



**Benzie Transportation Authority – Special Meeting of Board of Directors**

**Tuesday, April 26, 2022 5:30 p.m.  
14150 US Highway 31, Beulah MI 48617**

Minutes approved as presented May 17, 2022

1. Welcome Guests & Call to Order by Chair John Morse at 5:30 p.m.
2. Roll Call: Present: Anne Noah, John Morse, Jeannette Feeheley, Evan Warsecke, Dorene Strang and Chris Kitchen. Absent: Amy Herczak. Staff present: Chad Hollenbeck, Jessica Carland, Wendy Wedemeier and Nancy Hunt. Guests: Pete Wright and Tami Bannatyne, BTA employees.
3. Approval of Agenda: **Motion** by Jeannette to approve agenda as amended, changing Letter of Recommendation to Letter of Appreciation, adding closed session for Letter of Appreciation and adding 3. 7.e.and f. which will be closed session as well, support by Anne. All ayes, **motion carried**.
4. Public Comment: None
5. Approval of April 19, 2022 Minutes: **Motion** by Jeannette to approve minutes as amended with formatting edits, support by Dorene. All ayes, **motion carried**.
6. Old Business
7. New Business
  - a. Appointment of Interim Director: Discussion and comments from staff.  
**Motion** by John to appoint Jessica as Interim Director beginning May 13, 2022 @ 5 p.m. and ending at the time a permanent E.D. is appointed. Support by Chris. Roll call vote Dorene-yes, Jeannette-yes, Anne- yes, Chris-yes, John-yes. All ayes, **motion carried**.
  - b. E.D. Succession process: Discussion about what Board wishes in a new E.D. New Ad Hoc Succession Planning Committee was established and will meet before the May meeting. All present Board Members wish to sit on this committee, as does Chad. Rhonda Nye will participate in the event Evan is unable to attend. Ingemar Johannsen will also be asked to participate. Chris expressed interest in chairing this committee. Chair will be appointed at the first meeting.
  - c. OT Compensation for salaried staff: Discussion. No action needed.
  - d. Letter of Recommendation--**Appreciation**: Closed session: **Motion** by Anne to go into closed session to discuss 7. d. e. & f. support by Dorene, all ayes. **Motion carried**.  
**Closed session began at 6:20 p.m. and ended at 7:09 p.m.**
  - e. Clarification on E.D. Search Firm: Discussion. **Motion** by Anne to add an end date for the (up to \$7k) provision to be paid to Search Firm. Submission of services must be made by August 31, 2023. Chris supported. All ayes, **Motion carried**.
  - f. Salary for Interim Director: **Motion** by Chris to authorize John to execute an interim employment agreement with Jessica Carland with a bi-weekly salary of \$2,575 for the duration of her interim appointment which is consistent with the recent Compensation Study Results. Support by Dorene.

Roll Call Vote: Ayes: Jeannette, Anne, Dorene, John, Chris. Nays: None. All ayes, ***motion carried***. Jessica agreed to accept this role.

- g. ***Motion*** by Anne that Jeannette and Anne be designated to will draft a letter of appreciation similar to the one drafted in 2020 to submit to John to execute and distribute to board members, support by Dorene. Letter of Appreciation will be presented to Bill on or about May 13, 2022. All ayes, ***motion carried***.
8. Board Roundtable - General announcements- John reminded the Board that Board Goals will be discussed at the May meeting. Suggestions should be submitted to Nancy, Jessica or John by May 10<sup>th</sup>.
9. Public Comment-Pete thanked the Board for letting him attend. This meeting was informative and he would like to continue to attend.
10. Adjournment @ 7:21 p.m.

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Nancy Hunt, Recording Secretary

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Date