**Benzie Transportation Authority**

**Executive Committee Meeting**

**Tuesday, June 19, 2018 4:30 p.m.**

Benzie County Government Center, Beulah, Michigan 49617

Minutes approved as presented August 8, 2018

**Welcome and Call to Order**

Chairwoman Amy Herczak called the meeting to order at 4:30 p.m.

Present: Evan Warsecke, Amy Herczak & Susan Kirkpatrick

Absent: Geno Allen

1. **Approval of Minutes of June 7, 2017 *Motion*** by Evan to approve June 7, 2017 Executive Committee Meeting Minutes as presented Second by Susan. ***All ayes, motion carried.***
2. **Public Comment** None
3. **Election of Chairperson** It was concluded that the Board Chair should be the Executive Committee Chair. ***Motion*** byEvan, Second by Susan. ***All ayes, motion carried.***
4. **Executive Director Job Description** It was reviewed by BTA Staff without any suggestions and the Committee concluded that it was very thorough and also no recommendations for changes.
5. **Executive Director Contract** The contract was amended to allow for 457 contributions to be included in E.D. salary, dates changed for June 1, 2018 to May 31, 2019 expiration, mileage rate will be a MDOT agreed rate. ***Motion*** by Evan, Second by Susan. ***All ayes, motion carried.***
6. **2018 Bonus** It was discussed about Staff bonuses vs salary adjustments. For 2018 Executive Committee thought that the Board might be receptive to bonuses for performance and 2019 budget has raises proposed and a salary study is underway to determine how competitive BTA drivers are compensated relative to the competition.
7. **E.D. Performance Evaluation** Amy will ask Josh for a copy and get the Board to participate for August meeting.
8. **Old Business** None
9. **New Business** BTA was nominated for Benzie Chamber Community Achievement Award. Applications due in August.
10. **Public Comment** None
11. **Future Meeting Schedule** August 8th 4:30 the week prior to the Board Meeting.

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William Kennis, Recording Secretary Date