



**Benzie Transportation Authority
Personnel & Policy Committee
December 19, 2023 @ 4:30PM
14150 US 31 Beulah, MI 49617**

Minutes approved as presented September 12, 2024

1. Call to Order by Chair Dorene Strang @ 4:31PM.
2. Roll call to determine quorum: Present: Anne Noah, Jeannette Feeheley, and Dorene Strang. Absent: John Morse (ex-officio). Staff Present: Jessica Carland and Nancy Hunt.
3. Welcome and Recognition of Visitors: None.
4. Consent Agenda: **Motion** by Feeheley to approve consent agenda as presented. Supported by Noah. All ayes, **motion carried**.
 - a. Approval of October 17, 2023 Meeting Minutes
 - b. Policy Compilation Status Sheet
5. Amendments/Additions to Agenda: None
6. Public Comment: None
7. Approval of Agenda: **Motion** by Feeheley to approve agenda as presented. Supported by Noah. All ayes, **motion carried**.
8. Call for Conflict of Interest: None
9. Old Business
 - a. Mobility Coordinator Position: After advertising for a part-time Mobility Coordinator, there has been a lack of qualified candidates. The Board had expressed concern that this may be the case, and invited Carland to inform them if advertising this as a part time position were to be a problem. After analyzing the budget Carland determined that it is within the budget to make this a full-time position. Committee members asked questions pertaining to job responsibilities, financials, etc Carland requested that the committee make the recommendation to the Board to approve a Mobility Coordinator position with the option of PT/FT. This will allow for flexibility when the right candidate is found. **Motion** by Strang that the committee recommend for approval by the Board, after review by the Finance Committee, that the Mobility Coordinator position be changed to a PT/FT position. Support by Noah. All ayes, **motion carried**.
 - b. Policies for Approval

- i. Controlled Substance and Alcohol Misuse: **Motion** by Feehley to recommend the policy to the board for approval with one minor edit as presented. Supported by Noah. All ayes, **motion carried**.
 - ii. Service Animal & Transporting Animals: **Motion** by Feehley to recommend the policy to the board for approval as presented. Supported by Feeheley. All ayes, **motion carried**.
 - c. Committee Plan: Carland gave a history of the makeup of BTA committees. Carland recommended that the PP committee meet at least semi-annually to review that policies are being updated, approve any major changes and discuss major staffing issues. She also recommends that the Millage Committee transition into the Communications Committee when the time is appropriate. The next meeting will be scheduled at a later date.
10. Public Comment: None
11. Roundtable: Brian Halliday has requested that the Millage Committee be rescheduled to January 10th or 11th to allow for the receipt of the audited financials prior to the meeting. January 11th at 5:30 works for all committee members present. The committee invite will be updated by Carland. Strang shared that her progress after surgery is ahead of schedule. Her second surgery is scheduled for February.
12. Next Regular Committee Meeting: TBD
13. Adjournment @ 5:56PM

Nancy Hunt, Recording Secretary

Date