



Benzie Transportation Authority  
Regular Meeting of the Board of Directors  
September 19, 2023 @ 5:30PM  
14150 US 31 Beulah, MI 49617  
Minutes approved as presented November 21, 2023

1. Call to Order by Chair John Morse at 5:31PM
2. Roll Call to determine quorum: Present: Dorene Strang, Sara Hienz, Anne Noah, Brian Halliday, Chris Kitchen, Evan Warsecke, Jeannette Feehley and John Morse. Staff Present: Jessica Carland, Chad Hollenbeck, Wendy Wedemeier and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Consent Agenda: **Motion** by Hienz to approve the Consent Agenda as presented. Support by Kitchen. All ayes, **motion carried**.
  - a. Correspondence - Letter from Figura Law, dated 9/1/2023; J. Feeheley "Response to email regarding an ED Evaluation Form" dated 9/7/2023
  - b. Committee Meeting Minutes - July 17 Finance Committee Meeting; August 8 Millage Committee Meeting, August 15 Personnel & Policy Committee Meeting
  - c. Approval of Regular Meeting Minutes from July 18, 2023
  - d. Manager Reports
5. Amendments/Additions to Agenda: None
6. Public Comment: None
7. Approval of Agenda: **Motion** by Kitchen to approve the agenda as presented. Support by Strang. All ayes, **motion carried**.
8. Call for Conflict of Interest: None
9. Reports to the Board
  - a. Chairperson's Report: Morse thanked Carland, Hollenbeck and Hunt for continuing to add quality staff to the roster. He reminded the Board members of some of the best practices which were presented at the Board Retreat. He encouraged everyone to recruit people to join the Friends of Benzie Bus.
  - b. Financial Report - July and August- Wedemeier gave an overview of the financials. With one month to go this fiscal year, we are looking good.
10. Old Business
  - a. Vehicle Accident Update- Carland shared that the vehicle was inspected and we are hoping for a quick settlement. BTA purchased the totaled bus to use for parts. Hollenbeck reported the purchase of 3 non-CDL vehicles. The total cost to BTA for these vehicles was \$27,300.
  - b. Mobility Manager & Operations Supervisor Positions: **Motion** by Feeheley to adopt the Finance Committee's recommendation to create one FTE Operations Supervisor position and one PT Mobility Coordinator Position. Support by Strang. All ayes, **motion carried**.

## 11. New Business

### a. Policies for Approval:

- Employee Time Off : **Motion** by Strang to approve the Employee Time Off Policy as presented. Support by Hienz. All ayes, **motion carried**.
- Employee Compensation: **Motion** by Kitchen to approve the Employee Compensation Policy as presented. Support by Halliday. All ayes, **motion carried**.
- Board Compensation: Strang presented a desired amendment to the Board Compensation Policy. **Motion** by Strang to amend the Board Compensation Policy, adding the following clarification. "In tandem with common practice at government agencies, and to correspond with the public perception of the purpose of per diem compensation and mileage reimbursement for Board members volunteering their service to government agencies, per diem compensation and mileage reimbursement for BTA Board members pertains to attendance at officially scheduled and publicly noticed meetings of the Board or its Committees. Any board member submitting per diem compensation or mileage reimbursement request forms outside those parameters must provide reasons to the Board why such should be honored and obtain Board approval prior to submission to the Finance Manager for payment". Support by Feeheley. Discussion followed. Several members of the Board expressed amendments to policies should occur at the Committee level, and that the Personnel & Policy Committee, comprised of Feeheley, Strang and Noah previously passed a motion to present the policy to the Board for approval. Roll Call Vote. Ayes: Feeheley and Strang, Nays: Halliday, Noah, Hienz, Kitchen and Morse. **Motion failed**.  
**Motion** by Kitchen to accept the Board Compensation Policy as presented. Support by Hienz. Roll Call Vote. Ayes: Kitchen, Noah, Hienz, Morse and Halliday Nays: Strang and Feeheley. **Motion carried**.

### b. Policies to be Rescinded: Paid Time Off, Unpaid Personal Leave of Absence, PTO Pool, Compensation System, Paid Holidays, Jury Duty, Discretionary Compensation Policy Action

**Motion** by Kitchen to rescind the Paid Time Off, Unpaid Personal Leave of Absence, PTO Pool, Compensation System, Paid Holidays, Jury Duty, and Discretionary Compensation Policy Action Policies. Support by Noah. All ayes, **motion carried**.

### c. Honor Bank CDARS Account: Finance Chair Halliday gave a recap of an opportunity to utilize a way to invest funds with full FDIC insurance without having to go to multiple banks.

**Motion** by Feeheley to accept the Finance Committee recommendation to add Intrafi as managed by Honor Bank as a separately insured entity. Support by Hienz. All ayes, **motion carried**.

### d. Figura Law Firm Decision: Tim Figura has decided to close his practice and join another firm. Carland recommended the Board continue to use Mark Koerner for all of

our legal needs. **Motion** by Feeheley to follow Carland's recommendation, and dissolve the relationship with Figura. Support by Hienz. All ayes, **motion carried**.

e. Executive Director Evaluation: Carland thanked the board for a favorable review. She may have some questions that she would like answered at a later time.

12. Public Comment: None

13. Next Meeting: November 21, 2023 @ 5:30 PM

14. Board Roundtable: None

15. Adjournment @ 6:41PM.

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Nancy Hunt, Recording Secretary

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Date