



**Benzie Transportation Authority
Annual Board Meeting
Tuesday, May 19, 2020 at 5:30PM
Benzie Bus Station 14150 US Highway 31, Beulah, MI 49617
Minutes approved as presented June 16, 2020**

Welcome guests and call to order: Chairperson Amy Herczak called the meeting to order at 5:34 p.m.

Members Present & Roll Call to determine Quorum: Amy Herczak-present, John Morse-present, Jennifer Kolinske-present, Anne Noah-present, Susan Kirkpatrick-present. **Members Absent:** Evan Warsecke (ex-officio). Staff Present: Bill Kennis, Chad Hollenbeck, Jessica Carland, Wendy Wedemeier, and Nancy Hunt. Guests: Mark Willette-Green

Approval of agenda: *Motion* made by Jennifer and supported by John to approve agenda as amended; adding E.D. search under old business and Friends Funds under new business. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, *motion carried.*

Approval of April 7, 2020 Special Meeting Minutes: *Motion* made by Jennifer and supported by John to approve the April 7, 2020 Special Meeting Minutes as amended; adding Jennifer to "present" under roll call, correcting Mark Willette-Green's name and adding who supported the motion for Essential Worker Compensation. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, *motion carried.*

Public Comment: None

Review Board Terms of Office- Board terms and information are all correct as recorded.

Election of Officers – Board Chair, Vice Chair, & Secretary/Treasurer.

Nomination made by Jennifer to appoint Amy as Board Chair. Nomination accepted by Amy. *Motion* by Jennifer and supported by John to appoint Amy as the Board Chair. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, *motion carried.*

Nomination made by John to appoint Jennifer as Board Vice-Chair. Nomination accepted by Jennifer. *Motion* by John and supported by Amy to appoint Jennifer as the Board Vice-Chair. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, *motion carried.*

Nomination made by Jennifer to appoint Nancy as Board Secretary. Nomination accepted by Nancy. *Motion* by Jennifer and supported by Amy to appoint Nancy as the Board Secretary. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, *motion carried.*



Nomination made by Jennifer to appoint Wendy as Board Treasurer. Nomination accepted by Wendy. **Motion** by Jennifer and supported by Amy to appoint Wendy as the Board Treasurer. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, ***motion carried.***

Committee Assignments –

Finance, Personnel, & Policy	Marketing & Outreach	Executive & Operations
Jennifer Kolinske	Susan Kirkpatrick	Amy Herczak
John Morse	Irene Nugent	Jennifer Kolinske
Susan Kirkpatrick	Anne Noah	County Commissioner
	Mark Willette-Green	

Conflict of Interest Discussion: Motion by Jennifer and support by Anne to table until June meeting. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, ***motion carried.***

Set Dates and Times of Regular Board Meetings for June 2020 – May 2021: Motion by Jennifer to continue to hold bi-monthly meetings on the 3rd Tuesday of the month. Support by John, Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, ***motion carried***

June 16, 2020
August 18, 2020
October 20, 2020
December 15, 2020
February 16, 2021
April 20, 2021
May 18, 2021 (Annual)
June 15, 2021

Named Depositories and Authorized Signatures at Honor Bank - Motion by Amy and supported by Susan to name Chad, Bill, Amy and Jessica as authorized signatures on Honor Bank and Money Market accounts. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, ***motion carried.***



Old Business - E.D. Contract and Search: Benzie Bus has had its best year with Millage passing, grants awarded and extraordinary actions during the COVID crisis & increased 18% Federal COVID funding. Bill didn't receive Staff raise of 3% and his salary has been fixed for 2-years. **Motion** by Jennifer and supported by Amy to pay the E.D. a one-time bonus of \$7,700, for last years' service, which is equivalent to 10% of his current annual salary. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, **motion carried.** **Motion** by Jennifer and support by Amy to adopt the presented E.D. draft contract agreement with the following changes: Replace 2019/2020 fiscal year, with June 1, 2020-May 31, 2021 and changing the salary from \$84,000 to \$80,000. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, **motion carried.** **Motion** by John and support by Anne to re-visit the E.D. Search discussion at the June meeting. Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, **motion carried.**

New Business: Discretionary Compensation Policy and Friends Funds- Motion by Anne and support by Susan to adopt policy as amended; changing the wording from "a risk to their health" to "Hazardous". Roll call vote: Amy-yes, Susan-yes, John-yes, Anne-yes, Jennifer-yes. All ayes, **motion carried.** Amy informed the Board that she plans to withdraw the \$78 from the Friends account, as there is a \$500 minimum required by the bank. A new account can be opened and these funds added when the Friends group becomes active again.

Board Roundtable: None

Public Comment: None

Meeting adjourned at 7:43 PM

Nancy Hunt, Recording Secretary

Date: