

CRIS Rural Mass Transit

Special Board meeting of the Board of Directors  
309 N Franklin St Danville IL 61832 in Large office

January 19, 2022

1) Role Call:

Present -Steve Gulick, Frank Young, David Wright

Absent – Bill Faulstich and Robert McIntire

- 2) Minutes – deferred to next board meeting
- 3) Resignation of Amy Brown update – The Board of Directors regrettably accepted the resignation letter of Amy Susan Brown.
- 4) Recommendation of CEO – Steve Gulick reported that the CEO position was posted on the website [www.ruraltransits.org](http://www.ruraltransits.org) for 5 days. Steve reported that he and Frank interviewed at length Nicole Dowling and would like to recommend her as the future CEO of CRIS Rural Mass Transit. Steve and Frank worked with Amy to put together an offer letter outlining her benefits and pay scale and presented it to the Board for review. (Letter becomes part of these minutes as an official attachment).

A few items that were important to the board and were discussed at length.

- a) The board will be moving the holiday schedule for future employees to a municipal holiday schedule and set the example that specified the CEO's holidays would match the City of Danville.
- b) The vacation schedule matches the last adopted vacation schedule by the district
- c) The CEO is an Exempt employee, her hours would cover a minimum of 8 hours a day plus an hour break for lunch, intending a 9 hour spread as coverage early and late are necessary on any business day.
- d) The CEO is responsible for oversight of the district during all business hours of operation.
- e) The new schedule for the CEO is intentional expanded to emphasized need for moving supervision of Transit Safety Officer and Logistics Coordinator to CEO as well as emphasizing the CEO's expectation to acquire and expand the private contracts for CRIS Rural Mass District.
- f) It is expected that the CFO continue to supervise the Transit Safety Officer and Logistics Coordinator along side the CEO until all agree that the CEO is trained to sufficiency to take on that full responsibility.

***David Wright moved the motion to hire Nicole Dowling and presenting to her the letter presented at the Board meeting as her official terms Frank Young seconded the motion. All voted in favor. Motion carried.***

- 5) Discussion on holiday schedule – The board deferred the discussion of holiday schedule changes until the next board meeting.
- 6) Benefit Merge for current CEO and CFO – The board discussed the need to simplify the benefits pay quarterly allowance for the CEO and CFO.
- 7) **Frank Young moved a motion to merge quarterly benefit payout with the salary of Kathy Cooksey and Amy Brown. Amy will transfer the rest of Kathy's benefits into a letter that is retained in her HR file and will clarify Kathy's ongoing benefit schedule. Amy's additional contract benefits will dissolve at her resignation. The board established this is effective January 1, 2022 and clarified that the quarterly benefits are designated for the upcoming quarter. Amy will transfer the rest of Kathy's benefits into a letter that is retained in her HR file and will clarify Kathy's ongoing benefit schedule. Amy's additional contract benefits will dissolve for the CEO at her resignation.**

**David Wright seconded the motion. All voted in favor. Motion carried.**

Next meeting date: February 3, 2022

Signed: Secretary David Wright \_\_\_\_\_ Date \_\_\_\_\_

See attachment: Employment offer letter CEO Nicole Dowling