

# MRTD Board Meeting

Monroe Randolph Transit District  
February 27, 2025, 9:00 AM  
MRTD Admin Office – 1320 Melmar Dr

1. **OPENING** – Peter Hertzling, President
2. **CALL TO ORDER**
3. **MINUTES PREVIOUS MEETING \***
4. **PUBLIC COMMENT**
5. **FINANCE REPORT \***
  - Cash on Hand
  - Profit/Loss
6. **COMMUNITY RELATIONS REPORT**
7. **DIRECTOR’S REPORT**
  - Updates
8. **OLD BUSINESS**
  - None
9. **NEW BUSINESS**
  - FY26 5311 Application Documents
  - Board Resolution**
  - Ordinance**
  - Special Warranty**
  - Policies
    - Personnel Policy Updates**
      - **X. PENSION BENEFIT**
      - **XIV. EMPLOYEE BENEFITS -**  
earned time off at termination
      - **XX. ACCIDENTS/INJURIES**
    - Part Time Paid Time Off Update**
    - Work-Related Injury/Workers’**  
**Compensation Benefit**
  - FY24 Financial Audit
10. **STRATEGIC PLAN FOLLOW-UP REPORT**
11. **EXECUTIVE SESSION**
  - None
12. **DATES OF NEXT MEETINGS –**
  - March 27, 2025
13. **ANNOUNCEMENTS**
14. **ADJOURNMENT**

**2025 Meeting Dates:**

<del>Jan 23</del>	Feb 27	Mar 27	Apr 24	May 22	June 26
July 24	Aug 28	Sept 25	Oct 23	Dec 11 (combined Nov/Dec)	

## **MRTD Board Meeting**

01/24/2025

The meeting was called to order at 9:05am by President Peter Hertzinger. Additional members in attendance were Donna Janneke, Melanie Johnson, and Susan Harbaugh. Absent members were Sarah Craig and Cyndy Tabing. Employees in attendance were Executive Director Jessica Gentry Schlimme, Mark Beare, Angela Craig, and Don Jones.

The minutes of the previous meeting were discussed. Donna made a motion to approve the minutes as presented, and Susan seconded the motion. The motion passed unanimously.

No one was present for public comment.

Angela Craig presented the financial report. Current cash on hand and an annual P&L were submitted, as well as a summary of an annual forecast and grant requests to date. Susan made a motion and Donna seconded to approve the finance report as presented. It was approved unanimously.

Mark presented the Community Relations Report. He discussed his latest efforts for community education and outreach, including St. John's in Chester, and the distribution of information to local food pantries. He also discussed the materials he has prepared and distributed regarding the new Medicaid/Managed Care options we can now provide with the relationship with MTM.

In the Director's report, Jessica presented ridership data for this fiscal year. Her presentation included new reports from TripMaster that break down ridership by purpose and funding source. Jessica discussed how we are working to gather more detail on every trip so that we can better understand our ridership patterns and needs. She updated the board regarding the facility project as well as the route study. At this time, MRTD has a contract with Transystems, and will submit it to IDOT for review.

There was nothing to discuss in Old Business.

In New Business, Jessica presented a new FOIA request policy. This policy provides guidance as to how MRTD will respond to any FOIA requests received, and is compliant with all regulations. There was a change recommended to the wording on how fees would be charged – after 50 pages of copy. Melanie made a motion to approve the policy as amended. Susan seconded the motion, and it passed unanimously.

The Board reviewed the strategic plan that was created several years ago. Those notes will be summarized in a separate report, and presented to the board at the February meeting.

The next meeting is February 27, 2025.

Susan made a motion to adjourn the meeting, and Donna seconded. The meeting was adjourned at 10:15 am.

