



**Benzie Transportation Authority
Regular Meeting of the Board of Directors
January 17, 2023 @ 5:30PM
14150 US 31 Beulah, MI 49617**

Minutes approved as presented March 21, 2023

1. Call to Order by Chair John Morse @ 5:32PM
2. Roll call to determine quorum. Present: Dorene Strang, Sara Hienz, John Morse, Jeannette Feeheley, Anne Noah and ex-officio Evan Warsecke. Excused: Chris Kitchen. Staff Present: Jessica Carland, Chad Hollenback, Wendy Wedemeier. Nancy Hunt and Toby Dunne (joining at 5:39PM)
3. Welcome and Recognition of Visitors: Auditor Jim Anderson is in attendance to present Annual Audit findings.
4. Correspondence: Quote for Board Training was presented and falls below the budget that was previously approved. A letter drafted by Feeheley was included in the packet regarding her thoughts on the Workplace Violence policy.
5. Approval of minutes of Nov.15, 2022: **Motion** by Hienz to approve minutes as amended adding the amount of the Christmas bonuses. Support by Strang. All ayes, **motion carried.**
6. Amendments/Additions to Agenda: Strang requested that the following items be added to the agenda. 12 e. When is it appropriate to ban a rider? 12.f. Trip booking via the Ecolane App.
7. Public Comment: None
8. Approval of Agenda- **Motion** by Strang to approve agenda as amended. Support by Noah. All ayes, **motion carried.**
9. Call for Conflict of Interest: None
10. Reports to the Board
 - a. Auditor's Presentation: Auditor Jim Anderson gave an in depth review of the audit results. The audit revealed that we remain financially sound. Long Term planning in order to balance the budget is highly recommended due to the increase in wages and loss of COVID funding. There were two (2) procedures identified that could be improved. Management has already identified and implemented improvements with these procedures.
 - b. Financial Report- Wedemeier answered several questions regarding the monthly report. We are currently tracking to be on budget. **Motion** by Noah to approve monthly financials. Support by Hienz. All ayes, **motion carried.**
 - c. Chairperson's Report- Morse, Dunne, Carland and Hollenbeck have all presented Annual Reports. Morse encouraged board members to present at their own townships. Strang volunteered to present at Homestead Township. Morse gave a reminder that communication between board members and management should

be routed through the E.D. or Board/Committee Chair. Two board members have terms that are expiring April 1, 2023. They have been asked to alert the board chair as to whether they plan to serve another term.

- d. Reports of Board Committees- Finance Committee met earlier today. They went over the Preliminary 2024 Budget. The committee increased the liability insurance to \$61,000. Personnel and Policy- Dunne was welcomed by the committee. Several policies were discussed and will be presented for approval at this meeting. This committee is going to be working on combining policies that may be redundant and can be combined.
- e. Executive Director and Management Team Reports- Carland and Hollenbeck will be attending the State Legislative Meeting in March as well as a local Legislative Policy Meeting. Hienz shared that she has accepted a position at Cowell Family Cancer Center and they shared that Benzie Bus has made a huge impact on patients that have needed Benzie Bus to attend their treatments.

11. Old Business

- a. Board Development - Introductory meeting with Elaine Wood, Morse, Carland and Hunt went well. Proposal was within the approved budgeted amount. Training will be held this spring when the open board seat has been filled.

12. New Business

- a. Policies: Workplace Violence, Attorney Use, License Fee & Physical Reimbursement, Paid Holidays.
Motion by Noah and supported by Strang to approve Attorney Use, License Fee & Physical Reimbursement, and Paid Holidays policies as presented. All ayes, **motion carried**.
Motion by Feeheley to adopt BATA's "Policy Against Violence". No support, **Motion failed**.
Motion by Noah to approve Workplace Violence Policy as presented. Support by Hienz. Discussion about the intent to combine some policies to eliminate redundancies that may be occurring. Additional wording changes were suggested. **Motion** amended to adopt changes as suggested, removing III. 1. c). and making minor changes to III 1 d. 3. Support by Heinz. Roll Call Vote: Ayes, Strang, Heinz, Noah and Morse. Nay: Feeheley. **Motion carried**.
- b. FY2024 Budget- Carland gave an overview of the budget process. Wedemeier went over the proposed preliminary budget and explained how the budget was created. **Motion** by Feeheley that although Management's Preliminary 2024 Budget shows expenses exceeding revenues, that it be approved for the purpose of informing MDOT of the amount of money it will take to continue current operations. Supported by Morse. All ayes, **motion carried**. If there is not an increase in funding, the budget will need to be reworked and hard decisions will be made.
- c. MDOT Documents- Resolution of Intent will be adjusted to reflect budget adjustments and Feeheley will review and sign before February 1st.

- d. Honor Bank Authorized Signers- **Motion** by Noah to add Dunne as a check signer and authorize him to have a debit card. Support by Strang. All ayes, **motion carried.**
 - e. When is it appropriate to suspend a difficult passenger- Discussion of when it is appropriate to suspend service to passengers. There is a policy in place that addresses passenger behavior for this purpose.
 - f. Booking trips via Ecolane App- Strang shared that she is sometimes booking trips through the app and later her ride time is adjusted. Management is aware of this and has been addressing it with Ecolane to come up with a solution.
13. Public Comment: Noah asked that rather than limiting meeting time, we ask that members commit to the entire meeting and carve out time to attend the entire meeting. Carland invited the Board to attend the staff party in February.
14. Next Meeting March 21, 2023
15. Adjournment @ 8:02PM

Nancy Hunt, Recording Secretary

Date