



**Benzie Transportation Authority
Regular Meeting of Board of Directors
Tuesday, February 18, 2020 5:30 - 7:00 p.m.
14150 US Highway 31, Beulah, MI 49617
Minutes approved as presented April 7, 2020**

1. Welcome Guests & Call to Order: Chairperson Herczak called meeting to order at 5:43PM.
2. Roll Call-PRESENT: John Morse, Anne Noah, Susan Kirkpatrick, Amy Herczak,, Eric Van Dussen and Patty Roth. Also present is Evan Warsecke and staff: Bill, Chad, Jessica, Wendy and Nancy. ABSENT: Jennifer Kolinske
3. Approval of Agenda as amended, adding 7. 5: Wage Increases: **Motion** by Anne, support by Eric. All ayes, **motion carried**.
4. Public Comment: None
5. Approval of December 10, 2019 Meeting Minutes as presented. **Motion** by John, support by Anne. All ayes, **motion carried**.
6. Chairwoman's Report
 - i. Manager's Reports: E.D., Ops & M.M.- Bill and Jessica gave brief overviews of their reports, including staffing changes, upcoming grants, millage communication plan update and FOIA request.
 - ii. Board Member Succession Planning- This will be Patty's last meeting, she will not be completing her term. Three other terms will expire April 30, 2020. Amy plans to renew, Eric will not. Anne is undecided at this time. All Board Members will try and recruit new members.
 - iii. Goals: 2020 Benzie Bus Goals were presented by management. **Motion** by Anne to accept these goals as presented, support by Susan. All ayes, **motion carried**.
7. Committee Reports
 - a. Finance, Personnel & Policy
 - i. Audit: Jim gave his audit report via Skype. Benzie Bus continues to do well with no significant matters found. Two notable findings were fare box counting control procedure. This has already been addressed and a better procedure has been implemented as suggested. The other finding is the Wellness Program. Food provided to the employees other than during trainings or public meetings is not allowable and it is recommended that this program be discontinued.

- ii. Defined Contribution: 100% of part-time staff would like to pay into MERS rather than Social Security. This would not be any additional cost to BTA and would greatly benefit the part-time staff. FPP Committee recommends that the Board allow this change. **Motion** by Eric to approve the recommendation from the FPP, support by Amy. All ayes, **motion carried**.
- iii. Budget: 2021 Budget was presented by the FPP with the recommendation that it be approved. **Motion** by Anne to approve the 2021 Budget as presented, support by Amy. All ayes, **motion carried**.
Motion by Eric to approve the 2021 Resolution of Intent, support by Anne. All ayes, **motion carried**.
- iv. Policies: Unpaid Personal Leave of Absence & Paid Holidays: **Motion** by Eric to adopt both policies as presented, support by Amy. All ayes, **motion carried**.
- v. Wage Increases: FPP recommends that management has the discretion to give merit raises averaging 3%. Discussion followed. **Motion** by John to propose an average 3% merit raise, effective April 1, 2020. Support by Patty. All ayes, **motion carried**.
- b. Marketing: The millage has been the main focus. There have been 3 letters to the editor so far. Friends of Benzie Bus have been active in sending out mailers, collecting donations and promoting the millage.
- c. Ad Hoc Succession Planning- Two timelines were presented outlining the process and timeline of when to release the posting for ED. The Ad Hoc Committee recommends going with option B. Discussion followed. **Motion** by John to opt for option B: March 11th, after the millage, support by Eric. All ayes, **motion carried**.

A notice to Bill Kennis regarding his contract conclusion was presented for review with the intent to present it at the conclusion of this meeting. **Motion** by Eric to approve the February 18th letter, to Bill Kennis, adding #9 and crossing out the word "work". Support by John. All ayes, **motion carried**.

E.D. job posting was presented for approval to be released according to approved timeline. **Motion** by Eric to approve the language of the job posting, changing the date from March 12th to April 2nd. Support by John. All ayes, **motion carried**.

The FPP recommended the E.D. contract only offer health benefits with BTA covering 90% of single coverage. **Motion** by John to adopt the recommendation from the FPP regarding medical coverage. Support by Eric, all ayes, **motion carried**.

8. Old Business: None
9. New Business: John was appointed to the FPP Committee. Meeting times will be adjusted.
10. Board Roundtable- General announcements: This is Patty's final meeting. Many thanks and well wishes were expressed. John thanked the managers for the sympathy cards he and Jennifer received. They were very much appreciated.
11. Public Comment: None
12. Adjournment at 7:47 PM

Next Meeting Tuesday, April 21st 5:30 p.m.

Nancy Hunt, Recording Secretary

Date