



Benzie Transportation Authority –Meeting of Board of Directors

Tuesday, March 1, 2022 5:30 - 7 p.m.

Grow Benzie, 5885 Frankfort Hwy, Benzonia, MI

Minutes approved as presented April 19, 2022

1. Welcome Guests & Call to Order by Chair John Morse at 5:30 p.m.
2. Roll Call-Present: Amy Herczak (left at 6:53 p.m.), Jeannette Feeheley, Evan Warsecke (left at 7:22 p.m.), Dorene Strang, Anne Noah, John Morse and Chris Kitchen (arriving at 5:50p.m.) Excused: Jeff Pataky. Staff present: Bill Kennis, Wendy Wedemeier, Jessica Carland, Chad Hollenbeck and Nancy Hunt.
3. Approval of Agenda- **Motion** by Amy to approve agenda as presented. Support by Jeannette. All ayes, **motion carried**.
4. Public Comment-None
5. Approval of December 21, 2021 Minutes- **Motion** by Jeannette to approve minutes as presented. Support by Amy. All ayes, **motion carried**.
6. Annual Auditor Presentation: Mr. Jim Anderson C.P.A –BTA continues to be in a favorable financial position. Things to consider: COVID money is short term and the rising cost of fuel. It is recommended that we guard the money that has been saved. Six months of reserve has been saved. MERS pension plan is overfunded. Jim wrote three minor suggestions concerning: gift cards, software log-ins and Ecolane reconciling ridership which are already being addressed. John would like the management to report to the FPP on how they have taken action on the three recommendations. **Motion** by Amy to accept financial audit report as presented. Support by Dorene. All ayes, **motion carried**.
7. Consent Agenda Items: **Motion** by Chris to accept consent agenda, support by Amy. All ayes, **motion carried**.
 - a. Manager’s Reports: E.D., Ops., and M.M.
 - b. Total Asset Management TAM
8. Chairman’s Report – Jeannette was appointed as Board Secretary for the rest of the term. Both Jeannette and John have applied to renew their 3-yr. Board Term’s in April.
 - a. Community Impact Award Nomination- Benzie Bus was selected as the recipient of this award. 4 Board members would like to attend. Anyone that would like to go needs to let Nancy know by March 17th. Dorene made a **motion** to authorize up to \$750 in tickets for the Crystal Mountain Impact Award for staff, employees and Board. Chris supported. All ayes, **motion carried**.
 - b. Executive Committee Report- Committee met and discussed Jeannette filling the position of Board Secretary, E.D. 360 Evaluation and Board recruitment tools. Anne gave overview of how the 360 evaluation process will roll out.
 - c. Goals for discussion in April- Thoughts and ideas should come to Executive Committee. Suggested that we add 5th category of “Culture” to recruit, attract, train and retain staff in every area. Translate initial goals into a SMART (measurable) metrics.
 - d. Future meeting schedules starting July-**Motion** by Chris to accept proposed calendar for BOD meetings. June 2022 meeting is cancelled and BOD will meet July 19, 2022, September 20, 2022, November 15, 2022, January 17, 2023,

March 21, 2023 and May 16, 2023 (Annual). Meeting's will continue to be held at 5:30 p.m. Support by Dorene. All ayes, ***motion carried.***

9. Committee Reports

- a. Compensation Committee- Chris gave overview of goals that the committee has been working toward. Recommendations will be finalized at next meeting March 7th.
 - b. Finance, Policy and Personnel (Amy left at this time)
 - i. Monthly Financials-John explained the increase in fuel cost. ***Motion*** by Jeannette to approve monthly financials, support by Chris. All ayes, ***motion carried.***
 - ii. SDNT Grant Proposal)- ***Motion*** by Chris to approve the submission of grant proposal as presented. Support by Dorene. 3 ayes, 1 nay, 1 abstain, ***motion carried.***
 - iii. 2023 Budget to be amended in Aug.
 - iv. Policies
 1. Controlled Substance and Alcohol Misuse
 2. Disciplinary Procedures
 3. Discretionary Compensation- tabled
 4. Non-Retaliation
 5. Performance Evaluation and Monitoring
 6. Privacy
 7. Records Retention
 8. Vehicle Use
 9. Expense Reimbursement- ***Motion*** by Chris to approve 8 policies as presented, tabling Discretionary Compensation. Support by Dorene. All ayes, ***motion carried.***
 - c. Marketing- Heavily promoting Health Rides, reached out to Pit Spitters baseball. Thank you cards were sent in celebration of our 15 years. Kudos to Jessica for being elected to the Frankfort-Elberta Board of Directors and congrats regarding the Record Patriot 15 year anniversary Press Release.
 - d. Ad Hoc Succession Planning- Nothing to report at this time.
10. Old Business: None
11. New Business: None
12. Board Roundtable - General announcement- Dorene shared some concerns she has from a rider's perspective about Ecolane notifications. Jessica and Chad will be addressing this.
13. Next Meeting Plan: Complete E.D. Contract
14. Public Comment-None
15. Adjournment @ 8:26 p.m.

Next Meeting Tuesday, April 19, 2022 5:30 p.m.

Nancy Hunt, Recording Secretary

Date