



**Benzie Transportation Authority
Executive Committee
February 13, 2024 @ 5:00PM
14150 US 31 Beulah, MI 49617
Minutes approved as presented April 30, 2024**

1. Call to Order by Chair John Morse at 4:55PM
2. Roll Call to determine quorum: Present: Dorene Strang, John Morse and Jeannette Feeheley. Excused: Chris Kitchen and Evan Warecke. Staff Present: Jessica Carland and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Correspondence: None
5. Approval of September 12, 2023 meeting minutes: **Motion** by Feeheley to approve minutes as presented. Supported by Strang. All ayes, **motion carried**.
6. Amendments/Additions to Agenda: None
7. Public Comment: None
8. Approval of Agenda: **Motion** by Strang to approve agenda as presented. Supported by Feeheley. All ayes, **motion carried**.
9. Call for Conflict of Interest: None
10. Old Business
 - a. Draft Board Policies:
 - i. Conflict of Interest; Whistleblower: **Motion** by Morse to table Conflict of Interest and Whistleblower policies. Supported by Strang. All ayes, **motion carried**.
 - ii. Morse: Board Self Assessment; Competencies, Traits & Skills: Morse shared The Board Evaluation Tool that he created. Morse sees the board tracking the results over a number of years in order to identify areas of improvement. It could also aid in goal setting and the potential for training opportunities.
Motion by Feeheley to present the Board Self Assessment Tool to the board for review. Support by Morse. All ayes, **motion carried**.
The General Competencies Guidelines identifies general traits that are desired in board members and will be shared with commissioners, potential board members, etc.
Motion by Strang to present the General Competencies Guidelines as amended to the board. Supported by Feeley. All ayes, **motion carried**.
 - iii. Strang: Public Communications: **Motion** by Strang to table the policy until the next meeting so Carland and Hunt can look into a current employee policy regarding Board Member/Staff communication. Supported by Morse. All ayes, **motion carried**.

- iv. Carland: Code of Conduct: Carland recommended tabling the policy in order to have further discussions with Kitchen about combining Conflict of Interest.

Motion by Feeheley to table policy. Supported by Strang. All ayes,
motion carried.

11. New Business

- a. Draft Succession Planning Tools: Carland provided sample tools that the Board might consider using for succession planning. Rather than add any new tools, review of the recruitment packet will take place annually after the Board Chair has been appointed. A “recruitment do’s and don’ts” will be added to the packet

12. Public Comment: None

13. Committee Roundtable: Jessica will be out of the office for the Transit Seminar Tuesday the 20th through Saturday the 24th. Strang asked about the responsibilities of a mentor and how long the mentoring is expected to last. Morse stated that a call to welcome a new board member and to answer any questions, then a phone call after the first meeting is sufficient. There was discussion about how to handle situations when a board or staff member needs to leave a meeting early. It was the general consensus that the meeting could continue as long as a quorum remained and the individual leaving was not needed

14. Next Meeting: TBD

15. Adjournment @6:24PM

Nancy Hunt, Recording Secretary

Date