



**Benzie Transportation Authority  
Finance, Personnel & Policy Committee  
September 19, 2022 @ 10:30AM  
14150 US 31 Beulah, MI 49617  
Minutes approved as presented October 18, 2022**

1. Call to Order by Chair Jeannette Feeheley @ 10:35 AM
2. Roll call to determine quorum - Present: John Morse, Dorene Strang and Jeannette Feeheley. Staff Present: Jessica Carland, Chad Hollenbeck, Wendy Wedemeier and Nancy Hunt
3. Welcome and Recognition of Visitors - None
4. Correspondence - None
5. Approval of minutes of July 18, 2022 Finance, Personnel & Policy Committee - **Motion** by Strang to approve minutes as presented, supported by Feeheley. All ayes, **motion carried.**
6. Amendments/Additions to Agenda - Feeheley requested to add ADA Policy as 11 d.
7. Public Comment: None
8. Approval of Agenda - **Motion** by Feeheley to approve agenda as amended, supported by Strang. All ayes, **motion carried.**
9. Call for Conflict of Interest - None
10. Old Business
11. New Business
  - a. Monthly Financials - Nice to see some interest income from Michigan Class. Nothing outstanding to report.
  - b. FY2023 Wage Increase - The Board approved the budget with a 3% wage increase. Further discussion will take place at the September Board Meeting.
  - c. Policies - Paid Time Off - Morse suggested that the next policies up for review be added to the agenda to allow adequate time for editing if needed.  
**Motion** by Strang to recommend that the PTO Policy be increased to allow PT employees to receive 12 hours of PTO annually from 0-3 years. Supported by Feeheley. All ayes, **motion carried.**

Policy will be presented to the Board for further discussion.

- d. ADA Policy - Review date is determined by MDOT so the policy review date will be changed to reflect this.
- 12. Public Comment: None
- 13. Next Meeting - FPP is separated into Policy and Personnel Committee and Finance Committee per Board Approval (July 19, 2022).. Future dates will be determined at the September BOD Meeting. Approval of these meeting minutes will take place at the next committee meeting that is held.
- 14. Adjournment @ 12:00PM

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Nancy Hunt, Recording Secretary

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Date