



**Benzie Transportation Authority - Meeting of Board of Directors**

**Tuesday, October 20, 2020 5:30 - 7:00 p.m.**

**14150 US Highway 31, Beulah, MI 49617**

**Minutes approved December 15, 2020**

1. Welcome Guests & Call to Order by Chair Amy Herczak at 5:30PM
2. Roll Call: Jennifer Kolinske-present, Anne Noah-present, Irene Nugent-present, John Morse-present, Amy Herczak-present, Evan Warsecke (ex-officio)-present. Excused: Susan Kirkpatrick. Staff present: Bill Kennis, Wendy Wedemeier, Chad Hollenbeck Tracy Bailey and Nancy Hunt. Guest: Jeff Pataky.
3. Approval of Agenda: **Motion** by John and supported by Irene to approve agenda as presented. Roll call vote: Irene Nugent-yes, Anne Noah-yes, John Morse-yes. Amy Herczak-yes, Jennifer Kolinske-yes. All ayes, **motion carried**.
4. Public Comment: Bill introduced Tracy Bailey, Benzie Bus Driver. Board thanked her for attending. John introduced Jeff Pataky who was just approved to become a Board Member.
5. Approval of August 18, 2020 Meeting Minutes: **Motion** by Jennifer and supported by John to table August 18, 2020 Meeting Minutes and edit adding more details to 7.b.2. Roll call vote: Jennifer Kolinske-yes, Anne Noah-yes, Amy Herczak-yes John Morse-yes. Irene Nugent-yes. All ayes, **motion carried**.
6. Chairwoman's Report
  - i. Manager's Reports: E.D., Ops & M.M.- Bill reported that we have ended the year in a good spot financially thanks in part to the Cares Act and furloughing staff. He is working on the Annual Report. The transition to Ecolane has been the main focus as we continue to learn and perfect the new system. Fare collection was re-instated October 1<sup>st</sup>. Our triannual inspection was just conducted and we passed with flying colors.
  - ii. Essential Worker \$3 Premium curtailed: As of October 6, 2020, all furloughed employees have been called back to work. Essential pay ceased to be paid after October 17<sup>th</sup>.
  - iii. PTO Idea for "Warriors" **Motion** by John to give all Full time staff that worked through the pandemic an additional 20 hours of PTO to and 10 hours to part time workers, available immediately. Supported by Amy. Roll call vote: John-yes, Amy-yes, Jennifer-yes, Anne-yes, Irene, yes. All ayes, **motion carried**.
7. Committee Reports
  - a. Marketing
    1. Annual Report- Marketing Committee approved of the Report. Anne asked that the Board help get the word out about free rides to the polls.
    2. Ecolane App Marketing-Going well, Anne thanked everyone for doing a fabulous job.

b. Finance

1. Monthly Financials-2020 Year end financials are in great shape. Not taking CARES Act money into consideration; we ended the year almost exactly where we projected.
2. Audit plans- Auditor is coming the first week of November.
3. Future MDOT funding- Projected to be solid.
4. Information Technology Systems Usage: **Motion** by John and support by Irene to approve Records Retention policy as presented and Information Technology Systems with a small grammatical edit. Roll call vote: Irene Nugent- yes, Amy Herczak-yes, Jennifer Kolinske-yes, Anne Noah-yes, John Morse-yes. All , ayes, **motion carried**
8. Old Business- Add E.D search to future agendas.
9. New Business- Jeff Pataky will be joining the Board. He is interested in being a part of the Marketing Committee.
10. Board Roundtable – Jennifer will be attending remotely the next couple of meetings as she will be heading south for the cold months.
11. Public Comment: Board would like us to invite Employees to meetings for recognition.
12. Adjournment: Meeting adjourned at 6:37PM

Next Meeting Tuesday, Dec. 15th 5:30 p.m.

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Nancy Hunt, Recording Secretary

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Date.