**Benzie Transportation Authority**

**Finance, Personnel & Policy (FPP) Committee Meeting**

**Thursday, August 13, 2020 5:30 p.m.**

Benzie Transportation Authority, Beulah, Michigan 49617

**Minutes approved as presented August 18, 2020**

Welcome and Call to Order: Jennifer Kolinske called the meeting to order at 5:31PM. Present are Jennifer Kolinske, John Morse and Susan Kirkpatrick. Staff present: Bill Kennis Wendy Wedemeier and Nancy Hunt.

1. Approval of Agenda as amended adding Total Asset Management (TAM) as 8c. ***Motion*** by Susan support by John. All ayes, ***motion carried***.
2. Approval of Minutes of February 18, 2020 as presented. ***Motion*** by Susan support by Jennifer. All ayes, ***motion carried***.
3. Public Comment: None
4. Election of Committee Chair & Vice Chair: John nominated Jennifer, Susan supported. Jennifer accepted the nomination. ***Motion*** by John to close nominations and appoint Jennifer as Chair, supported by Susan. All ayes ***motion carried***. Jennifer nominated John as Vice chair, support by Susan. John accepts the nomination. ***Motion*** by Jennifer to close the nominations and appoint John as Vice Chair, support by Susan. All ayes, ***motion carried***.
5. Financials – Wendy gave an overview. We are in a good place. All (over) budget expenses are due to COVID. We will NOT have to pay for unemployment wages paid to furloughed staff during the pandemic. Wendy verified this with several sources.
6. 2021 Budget- Meeting scheduled for Tuesday, August 18, 2020 at 5:15 PM to approve recommendation to Board.
7. Old Business
   1. Essential Worker $4 Premium- ***Motion*** by John to make recommendation to the Board to continue the premium wage at $3 per hour for hourly employees. This will be continued and reviewed at next BOD meeting in October 2020. Support by Jennifer. All ayes, ***motion carried***. John suggested that once all staff is back, giving staff that worked during COVID a couple of days off paid as a thank you for their service.
   2. PTO Buyback (Managers)- ***Motion*** by John to recommend to the Board to allow managers to roll over up to 60 hours of PTO. They may be paid for PTO hours at 100% of their wages computed to an hourly rate, up to 120 hours. Support by Susan. All ayes, ***motion passed***.
   3. TAM- Bill presented purchases that we plan to make with excess funds due to the CARES Act. These include parking lot repair, carpet replacement, dispatcher chairs, storage container for maintenance. Totaling $27k. Conversation continued with identification of other needs not listed including tractor, service truck, staff uniforms, software, bus shelter improvements, more competitive wages, benefits, etc. ***Motion*** by John and support by Jennifer to make recommendation to the Board to approve TAM expenditures. All ayes, ***motion carried.***
8. New Business
   1. Title VI
   2. Procurement- ***Motion*** by Jennifer to accept both policies as presented, support by Susan. All ayes, ***motion carried.***
9. Public Comment:None
10. Meeting adjourned at 7:12PM

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Nancy Hunt, Recording Secretary Date