board meeting the same night. Bill had emailed his director report to all members prior to the meeting expressing he would like the board to pick a direction to go in pertaining to the managing director. Either hiring a new managing director or sticking with the three managers now as a team.

-Susan Metcalf expresses she doesn’t feel like the team approach will work. She wants to post a job description for a new managing director while the current management team works with RMTD to learn everything they can.

-Bentley Bender suggest we go forth with advertising the director’s position.

-Richard Whitney said he prefers the managing director model because the company needs a big picture person ang someone to hold accountability.

-Rodney Worak suggests if the board would like they can have a discussion during executive session about the current management team.

-Jimmy Leadingham then expresses to the board his intent to apply for the director position.

-Rodney Worak then touches base about having to resend some maintenance files to the FTA.

**Operations and Financial Reports**

1. Operation Report

-Jimmy Leadingham delivered the operations report. Jimmy reports that invoice revenue and fairs collected is up for the month, along with rides per day. Operating expenses and total expenses are down, while service miles, total passenger trips, and trips per vehicle hour are up. Operating cost per mile and average cost per mile are down. Jimmy explained an error that CTS wasn’t reporting MCO revenue into the total revenue reporting but this issue has since been fixed.

1. Financial Report

-Casey Gunderson delivered the financial report. Casey informs the board that they received 101,178.00 dollars from the 5307 grant. Casey also reports overtime has gone down since the previous month.

-Richard Whitney moves to approve the operation and financial reports, Susan Metcalfe seconded. The motion carried.

**Old Business**

1. Job Description/Management

-Richard Whitney expresses his concern that the old job description spells out that the director is responsible for writing grants and the new job description lacks this specific information. Richard suggest we insert this line from old description to the new one under financial administration, insert reading

 “and administer all grants. Ensure that all reports and requests for payment are completed according to the granting agency’s schedules, requirements, regulations and guidelines.”

* Jim Lebeau moves to amend job description with the amendment above. Susan Metcalfe seconds. The motion carried.

 -Bentley Bender moves to approve the amended managing directors job description, Jim Lebeau seconded. The motion carried.

-Richard Whitney suggest the advertised job has a salary range of 5,000 below previous managing director’s ending salary and 5,000 above, with it saying salary determined by experience.

-Bentley Bender moves to allow Bill Jung the current Interim Managing Director post job description at his discretion with the amendment of the salary range. Jim Lebeau seconded. The motion carried.

**New Business**

1. Time Keeping System Error

-Casey Gunderson explains a time keeping system error that was reported by an employee. After further investigation by Casey Gunderson and Jimmy Leadingham there was in fact an error on how the time clock was rounding and calculating time. The setting was corrected on the time clock. JCMTD will have to go back two years to compensate employees for this mistake. Casey has set up a process of repaying employees in waves beginning with current employees and then moving forward with previous employees.

* Bentley Bender motioned to move the December board meeting from Thursday the 20th to Thursday the 13th due to holiday schedules. Jim Lebeau seconds. The motion carried.

**Executive Session**

-Bentley Bender moves to enter executive session with only board members and Rodney Worak from RMTD present at 18:38, Susan seconds. The motion carried.

Executive Session ended at 19:20 with no members of staff present and no business to approve.

**Adjourn**

November Board meeting adjourned at 19:20.