Minutes of December 13th ,2018 Board Meeting

Board Present Staff Present

Bentley Bender Jimmy Leadingham

Jim Lebeau Hannah Jones

Richard Whitney Casey Gunderson

Susan Metcalf

Frank Byrd

**Approval of November Minutes**

The motion to approve the November minutes was made by Jim Lebeau, seconded by

Susan Metcalf. The motion carried.

**Communications**

A. Public Comments

No members of the public were present.

**Managing Director Report**

-Bill Jung (Interim Director) delivered the Managing Director report during the Special Meeting on December 11th, 2018. No new information to report.

**Presentation of FY18 Draft Audited Financial Statements**

**-**Casey Gunderson informed the Board that the Statement was not ready to present due to questions we had for the auditors. Casey clarifies that this issue is questioned JCMTD has for the auditors not question the auditors have for JCMTD.

-This matter is to be moved to old business for the January Board Meeting.

**Operations and Financial Reports**

A. Operation Report

-Jimmy Leadingham delivered the operations report. Jimmy reports that invoice revenue and fairs collected is up for the month. Operating expenses and total expenses are down. Service miles were down for the month while total passenger trips and trips per vehicle hour are up. Operating cost per mile and average cost per mile are down.

-Susan Metcalf asks what the difference is between Average Cost Per Mile and Average Operating Cost Per Mile. Jimmy Leadingham did not have a clear answer and said he would get back with an answer quickly.

-Jimmy also mentions that the bus cameras previous purchased have been shipped.

-Jimmy mentions that he and Hannah have been conducting interviews and have found a few promising candidates pending background and drug screening.

-Susan informs Jimmy she is concerned with overtime but states its good he is looking to hire.

B. Financial Report

-Casey Gunderson delivered the financial report. Casey reports the board will see an increase in equipment cost due to the new printer that was purchased last month.

-Casey also mentions on the P&L concerning the 5311 Quarterly report to IDOT was an entry made to look different due to some reclassification that had to be done. Casey worked on the reclassification with Karen (RMTD).

-Jim Lebeau moves to approve the operation and financial reports, Frank Byrd seconded. The motion carried.

**Old Business**

A. Time Keeping System Error-Status

-Casey clarifies the problem recently discovered. ADP says the problem was the way JCMTD was entering the data and the way ADP was converting it. She shows examples to board members on how they can set up time intervals on the time clock and what they will look like at each pay period.

-Casey explains the total cost owed to employees from October 2017 through October 2018 is $630. Since the problem was brought to her attention, she has been watching the time very carefully.

-Bentley Bender states setting up the clock to the minute, so each employee is paid for every minute they worked exactly, would be more accurate.

-Rich Whitney said we need to do what is best for the district. However, the big issue is that employees have been underpaid in small amounts over time. Rich suggests we offer employees $100 each to render the issue and begin with a clean slate.

-Bentley Bender makes a motion that the board authorizes Casey Gunderson the Finance Manager to tender an offer to current employees of one hundred dollars as an adjustment to reflect underpayment due to a time keeping system error recently found as full and final payment. With a signed acknowledgement from employees that this fulfills JCMTD’s obligation. Frank Byrd seconded the motion. The motion carried.

**New Business**

1. Employee Handbook

-Hannah Jones explains that since the previous board meeting a binder with all policies pertaining to employees have been complied and placed in dispatch room, so employees have easier access to them until an official handbook is handed out.

-Hannah explains a draft has been started for the Employee Handbook and management will be working with Bill Jung (Interim Director) to update and/or clarify some polices and get a finalized handbook.

-Bentley Bender did ask if the handbook we hand out to employees will be in a binder or bound. Jimmy Leadingham replied that the handbooks would be bound.

B. Spending Limits

-Casey explains that in the Fiscal Department Handbook the Finance Manger’s spending limit is $300, the Assistant Operations Manager’s limit is $300, and the Operations Manger’s Limit is $3000 dollars. Casey proposes that the Finance Manger’s limit also is $3000 if for some chance the Operations Manager is gone, she can approve a large purchase if necessary.

-Susan Metcalf states if this is a policy change that needs to be voted on, they need a hard copy of what that change would look like. This issue will be put on Old Business for the January Board Meeting when a hard copy can be presented.

**Executive Session**

-The Board did not enter Executive Session since they covered everything in their Special Meeting on December 11th ,2018.

**Adjourn**

Susan Metcalf moved to adjourn the meeting at 18:22, Jim Lebeau seconded. The motion carried.