



**Benzie Transportation Authority
Regular Meeting of the Board of Directors
November 19, 2024 @ 5:30PM
14150 US 31 Beulah, MI 49617
Minutes approved as presented January 21, 2025**

1. Call to order by Chair Anne Noah @ 5:30PM
2. Roll call to determine quorum: Present: Brian Halliday, Dorene Strang, John Morse, Sara Miller (joined at 5:38PM), Chris Kitchen, Anne Noah and Jeannette Feeheley. Excused: Evan Warsecke. Staff Present: Jessica Carland, Chad Hollenbeck, Wendy Wedemeier and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Consent agenda: Feeheley requested that items b. And c. Be removed from the consent agenda.
Motion by Kitchen with support by Morse to approve the consent agenda as presented. All ayes, ***motion carried.***
 - a. Correspondence
 - b. Committee meeting minutes - Finance (September), Personnel & Policy (September), Executive (October)
 - c. Regular/Special meeting minutes
 - d. Manager reports
5. Amendments/additions to agenda: None
6. Public comment: None
7. Approval of agenda: **Motion** by Kitchen with support by Halliday to approve the agenda as presented. All ayes, ***motion carried.***
8. Call for conflict of interest: None
9. Items removed from the consent agenda
 - Committee meeting minutes - Finance (September), Personnel & Policy (September), Executive (October). Feeheley corrected item 9 on the September 12, 2024 Personnel & Policy Committee meeting minutes. "**Motion** by Kitchen with support by Strang"
 - Feeheley requested Committee Meeting minutes not be included as part of the consent agenda as it is not the duty of the Board to approve committee meeting minutes. Discussion over whether the board was approving the committee minutes, or approving the consent agenda which contains committee meeting minutes.**Motion** by Feeheley with support by Halliday to remove committee draft minutes from the board packet and the consent agenda and instead to email draft meeting minutes to



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all board members as soon as they are completed. Roll Call Vote: Ayes: Strang, Kitchen, Halliday, Feeheley (4), nays: Noah, Morse, Miller (3): ***motion carried.***

- Regular/Special meeting minutes: Feeheley pointed out that the date of the previous meeting was not included on the agenda and requested that it be included moving forward. Carland stated it was an oversight.

10. Reports to the board

- a. Chairperson's report: Noah states she was glad that the election is behind us and expressed her gratitude that BTA is a non-partisan board.
- b. Financial report: Halliday pointed out that the check register was reformatted. Not a lot to share with it being the first month of the fiscal year. Feeheley inquired whether or not Carland would know how many employees BTA was planning to employ during FY25. Carland stated that it's difficult to say for certain, but there were no plans for service expansion for the current year. Feeheley asked if the budget could be adjusted for the remainder of the year as October shows an improvement of nearly \$20k from what was budgeted. Carland stated that an internal budget could be created, but there were no further changes allowed to the budget that was submitted to MDOT in August. Strang requested clarification of some items on the check register.

11. Old Business

- a. Mission/Vision/Values Workshop - Avenue ISR proposal: The Executive Committee reviewed and recommended that the board approve the workshop proposal being presented. Feeheley requested the workshop not occur on days she works (Saturday - Monday) and that the raw survey data be shared with the full board. Miller requested anonymity when results are shared. Halliday requested the process not begin until he returns from Florida in April. Carland will share the Board's requests with Avenue ISR.
Motion by Kitchen with support by Miller to accept the committee recommendation and to approve up to \$2000 for services provided by Avenue ISR. All ayes: ***motion carried.***
- b. Board self-evaluation results: Noah thanked Kitchen for sharing his expertise in analyzing the self-evaluation results. Kitchen shared his methods for analyzing the evaluation, along with key takeaways. Kitchen also created a "Robert's Rules of Order Cheat Sheet" and distributed a copy to each board member. Strang and Morse volunteered to serve on an Ad Hoc committee which will address the



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following general recommendations for improvement, which were identified in this evaluation: Regular Board Retreats, Improve Board Dynamics; the Executive Committee will address Enhanced Meeting Agenda and Structured Recruitment and Orientation at the next committee meeting.

12. New Business

- a. Family Medical Leave Act (FMLA): It is anticipated that staffing numbers will exceed 50 employees in the next month, which will require BTA to have an FMLA policy in place. Hunt provided a draft FMLA policy for the board's review.
Motion by Strang with support by Miller to approve the FMLA Policy as presented. All ayes, **motion carried.**
- b. Board succession planning/upcoming term expirations: Noah shared the updated board recruitment packet. She reminded the Board that while members are not requested to inform the board of their intentions until February, there currently is not a February meeting scheduled. Noah suggested that members start to speak with people they know who may be interested in serving on the board, and invite them to review the website, board recruitment packet, and come to a board meeting.
- c. Board of Directors Code of Conduct policy: Noah resurrected this policy, which was not approved at a prior committee level after some members had some concerns over the language in the policy. . Kitchen performed an overhaul on this policy after researching other code of conduct policies. Discussion. Feeheley requested changes to "Enforcement and Accountability". Discussion.
Motion by Morse with support by Halliday to accept the Board of Directors Code of Conduct Policy as amended. Ayes: 6, Nays:0, Abstain: 1, **motion carried.**
- d. Board member email addresses/FOIA - Noah questioned whether board members should have BTA email addresses to ensure that personal information and BTA business be kept separate should there be a FOIA or Open Meetings Act issue.
Motion by Morse with support by Kitchen to have staff explore the options for board email addresses, and to present a recommendation at the March Board meeting. All ayes, **motion carried.**

13. Public comment: None



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14. Board roundtable: Strang expressed her opinion that board members should not rush through board meetings and should commit as much time as is necessary to complete board business. Noah wished everyone a Happy Thanksgiving.
15. Next meeting: January 21, 2025
16. Adjournment @ 7:08PM

Nancy Hunt, Recording Secretary

Date