



**Benzie Transportation Authority
Personnel & Policy Committee
December 20, 2022 @ 4:30PM
14150 US 31 Beulah, MI 49617**

Minutes approved as presented February 21, 2023

1. Call to Order by Chair Dorene Strang at 4:32 PM
2. Roll call to determine quorum: Present- Anne Noah, Jeannette Feeheley, Dorene Strang and ex-officio, John Morse (excused at 5:45PM). Staff present- Jessica Carland, Toby Dunne and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Correspondence: None
5. Approval of minutes: **Motion** by Feeheley to approve October 18, 2022 meeting minutes as presented. Support by Noah. All ayes, **Motion carried**.
6. Amendments/Additions to Agenda: Add 11.c. Update on HR and Finance Manager wages. Add 11.d Proposal to consolidate policies.
7. Public Comment: None
8. Approval of Agenda: **Motion** by Strang to approve minutes as amended, adding 11.c. and 11.d. Support by Noah. All ayes, **Motion carried**.
9. Call for Conflict of Interest: None
10. Old Business
 - a. Policies
 - i. Workplace Violence- **Motion** by Noah to recommend policy as presented. Strang requested that the motion be amended to recommend the policy as presented, but to change the review cycle to one year. Noah accepted the amendment. Support by Strang. Ayes-2, Nays-1. **Motion Carried**. Feeheley will be sending a correspondence for inclusion in the January Board packet.
11. New Business
 - a. Policies
 - i. Attorney Use- **Motion** by Feeheley to recommend policy as amended. Supported by Noah. All ayes, **motion carried**.
 - ii. License Fee & Physical Reimbursement- **Motion** by Feeheley to recommend policy as amended, Hollenbeck will be consulted regarding ASE certification prior to the full board meeting. Supported by Strang. All ayes, **motion carried**.
 - iii. Paid Holidays- **Motion** by Feeheley to change review cycle to five years, no support. **Motion failed**. **Motion** by Noah to recommend policy as presented, Supported by Strang, All ayes, **motion carried**.

- b. Earned Sick Time Act (ESTA)- Carland shared information on this act and a special meeting would be required if this act is not delayed.
 - c. Update on HR and Finance Manager wages- Carland shared that we are waiting on the spreadsheet created by the compensation committee and the results of the MPTA wage study to use as tools. Noah wishes for comparables to be obtained and for Morse to request the compensation tool from Chris Kitchen.
 - d. Proposal to consolidate policies- Strang shared the desire to consolidate several policies. The committee will work on the consolidation of policies at the February committee meeting.
12. Public Comment: None
13. Next Regular Committee Meeting February 21, 2023 - *Policies to be Reviewed: Expense Reimbursement; Policies to be considered for consolidation: Dress Guidelines, Harassment, Non-Retaliation, Open Door, Passenger Behavior, Disciplinary Procedures*
14. Adjournment @ 6:01 PM

Nancy Hunt, Recording Secretary

Date