**Benzie Transportation Authority**

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

**Wednesday, February 21, 2018 4:15 p.m.**

Benzie Transportation Authority, Beulah, Michigan 49617

DRAFT Minutes

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

1. **Approval of Minutes of December 20, 2017** *Motion* by Josh supported by Jennifer to approve the minutes as amended. All ayes, ***motion carried.***
2. **Public Comment** None
3. **Financials & 2019 Budget Review** Continuing to track under budget. Four months into the fiscal year BTA is tracking $97k under budget. An extra $56k in tax revenue was received. Labor & Fringe Benefits are about $50k under budget as a mechanic replacement has not yet been hired. *Motion* by Josh support by Eric to recommend to the Board the approval of the FY2019 Budget as presented. All ayes, ***motion carried***.
4. **Old Business**
5. **New Business Policies**
   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
   2. **Meeting Room Use** Minor editing changes to the policy. No major updates.
   3. **Password Policy** At the suggestion of both the auditor and our IT person, we have created a Password policy.
   4. **Controlled Substances and Alcohol Misuse Testing Policy** FTA has sent out an update to this policy so that it now includes opioids. Eric discussed issues with a zero-tolerance policy for medical marijuana yet allowing opioids. Bill will discuss the issue at the upcoming legislative summit next month. *Motion* by Eric support by Josh to recommend the Board table the Controlled Substances and Alcohol Misuse Testing Policy and Non-Mandated Drug Free Workplace Policy until the next meeting. All ayes, ***motion carried***.
   5. **BTA Advertising** Minor editing changes to the policy. No major updates.
   6. **Motion** by Eric support by Josh to recommend the Board approve Meeting Room Use, Password Policy, and BTA Advertising Policy as presented. All ayes, ***motion carried***
6. **Public Comment** None
7. **Future Meeting Schedule** April 18, 2018 @ 4:15PM

*Motion* by Josh support by Eric to adjourn at 5:15PM. All ayes, ***motion carried***.

Recording Secretary Date