



Benzie Transportation Authority –Meeting of Finance, Personnel & Policy

Monday, February 14, 2022 10:30 – 11:30 a.m.

**Benzie Chamber Office 816 Michigan Ave, Benzonia, MI
49616**

Minutes approved as presented April 18, 2022

Welcome & Call to Order by Chair Amy Herczak @10:31 a.m. Present: John Morse, Amy Herczak and Jeannette Feeheley. Excused: Jeff Pataky. Staff Present: Bill Kennis, Wendy Wedemeier and Nancy Hunt.

1. Approval of Agenda- **Motion** by Jeannette to approve agenda as amended correcting the date. Supported by Amy, all ayes, **motion carried**
2. Public Comment-None
3. Approval of December 20, 2021 Minutes- **Motion** by Jeannette to approve minutes as presented. Supported by Amy, all ayes, **motion carried**
4. Financials- John had questions regarding fuel usage. There was a change in revenue due to extra 4%. Expenses are on track. John requested access to the general ledger fuel account for last year and the current year.
5. Old Business- None
6. New Business
 - a. Policies:
 - i. Controlled Substance and Alcohol Misuse- Check date of last approval prior to BOD meeting.
 - ii. Disciplinary Procedures- No changes
 - iii. Discretionary Compensation- Small edits
 - iv. Non-Retaliation- Small grammar edits
 - v. Performance Evaluation and Monitoring-Small edit in wording
 - vi. Privacy- No changes
 - vii. Records Retention- No changes
 - viii. Vehicle Use-Changes made
 - ix. Expense Reimbursement- Add column to indicate whether admin van is available for usage.
 - b. Service Development New Technology (SDNT) - Bill gave overview about the opportunity to apply for grant money for air purification units for buses. Committee requested more information about ongoing costs and feedback from transits that have used these systems. They would like to ask for exemption from masks if we install air filtration. Committee would like overview given to full board.
7. Public Comment- None
8. Adjournment at 12:20 p.m.

Nancy Hunt, Recording Secretary

Date