

**Clinton Area Transit System**  
**Board of Directors Meeting**  
**MINUTES**

**In-Person**

**Date:** Wednesday, December 20, 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**

<b>Name</b>	<b>Attendance</b>
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	Present

**Others Present:**

1. MaLissa Schutt – *Clinton Area Transit System Executive Director*
2. Ty Piontek – *Clinton Area Transit System Operations Manager*
3. Barbie Heibeck – *Clinton Area Transit System Finance Manager*
4. Fran Beres – *Clinton Area Transit System Executive Office Assistant*
5. David Pohl – *Clinton County Board of Commissioner Representative*

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- IV.** Public Comment (Limited to 3 minutes) – **None**
- V.** Review/Approval of Agenda
- **Motion by Josephine Smith, Support by Patrick McPharlin to approve the December 20, 2023, Agenda as presented – Yes all – Motion carried.**
- VI.** Approval of November 15, 2023 Meeting Minutes.
- **Motion by Jack Phillips, Support by Zach Rudat to approve the November 15, 2023, meeting minutes as presented. – Yes all – Motion carried.**
- VII.** Approval of November 15, 2023 Closed Session Meeting Minutes
- **Motion by Deb Shaughnessy, Support by Josephine Smith to approve the November 15, 2023 closed session meeting minutes as presented. – Yes all – Motion carried.**
- VIII.** Financial Statement for November 2023 – Finance Manager
- **Motion by Zach Rudat, Support by Jack Phillips to receive and place on file the Financial Statements for November 2023 as presented - Yes all – Motion carried.**
- IX.** Approval of November 2023 Payables – Finance Manager
- Accounts Payable - \$ 240,609.50
- Payroll - \$ 186,145.98
- (Includes 3 payrolls and a one-time employee supplemental payment)
- **Motion by Deb Shaughnessy, Support by Zach Rudat to approve payroll and payables for November 2023 as presented – Yes all – Motion carried.**
- X. Reports** – Board Chairperson, Executive Director and Operations Manager

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**XI. Informational Items –**

- A. Board member quarterly expense sheet (fillable pdf) – Fran
- B. Introduction to Boardable - Fran

**XII. Old Business - None**

**XIII. New Business –**

- A. Proposed Motion: That the Clinton Area Transit System Board of Directors approve the contract amendment for the Executive Director, effective January 1, 2024.
  - **Motion by Deb Shaughnessy, Support by Josephine Smith to approve the contract amendment for the Executive Director, effective January 1, 2024. – Yes all – Motion carried.**

**XIV. County Commissioner Liaison – None**

**XV. Board Member Comments – None**

**XVI. Adjournment – 7:55 p.m.**

- **Motion by Zach Rudat, Support by Patrick McPharlin to adjourn – Yes all – Motion carried.**

**Next Meeting Day/dates:    Thursday, January 25, 2024 @ 6:00 p.m.**  
**Thursday, February 22, 2024 @ 6:00 p.m.**