



Benzie Transportation Authority-Ad Hoc Succession Committee

Tuesday, May 31, 2022 5:30 p.m.

14150 US Highway 31, Beulah, MI 49617

Minutes approved as presented June 14, 2022

1. Welcome Guests & Call to Order by Chair Chris Kitchen @ 5:31 p.m.
2. Roll Call: Present: Dorene Strang, Chris Kitchen, Anne Noah, Ingemar Johansson, Chad Hollenbeck, Jeannette Feeheley, John Morse (remotely). Absent: Evan Warsecke. Staff Present: Nancy Hunt.
3. Approval of Agenda: **Motion** by Johansson to approve agenda as presented. Support by Strang. All ayes, **motion carried**.
4. Public Comment: None
5. Approval of May 10, 2022 Minutes: **Motion** by Noah to approve minutes as amended, changing wording to past tense. Support by Hollenbeck. All ayes, **motion carried**.
6. Old Business
 - a. Approve Executive Director search plan- **Motion** by Johansson to approve 10 step plan and document presented by Kitchen. Support by Strang. All ayes, **motion carried**.
 - b. Executive Director job description review- Noah gave an overview of the management team meeting that was held with Noah and Feeheley. Feeheley went over a draft Executive Director Job Description. Hunt will send out previous and draft E.D. job description to all committee members and BTA managers for review. Suggested changes should be sent to Feeheley and Noah by the end of the work day on June 6th. Kitchen will put together a draft job advertisement for the next packet that will go out June 9th.
 - c. Review facilitated discussion list of desired qualities in perspective Executive Director- Strang gave a summary of the facilitated discussions that were held with staff and the management team. These suggestions will be considered when crafting documents
 - d. Input from surrounding transits- Hollenbeck reached out and did not receive any feedback.
 - Morse was excused at 6:53 p.m.
 - e. Determine pay range for Executive Director position-tabled
 - f. Draft criteria used in evaluating candidates-tabled
 - g. Draft communication plan and advertising for Executive Director search-tabled **Motion** by Noah to table e.f. and g. until the next meeting. Support by Johansson, all ayes, **motion carried**.

7. New Business
 - a. Assignment of tasks to other committees/staff as needed- Tasks already assigned
 - b. Next meeting date: June 14th @ 5:30 p.m.
8. Public Comment: Strang passed out a document that she felt was meaningful on making all people feel valued.
9. Adjournment at 7:09 p.m.

Nancy Hunt , Recording Secretary

Date