



**Benzie Transportation Authority**

**Finance, Personnel & Policy (FPP) Committee Meeting**

**Tuesday, June 19, 2018 4:15 p.m.**

Benzie Transportation Authority, Beulah, Michigan 49617

Approved Minutes as presented August 14, 2018

**Welcome and Call to Order** Jennifer called the meeting to order at 5:08 PM. Present: Jennifer Kolinske, Amy Herczak, Susan Kirkpatrick, Bill Kennis, Wendy Wedemeier. Absent: Eric VanDussen.

1. **Approval of Minutes of April 18, 2018** *Motion* by Susan supported by Jennifer to approve the minutes as presented. All ayes, ***motion carried.***
2. **Public Comment** None
3. **Financials - Continuing** to track under budget. 5311 revenue was received. Labor & Fringe Benefits are about \$87k under budget. Propane use continues to increase as well as all fuel costs. Wendy and Chad reviewed three prior months of propane use and amount purchased to make sure PC Trans fuel reports are accurate and they are. Bus wrap advertising income is increasing. Monthly rate of bus wrap advertising may increase soon.
4. **Old Business**
  - A. **Policy**
    1. **Non-Mandated Drug Free Workplace Policy** This policy may now be discontinued. The policy addresses use of opioids, which are now addressed in the Controlled Substances and Alcohol Misuse Testing Policy per updates by the FTA. Move to next FPP meeting for full discussion with all members in attendance.
5. **New Business**
  - A. **Policies**
    1. **Compensation System** minor editing changes to the policy. Motion by Susan, supported by Jennifer. All ayes, ***motion carried.***
    2. **Employee Internet Acceptable Usage** minor editing changes to the policy. Motion by Susan, supported by Jennifer. All ayes, ***motion carried.***
    3. **Public Wireless Access** no changes to the policy. Motion by Susan, supported by Jennifer. All ayes, ***motion carried.***
  - B. **Election of Chair**
    1. Nomination made by Susan to re-appoint Jennifer as Committee chair. Motion by Susan, supported by Jennifer. All ayes, ***motion carried.***
6. **Public Comment** - None
7. **Future Meeting Schedule** – August 14, 2018 @ 4:15PM

*Motion* by Susan supported by Jennifer to adjourn at 5:27 PM. All ayes, ***motion carried.***

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Recording Secretary

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Date