



**Benzie Transportation Authority - Meeting of Board of Directors**

**Tuesday, June 16, 2020 5:30 - 7:00 p.m.**

**14150 US Highway 31, Beulah, MI 49617**

**Minutes approved as amended August 18, 2020**

1. Welcome Guests & Call to Order: Chair Amy Herczak called the meeting to order at 5:26 PM.
2. Roll Call: Amy Herczak-present, Jennifer Kolinske-present, Susan Kirkpatrick-present, Anne Noah-present, John Morse-present, Evan Warsecke (ex-officio)-present. Staff present: Bill Kennis, Chad Hollenbeck, Jessica Carland, Wendy Wedemeier and Nancy Hunt. Guest: Irene Nugent
3. Approval of Agenda: **Motion** by John and supported by Susan to approve agenda as amended. Investment, Paid Time Off (PTO) and Finance, Personnel and Policy (FPP) meeting times added at Bill's request and unemployment repayment added at John's request. Roll call vote: Amy Herczak-yes, Jennifer Kolinske-yes, Susan Kirkpatrick-yes, Anne Noah-yes, John Morse-yes. All ayes, **motion carried**.
4. Public Comment: None
5. Approval of May 19, 2020 Annual Meeting Minutes: **Motion** by John and supported by Susan to approve May 19, 2020 Meeting Minutes as presented. Roll call vote: Amy Herczak-yes, Jennifer Kolinske-yes, Susan Kirkpatrick-yes, Anne Noah-yes, John Morse-yes. All ayes, **motion carried**.
6. Chairwoman's Report: Many exciting things happening at Benzie Bus. We had the honor of receiving a grant for \$563K to purchase two electric vehicles to help lower emissions. Local news picked up on this and interviewed Bill. Ridership is still down but has increased slightly. Grocery shopping service concluded with over 500 orders shopped by BTA staff. The demand for masks has begun to decrease, but we will continue to coordinate. We have collected over 1500 masks to date. We are excited to move forward with Ecolane, our new dispatch software funded by a 131K grant. We expect to "go live" by late summer.
  - i. Board Member Recruitment: Irene was interviewed and several others are considering applying.
7. Committee Reports
  - a. Ad Hoc Succession Planning: Discussion regarding timeline for re-starting the search for new E.D. The Search Committee will meet in July and create a new timeline to present to the full Board at the August meeting.
  - b. Finance: Essential Worker Compensation: In depth discussion on whether or not to continue essential pay. Managers have ceased collecting as of last week. Hourly staff essential pay will remain in effect.



c. Policies

- Anti-Nepotism- no changes
- Carry on Package- no changes
- Cell Phone Usage- small grammatical change
- Emergency Situation- 2 minor changes
- External Vehicle Maintenance- no changes
- FOIA- no changes
- Oxygen and Respirator- no changes
- Passenger Behavior- small grammatical change
- Procurement- tabled
- Solicitation and Distribution- no changes
- Title VI- 2 minor changes
- Unpaid Passenger Fares- no changes

**Motion** by Jennifer and support by Amy to approve all policies as reviewed; tabling the Procurement Policy. Roll call vote: Amy Herczak-yes, Jennifer Kolinske-yes, Susan Kirkpatrick-yes, Anne Noah-yes, John Morse-yes. All ayes, **motion carried**.

- Investment- Board clarified question that Bill had regarding moving money into account with better return.
- PTO- **Motion** by Jennifer and support by Susan to allow hourly employees to roll over 80 hours of PTO and choose to reimburse unused PTO hours at 100% of their normal wage. This is approved for this year only due to the pandemic and does not change the approved PTO policy. Roll call vote: Amy Herczak-yes, Jennifer Kolinske-yes, Susan Kirkpatrick-yes, Anne Noah-yes, John Morse-yes. All ayes, **motion carried**.
- FPP Meeting Times- Next meeting Thursday, August 13 @ 5:30 PM
- Unemployment- Clarification is needed as to whether or not we are responsible to pay back unemployment. Bill and Wendy will look into this and share their findings with Jennifer.

8. Old Business

- a. Conflict of Interest- Tabled until August meeting

9. New Business: None

10. Board Roundtable: No announcements

11. Public Comment: None

12. Adjournment: Meeting adjourned at 6:56 PM

Next Meeting Tuesday, August 18<sup>th</sup> 5:30 p.m.

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Nancy Hunt, Recording Secretary

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Date