



**Benzie Transportation Authority  
Special Meeting of the Board of Directors  
August 16, 2022 at 7:40AM  
Benzie Bus Station  
Minutes approved as presented August 22, 2022**

1. Call to Order by Chair John Morse @ 7:40 a.m.
2. Roll Call to Determine Quorum: Present: Anne Noah, Dorene Strang, Jeannette Feeheley and, John Morse. Excused: Evan Warsecke and Chris Kitchen. Staff present: Jessica Carland, Chad Hollenbeck and Nancy Hunt.
3. Public Comment: None
4. Welcome and Recognition of Visitors: None
5. Approval of Agenda: **Motion** by Noah to approve agenda as presented, Supported by Strang. All ayes, **motion carried.**
6. Approval of July 19, 2022 Regular Board Meeting Minutes: **Motion** by Feeheley to approve minutes as presented, Support by Noah. All ayes, **motion carried.**
7. Paid Time Off: Carland shared that dedicated staff are in jeopardy of losing their PTO at the end of the fiscal year which is September 30th. Due to the current staff shortages, management is faced with either cutting services or not allowing employees to take time off from work.  
**Motion** by Morse that for fiscal year 2022 both hourly and salaried staff be allowed to roll over up to 80 hours of PTO. Staff also have the option to sell back their PTO at 100% of their hourly rate. A minimum of 40 hours must be rolled over and the maximum payout that will be approved is 80 hours. Supported by Noah. 3 ayes, 0 nays, 1 abstain.  
**Motion carried.**
8. Public Comment: None
9. Adjournment@ 8:07 a.m.

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Nancy Hunt, Recording Secretary

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Date