



**Benzie Transportation Authority**

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

**Wednesday, October 18, 2017 4:00 p.m.**

Benzie Transportation Authority, Beulah, Michigan 49617

**Minutes Approved as Presented 12/20/2017**

**Welcome and Call to Order** Jennifer called the meeting to order at 4:03 PM

Present Josh, Eric, Jennifer, Bill, Jessica & Wendy

- 1. Approval of Minutes of August 9, 2017 - Motion** by Josh supported by Eric to approve the minutes as amended. All ayes, *motion carried.*
- 2. Public Comment** None
- 3. Approval of Agenda – Motion** by Eric supported by Josh to amend agenda adding policies:
  - a. Severance Policy
  - b. Legal Counsel Change
  - c. Background Check
  - d. Procurement
  - e. IT Usage
  - f. Records Retention

All ayes, *motion carried.*

- 3. Financials** – Finished in the black yet, cash may be neutral because of capital purchases of a bus and tablets which will be depreciated. Labor costs down from fewer fulltime employees, delayed raises and higher revenues. Many yearend projects were completed: asphalt crack filling/spot repairs, PC Trans and other IT improvements.
- 4. Old Business**
- 5. Severance Policy** – Committee discussed what other Transits or public/Gov't Agencies in terms of severance. Jessica learned that BATA does severance for all employees; they receive vacation days paid. Committee did not reach a decision and will defer to the Board.
- 6. Legal Counsel** – Bill presented a draft letter/questionnaire for prospective firms to quote their experience and rates. **Motion** by Eric supported by Jen to recommend to the Board Bill's plan. All ayes, *motion carried.*
- 7. Background Check** – A new policy required because of MTM's annual requirement. **Motion** by Eric supported by Josh to recommend to the Board policy. All ayes, *motion carried.*
- 8. Procurement** – MDOT requested an updated plan with optional language about E.D. spending caps. **Motion** by Josh supported by Eric to recommend to the Board that the E.D. be capped at \$5,000 beyond budgeted expenses. All ayes, *motion carried.*
- 9. IT Usage - Motion** by Josh supported by Eric to recommend to the Board for management of designee having rights to update or remove software. All ayes, *motion carried.*
- 10. Records Retention - Motion** by Eric supported by Josh to recommend to the Board policy. All ayes, *motion carried.*
- 11. New Business**
- 12. Public Comment** None
- 13. Future Meeting Schedule: Always prior to Board meetings 4:30 -5:15 unless changed**