



**Benzie Transportation Authority - Regular Meeting of Board of Directors**

**Tuesday, August 20, 2019 5:30 - 7:00 p.m.**

**14150 US Highway 31, Beulah, MI 49617**

Approved as presented Oct. 15, 2019

1. Welcome Guests: John Morse CPA & Call to Order by Chairperson Herczak at 5:30PM.
2. Roll Call - PRESENT: Susan Kirkpatrick, Patty Roth, Anne Noah, Eric Van Dussen, Amy Herczak and guest John Morse. Staff present, Bill, Chad, Jessica, Wendy and Nancy. Absent- Jennifer Kolinske
3. Approval of Agenda- **Motion** by Eric to approve agenda as amended. Support by Susan, all ayes, **motion carried**.
4. Public Comment- John Morse told us his background and expressed his pleasure in attending. He had a lot of positive to say about Benzie Bus as he has used the service. He especially likes the Hopthru App.
5. Approval of July 16, 2019 Special Meeting Minutes as amended- **Motion** by Eric, support by Amy. All ayes, **motion carried**.
6. Chairwoman's Report
  - i. Manager's Reports: M/M, E.D. & Ops (Picnic Sunday 9/8) - There was a brief general discussion about these reports. Bill invited the Board to our Annual Staff Picnic. Several members hope to attend.
  - ii. Millionth Rider- We will be celebrating our Millionth Rider in late September. The Marketing Committee will be giving input on what this celebration should look like.
  - iii. Job Descriptions and Time Study-Managers all updated their current job descriptions. They have also completed time studies. A special committee was formed to go over these documents and make any changes. This committee is comprised of the chairs of our existing committees, Jennifer, Amy and Anne. They will have something to present to the Board at the October meeting.
7. Committee Reports
  - a. Finance, Personnel & Policy
    - i. Financial Statements
      - a) Yearend & Cash flow-Brief overview report which projects that we are \$13k under budget for Fiscal Year 2019. Some purchases need to be made, so that number will go down, but we will end the year in the black.
      - b) Healthcare policy- Three options were presented to the FPP Committee. **Motion** by Eric to accept that recommendation and adopt the Priority Health 90/10 Plan. Support by Susan. Roll call vote, Susan-aye, Patty-aye, Anne-nay, Eric-aye, Amy-aye Vote Count: 4 ayes, 1 nay. **Motion carried**.
      - c) Millage rate- Eric gave a brief overview of the impact to our budget if we were to reduce the millage. A decrease of .05 would mean a loss of \$102k per year. No action will be taken at this time. There was also



discussion on the dates for next year's millage. No decision was made, will be re-visited in October.

- ii. Policies
  - a) PTO Policy-**Motion** by Eric to adopt the policy as amended. Support by Susan. All ayes, **motion carried**.
  - b) Investment Policy- **Motion** by Eric to adopt the policy as amended. Support by Amy. All ayes, **motion carried**.
  - c) Conduct in the Workplace Policy-**Motion** by Eric to re-adopt the policy as presented. Support by Anne. All ayes, **motion carried**.
  - d) License Fee/Physicals Reimbursement Policy-Tabled until October meeting.
  - e) Staff Training Policy- **Motion** by Eric to adopt as amended. Support by Susan. All ayes, **motion carried**.
- b. Marketing- Jessica shared that we will be present at the back to school open houses to connect with students. Marketing is concentrating mostly on the Crystal Lake Express and the Millionth Rider.
- 8. Old Business
- 9. New Business
  - a. ~~PTO Policy~~
  - b. ~~Health Insurance employee participation~~
- 10. Board Roundtable- General announcements- Anne shared that she and guests took the Crystal Lake Express and had a blast. Several others shared similar stories. Eric mentioned a program he saw recently on HBO. It was on the Coch Brothers and he recommends watching it.
- 11. Public Comment -None
- 12. Adjournment – **Motion** by Anne to adjourn. Support by Eric. All ayes. Meeting adjourned at 7:24 PM.

Next Meeting Tuesday, Oct. 15<sup>th</sup> @ 5:30 – 7 & Dec. 17<sup>th</sup>

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Nancy Hunt, Recording Secretary

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Date