



Benzie Transportation Authority - Regular Meeting of Board of Directors

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

14150 US Highway 31, Beulah, MI 49617

Approved as amended May 21, 2019

1. Welcome Guests & Call to Order **Chairwoman Herczak called the meeting to order at 5:32**
2. Roll Call **Susan Kirkpatrick, Patty Roth, Anne Noah, Jennifer Kolinske, Eric VanDussen**
3. Approval of Agenda **Amy added “FOIA Procedures and Guidelines and Written Public Summary of BTA’s Freedom of Information Act Procedures & Guidelines” under 7(a)iii and “Executive Director Review” under New Business. Motion by Amy to approve the April 16, 2019 agenda as amended. Support by Susan. All ayes, motion carried.**
4. Public Comment **None**
5. Approval of February 19, 2019 Meeting Minutes **Motion by Geno to approve the February 19, 2019 meeting minutes as presented. Support by Jennifer. All ayes, motion carried**
6. Chairwoman’s Report
 - a. Management Reports – E.D., Ops., & MM **Bill highlighted the Lansing legislative trip, particularly the awareness of O’Malley and Vanderwaal of a need in northern Manistee County for better transit options. Jessica briefly discussed the pilot for a taxi-style summer service sponsored by Frankfort/Beulah businesses that will be provided mid-June through mid-August.**
7. Committee Reports
 - Finance, Personnel & Policy
 - i. Financial Summary **Wendy discussed finances for the first half of the fiscal year. March numbers are down a bit due to some service and repair expenses, the balance owed on the website design, and insurance that is paid on a quarterly basis. Total budget for the first half of the year is on track.**
 - ii. 457 MERS Employer Match **The FPP discussed a dollar for dollar match for all FT employees beginning in May for a 457 account, up to \$520/year/FT employee. Discussion. Motion by Jennifer to start a MERS 457 employer match policy and match up to \$520 per year per full-time employee effective May 1, 2019. Support by Anne. All ayes, motion carried.**
 - iii. Policies
 - a. Workplace Violence **Committee recommends the Board approve the policy, changing “consumers” to “passengers”. Motion by Eric to approve the policy as amended. Support by Susan. All ayes, motion carried**
 - b. Wellness Program **The committee recommends the Board approve the policy, changing “Cleaning Eating” to “Clean**



Eating". **Motion by Amy to adopt the policy as amended. Support by Susan. All ayes, motion carried**

c. FOIA Procedures and Guidelines and Written Public Summary of BTA's Freedom of Information Act Procedures & Guidelines **Motion by Eric to replace the current FOIA policy with the FOIA Procedures and Guidelines and Written Public Summary of BTA's Freedom of Information Act Procedures & Guidelines policies as presented. Support by Anne. All ayes, motion carried.**

- b. Marketing 12-months of advertising space was purchased at the Garden Theater for \$500; Now Showing: Airport Service. There have been 135 trips on the Saturday Shopper so far (Feb: 28, Mar: 83, Apr: 24). Hopthru app launched yesterday, so that will be promoted fairly heavily on social media and was featured on both 9&10 and 7&4 news outlets. There is ongoing communication with the TC Pit Spitters to work out a deal for the summer shuttles. Try Transit Week is next up (June 3-7) followed by the launch of our taxi-style summer service on June 14th.
- c. Executive Committee **No meeting**
- 8. Old Business
- 9. New Business
 - a. . Executive Director Review **Discussion**
- 10. Board Roundtable- General announcements **None**
- 11 .Public Comment **None**
- 12 .Adjournment **Meeting adjourned at 7:35PM**

Next Meeting Tuesday, June 18th Annual Meeting May 21st @ 5:30 – 7

Recording Secretary

Date