



Benzie Transportation Authority - Regular Meeting of Board of Directors

Wednesday April 18, 2018 5:30 - 7:00 p.m.

14150 US Highway 31, Beulah, MI 49617

Minutes Approved as Presented May 23, 2018

1. Welcome Guests & Call to Order Vice Chair Susan called the meeting to order at 5:34PM.
2. Roll Call – PRESENT: Amy Herczak, Susan Kirkpatrick, Eric VanDussen, Jennifer Kolinske, Anne Noah, Evan Warsecke, Bill Kennis, Chad Hollenbeck, Wendy Wedemeier, Jessica Carland ABSENT: Josh Stoltz, Eugene Allen
3. Approval of Agenda **Motion** by Jennifer supported by Amy to approve the agenda as presented. All ayes, **motion carried.**
4. Public Comment NONE
5. Approval of February 21, 2018 Meeting Minutes **Motion** by Amy supported by Eric to approve the February 21, 2018 meeting minutes as presented. All ayes, **motion carried.**
6. Committee Reports
 - a. Finance, Personnel & Policy
 - i. Financial Summary 6-Months: Jennifer presented the 6 mos financial summary. We are about \$100,000 under budget halfway through our fiscal year. Federal 5311 money is still outstanding. MDOT has received the monies from the FTA, so we should receive it soon. Chad will look into propane usage; it is about double what it was last year. We have moved funds to a money market account to earn higher interest. Mobility Management reimbursements have been caught up as well. Anne asked about amending the budget when items are over/under budget. Bill stated if there is any major deviation from a budget item would be brought to the Board, but no official amendment to the budget. BTA auditor has never requested a budget amendment.
 - ii. Policies:
 1. American Disabilities Act – Minor editing changes were recommended. Email address was updated. **Motion** by Eric support by Amy to approve ADA policy as presented. All ayes, **motion carried.**
 2. Audio Recording of Open Meetings - Minor editing changes were recommended. **Motion** by Amy support by Jennifer to approve policy Audio Recordings of Open Meetings as presented. All ayes, **motion carried.**
 3. Meeting Room Usage – Addition of “e-cigarettes” to policy. **Motion** by Eric support by Jennifer to approve Meeting Room Usage Policy as presented. All ayes, **motion carried.**
 4. Smoke-Free Worksite – Minor editing changes; addition of “e-cigarettes”. **Motion** by Eric support by Amy to approve policy as presented.
 - b. Marketing – Anne discussed the marketing budget and how to best utilize those funds moving forward. Crystal Mountain has a new HR Director and she and Anne will meet with Jessica to discuss the importance of transportation for CM employees. Jessica will be doing “pop-ups” and surveying our non-riders in different locations around the County.
7. Old Business
 - a. Marijuana DOT requirements – Bill discussed federal and state regulations of DOT requirements and medical marijuana usage. Eric believes the policy contains false information. Jennifer stated it is outdated but is required to keep Federal funding. She recommends the Board approve the policy today but continue to work at a State level to update the policy to match State medical marijuana laws.
 - b. Non-Mandated Drug Free Workplace – Per MDOT and Dr May, this policy is replaced by Controlled Substance and Alcohol Misuse Testing policy.
 - c. Controlled Substances and Alcohol Misuse Testing – **Motion** by Jennifer to accept the FTA’s required change from “opiates” to “opioids” in the Controlled Substance and Alcohol Misuse Policy. Support by Anne. 4 ayes, 1 nay. Eric requested it be noted he is opposed to the policy being passed as presented. **Motion carried.**



8. New Business
 - a. Friends of Benzie Bus – Amy discussed the history of the Friends group. Josh is leaving and so she needs a new signer for the Friends bank account. Jennifer wondered if a Board member should be on the signature cards because Board members are not allowed to promote Benzie Bus during a millage. Chad explained in the past, Board members have typically “taken off their Board member hat” and “put on their Friends hat”. Jennifer volunteered to be a signer on the Friends of Benzie Bus bank account.
9. Board Roundtable- Discussion over the date for the Annual Meeting in May. Date TBD. Susan has re-applied for her Board appointment. Josh has not. Discussion over possible Board candidates. Susan discussed Josh’s tenure as Board Chair. Jennifer suggested he be invited to the Annual meeting for formal recognition of his service. Bill discussed extending Friday and Saturday hours. He is looking into grant funding from MADD.
10. Public Comment NONE
11. Adjournment **Motion** by Amy support by Jennifer to adjourn the meeting at 6:30PM. All ayes, **motion carried**

Next Meeting: TBD

Recording Secretary

Date