



Benzie Transportation Authority - Regular Meeting of Board of Directors

Tuesday, August 14, 2018 5:30 - 7:00 p.m.

14150 US Highway 31, Beulah, MI 49617

MINUTES APPROVED AS PRESENTED OCTOBER 16, 2018

1. Welcome Guests & Call to Order – Chairwoman Amy Herczak called the meeting to order at 5:38PM
2. Roll Call: Amy Herczak, Eric VanDussen, Jennifer Kolinske, Anne Noah, Patty Roth, Evan Warsecke
Staff: Bill Kennis, Wendy Wedemeier, Nancy Hunt, Jessica Carland
3. Approval of Agenda – Bill added “Authorized Signers” under New Business. *Motion* by Jennifer supported by Anne to approve August 14, 2018 Regular Meeting Agenda as amended. All ayes, ***motion carried.***
4. Public Comment - None
5. Approval of June 19, 2018 Meeting Minutes *Motion* by Jennifer supported by Eric to approve June 19, 2018 Regular Meeting Minutes as presented. All ayes, ***motion carried.***
6. Chairwoman’s Report
 - a. Chamber Community Impact Award – Benzie Bus was nominated for the Community Impact Award.
 - b. Management Reports – Discussion over an incident regarding a passenger. No questions on Management reports
7. Committee Reports
 - a. Finance, Personnel & Policy
 - i. Financial Summary – Jennifer discussed the financial reports.
 - ii. 2019 Final Budget Approval – *Motion* by Anne support by Eric to approve the FY2019 Final Budget to submit to MDOT. All ayes, ***motion carried.***
 - iii. Bonus recommendations – The FPP Committee recommended the Board approve bonuses for staff and managers. Bonuses are a way to reward employees without committing to a long-term pay increase (pay raise). *Motion* by Jennifer supported by Anne to approve bonuses totaling no more than \$26k for staff and managers. Roll call: Anne – yay, Eric – nay, Patty – yay, Jennifer – yay, Amy – yay. 4 yays, 1 nay. ***Motion carried.***
 - iv. Policies
 1. Jury Duty
 2. Open Door
 3. Paid Holidays
 4. Video Surveillance
 5. Worker’s Comp

Motion by Eric support by Anne to approve the discussed policies as presented. All ayes, ***motion carried.***
 - b. Marketing – Marketing efforts are focused heavily on increasing ridership between Lake Ann and Munson. The new Airport Service is being promoted at Downtown TC Friday Night Live, the Frankfort Art Fair, and other events.
 - c. Executive
 - i. E.D. Annual Review & Bonus – *Motion* by Anne supported by Jennifer to approve a bonus for the Executive Director. Roll Call: Anne – yay, Eric – nay, Patty – yay, Jennifer – yay, Amy – yay. 4 yays, 1 nay. ***Motion carried.***
8. Old Business
 - a. Marijuana DOT requirements – Eric discussed what he views as misinformation presented in the Controlled Substances and Alcohol Misuse policy.
9. New Business
 - a. Authorized Signers – MDOT has on file Bill Kennis and Josh Stoltz as authorized signers. *Motion* by Eric to remove Josh Stoltz (Board Chair) and add Amy Herczak (Board Chair) as an authorized signer for MDOT. Support by Anne. All ayes, ***motion carried.***



- 10. Board Roundtable - General announcements - None
- 11. Public Comment - None
- 12. Adjournment - Chairwoman Herczak adjourned the meeting at 6:51PM

Next Meeting Tuesday, October 18th @ 5:30 - 7

Recording Secretary

Date