



## **Benzie Transportation Authority**

### **Finance, Personnel & Policy (FPP) Committee Meeting**

**Tuesday, February 18, 2020 4:30 p.m.**

Benzie Transportation Authority, Beulah, Michigan 49617

Minutes approved as presented August 13, 2020

Welcome and Call to Order by Eric at 4:34PM. Present are Eric Van Dussen, Susan Kirkpatrick and Amy Herczak. ABSENT: Jennifer Kolinske. Staff present: Bill, Wendy and Nancy.

1. Approval of Agenda as amended, adding 8. c. Staff Raises. **Motion** by Susan, support by Eric. All ayes, **motion carried**.
2. Approval of Minutes of August 20, 2019 as presented. **Motion** by Eric, support by Susan. All ayes, **motion carried**.
3. Public Comment: None
4. Financials: Currently 25% below budget on benefits and 5% below budget on wages. We are getting a propane credit of \$35K. As of right now, it is looking like we will end the year \$100k in the black. Budget is in good shape.
5. Audit: Jim will be presenting at the Board Meeting this evening to go over the Audit Report. Reports have been distributed to Board Members and nothing appears to be out of the ordinary.
6. 2021 Budget: Wendy presented the preliminary 2021 budget. It will be amended again in August. **Motion** by Susan to recommend to the Board to approve the 2021 budget as presented, support by Eric. All ayes, **motion carried**.
7. Old Business
  - a. Part-time change from SS to DC: 100% of the part-time staff would like to be added to MERS rather than continue paying into Social Security. This would be of great benefit to them. There would not be any additional cost to BTA. **Motion** by Eric to recommend that the Board approve the request to allow Part-time employees to pay into MERS rather than Social Security, support by Susan. All ayes, **motion carried**.

## 8. New Business

- a. Policy: Unpaid Personal Leave of Absence & Paid Holidays. **Motion** by Eric to recommend the Unpaid Personal Leave of Absence Policy to Board as presented with no changes, support by Susan. All ayes, **motion carried**. **Motion** by Eric to recommend the Paid Holiday Absence Policy to Board as presented with minor changes, support by Susan. All ayes, **motion carried**.
- b. E.D. Contract: Discussion about allowing full family medical to New E.D. or keeping the same single coverage at the current 90/10. **Motion** by Eric to recommend to the Board that the new E.D. Contract offer health benefits with BTA covering 90% of single coverage. Support by Susan, all ayes. **motion carried**.
- c. Staff Raises: Request was made that the staff be given raises immediately. The last raise was given October 2018 and we are showing that the money is available to support these raises. **Motion** by Susan to recommend to the Board that management has the discretion to give merit raises averaging 3%. Support by Eric. Roll call vote, Eric: yes, Susan: yes, Amy: yes. All ayes, **motion carried**.

9. Public Comment: None
10. Future Meeting Schedule: April 21st at 4:30 PM  
Adjournment at 5:37PM

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Nancy Hunt, Recording Secretary

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Date