



**Benzie Transportation Authority  
Personnel & Policy Committee  
August 15, 2023 @ 4:30PM  
14150 US 31 Beulah, MI 49617  
Minutes approved as presented October 17, 2023**

1. Call to Order by Chair Dorene Strang @ 4:34PM
2. Roll call to determine quorum: Present: Anne Noah, Dorene Strang and ex-officio John Morse. Absent: Jeannette Feeheley (arrived at 5:37PM and left when reminded that the meeting began at 4:30PM). Staff Present: Jessica Carland and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Consent Agenda
  - a. Correspondence
  - b. Approval of June 20, 2023 Meeting Minutes
  - c. Policy Compilation Plan

**Motion** by Noah to approve consent agenda as presented with minor changes to June 20th meeting minutes. Supported by Strang, all ayes, **motion carried.**
5. Amendments/Additions to Agenda: None
6. Public Comment: None
7. Approval of Agenda: **Motion** by Noah to approve agenda as presented. Supported by Strang, all ayes, **motion carried.**
8. Call for Conflict of Interest: None
9. Old Business
  - a. Title VI Policy- There was a small change by MDOT. The policy does not need to be approved again by the Board.
10. New Business
  - a. Policies The committee reviewed suggested policy changes submitted by Feeheley prior to the meeting. Discussion took place and some additional edits were made.
    - i. Employee Time Off Policy
      1. Replaces Paid Time Off, Unpaid Personal Leave of Absence, and PTO Pool policies.

**Motion** by Noah to recommend to the Board for approval the Employee Time Off policy, and to rescind the Paid Time Off, Unpaid Personal Leave of Absence, and PTO Pool policies. Supported by Strang. All ayes, **motion carried.**
    - ii. Employee Compensation Policy

1. Replaces Compensation System, Paid Holidays, and Jury Duty policies

**Motion** by Noah to recommend to the Board for approval the Employee Compensation Policy and to rescind the Compensation System, Paid Holidays, and Jury Duty policies. Supported by Strang. All ayes, **motion carried**.

- iii. Board Compensation - **Motion** by Noah to recommend to the Board for approval the Board Compensation Policy. Supported by Strang. All ayes, **motion carried**.
  - iv. Discretionary Compensation Policy - Carland recommended the policy be rescinded. The Employee Compensation Policy gives the Board the authority to make adjustments to wages at any time. **Motion** by Noah to rescind the Discretionary Compensation Policy. Supported by Strang. All ayes, **motion carried**.
- b. Dispatch & Mobility Manager Position Update - After considering the needs of the organization, Carland proposed that the Mobility Manager position be changed to a PT Mobility Coordinator position. In the future, the position could return to FT status. This position is grant funded in the amount of \$39k per year. A Dispatch Supervisor is also needed to oversee the department. She also stated that with the increase in ridership, rules & regulations, and number of staff, an Operations Supervisor is needed to assist the Operations Manager. Carland will further define job descriptions and wage ranges and bring the information to the Finance Committee for their review. The PP Committee would also like the Finance Committee to look at the feasibility of making the Mobility Coordinator position full time from the start in order to attract the most qualified applicants.
11. Public Comment - None
12. Roundtable: Noah commented that this meeting went smoothly due to Feeheley's work on policies prior to the meeting.
13. Next Regular Committee Meeting: October 17th at 4:30PM.
14. Adjournment @ 5:40PM

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Nancy Hunt, Recording Secretary

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Date