



Benzie Transportation Authority - Special Meeting of Board of Directors

Tuesday, July 16, 2019 5:30 - 7:00 p.m.

14150 US Highway 31, Beulah, MI 49617

Approved as amended August 20, 2019

1. Welcome Guests & Call to Order- Vice Chairperson Van Dussen called the meeting to order at 5:37p.m.
2. Roll Call –PRESENT: Susan Kirkpatrick, Patty Roth, Anne Noah, Jennifer Kolinske, and Eric Van Dussen. ABSENT: Amy Herczak. Staff present, Bill, Chad, Jessica, Wendy and Nancy
3. Approval of Agenda- **Motion** by Jennifer to approve the July 16, 2019 agenda as amended. Support by Susan. All ayes, **motion carried**.
4. Public Comment: None
5. Approval of June 18, 2019 Annual Meeting Minutes-**Motion** by Jennifer to approve the June 18, 2019 minutes as amended. Support by Patty. All ayes, **motion carried**.
6. Chairwoman's Report: None
7. E.D. Evaluation- **Motion** by Jennifer to go into Closed Session at 5:44p.m., second by Anne. All ayes, **motion carried**. **Motion** by Jennifer to come out of closed session, second by Susan. All ayes, **motion carried**.
8. Committee Reports
 - a. Finance, Personnel & Policy
2020 Budget Approval- Jennifer gave an overview of the adjusted budget proposal. It is showing a 58k net income for the year. **Motion** made by Susan to accept the adjusted annual budget for 2020. Support by Patty. Roll Call Vote: Susan-yes, Eric-yes, Jennifer-yes, Patty-yes, Anne-yes. All ayes, **motion carried**
 - i. Policies
 - a) PTO Policy- tabled until August meeting
 - b) Investment Policy- tabled until August meeting
 - b. Marketing- Jessica shared that we have had 280 trips on the Crystal Lake Express to date. Currently, all effort is going toward promoting this service.
9. Old Business
 - a. E.D. Evergreen Contract re-typed-**Motion** made by Anne that we do put in the minutes that we are agreeing, as a Board, to allow the Evergreen Contract to stay as it was. We accept a joint responsibility, along with the director, for allowing it to evergreen as it is. The only change was to type a handwritten correction. Second by Susan. Roll call vote: Eric-yes, Susan-yes, Jennifer-yes, Patty-yes, Anne-yes. All ayes, **motion carried**.
 - b. Succession planning- There was discussion about the importance of having a plan in place to be pro-active for any future management changes job



description's will be updated by the end of the year to accurately reflect responsibilities

10. New Business

a. ~~E.D. Contract~~

b. PTO Policy-FPP Committee has tabled this until the August meeting.

c. Investment Policy-FPP Committee has tabled this until the August meeting.

The committee recommends investing 100k in Michigan Class. **Motion** by Eric to accept this recommendation, support by Anne. Roll Call vote: Susan-yes, Eric-yes, Jennifer-yes, Patty-yes, Anne-yes. All ayes, **motion carried**.

11. Board Roundtable- Discussion about this being a very productive meeting.

12. Public Comment: None

13. Adjournment: Meeting was adjourned at 7:10 p.m.

Nancy Hunt, Recording Secretary

Date