**Benzie Transportation Authority – Special Meeting of Board of Directors**

**Tuesday, April 27, 2021 5:30 - 6:30 p.m.**

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

**Draft Minutes**

1. Welcome Guests & Call to Order by Jennifer at 5:34PM
2. Roll Call- Present- Anne-yes, John-yes, Amy-absent, Jeff-yes, Irene-yes, Susan-absent, Evan-yes, Jennifer-yes. Excused: Amy Herczak and Susan Kirkpatrick. Staff present-Bill Kennis, Wendy Wedemeier and Nancy Hunt. ***Motion*** by Irene to turn the meeting over to John to run, second by Jennifer. Roll call vote: Anne-yes, Jeff-yes, John-yes, Irene-yes, Jennifer-yes. All ayes, ***motion carried***.
3. Approval of Agenda -***Motion*** by Jennifer to approve the agenda as presented, support by Irene . Roll call vote: Jennifer-yes, Jeff-yes, Irene-yes, Anne-yes, John-yes. All ayes, ***motion carried***.
4. Public Comment: None
5. Approval of April 20, 2021 Meeting Minutes- ***Motion*** by Irene to approve minutes as presented, support by Jeff. Roll call vote: Anne-yes, John-yes, Jeff-yes, Jennifer-yes, Irene-yes. All ayes, ***motion carried***.
6. Chairwoman’s Report
   1. Review of Personnel Records – Management was tasked to do a deeper dive into files to be sure they are complete and organized. Management has been working diligently with Anne to neatly compile essential files.
7. Old Business
   1. E.D. Evaluation: E.D. is comfortable continuing the meeting in open session. Jennifer questioned whether they have enough information to evaluate the E.D. given that individual evaluations were not completed. After discussion, the members agreed to take 10 minutes to complete their evaluation and then share and discuss. ***Motion*** by John to extend meeting for another 30 minutes, second by John. Roll call vote: Anne-yes, John-yes, Jeff-yes, Jennifer-yes, Irene indisposed. All ayes, ***motion carried***. John shared evaluation results with the E.d.. Individual evaluations will be compiled by Nancy.
   2. E.D. Contract Expiration May 31, 2021: FPP Committee plus Amy will meet May 11, 2021 at 4:30PM and draft a new contract for approval on May 11, 2021. Draft contract will be presented at the annual meeting.
   3. Bonus Consideration***:*** Tabled until May 11, 2021 meeting.
8. New Business
9. Board Roundtable - General announcements: Anne thanked BTA for their participation with the Crystal Mountain vaccine Clinic. Irene was thanked for her contribution to the organization.
10. Public Comment : None
11. Adjournment at 7:01PM

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Nancy Hunt, Recording Secretary Date