



Benzie Transportation Authority
Regular Meeting of the Board of Directors
Wednesday June 21, 2017
14150 US Highway 31, Beulah, MI 49617
Minutes Approved as Presented August 16, 2017

1. **Welcome Guests and Call to Order** 5:35PM
2. **Roll Call** Amy Herczak, Eric VanDussen, Jennifer Kolinske, Anne Noah, Josh Stoltz, Susan Kirkpatrick, Coury Carland (ex-officio) Staff: Sara Smith, Jessica Carland, Bill Kennis, Wendy Wedemeier Absent: Eugene Allen
3. **Amendments/Changes to the Agenda** None
4. **Approval of Agenda Motion** by Amy to approve the agenda as presented. Support by Eric. All ayes, *motion carried*
5. **Public Comment** None
6. **Benzie Senior Resources Presentation - Ms Dawn Bousamra** Dawn is the Senior Center Coordinator at The Gathering Place. BSR has around 30 programs falling under 5 categories: Information & Assistance, Transportation, Essential Needs Fund, Equipment Loan Closet, Medicare/Medicaid Assistance, Estate Planning, Tax Preparation. They go above and beyond which differentiates them from other organizations offering the same services. BSR has a millage coming up in August and want to educate the community about the needs the county faces as baby boomers age. There is a walkathon the 1st Saturday in August. They are accepting donations.
7. **Approval of May 17, 2017 Annual Meeting Minutes Motion** by Anne to approve the May 17, 2017 Annual Meeting Minutes as presented. Jennifer support. All ayes, *motion carried*.
8. **Chairman's Report**

- a. **CTAA "Rural Transit of the Year"**

Josh, Chad, Jessica and 5 staff members attended the award banquet in Detroit on June 13.

9. **Financial Report**

As of May we're still tracking under budget. This year is looking great. Chad and Bill have been doing a great job changing the philosophy of the organization and maximizing routes and calling drivers off when not needed and being more efficient.

10. **Committee Reports**

- a. **Marketing**

Sara gave an update on the Magical History Tour. JARC/NEMT/MTM ridership numbers continue to increase. Jessica is working on orientation packets for Crystal Mountain/Munson. TCX will be expanded during Cherry Festival week.

- b. **Executive**

- i. **ED Annual Review**

Josh discussed the ED Annual Review format. The Board will be emailed the evaluation template, results will be compiled and then discussed with Bill.

- ii. **Severance & Employee Benefits**

Items were discussed at the Exec Committee Meeting. They will be discussed more during the FPP committee meeting review.



c. Finance, Personnel & Policy

i. Policies

Title VI, Public Participation, FOIA: **Motion** by Josh to approve as recommended by the FPP committee. Second by Amy. All ayes, **motion carried**.

Severance Policy discussion. Eric discussed notifying the Board if an attorney is notified, per the Attorney Use policy. In the future, the ED will notify the Board that an attorney is being contacted. Board members may seek more information from the ED if they wish to do so. The policy will be discussed more in the Finance, Personnel & Policy committee.

Employee Benefits discussion. Jessica will contact the insurance agent and find out if offering family coverage to management is allowed. **Motion** by Eric to allow managerial employees to receive health insurance premium coverage for single spouse or family up to 80% paid by BTA if affordable and allowable by law. Support by Anne. All ayes **motion carried**.

ii. MERS Defined Contribution Review

The committee discussed moving from a DB to DC plan. Both employee and employer could benefit from the change. The Board has the ability to determine the vestment period and employee contribution. The committee is recommending to the Board that Benzie Bus open a DC plan with a 6.2% employee contribution, 6.2% employer contribution, and 1 year minimum vesting period. **Motion** by Eric to adopt the committee's recommendation. Support by Josh. Discussion. All ayes, **motion carried**.

11. Old Business

12. New Business

13. Board Roundtable Coury discussed a Record Eagle journalist writing a column about Benzie Bus and BATA and the disabled population they serve. He sent the information to Jessica. She will follow up.

14. Public Comment

15. Adjournment **Motion** by Eric to adjourn. Amy support. All ayes, **motion carried**. Meeting adjourned at 7:23PM

Jessica Carland, Recording Secretary

Date