

Benzie Transportation Authority
Regular Board Meeting
February 20, 2014

APPROVED MARCH 5, 2014

A regular meeting of the Benzie Transportation Authority was held on Thursday, February 20, 2014 at the Benzie Bus Station (media room) at 12:00 p.m.

Members Present: Beverly Holbrook, Ingemar Johansson, Joshua Stoltz, Kelly Thayer, Joann Worden-Morrell, John Nuske, Amy Herczak, Jessica Carland, and Roger Griner (non-voting)

Members Absent: Roger Thompson-excused

Staff Present: Chad Hollenbeck, Interim Executive Director, Karin Miner, Dispatch Supervisor & Jennifer Kolinske, Finance & H.R. Manager

Guests: None

Chairperson Beverly Holbrook called the meeting to order at 12:05 p.m.

Welcome and introduction of new board members Amy & Jessica.

Amendments/Changes to Agenda: Add c. 2014 Annual Meeting under Old Business.

Approval of Agenda: *Motion* by Ingemar and supported by Josh to approve the agenda as amended. All ayes, *motion carried*.

Approval of January 16, 2014 Board Meeting Minutes: *Motion* by Amy and supported by Josh to approve the January 16, 2014 regular board meeting minutes as presented. All ayes, *motion carried*

Approval of January 9, 2014 Closed Session Board Meeting Minutes: *Motion* by Ingemar and supported by Joann to approve the January 9, 2014 closed session board meeting minutes as presented. All ayes, *motion carried*

Public Comment: NONE

Management Reports - Chad Hollenbeck – review of report provided in packet, discussed tribal grant deadlines, update on needs study grant.

Financial Reports: - Jennifer Kolinske – Brief review given of January 2014 financials. We continue to be under budget in our wage and fuel line items due to having vacancies for two staff positions and less fuel consumption compared to last year. This is helping off set line items we are over budget on such as plowing (under service expense 50399) & miscellaneous expense (50999) our attorney fees. Our line of credit was paid off on February 7, 2014. State Savings checking account was closed on February 7, 2014 due to inactivity. This account is no longer needed since we moved the line of credit last fall from State Savings Bank to Honor Bank.

Standing Committee Reports & Action Items:

- A. **Budget and Performance Monitoring** – Beverly Holbrook – Committee reviewed the 2015 Annual Budget & January 2014 financials.

Motion by Ingemar and supported by Joann to approve the November 12, 2013 Joint Budget, Personnel and Policy Committee meeting minutes as amended. All ayes, *motion carried*.

- B. **Building, Buses, and Energy** – John Nuske - no meeting

- C. **Communications and External Relations** – Josh Stoltz – RFP for needs study grant revisions were made. Review of election timeline. Updates to brochures. Letter to the staff with an update on the Executive Director search.

- D. **Personnel and Policy** – Ingemar Johansson -

1. Approve External Vehicle Maintenance Policy - *Motion* by Ingemar and supported by Joann to approve the External Vehicle Maintenance Policy as amended. All ayes, *motion carried*.

2. Approve Title VI Plan Policy - *Motion* by Ingemar and supported by Amy to approve the Title VI Plan Policy as presented. All ayes, *motion carried*.

Motion by Ingemar and supported by Amy to remove the Board Secretary Initials field from all polices approved in the future. All ayes, *motion carried*.

3. Approve Insurance Benefits (Disability, Life, AD&D) - *Motion* by Ingemar to replace the Disability, Life and AD & D Insurance Policy with the Insurance Benefits policy. *Motion* was withdrawn. *Motion* by John and supported by Ingemar to remove the Disability Life and AD & D Insurance Policy and replace it with an insurance benefits document that will become part of the employee handbook. All ayes, *motion carried*.

4. **Other Policies** – remaining policies in packet need to be reviewed by board members and discussed at the March 2014 regular board meeting.

- E. **Executive** – Beverly Holbrook – informed the board that we received a letter from an attorney regarding Sue Miller that has been forwarded to Chris Cooke.

Old Business:

- a. **Audio Recorded Meetings** – Tabled till next meeting
- b. **Update on litigation** – settlement signed document on January 28, 2014
- c. **2014 Annual meeting** – Annual meeting date is April 17, 2014 at Platte River Inn, lunch at 11:30 a.m. meeting to follow.

New Business:

A. Annual Meeting Dates (set dates through the end of the calendar year) – Tabled till next month

B. Annual Application

- 1. Approve 2015 Resolution of Intent – Motion** by John and supported by Joann to approve the 2015 Resolution of Intent. Roll Call Vote: Ingemar - yes, Kelly - yes, Amy - yes, John - yes, Jessica - yes, Josh - yes, Joann - yes, Beverly – yes. Total eight yes, zero no, ***motion carried.***
- 2. Approve 2015 Annual Budget – Motion** by Amy and supported by Josh to approve the 2015 annual budget Roll Call Vote: Joann- yes, Josh - yes, John - yes, Jessica - yes, Amy - yes, Kelly - yes, Ingemar - yes, Beverly – yes. Total eight yes, zero no, ***motion carried.***

Roger Griner left the meeting at 1:50 p.m.

Interim Executive Director Contract – Expires on March 10, 2014. Motion by John and supported by Ingemar to extend the current Interim E.D. contract to on or before April 18, 2014. All ayes, ***motion carried.***

Meeting adjourned at 2:03 p.m. for a break.

Meeting resumed at 2:17 p.m.

Amy left the meeting at 2:55 p.m.

Review Executive Director Resumes – Review of resumes received for the Executive Director position. Five candidates were selected to interview on March 14, 2014 at a special open board meeting scheduled at 7:00 a.m.

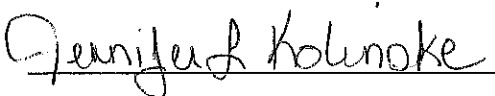
Other Business: NONE

Board Roundtable: Chad commented on how many employees and passengers attended Tobin's funeral.

Public Comment: NONE

Motion made by Ingemar and supported by Jessica to adjourn the meeting at 4:10 p.m., all ayes, ***motion carried.***

The next regular Board Meeting will be held on Thursday, March 20, 2014 at 7:00 p.m. at the Benzie Bus Station, 14150 US Hwy. 31, Beulah MI, 49617.



Jennifer L. Kolinske, Recording Secretary



Date: