



**Benzie Transportation Authority
Regular Meeting of the Board of Directors
May 16, 2023 @ 5:30PM
14150 US 31 Beulah, MI 49617
Minutes approved as presented July 18, 2023**

1. Call to Order by Chair John Morse @ 5:30PM
2. Roll call to determine quorum. Present: Anne Noah, Jeannette Feeheley, Chris Kitchen, Sara Hienz, Dorene Strang, Brian Halliday (joining at 6:06PM) and John Morse.
Members Excused: Evan Warsecke. Staff Present: Chad Hollenbeck, Jessica Carland, Wendy Wedemeier, Toby Dunne (joined at 6:01PM) and Nancy Hunt.
3. Welcome and Recognition of Visitors: Gwen and Gabby Hienz
4. Correspondence: None
5. Approval of minutes from March 21, 2023: **Motion** by Feeheley to approve minutes as presented. Supported by Hienz. All ayes, **motion carried.**
6. Amendments/Additions to Agenda: Add the words “and committees” under 11 d. And under Old Business add update on Kennis Insurance
7. Public Comment: None
8. Approval of Agenda: **Motion** by Kitchen to approve agenda as amended. Supported by Strang. All ayes, **motion carried.**
9. Call for Conflict of Interest: None
10. Reports to the Board
 - a. Financial Report: Wedemeier gave a detailed explanation of April Financials and answered questions. **Motion** by Kitchen to approve the Financial Report. Supported by Noah. All ayes, **motion carried.**
 - b. Chairperson's Report: Morse thanked board members for attending the board development training which exceeded his expectations. An Executive Meeting will be held on June 13th at 5:30PM.
 - c. Reports of Board Committees: Strang shared that the Personnel & Policy Committee continues to compile policies and shared what their current policy recommendations are. Kitchen shared that the Finance committee met last night. A representative from MI Class presented information about that financial institution. The Committee reviewed monthly financials, and discussed investment strategies.
 - d. Executive Director and Management Team Reports: Hollenbeck answered questions regarding electric vehicles and ridership.
11. Old Business

- a. Kennis Insurance follow up: No proof of insurance was ever presented from Kennis and there has been no correspondence. This issue should be closed.

12. New Business

- a. Policies: Employee Code of Conduct, Progressive Discipline, Dress Guidelines: The PP Committee recommends rescinding Harassment, Non-Retaliation, Workplace Violence, Conduct in the Workplace, and Open Door Policies. The Committee recommends that these policies be combined into a new Employee Code of Conduct Policy, a new Management Procedure for Progressive Discipline, and that the current Dress Guidelines Policy be renewed as a Handbook policy rather than a Board Policy. Management agrees that further reviews of the Progressive Discipline Management Procedure and all Management Procedures will be conducted by Management on their regular review schedule and brought to the Board for adoption after Management Review.

Motion by Hienz to accept the Committee's recommendations noted above, with one small additional phrase to the Employee Code of Conduct Policy. Supported by Kitchen. All ayes, ***motion carried.***

- b. FY2024 Preliminary Budget Discussion: No action at this time. Management has suggested areas for reduction if needed.
- c. Board Retreat Review: Those that attended felt that the training exceeded their expectations and was time and money well spent. Some key takeaways were: productive conversations, bonding among members and great information to drive us over the next year. Some members of the board would like to make continuing education a priority.
- d. Procedure for Appointment of Chair of the Board and committees: Discussion of when the new chair should take over after election of officers.

13. Public Comment: None

14. Next Meeting July 18, 2023 @ 5:30PM

15. Board Roundtable: BTA will be providing Beer and Brat shuttles at Crystal Mountain May 27th.

16. Adjournment @ 6:58PM

Nancy Hunt, Recording Secretary

Date