Prepared By:

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Submitted by:

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# Monroe Randolph Transit District Financial Report - February

## **CASH ON HAND:**

Cash position as of 2/24/2025

State Bank of Waterloo	99,231.57
Sparta Banking Center	271,501.40
	<u>\$370,732.97</u>
Balance on LOC	\$0.00
Balance of note payable	\$0.00
<b>Requested Amounts outstanding:</b>	<b>\$90,000.00</b>
Operating	\$62,000.00
Capital Requests	\$0.00

## **GRANT REPORTING:**

Total value of DOAP Contract	1,099,118
Requests to date	486,324
Total value of 5311 Contract	170,279
Requests to date	170,279

**Monroe Randolph Transit District**

**Profit & Loss**

July 2024 through January 2025

	Jul '24 - Jan 25	Jul '23 - Jan 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Capital Grant Income	415,958.50	9,597.10
CARES Income	0.00	173,999.41
Federal Cash Grants and Reimb	170,279.00	159,187.17
Go Local	12,393.00	14,122.00
Medicaid Income	10,988.07	15,422.95
Non-Transportation Revenues	0.00	1,300.00
Passenger Fares	40,689.00	44,373.07
Purchased Transportation Agree.	29,819.51	21,328.15
Refunds/Credits	0.00	0.00
Special Transit Fares	-20.00	-110.00
State Cash Grants and Reimb	504,091.63	147,752.55
Ticket Sales	1,740.00	1,110.00
<b>Total Income</b>	<b>1,185,938.71</b>	<b>588,082.40</b>
<b>Gross Profit</b>	<b>1,185,938.71</b>	<b>588,082.40</b>
<b>Expense</b>		
*Payroll Expenses	0.00	3,483.80
<b>5010 Labor</b>		
Admin Salaries and Wages	130,432.68	165,875.71
Operators' Paid Absences	17,294.37	0.00
Operators' Salaries and Wages	150,657.49	151,334.92
Other Paid Absences	10,273.80	0.00
Other Salaries & Wages	68,631.71	24,196.79
<b>Total 5010 Labor</b>	<b>377,290.05</b>	<b>341,407.42</b>
<b>5015 Fringe Benefit</b>		
<b>FICA</b>		
Payroll Tax Expenses	817.48	0.00
FICA - Other	30,127.79	0.00
<b>Total FICA</b>	<b>30,945.27</b>	<b>0.00</b>
Health Insurance	25,471.42	22,544.32
Other Fringe Benefits	769.35	2,960.95
Payroll Taxes	50.00	-1,568.02
Pension Plans	51,379.14	3,905.11
Sick Leave	0.00	607.51
State Unemployment	684.65	0.00
Training	0.00	1,380.00
Vacation	0.00	53.63
Worker's Compensation	8,810.00	11,455.87
5015 Fringe Benefit - Other	0.00	111.00
<b>Total 5015 Fringe Benefit</b>	<b>118,109.83</b>	<b>41,450.37</b>
<b>5020 Services</b>		
Accounting Services	366.00	0.00
Building Repair and Maintenance	38.97	0.00
Driver Requirements	850.25	0.00
Legal	1,099.00	0.00
New Hire Expenses	687.35	0.00
Office Equipment Maintenance	18.90	0.00
Professional Services	5,012.57	0.00
Software	10,549.63	0.00
5020 Services - Other	0.00	17,907.85
<b>Total 5020 Services</b>	<b>18,622.67</b>	<b>17,907.85</b>
50209 Sick Leave	0.00	5,410.53
50211 Vacation	0.00	2,683.56
50212 Other Paid Leave	0.00	3,855.05
50216 Training	0.00	3,248.00
<b>5030 Materials and Supplies</b>		
Fuel and Lubricants	58,545.72	44,525.48

