

Clinton Area Transit System
Board of Directors Meeting
MINUTES

In-Person

Date: Wednesday, November 15, 2023 – 6:00 PM

Location: Clinton Transit Administration Building – Northwest Entrance
215 N. Scott Rd., St. Johns, MI 48879

I. Call to Order – **6:00 p.m. by Board Chair.**

II. Pledge

III. Roll Call

Board Member Attendance

Name	Attendance
Gail Watkins – Chairperson	Present
Dan Skorich – Vice Chairperson	Present
Zach Rudat – Board Member	Present
Jack Phillips – Board Member	Present
Josephine Smith – Board Member	Present
Deb Shaughnessy – Board Member	Present
Patrick McPharlin – Board Member	Absent

Others Present:

1. MaLissa Schutt – *Clinton Area Transit System Executive Director*
2. David Pohl – *Clinton County Board of Commissioner Representative*

IV. Public Comment (Limited to 3 minutes) – **None**

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- V. Review/Approval of Agenda
- **Motion by Deb Shaughnessy, Support by Zach Rudat to approve the November 15, 2023, Agenda as presented – Yes all – Motion carried.**
- VI. Approval of October 26, 2023 Meeting Minutes.
- **Motion by Jack Phillips, Support by Josephine Smith to approve the October 26, 2023, meeting minutes as presented. – Yes all – Motion carried.**
- VII. Financial Statement for October 2023 – Executive Director
- **Motion by Zach Rudat, Support by Jack Phillips to receive and place on file the Financial Statements for October 2023 as presented - Yes all – Motion carried.**
- VIII. Approval of October 2023 Payables – Executive Director
- Accounts Payable - \$ 221,265.39
- Payroll - \$ 100,867.75
- **Motion by Deb Shaughnessy, Support by Jack Phillips to approve payroll and payables for October 2023 as presented – Yes all – Motion carried.**
- IX. **Reports** – Board Chairperson, Executive Director and Operations Manager
- X. **Informational Items** – **None**
- XI. **Old Business** - **None**

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XII. New Business –

A. Proposed Motion: That the Clinton Area Transit System Board of Directors move to a Closed Session pursuant to Section 8(a) of the Open Meetings Act 267 of 1976, to discuss the performance review of the Executive Director.

➤ **Motion by Deb Shaughnessy, Support by Zach Rudat to move to Closed Session pursuant to Section 8(a) of the Open Meetings Act 267 of 1976, to discuss the performance review of the Executive Director.**

Roll Call Vote:

Name	Vote
Dan Skorich – Vice Chairperson	Yes
Zach Rudat – Board Member	Yes
Jack Phillips – Board Member	Yes
Josephine Smith – Board Member	Yes
Deb Shaughnessy – Board Member	Yes
Gail Watkins – Chairperson	Yes

Yes All – Moved to Closed Session at 7:02 p.m.

B. Proposed Motion: That the Clinton Area Transit System Board of Directors propose and approve annual salary increase for the Executive Director, effective January 1, 2024.

➤ **Motion by Jack Phillips, Support by Deb Shaughnessy to approve annual salary increase for the Executive Director, effective January 1, 2024. – Yes All – Motion carried.**

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- C. Proposed Motion: That the Clinton Area Transit System Board of Directors propose and approve a one-time supplemental payment for current team members employed during FY2023.

➤ **Motion by Deb Shaughnessy, Support by Zach Rudat to approve a one-time supplemental payment for current team members employed during FY2023.**

Roll Call Vote:

Name	Vote
Dan Skorich – Vice Chairperson	Yes
Zach Rudat – Board Member	Yes
Jack Phillips – Board Member	Yes
Josephine Smith – Board Member	Yes
Deb Shaughnessy – Board Member	Yes
Gail Watkins – Chairperson	Yes

Yes All – Motion carried.

XIII. County Commissioner Liaison – None

XIV. Board Member Comments – None

XV. Adjournment – 7:50 p.m.

➤ **Motion by Dan Skorich, Support by Zach Rudat to adjourn – Yes all – Motion carried.**

Next Meeting Day/dates: Wednesday, December 20, 2023 @ 6:00 p.m.
Thursday, January 25, 2024 @ 6:00 p.m.**