

**Benzie Transportation Authority**

**Finance, Personnel & Policy (FPP) Committee Meeting Tuesday, October 19, 2021 4:30 p.m.**

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

Minutes approved as presented December 20, 2021

Welcome and Call to Order by John at 4:35 p.m. Roll call: John present, Jeannette present (virtually), Amy and Jeff arrived at 5:20 p.m. Staff present: Bill, Wendy, Chad and Nancy (virtually).

1. Approval of Agenda: ***Motion*** by Jeannette to approve agenda as presented, supported by John. Roll call vote: all ayes, ***motion carried***.
2. Approval of Minutes of August 17, 2021: ***Motion*** by John to approve minutes as presented, supported by Jeannette. Roll call vote: all ayes, ***motion carried***.
3. Public Comment: None
4. Financials: Financials look great. John would like to come up with an outline of reserve guidelines should funding be reduced. Committee will be John, Wendy, Bill and Jeff. Bill will find out how much other transits keep in reserves.
5. Old Business
6. New Business: Bill requested a bonus due to ending the year with a surplus of 247K. John suggested a range of $2500-$5000. Bill also requested that managers have the option of being paid for up to 40 hours of PTO. Both of these requests will be presented to the full board immediately following this meeting.
	1. Policies
		1. Attendance and Punctuality: no changes
		2. Changes of Personal Information: no changes
		3. Deactivation of User Accounts: no changes

***Motion*** by John to recommend the board approve these three policies as presented. Supported by Jeannette. Roll call vote: all ayes, ***motion carried***.

1. Public Comment: None

***Motion*** by Amy to hold future FPP Meetings on the Monday before a BOD Meeting at 9:30 a.m. Support by Jeff. Roll call vote: All ayes, ***motion carried.***

 Next meeting will be held December 20, 2021 @ 9:30 a.m.

Meeting adjourned at 5:30 p.m.

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Nancy Hunt, Recording Secretary Date