

The Board of Trustees of the Springfield Mass Transit District met in a regular session in the office of the Springfield Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:32 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:

Brian Brewer	Chairperson
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Jerry Doss	Trustee
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD for Finance and Administration
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Melissa Ashford	Superintendent of Access
Ruth Bellm	HR Manager
Steve Schoeffel	Service Planning & Marketing Specialist
Jason Sass	Associate Planner, SSCRPC
Raylene Grischow	Counsel (sitting in for Ed Gower)

Absent:

Shoun Reese	Grants & Procurements Manager
Ed Gower	Counsel
Pete Roberts	SCIL; ADA Advisory Committee
Linda Wheeland	Senior Planner, SSCRPC

II. Approval of Minutes

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the November 23, 2015 Regular Meeting, seconded by Leslie McCarthy. The motion unanimously passed.

III. Director Reports

Frank Squires, Managing Director, updated the board on RFPs for health care and ITS, asking for volunteers to assist with review of proposals. Group health proposals are due Feb. 9; ITS proposals are due April 19th. Brian Brewer asked for interested members to send an email to him or to Frank Squires.

SMTD won 1st place in the Springfield Jaycees Christmas Parade. Frank Squires also indicated Lee Seaborn will donate items to begin an SMTD history museum. Wynne Coplea suggested utilizing the museum as a media opportunity.

Diane Townsend, AMD for Finance and Administration, stated that both RFP documents can be downloaded from the District Web-site www.smtd.org under:

Business

Bid Information

Current Procurements

RFP2015-09 Group Health Insurance Broker Due February 9, 2016

RFP2015-10 Supply & Deployment of Intelligent Transportation
(IT) Systems April 19, 2016

IV. Reports

A. Approval of November Cash Disbursements

TABLED

B. Board Committee Reports: Finance-Operations-Administration

Finance: Jerry Doss commented that the investment report looked good.

Finance Director's Report:

- 1) The Accounting system has been set up for the Other Post-Employment Benefits for the Trust Fund. A financial statement for the Trust Fund will be included Monthly with the other Financial Statement beginning next month
- 2) The alternative fuel credit was retroactively reinstated for calendar 2015 through 2016. Good news for us. However, we will be required to submit pro forma restatements of the FY15 audit to IDOT next year.

Investment Report:

During November we transferred \$450,000 from II funds to the INB money market, and \$30,000 to LPL Financial portfolio. Illini Bank & Trust has agreed to increase collateral by \$500,000 and will transfer that amount from Illinois Funds to the Illini Money Market this week. We also have \$585,000 that should be transferred to the OPEB trust fund for the increase in FY15. That should be transferred in January.

Operations:

Earl Amos reported we just finished three large projects for regional maintenance, and property and equipment has been winterized.

Melissa Ashford stated Access is ready for winter. Access is exploring scheduling more ADA Trainings here for drivers that have not had that training. The training is through NTI. Frank Squires added that drivers will rotate coats out to add in some kind of reflective material to improve driver safety at night. Samples have been ordered. Sandra Douglas mentioned that seniors have commented that the Access drivers are very nice.

Angie Brooks stated that we are working on personnel issues, and hiring part time operators. Jerry Doss asked where we advertise for driver openings. Ruth Bellm noted that we post on our website, online sites, and the distribution list included in the EEO policy, but we have cut back on paid advertising due to a significant supply of applicants. We also have a lot of driver referrals. Wynne Coplea asked if SMTD has a Facebook or LinkedIn page. Frank Squires answered we have a Facebook page but not a LinkedIn page.

Administration: Karen Hasara noted there would be a Closed Meeting item

C. Planning Commission Report: Jason Sass had nothing new to report.

V. Public Comments. There were no public comments.

VI. New Business

A. Approval of Information Technology Cyber Security Policy

Diane Townsend stated the Cyber Security Policy was taken from a sample policy developed by the Illinois Secretary of State. There were several changes recommended by Tom Kavanagh from Nicoud Insurance that have been incorporated. The policy is referenced on page 66 of the IT RFP. "The contractor shall follow SMTD's IT Security Policies." The policy needs to be adopted by the Board.

Leslie McCarthy moved to approve the Information Technology Cyber Security Policy, seconded by Sandra Douglas. The motion passed unanimously.

VII. Closed Meeting

Karen Hasara moved to close the "open meeting" at 4:50 PM and to open a "closed meeting" for the purpose of discussing:

(1) The review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); AND (2) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a

complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)), seconded by Sue Davsko. The motion passed unanimously.

The Open meeting re-opened at 5:04 PM.

VIII. Additional New Business

A. Approval of November 23, 2015 Closed Meeting Minutes

A motion was made by Karen Hasara to approve the closed meeting minutes of November 23, 2015, seconded by Sue Davsko. The motion unanimously carried.

B. Disposition of Approved Closed Meeting Minutes

A motion was made by Sandra Douglas to approve the disposition of closed meeting minutes, seconded by Sue Davsko. The motion unanimously carried.

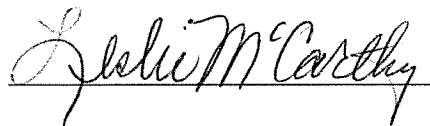
The board voted to release the August 24, 2015 and the September 28, 2015 closed meeting minutes and to have the July 28, 2015, October 26, 2015 and November 23, 2015 closed meeting minutes remain closed.

C. Approval of Personnel Changes regarding Accountant Salary

A motion was made by Karen Hasara to approve the Personnel Changes regarding accountant salary, seconded by Wynne Coplea. The motion unanimously carried.

IX. Adjournment

Wynne Coplea made a motion to adjourn the open meeting, seconded by Jerry Doss. The motion carried unanimously. The meeting was adjourned at approximately 5:06 PM.



Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson