



**Benzie Transportation Authority**

**Regular Meeting of Board of Directors**

**Wednesday October 18, 2017 5:30 - 7:00 p.m.**

**14150 US Highway 31, Beulah, MI 49617**

**Minutes Approved as Presented December 20, 2017**

1. Welcome Guests and Call to Order - **Meeting called to order at 5:30PM**
2. Roll Call - **Josh Stoltz, Susan Kirkpatrick, Jennifer Kolinske, Anne Noah, Eric VanDussen, Amy Herczak, Eugene Allen, Coury Carland, Jessica Carland, Bill Kennis, Wendy Wedemeier**
3. Amendments/Changes to Agenda - **Jennifer requested policy names "Procurement, IT Usage, Records Retention, Background Check and Motor Vehicle Record" be added to agenda. Josh added to the Chairman's Report part b. Community Involvement**
4. Approval of Agenda- **Motion** by Jennifer to approve October 18, 2017 agenda **as amended**. Anne supported. **All ayes, motion carried.**
5. Public Comment- **None**
6. Approval of August 16, 2017 Meeting Minutes- **Motion** by Eric to approve August 16, 2017 meeting minutes as presented. Support by Amy. **All ayes, motion carried**
7. Chairman's Report
  - a. Annual Staff & Board event Sept. 9<sup>th</sup> Incredible Mo's- **There was a decent turnout at the annual Staff/Board event, it's a great thing that BTA provides.**
  - b. Community Involvement- **Discussion over civic engagement, ways to involve younger generation.**
8. Committee Reports
  - a. Marketing
    - i. Annual Report- **Review of Magical History Tour, Night Owl Shuttle on October 28<sup>th</sup> (underwritten by Crystal Mtn. St Ambrose, Laughing Horse, Storm Cloud, Cabbage Shed, Iron Fish), Smart Commute Week. The Committee is working on the Annual Report. Once completed, Bill and Jessica will present to townships/villages. Next meeting is November – the committee will determine a meeting schedule for the rest of the year at that time.**
  - b. Executive
    - i. E.D. Review- **The Board completed their evaluations. The results were compiled and Josh gave Bill his review. Discussion over doing a "360 Review" next year to get input from management on the ED's performance.**
  - c. Finance, Personnel & Policy- **Additional spending in September – tablets and a new bus were ordered.**
    - i. Severance - **Committee opened up the policy to the Board for discussion. Motion by Eric that discussion over severance for any employee should be brought to the Board. Support by Anne. Discussion. Roll Call: Eugene – yes Josh – yes Eric –yes Anne – no Jennifer – yes Susan – no Amy – yes. Yes – 5 No – 2, motion passed.**
    - ii. Legal Counsel RFP- **Discussion over list of potential legal firms Benzie Bus can hire. Bill has created an RFP. Motion by Eric to authorize Bill to send out RFP. Support by Anne. All ayes, motion carried.**
    - iii. Procurement -**Motion by Eric to adopt Procurement policy as presented by committee. Support by Jennifer. All ayes, motion carried.**
    - iv. IT Usage Policy- **Motion by Eric to adopt IT Usage policy as presented by committee. Support by Susan. All ayes, motion carried.**
    - v. Records Retention- **Motion by Jennifer to adopt Records Retention policy as presented by committee. Support by Susan. All ayes, motion carried.**
    - vi. Background Check and Motor Vehicle Record- **Motion by Jennifer to approve the policy as presented by the Committee. Discussion. Support by Susan. All ayes, motion carried.**
    - vii. Ford Transit Purchase and Tablets- **We purchased 18 tablets and a Ford Transit in September.**



9. Old Business- **None**
10. New Business- **None**
11. Board Roundtable- General announcements, ideas, questions **Commissioner Carland gave County updates. Airport regained its General Utility license which opens them up to \$150k in MDOT funding for future projects. Geno reported that Thompsonville is getting a historical marker at the train track.**
12. Public Comment- **None**
13. Adjournment - **Motion by Eric to adjourn. Support by Jennifer. All ayes, motion carried. Meeting adjourned at 6:45PM**

Next Meeting Wednesday, Dec. 20th @ 5:30

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Recording Secretary

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Date