## Monroe Randolph Transit District

## Profit &amp; Loss

02/24/25

July 2024 through January 2025

Accrual Basis

	Jul '24 - Jan 25	Jul '23 - Jan 24
<b>Other Materials &amp; Supplies OP</b>		
Driver/Vehicle Supplies	1,735.00	0.00
Office Supplies	1,277.77	0.00
Vehicle Repairs	52,421.49	17,990.97
Other Materials & Supplies OP - Other	240.77	35,787.02
<b>Total Other Materials &amp; Supplies OP</b>	55,675.03	53,777.99
<b>Tires and Tubes</b>	3,797.63	1,699.37
<b>Total 5030 Materials and Supplies</b>	118,018.38	100,002.84
<b>5040 Utilities</b>		
Other Utilities	2,309.27	2,846.76
Telephone-Admin	1,981.82	1,749.32
Telephone-Operator	5,363.38	4,488.81
5040 Utilities - Other	2,573.95	2,643.56
<b>Total 5040 Utilities</b>	12,228.42	11,728.45
<b>5050 Casualty &amp; Liability</b>		
Liability and Property	24,823.94	10,101.00
Other Corp Ins.	0.00	9,426.94
Physical Damage Insurance	46,738.06	29,640.31
<b>Total 5050 Casualty &amp; Liability</b>	71,562.00	49,168.25
<b>5090 Miscellaneous Expenses</b>		
Advertising/Promotion Media		
Logo items for Operations	2,360.00	0.00
Newspaper Ads	2,643.20	0.00
Print Materials/postage for	9.50	0.00
Promotional Items	1,214.16	0.00
Advertising/Promotion Media - Other	659.53	20,191.44
<b>Total Advertising/Promotion Media</b>	6,886.39	20,191.44
Dues and Subscriptions	1,454.21	6,046.03
Interest Expense	3,775.32	331.91
Other Misc.	0.00	198.00
Other Miscellaneous Expenses	0.00	3,295.98
Travel and Meetings	745.27	3,297.89
<b>Total 5090 Miscellaneous Expenses</b>	12,861.19	33,361.25
<b>5220 Operating Lease Expenses</b>		
Copy Machine Rental Admin	1,535.45	0.00
Leases and Rentals	6,908.14	5,137.06
Rent Admin Offices	11,055.00	13,570.97
<b>Total 5220 Operating Lease Expenses</b>	19,498.59	18,708.03
<b>Materials and Supplies Consumed</b>	0.00	2,366.03
<b>Other Paid Leave</b>	0.00	948.77
<b>Other Salaries &amp; Wages</b>	0.00	7,049.16
<b>Other Services</b>	0.00	453.40
<b>Payroll Expenses</b>		
Company Contributions		
Health Insurance	0.00	3,636.71
Retirement	0.00	2,824.70
<b>Total Company Contributions</b>	0.00	6,461.41
Taxes	0.00	27,731.98
<b>Total Payroll Expenses</b>	0.00	34,193.39

11:45 AM

# Monroe Randolph Transit District

## Profit & Loss

02/24/25

July 2024 through January 2025

Accrual Basis

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	Jul '24 - Jan 25	Jul '23 - Jan 24
Services	0.00	145.00
Total Expense	748,191.13	677,571.15
Net Ordinary Income	437,747.58	-89,488.75
Net Income	<b>437,747.58</b>	<b>-89,488.75</b>

Monroe Randolph Transit District  
1320 Melmar Dr, Sparta, IL 62286

Subject: Part Time Paid Time Off

EFFECTIVE DATE: 1/1/2024

APPROVED BY: MRTD Board of Directors

APPROVAL DATE: 2/27/25 MODIFIES: 12/28/23

### Purpose

To comply with the Illinois Paid Leave for All Workers Act set to take effect January 1, 2024. The purpose of this Act is to ensure that nearly all Illinois employees may earn up to 40 hours of paid time off per year, to be used for any purpose. The MRTD Personnel Policy provides a paid time off schedule more generous than the minimum requirements of the Act for all full-time employees. This policy will ensure part-time employees also receive paid time off benefits.

### Definitions

“Part Time” refers to any employee scheduled or expected to work less than 30 hours per week.

### Accrual and Use

Part time employees shall accrue paid time off in the following way:

Part Time Employee hours are tracked per pay period

Every 40 hours worked result in one hour of paid time off, up to 40 hours

After 90 days of employment, accrued paid time off may be used at any time determined by the part time employee, at the minimum of 2 hours per use, then in one hour increments beyond the first two hours. Paid time off may not be approved if attendance is considered an operational necessity.

### Unused Accrued Time Off

Near the end of the calendar year, eligible employees will be given the option to either receive a payout of their accrued paid time off (payable on the last payroll of the calendar year) OR carry it over to the next calendar year. ~~Any unused accrued time off remaining at the end of the calendar year may be carried over to the next calendar year. However, e~~Employees may only use up to 40 hours of paid time off during any 12 month period from the date of employment, or date of policy effective date, whichever applies. Unused time at separation of employment will not be paid out as a benefit. Employees returning within 12 months of separation will have any previous banked hours of paid time off reinstated. (Paid Leave Payout Agreement attached.)



