

**CRIS Rural Mass Transit District  
CRMTD  
December 6, 2016  
2:30 pm  
At CRIS Healthy Aging Center**

**Bold items require action**

**1) Roll Call:** Present: Steve Gulick, Jayne Darby, Jerry Prideaux  
Absent: Ruby Bushue

**2) Approval of Minutes of August 11, 2016 meeting.**

Jayne Darby moved a motion that the minutes of August 11, 2016, be approved. Jerry Prideaux seconded the motion. All voted in favor and motion carried.

**3) Communications: Public Comment**

A. Board Member Comments

B. CEO Report

1. Quarterly Service Report-1st qtr – Board members received handout detailing rides provided in the 1<sup>st</sup> quarter.
2. New Board Member – David Wright’s name has been submitted to the Vermilion County Board as a new member.
3. Facility Update – Chuck Abraham was on speaker phone and explained the status and process for new facility. Step1 planning/technical study is still in the review process and Chuck is working to get us contract once approved by IDOT executive staff.

C. Correspondence

**4) Reports**

**A. Financial Reports as of 9/30/16** – Jerry Prideaux moved a motion to approve 9/30/16 financial reports. Jayne Darby seconded the motion. All voted in favor and motion carried.

**5) Unfinished Business**

**6) New Business – Bold items require action**

**A. Renewal Line of Credit** - Jerry Prideaux moved that line of credit in amount up to \$700,000 be renewed for a 1 year term. Jayne Darby seconded the motion. All voted in favor and motion carried.

**B. 2016 Holidays** – Jayne Darby moved a motion to Amend the 2016 holiday schedule and give staff Christmas Eve (12/23) and New Year’s Eve (12/30) off. Jerry Prideaux seconded the motion. All voted in favor and motion carried.

**C. 2017 Holiday Schedule** – Jayne Darby moved a motion to approve the 2017 Holiday Schedule as presented. Jerry Prideaux seconded the motion. All voted in favor and motion carried.

**D. Holiday Stipend**- Jayne Darby moved a motion for staff to receive the same amount as last year. Jerry Prideaux seconded the motion. All voted in favor and motion carried.

**E. Communication Assistant Transfer Benefit Time**- Jerry Prideaux moved a motion for Communication Assistant to begin with 17.67 vacation days and 26.50 sick days with position becoming full time as of 12/1. Jayne Darby seconded the motion. All voted in favor and motion carried.

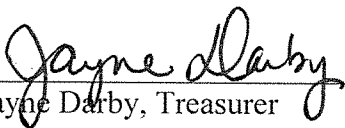
**F. Organizational Chart-** Jayne Darby moved a motion to approve the Organizational Chart as presented. Jerry Prideaux seconded the motion. All voted in favor and motion carried.


**G. Bids – Office, Accounting Software, Office Furniture, Computers, Building Lease-** Jerry Prideaux moved a motion once Administration has received concurrence form IDOT on bid amount and process, Amy is authorized to enter into a contract and spend dollars. Jayne Darby seconded the motion. All voted in favor and motion carried.

H. Next Meeting - 2/9/17

**7) Adjournment**

Jerry Prideaux moved a motion to adjourn meeting. Jayne Darby seconded the motion. All voted in favor and motion carried.

  
Jayne Darby, Treasurer

  
Date