



**Benzie Transportation Authority
Personnel & Policy Committee
April 25, 2023 @ 4:30PM
14150 US 31 Beulah, MI 49617**

Minutes approved as amended June 20, 2023

1. Call to Order by chair Dorene Strang @ 4:30 PM
2. Roll call to determine quorum: Present: Anne Noah, Jeannette Feeheley and Dorene Strang. Excused: John Morse (non-voting). Staff Present: Jessica Carland and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Correspondence: Correspondence from Feeheley was shared prior to the meeting. No further correspondence to share.
5. Approval of February 21, 2023 Meeting Minutes: **Motion** by Feeheley to approve minutes as presented. Supported by Noah. All ayes, **motion carried**.
6. Amendments/Additions to Agenda: None
7. Public Comment: None
8. Approval of Agenda: **Motion** by Feeheley to approve agenda as presented. Supported by Noah. All ayes, **motion carried**.
9. Call for Conflict of Interest: None
10. Old Business
11. New Business
 - a. Policies
 - i. [Compilation Spreadsheet](#) - Status was reviewed
 - ii. [Policy Review/Recommendations](#)
 1. Employee Code of Conduct- Minor additions. **Motion** by Noah to recommend to BOD new policy and to rescind the previous policies listed as 1. a-e. Supported by Feeheley. All ayes, **Motion carried**.
 - a. Harassment
 - b. Non-Retaliation
 - c. Workplace Violence
 - d. Conduct in the Workplace
 - e. Open Door
 - iii. Management Procedures to be Reviewed
 1. Progressive Discipline Procedure- **Motion** by Strang to recommend to the BOD the Progressive Discipline Procedure and to rescind the Disciplinary Procedures Policy. Supported by Noah. All ayes, **motion carried**.

2. Dress Guidelines- **Motion** by Noah to recommend policy to BOD as amended and changing from a policy to a handbook procedure. Supported by Strang. All ayes, ***motion carried.***

12. Public Comment: None

13. Roundtable: Strang brought up a question regarding rider suspension.

14. Next Regular Committee Meeting **June 20 @ 4:30PM**

15. Adjournment @ 6:05PM

Nancy Hunt, Recording Secretary

Date