



**Benzie Transportation Authority**

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

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

Benzie Transportation Authority, Beulah, Michigan 49617

**Approved 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**
  - a. **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
  - b. **Meeting Room Use** Minor editing changes to the policy. No major updates.
  - c. **Password Policy** At the suggestion of both the auditor and our IT person, we have created a Password policy.
  - d. **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.***
  - e. **BTA Advertising** Minor editing changes to the policy. No major updates.
  - f. **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.***

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Recording Secretary

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Date