# Paid Leave Payout Agreement

This is an agreement between:

**Monroe Randolph Transit District** (Employer); and

\_\_\_\_\_ (Employee)

## **Purpose:**

We're putting this agreement in place to explain how unused paid leave hours from the Paid Leave for All Workers Act will be handled at the end of the year.

## **What is Paid Leave?**

Paid leave refers to the hours you've earned for paid time off. You can get paid for unused paid leave hours at the end of the year if:

1. You have unused hours left.
2. You're eligible for paid leave under the Paid Leave for All Workers Act.

## **How Does the Payout Work?**

At the end of the year:

1. We'll figure out how many paid leave hours you have left.
2. The unused hours will be paid out to you in your final paycheck for the year.
3. The payout will be based on your current hourly wage, and any taxes or other deductions will be taken out.

## **Anything We Need to Know About Limits?**

- The payout of paid leave hours will follow the Paid Leave for All Workers Act and company policy, so if there are any limits on how much can be paid out, we'll make sure they're followed.
- If you don't use your paid leave, it usually carries over into the next year, as allowed by law.

## **Tax Stuff**

Your payout will be subject to taxes, just like regular earnings. This means things like income tax and Social Security deductions will apply.

## **What About Future Leave?**

Getting paid out for unused leave at the end of the year doesn't affect your paid leave for the following year—you'll still earn your regular leave hours.

## **Changes to This Agreement**

If we need to update this agreement for any reason, we'll let you know in advance.

## **Governing Law**

This agreement follows the Paid Leave for All Workers Act and the local laws where our business is based.

**Agreement to Payout Balance:**

By signing this agreement, you agree that any unused paid leave balance will be paid out at the end of the year, as outlined above.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

No, please carryover my unused balance to next year.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employer Representative Name:** \_\_\_\_\_

**Employer Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Monroe Randolph Transit District

1320 Melmar Dr, Sparta, IL 62286

Subject: Work-Related Injury/Workers' Compensation Benefit

EFFECTIVE DATE: 2/27/25

APPROVED BY: MRTD Board of Directors

APPROVAL DATE: 2/27/25

**Purpose:**

This policy outlines the payment practices for employees who are on Workers' Compensation, ensuring compliance with applicable laws and maintaining clarity regarding compensation during a period of injury or illness covered by Workers' Compensation benefits. This policy applies to all employees who are injured or become ill while performing work-related duties and are eligible to receive Workers' Compensation benefits.

**1. Eligibility for Workers' Compensation Benefits**

Employees are eligible for Workers' Compensation benefits if they sustain an injury or illness that arises out of and in the course of their employment in accordance with the provisions of the Illinois Workers' Compensation and Occupational Diseases Acts. Workers' Compensation is designed to provide medical benefits, wage replacement, and rehabilitation services as needed.

**2. Reporting an Injury or Illness**

Employees must immediately report any work-related injury or illness to their supervisor. As soon as practically possible, the employee will need to complete the Employees' First Report of Injury/Illness Form. Failure to promptly report an injury may result in delayed benefits and impact the compensation process.

Supervisors will need to file both the Employee's report as well as a Supervisor's Investigation report with the Human Resources officer.

**3. Payment of Wages While on Workers' Compensation**

Employees on Workers' Compensation are generally entitled to receive compensation based on the statutory benefits outlined in Illinois' Workers' Compensation laws. This may include:

- **Temporary Disability Benefits:**

If an employee is temporarily unable to work due to a work-related injury, they may receive temporary disability benefits, which are a percentage of their regular wage, depending on the applicable state or jurisdiction. These benefits are paid directly through the Workers' Compensation insurance carrier.

- **Paid Time Off (PTO) Usage:**  
Employees may choose to use accrued PTO or sick leave in addition to Workers' Compensation benefits to maintain their regular earnings during their time off work.

