



**Benzie Transportation Authority
Regular Meeting of the Board of Directors
November 15, 2022 @ 5:30PM
14150 US 31 Beulah, MI 49617
Minutes approved as amended January 17, 2023**

1. Call to Order by Chair, John Morse at 5:36 PM
2. Roll call to determine quorum: Present: Anne Noah, Dorene Strang, Chris Kitchen, Sara Hienz, John Morse and Evan Warsecke, ex-officio (excused at 7:20PM). Excused: Jeannette Feeheley. Staff Present: Jessica Carland, Wendy Wedemeier and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Correspondence: Carland shared an email regarding a SMART Program Pilot for GTFS mapping assistance, which will allow Benzie Bus services to be available on Google Maps. Carland sent a letter of support to Secretary Buttigieg to aid in this.
5. Amendments/Additions to Agenda: The following items were added to the agenda:
 - PTO Policy under 11.a.
 - Nite Owl Service as 12.e.
 - Student Poll as 12.f.
6. Public Comment: None
7. Approval of Agenda: **Motion** by Hienz to approve agenda as amended, supported by Strang. All ayes, **motion carried**:
8. Call for Conflict of Interest: None
9. Consent Agenda
 - a. Approval of minutes of September 20, 2022 Regular Board Meeting: **Motion** by Kitchen to approve minutes as presented, supported by Strang. All ayes, **motion carried**:
10. Reports to the Board
 - a. Financial Report- Wedemeier gave an overview of the Statement of Activities. MI CLASS is earning much better returns than the savings account at Honor Bank.
 - b. Chairperson's Report- Morse brought 2 veterans here for Veterans Day. There is still an open board seat.
 - c. Reports of Board Committees- Personnel & Policy- Strang shared the policies and motions that were discussed at their last meeting. Finance- Kitchen reported that officers have been elected and they will be making a recommendation under New Business.
 - d. Executive Director and Management Team Reports- Carland shared that we received \$1,000 from the Ironman Foundation for providing shuttles on race day. We have decided not to proceed with Paycor due to large errors on their part. We have 17 viable candidates for the Dispatch and MM position. A member of

the Board will participate in interviews. Both Morse and Strang volunteered to sit in on interviews.

11. Old Business

- a. Board Development-Carland presented proposals from both MPTA and from Elaine Wood. Discussion followed regarding which choice would best fulfill the current needs of the board. **Motion** by Noah to further investigate with Elaine Woods and empower the E.D. to move forward with scheduling if the cost does not exceed \$4k, supported by Kitchen. All ayes, **motion carried**. Board members are to email their top 5 training needs to Jessica by Sunday, November 27th.
- b. MSU Customer Satisfaction Survey Results- Carland gave a brief explanation of the report. Overall the results were very favorable.
- c. Board Membership Update- We still have an open seat. Please continue to advocate for a new member.
- d. PTO Policy-We received confirmation from our attorney that the policy is satisfactory.

12. New Business

- a. Employee Holiday Gift- **Motion** by Kitchen to continue the tradition of Christmas bonuses and to do away with gift bags. This has already been budgeted and will be about \$7k per year. Hourly staff are to be given \$150 and managers \$250. Board members do not wish to receive any sort of holiday gift. Supported by Strang. All ayes, **motion carried**.
- b. Policies for Board Discussion/Approval - Board Compensation, Investment **Motion** by Strang to approve both policies as presented, supported by Kitchen. All ayes, **motion carried**.
- c. Vehicle Accessibility Plan Discussion- **Motion** by Hienz to approve plan as presented, supported by Strang. All ayes, **motion carried**.
- d. Annual Report Discussion- Carland will send the first draft once she has proofed it.
- e. Nite Owl Service- Strang shared that there is a desire among riders to have year round late nite service on Fridays and Saturdays.
- f. Student Poll- Heinz conducted an informal poll with students to find out why they are not willing to ride the bus. Students shared their concern over riding with drivers that they were not familiar with, and the need for planning ahead to secure a ride is a hindrance. There was a suggestion of having a "Meet the Driver" breakfast in the future. Morse made the suggestion that veterans ride for free on Veterans Day.

13. Public Comment: None

14. Next Meeting: January 17, 2023 @ 5:30PM

15. Adjournment @ 7:40PM

Nancy Hunt, Recording Secretary

Date