



**Benzie Transportation Authority  
Ad Hoc Compensation Committee Meeting  
Monday, November 22, 2021 5:30 p.m.  
14150 US Highway 31, Beulah, MI 49617**

Minutes approved as presented December 22, 2021

1. Welcome and Call to Order by Chair Chris Kitchen at 5:30. Present: Anne Noah, Jeff Pataky, John Morse and Chris Kitchen. Absent: None. Staff: Nancy Hunt and Bill Kennis.
2. Approval of Agenda: Motion by Anne and support by Jeff to accept agenda as presented. All ayes, motion carried.
3. Public Comment: None
4. Approval of Minutes of November 9, 2021: Motion by Jeff and support by Anne to accept minutes as presented. All ayes, motion carried.
5. Old Business
  - (a) Review of Deliverables
    - (i) Job Descriptions- Review all for consistency and standardization. Adequate for comparison with time studies. Management team to make notes of any significant changes over the last 2 years.
    - (ii) Time Studies-Discussion on what length of time would be appropriate for a new time study. Conclusion was that 2 weeks with a simplified template beginning next week.
    - (iii) Staff Surveys- Add distribution to chart. Very helpful for board and potentially future goals.
    - (iv) MPTA Study- Study was presented along with some local comparisons. Will be taken into consideration toward the end of the process.
  - (b) Reimbursement Policy-Committee will recommend policy be created.
  - (c) Compensation Tracking Request- John will resend email to Chris.
6. New Business
  - a. Next Steps on analysis of deliverables- Bill will be involved going forward.
7. Public Comment: None
8. Adjournment at 7:15p.m.

---

Nancy Hunt, Recording Secretary

---

Date