#### **4. Payment Schedule**

- **Workers' Compensation Benefits:**  
Payments from Workers' Compensation may be paid on a bi-weekly, weekly, or monthly basis, depending on the insurer's practices and applicable state laws.
- **Company Supplement (if applicable):**  
Any additional company-provided wage supplements will be paid according to the company's regular payroll schedule.

#### **5. Return-to-Work and Transitional Work**

Employees who are able to return to work but are restricted by medical limitations may be offered transitional or modified work duties as available, in accordance with the doctor's recommendations. The availability of modified duties will be determined by the job duties of the employee (their hired position). In some cases, modified duties may not be available. Payment for such work will follow the regular company pay schedule. Employees on modified duty will continue to receive Workers' Compensation benefits for any remaining time lost due to injury. Before returning to work from a leave of absence, the employee must provide MRTD with a physical copy of the physician's release to return to work signed by the physician with the date of return and restrictions, if any.

#### **6. Duration of Payment**

- **Temporary Disability Benefits:**  
Temporary disability benefits will continue as long as the employee is medically unable to return to full work duties, subject to statutory limits and medical evaluations, and determined by the Workers' Compensation benefits provider. The company may require periodic medical updates to assess the employee's recovery progress.
- **Permanent Disability Benefits:**  
If the employee is deemed to have a permanent disability that prevents them from returning to work, permanent disability benefits may apply as outlined by Workers' Compensation laws. The employee will be informed about their rights to file for permanent disability and any associated benefits.

#### **7. Coordination with Other Benefits**

Workers' Compensation benefits are generally designed to cover medical expenses and a portion of lost wages. The employee's health insurance, disability insurance, or other benefits may coordinate with Workers' Compensation as necessary to ensure coverage for medical expenses.

- **Health Insurance:**

The employee's health insurance will continue to operate as normal, with the employee responsible for regular premium payments.

- **Other Deductions:**

If the employee is off payroll for an entire payroll period, he or she is responsible for any payroll deductions which would normally be taken (insurance, etc.). The employee will be billed directly for insurance deductions which are normally payroll-deducted, if necessary.

- **Other Insurance/Benefits (PLEASE NOTE):**

Employees are responsible for understanding how Workers' Compensation benefits interact with other benefits (e.g., short-term disability, long-term disability) and should notify HR of any potential conflicts.

## **8. Communication and Record Keeping**

- **Employee Responsibilities:**

Employees are responsible for keeping HR and their supervisors updated on their condition, medical appointments, and expected return-to-work date. Employees must also provide relevant medical documentation as requested by the company or Workers' Compensation carrier.

- **Company Responsibilities:**

The company will maintain accurate records regarding the employee's Workers' Compensation claim, benefits paid, and communication with the insurance provider. The company will keep employees informed about the status of their claim and any updates regarding payment.

## **9. Compliance with Applicable Laws**

This policy is designed to comply with all applicable local, state, and federal Workers' Compensation laws. If any section of this policy conflicts with legal requirements, the legal requirements will take precedence.

## **10. Policy Changes**

The company reserves the right to modify or amend this policy at any time in compliance with applicable laws or organizational needs. Any changes will be communicated to affected employees.

## Employees' First Report of Injury/Illness Form

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

I am reporting a work-related:  Injury  Illness

Date of Injury/Illness:  Time of Injury/Illness:

Names of Witnesses (if any):

Nature of the injury. Describe in detail.

Describe fully how the accident happened. Provide as much detail as possible.

Was medical treatment necessary?  Yes  No

If Yes, name of hospital/physician:

Date of Visit:  Time of Visit:

EMPLOYEE SIGNATURE

DATE

<input type="text"/>	<input type="text"/>
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## Supervisor's Investigation Report

Name of injured person: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Injury/Illness:

Time of Injury/Illness:

Nature of the injury:  
\_\_\_\_\_  
\_\_\_\_\_

Describe the event. Include as much detail as possible.

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Names of witnesses. Attach statements, if applicable.
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Are there policies related to the duties being performed at the time of the incident?     Yes     No

Were those policies being followed? If no, explain.

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Was medical treatment necessary?     Yes     No

SUPERVISOR SIGNATURE	DATE
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