



**Benzie Transportation Authority
Executive Committee
June 13, 2023 @ 5:30PM
14150 US 31 Beulah, MI 49617
Minutes approved as amended September 12, 2023**

1. Call to Order by Chair John Morse @ 5:32PM
2. Roll call to determine quorum- Present: Dorene Strang, Jeannette Feeheley, Chris Kitchen, and John Morse. Excused: Evan Warsecke. Staff Present: Jessica Carland and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Correspondence: None
5. Approval of August 22, 2022 Meeting Minutes: **Motion** by Strang to approve minutes as presented, supported by Feeheley. All ayes, **motion carried.**
6. Amendments/Additions to Agenda: Add D.1 Committee Scheduling
7. Public Comment: None
8. Approval of Agenda: **Motion** by Kitchen to approve agenda as amended, supported by Strang. All ayes, **motion carried.**
9. Call for Conflict of Interest: None
10. Old Business
11. New Business
 - a. Draft Strategic Goals: The BTA Board created draft goals at their May 2023 Board Retreat. Upon further review, this committee reworked the draft document to better identify goals and objectives. Further tweaking will be done prior to submission to the Board for final approval.
Motion by Kitchen to present the document, when reworked, to the full board for approval, supported by Feeheley. All ayes, **motion carried.**
 - b. Consent Agenda: At the recent Board retreat, a consent agenda was suggested as a way to make meetings more efficient. Kitchen researched and presented an overview of what a consent agenda is. The committee discussed whether or not this would be a helpful practice for BTA. This committee would like to temporarily implement a consent agenda and the Board Chair will determine whether or not it is an effective tool.
 - c. Sample Board Policies - Elaine Woods, the facilitator at the Board Retreat, recommended that the board adopt specific policies for the Board itself. Samples were provided and the Executive Committee agreed that the policies listed were discussed for possible creation and adoption. ~~should be created and considered for adoption as best practices.~~ Kitchen volunteered to begin working on draft versions of these for the Committee to review. His ideas will be presented to the

committee over the next 12 months with Conflict of Interest, Code of Conduct and Whistleblower being priorities. Those Board guidelines to be worked on are:

- i. Board Self-Assessment Policy
 - 1. Self-Assessment Questions
 - 2. Board Composition and Sample Guidelines
 - ii. Conflict of Interest- look into adopting a simple policy and continue to ask at meetings.
 - iii. Code of Conduct- add attendance expectation.
 - iv. Public Communications
 - v. Whistleblower Protection
 - vi. Competencies, Traits and Skills
- d. Committee Structure
- i. Committee Scheduling - As follow up to Woods' committee recommendations, the Policy Committee may be dissolved once policy compilation is finished. Carland and Hunt will look into Communications committees at other organizations and what responsibilities they are tasked with. There is a need to create an ad hoc committee to address the upcoming millage and further discussion will take place at the July Board Meeting. A committee member asked that all members' schedules be considered when scheduling meetings that are not already on a set schedule.
 - e. Sample Board/Committee Job Descriptions - Morse and Carland will begin drafting Board/Committee job descriptions to be included in New Board Member packets, and will look to BTA's Bylaws for what has already been defined
 - i. Board Roles & Responsibilities
 - ii. Finance Oversight Team
 - iii. Governance Committee
 - iv. Chairperson of the Board
 - v. Committee Chairperson
 - f. Dispatch & Mobility Manager Job Position - With the recent departure of the manager in this department, Carland shared that for the time being, management will reassess the needs of the department and the organization. Once needs have been identified, management will determine what roles are needed and fill whatever turns out to be an appropriate position.
12. Public Comment: None
13. Roundtable - None
14. Next Meeting - TBD
15. Adjournment @ 7:44PM

Nancy Hunt, Recording Secretary

Date

Adoption of the Use of a Consent Agenda for the Benzie Transportation Authority Board and Committee Meetings

Situation

The Benzie Transportation Authority (BTA) Board desires to adopt the use of a Consent Agenda for its future meetings, which is intended to minimize the time required for the handling of routine, non-controversial matters and permit additional time to be spent on complex and significant matters before the board.

Background

At every Board meeting, there are at least a few items on the agenda that do not need any discussion or debate, either because they are routine procedures or items that already have unanimous consent. A Consent Agenda allows the Board to approve all these items together without discussion or individual motions.

Examples of items appropriate to the Consent Agenda include the following.

- Topics of a routine or recurring nature, such as the approval of meeting minutes;
- Reports provided for information only, such as staff or committee reports;
- Non-controversial items that do not require debate or deliberation, such as committee appointments; and
- Correspondence requiring no action.

Assessment

All items on the consent agenda are considered routine and non-controversial by the BTA Board of Directors and will be approved by one motion if no member of the Board wishes to comment or ask questions. It is reasonably expected that the proposed action on a Consent Agenda item would not require a Board Member to disclose a potential conflict or abstain from voting. Any item on the Consent Agenda will be moved to the Regular Agenda upon request from any Board Member.

Complete documentation for all items on the Consent Agenda will be provided in advance to all Board Members, which will provide all Board Members the opportunity to consider whether the item requires public discussion and should be moved from the Consent Agenda.

Recommendation

When preparing the meeting agenda, the Board Chair and Executive Director determine whether an item belongs on the consent agenda. The list and all supporting documents of Consent Agenda items are included in the Board's agenda package with sufficient time to be read by all members prior to the meeting.

Prior to a motion to approve the Consent Agenda, the Chair asks members if there are any items one wishes to be removed from the Consent Agenda and discussed individually. If any member requests that an item be removed, it must be removed; members may request that an item be removed for any reason. Once it has been removed, the Chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.

When preparing the minutes, the Secretary includes the full text of the resolutions, reports, and/or recommendations that were adopted as part of the consent agenda. ¹

Additional information: <https://boardsource.org/resources/consent-agendas/>