



**Benzie Transportation Authority
Personnel & Policy Committee
June 20 , 2023 @ 4:30PM
14150 US 31 Beulah, MI 49617**

Minutes approved as amended August 16, 2023

1. Call to Order by chair Dorene Strang @ 4:32 PM
2. Roll call to determine quorum: Present: Jeannette Feeheley, Anne Noah, Dorene Strang and John Morse (non-voting). Staff Present: Jessica Carland and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Correspondence: None
5. Approval of April 25, 2023 Meeting Minutes: **Motion** by Feeheley to approve minutes as presented, supported by Noah. All ayes, **motion carried**.
6. Amendments/Additions to Agenda: None
7. Public Comment: None
8. Approval of Agenda: **Motion** by Feeheley to approve agenda as presented, supported by Noah. At the suggestion of Morse, committee members agreed to give a limited consent agenda a try in the future. All ayes, **motion carried**.
9. Call for Conflict of Interest: None
10. Old Business
 - a. Review of Policy Compilation Plan: Progress on the Compilation plan was reviewed and found to be ahead of schedule.
11. New Business
 - a. Election of Officers: **Motion** by Noah to nominate Strang as Committee Chair and Feeheley as Vice Chair. Nominations accepted by Strang and Feeheley. Support by Feehley. All ayes, **motion carried**.
 - b. Policies
 - i. Passenger Code of Conduct (Combination of current Carry On Package, No Show and Late Cancellation, Oxygen and Respirator, Passenger Behavior, and Unpaid Passenger Fares policies).
Motion by Feeheley to recommend to the Board for approval the Passenger Code of Conduct Policy and to rescind the Carry On Package, No Show and Late Cancellation, Oxygen and Respirator, Passenger Behavior, and Unpaid Passenger Fares policies. Support by Strang. All ayes, **motion carried**.
 - ii. Acceptable Use of Employee Technology (Combination of current Password, Employee Internet Acceptable Use, Deactivation of User Accounts policies).
Motion by Noah to recommend to the Board for approval the Acceptable Use Policy and to rescind the Password, Employee Internet Acceptable Use, and

Deactivation of User Accounts policies. Supported by Feeheley. All ayes, ***motion carried.***

- iii. Cell Phone Usage (Rescind) Effective June 30 State law prohibits the use of a cell phone without an earpiece. All staff are required to read and agree in writing that they will abide by this law. A copy is placed in their personnel file. Because of the new law, Management and the PP committee believe that BTA no longer needs its own Cell Phone usage policy.

Motion by Feeheley to recommend to the Board for approval the Cell Phone Usage Policy be rescinded, supported by Noah. All ayes, ***motion carried.***

- iv. Solicitation & Distribution (Rescind) Management and PP committee agree that this small blurb is not needed as a policy. It is already included in the Employee Handbook.

Motion by Noah to recommend to the Board for approval that the Solicitation and Distribution Policy be rescinded, supported by Feeheley. All ayes, ***motion carried.***

- v. Anti Nepotism: Minor changes. ***Motion*** by Noah to recommend to the Board for approval the revised policy, supported by Feeheley. All ayes, ***motion carried.***
- vi. Emergency Situation: Minor changes. ***Motion*** by Noah to recommend to the BOD as amended, supported by Feeheley. All ayes, ***motion carried***
- vii. Title VI: Currently being reviewed by MDOT. Once approved, the final version will be presented to the full board for second approval at the July Meeting.
- viii. FOIA: This is a mandated policy that we cannot change. ***Motion*** by Feeheley to recommend to the Board for approval the FOIA policy as presented, supported by Noah. All ayes, ***motion carried***

12. Public Comment: None

13. Roundtable: Noah thanked everyone for the support BTA provided to Crystal Mountain for the Beer and Brat Festival.

14. Next Regular Committee Meeting: August 15, 2023

15. Adjournment @ 6:04PM

Nancy Hunt, Recording Secretary

Date