



**Benzie Transportation Authority**

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

**Wednesday, April 18, 2018 4:15 p.m.**

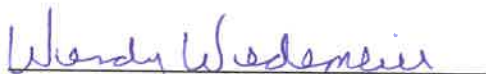
Benzie Transportation Authority, Beulah, Michigan 49617


APPROVED Minutes as presented – June 19, 2018

**Welcome and Call to Order** Jennifer called the meeting to order at 4:28PM. Present: Jennifer Kolinske, Eric VanDussen, Bill Kennis, Wendy Wedemeier, Chad Hollenbeck.

1. **Approval of Minutes of February 21, 2018** *Motion* by Eric supported by Jennifer to approve the minutes as presented. All ayes, ***motion carried.***
2. **Public Comment** None
3. **Financials & Six Month Review** Continuing to track under budget. Six months into the fiscal year BTA is tracking \$26k under budget. 5311 revenue was received. Labor & Fringe Benefits are about \$65k under budget. Propane use has increased compared to last April. The four new buses received in April all use propane.
4. **Old Business**
  - A. **Policy**
    1. **Non-Mandated Drug Free Workplace Policy** This policy may now be discontinued. The policy addresses use of opioids, which are now addressed in the Controlled Substances and Alcohol Misuse Testing Policy per updates by the FTA. Move to Board meeting for full discussion.
5. **New Business**
  - A. **Policies**
    1. **Benzie Transportation Authority** to be used in place of Benzie Bus in all policies. Motion by Jennifer supported by Eric. All ayes, ***motion carried.***
    2. **American Disabilities Act** minor editing changes to the policy. Motion by Eric, supported by Jennifer. All ayes, ***motion carried.***
    3. **Meeting Room Use** minor editing changes to the policy. Motion by Eric, supported by Jennifer. All ayes, ***motion carried.***
    4. **Smoke-Free Worksite** minor editing changes to the policy. Motion by Eric, supported by Jennifer. All ayes, ***motion carried.***
6. **Public Comment** - None
7. **Future Meeting Schedule** - June 20, 2018 @ 4:15PM

*Motion* by Eric supported by Jennifer to adjourn at 5:05 PM. All ayes, ***motion carried.***

  
Recording Secretary

  
Date