



**Benzie Transportation Authority –
Meeting of the Board of Directors
Tuesday, April 19, 2022 5:30 - 7 p.m.
14150 US Highway 31, Beulah MI 48617
Minutes approved as amended April 26, 2022**

1. Welcome Guests & Call to Order Meeting called to order at 5:30PM
2. Roll Call - John Morse, Anne Noah, Dorene Strang, Jeannette Feeheley, Amy Herczak, Chris Kitchen, Evan Warsecke (ex-officio); Excused - Jeff Pataky; Staff: Bill Kennis, Nancy Hunt (remote), Chad Hollenbeck, Wendy Wedemeier, Jessica Carland
3. Approval of Agenda - Amy added ED Bonus under the Closed Session. John added correspondence by Jeff Pataky under the Chairman's Report. **Motion** to approve as amended by Chris. Supported by Jeannette. All ayes, **motion carried**.
4. Public Comment - None
5. Approval of March 1, 2022 Minutes - **Motion** to approve the March 1, 2022 meeting minutes by Jeannette. Supported by Dorene. All ayes, **motion carried**.
6. Consent Agenda Items:
 - a. Manager's Reports: E.D., Ops., and M.M - Bill updated the Board on the dismissal of the mask mandate originally set to expire May 3rd. Masks are no longer required on Benzie Bus vehicles. Masks will remain available on the vehicles for those who wish to wear them. Chris would like to have signage that continues to encourage wearing a mask.
 - b. Monthly Financials
Motion to approve the consent agenda as presented by Chris. Supported by Dorene. All ayes, **motion carried**.
7. Chairman's Report
 - a. Community Impact Award Event - Held the 24th of March at Crystal Mountain and was very well attended. About a dozen people representing Benzie Bus were there. Chris enjoyed meeting employees and hearing how positive their experiences have been working for Benzie Bus.
 - b. Board Member terms expiring April & reappointment status - John and Jeannette's terms have been renewed for another three years.
 - c. Correspondence re Jeff Pataky - John received an email from Jeff that he will be resigning from the Board due to personal issues. Jeff's term was set to expire in April 2023. John would like to send a thank you note thanking him for his service. Board members are to give any suggestions for new board members to John.
8. Committee Reports
 - a. Compensation Committee - The compensation committee completed its work and will send out a summary of their findings and recommendations to the full board. The committee found that generally speaking Benzie Bus is aligned with other similar organizations as far as wages are concerned. There are

opportunities to increase wages if there is a wish to be more competitive. At the next regular board meeting Chris will review the report in more detail.

- b. Executive Committee April 12th Meeting
 - i. 2021 Goals - Review of end status of 2021 goals
 - ii. 2022 Goals - The committee decided they would like the Board to look over the 2022 goals and provide suggestions at the May meeting for approval. There also may be Board goals vs management goals vs overall agency goals. John would like suggestions to be sent to Nancy or himself a week before the May 17th meeting for compilation. Jeannette discussed the importance of metrics and the need for a scorecard. She suggested that a tool comprising metrics, timetables and static reports be created. She would also like lists including core tasks, add-on tasks, and future add-on possibilities where suggestions for board consideration be created. John asked for Jeannette's help in creating those items before the next meeting. Jeannette will send her ideas to John and Nancy. Anne suggested re-aligning the goals to match with the fiscal year.
 - iii. **Closed session for:** E.D. Evaluation, Compensation & Contract - **Motion** by Dorene to go into closed session at 6:12PM. Supported by Anne. All ayes, **motion carried**. At 8:15PM the board of directors reconvened in open session.

Motion by Anne that:

The Board accept the recommendation to the full Board that was made at the Executive Committee's April 12, 2022 meeting, which was to honor the Interim Employment Agreement which expires May 31, 2022 that was created during a time of transition and national health crisis to reopen a national search for an Executive Director.

We further move that based on mutual agreement by Executive Director Bill Kennis and the Board of the Benzie Transportation Authority, the Interim Employment Agreement ending May 31, 2022 will be honored, and will not be renewed. Further, in order to assist Bill in his job search, we moved to allow him to take May 14 through May 31, 2022 as paid time, per the Agreement, and that work hours would conclude at the end of the work day on Friday, May 13, 2022, provided he is able to fully summarize in writing for the Board & the Mgt team the status of all BTA projects he has in progress & contact information for necessary for BTA follow up.

We further move that BTA invest up to \$7,000 of contractual service from an Executive Coach & Recruiting Firm of Bill Kennis' choosing to assist him in his search for a new position, if by May 31, 2022 our relationship with Bill Kennis and BTA remains respectful based on Board assessment on that date. This investment will be made directly to the Executive Coach/Recruiting firm based on invoice to BTA and shall not be monetized.

We further move that BTA would continue to pay for the Kennis family medical insurance for the months of June, July & August, 2022 at the current rate charged to BTA.

(Indents above are amendments made and approved at the April 26, 2022 Board meeting. The indents replace spacing originally used.)

Support by Dorene. Roll call vote: Jeannette - Yes, Dorene - Yes, John - Yes, Amy - No, Chris - Yes, Anne - Yes **Motion carries.**

Motion by Amy with support by Chris to provide Bill Kennis with a \$3,000 bonus in accordance with the terms of the Interim Employment Agreement, payable at the conclusion of the Interim Employment Agreement on May 31, 2022. Discussion.

Roll call vote: John - Yes, Amy - Yes, Chris - Yes, Anne - Abstained, Jeannette - Yes, Dorene - Yes. **Motion carries.**

John would like to hold a special meeting within the next 10 days to discuss appointing an interim director, the process for deciding on the succeeding director, and compensation for salaried staff when working overtime. Special meeting tentatively scheduled for April 26th. John requested the management team be in attendance.

- iv. Board Training - Anne suggested a half day training on board duties and then a deeper dive on bylaws and articles of incorporation. Training should be offsite.
- v. Building Project discussion - The official authorization for the funds will be received in September.
- c. Finance, Policy and Personnel
 - i. Wellness Program - Tabled until July
 - ii. Discretionary Compensation - Tabled until July.
- d. Marketing - Jessica gave an update on Health Rides
- 9. Old Business - None
- 10. New Business - None
- 11. Board Roundtable - General announcements - Chris thanked Bill for his service. Dorene requested press releases be submitted to the Board prior to being published when possible.
- 12. Next Meeting Plan: Election of Officers, Committee Assignments, Conflict of Interest discussion, review Articles of Incorporation & By Laws
- 13. Public Comment - None
- 14. Adjournment - Meeting adjourned at 8:39PM

Jessica Carland, Recording Secretary

Date