

Benzie Transportation Authority
Regular Board Meeting
June 19, 2014
APPROVED JULY 17, 2014

A regular meeting of the Benzie Transportation Authority was held on Thursday June 19, 2014 at the Benzie Bus Station (media room) at 12:00 noon

Members Present: Joann Worden-Morrell, Amy Herczak, Josh Stoltz, Irene Nugent, Eric VanDussen, John Nuske, Jessica Carland, and Roger Griner (non-voting)

Members Absent: Eugene Allen-excused

Staff Present: Bill Kennis, Executive Director & Jennifer Kolinske, Finance & H.R. Manager

Guests: Valerie (MDOT), Dan & Holly (KFH)

Chairperson Josh Stoltz called the meeting to order at 12:08 p.m.

Amendments/Changes to Agenda: Add special meeting minutes review, and spots for brief introduction from KFH and Valerie.

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

Approval of June 11, 2014 Special Board Meeting Minutes: *Motion* by Irene and supported by Jessica to approve the June 11, 2014 Special Board meeting minutes as presented. All ayes, *motion carried*.

Dan & Holly (KFH) – Introduction of KFH Consultants by Josh.

Valerie (MDOT) – Introduction of our MDOT Project Manager, Valerie is the project manager for twenty different transits in Northern Michigan.

Public Comment: Jane Hitesman – Dispatchers excited but also concerned about changes. Mentioned that some flex route riders have passed on their comments and concerns. Jane asked that the board oversee changes and continue to be open to feedback. Jane also mentioned she is concerned about services being taken away to gain nights and weekends. Some of our riders have voiced this concern as well.

Management Reports –

Executive Director – PIT looking at changes, concerns being addressed by Bill and Chad. Briefly discussed the current legislative issues.

Operations Manager – Bill presented, touched on push to talk phones, Chad continues to review current routes and make suggestions for changes. We will have a free shuttle service for Frankfort Art Fair and

Solstice this Saturday (June 21st) in addition to 4th of July service for both Frankfort and Beulah. First Saturday service will begin on June 28, 2014. TC Express service will launch at the end of the month. This will run four times a day, starting on June 30th. Discussion followed regarding the draft TC Express schedule passed out by Bill. Joann & Eric to meet with Bill to gain a better understanding of the financial impact of the TC Route. Valerie clarified MDOT's definition of charter bus service. Free shuttles are not considered charter, okay to do this. Valerie briefly touched on funding. Dan confirmed they will be looking at and presenting performance measures.

Financial Report - Jennifer Kolinske - review of May 2014 financials. Brief summary given regarding income for the month, including our increase in state operating assistance and the lag on our 5311 monies. Two expenses for the month were over budget, service expense and office supplies. Hazard waste tank needed to be pumped which was an unbudgeted expense. Office supplies being over budget was largely due items purchased for the strategic planning event we held on May 10, 2014. Jennifer working on getting a proposal from Honor Bank for credit card processing. Should have more to report on this at the July board meeting.

Standing Committee Reports & Action Items:

- a. Finance, Personnel & Policy – Brief summary given of most recent meeting, no financial recommendations at this time. **Motion** by Eric and supported by Jessica to add Eric to the Finance, Personnel & Policy Committee. Discussion followed. Motion by Eric and supported by Jessica to table this motion. All ayes, **motion carried**. Group then moved on to review/approval of policies listed below.
 1. Audio Recording of Open Meetings – **Motion** by Eric and supported by Jessica to adopt the Audio Recording of Open Meetings policy. Discussion followed. Roll Call Vote: Amy – No, Joann – No, John – No, Jessica – Yes, Eric – yes, Josh – Yes, Irene – No. Four No, Three Yes, **motion failed**. **Motion** made by Eric and supported Joann to pass the policy with the removal of the second sentence in section V. Six ayes, one nay, **motion carried**.
 2. Attorney Use - **Motion** by Eric and supported by John to adopt the Attorney Use policy. Discussion followed. All ayes, **motion carried**.
 3. **Motion** by John and supported by Eric to adopt the Compensation System, Dress Guidelines, Employee Internet Acceptable Use, Freedom of Information, Information Technology Systems Usage, Public Participation and Worker's Compensation policies as presented. All ayes, **motion carried**.

Roger Griner left the meeting at 1:45 p.m.

4. Eric Conflict of Interest Policy - Discussion followed regarding reading of this policy before signing the conflict of interest form. Encouraged all board members to read and then submit a new signed conflict of interest form to Jennifer. This policy will be reviewed at the

annual meeting and all board members will be provided a copy of it at that time in the future.

- b. Marketing & Outreach – Jessica Carland – marketing plan presented by Bill at the committee meeting. Karin working on a BTA Facebook page. Committee will be working on a policy for the Facebook page. Briefly touched on free shuttle service for festivals. 4th of July we will have a bus in the parade with coupons being given out for the beach run. Working with Crystal Mountain to do a bus wrap. Also working on rack cards and a new logo. Mentioned the need for a policy if we are going to do bus wraps.
- c. Executive & Operations – Committee discussed Bill's ninety day review. Discussed issues with Bill's original contract. No chance to negotiate salary due to press exposure. Recommended to raise salary from \$55,000 to \$60,000 annually and to have additional monies of 6.2% of Bill's gross wages to be put into a 457 plan for Bill. Also recommended removal of the sentence in his original contract "must work 5 days a week, Monday through Friday." **Motion** made by Eric and supported by Jessica to approve the above stated revisions to Bill's original contract. Roll Call Vote: Irene – yes, Amy – yes, Joann – yes, Jessica – yes, Eric - yes, Josh – yes, John - yes, seven yes, zero no, **motion carried**. Committee also discussed Chad's Interim Executive Director review, John has drafted a letter to be put in Chad's file.

New Business: **Motion** by Eric and supported by John that we advertise in the local paper that we have openings on the Local Advisory Committee so that the public is aware the committee exists. All ayes, **motion carried**. **Motion** by Eric and supported by Joann to retain all documents regarding Sue Miller's demands and settlement at the Benzie Bus Station. All ayes, **motion carried**. Eric mentioned that closed session minutes should be retained at the Benzie Bus as well. Also mentioned that we need to approve the June closed session meeting minutes at our next meeting.

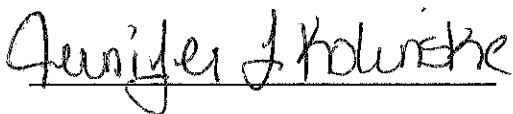
Other Items to be brought before the Board: Eric asked about the team being put together for the needs study.

Board Roundtable: Josh mentioned that the after school program grant will not be renewed.

Public Comment: None

Motion made by John and supported by Amy to adjourn the meeting at 2:43 p.m. All ayes, **motion carried**.

The next regular Board Meeting will be held on Thursday, July 17, 2014 at 5:30 p.m. at the Benzie Bus Station, 14150 US Hwy. 31, Beulah MI, 49617.



Jennifer L. Kolinske, Recording Secretary



Date: