



**Benzie Transportation Authority  
Regular Meeting of the Board of Directors  
September 17, 2024 @ 5:30PM  
14150 US 31 Beulah, MI 49617**

**Minutes approved as presented September 30, 2024**

1. Call to Order by Chair Anne Noah @ 5:32PM
2. Roll Call to Determine Quorum: Present: Brian Halliday, Dorene Strang, John Morse, Sara Miller, Chris Kitchen, Anne Noah and Evan Warsecke. Excused: Jeannette Feeheley. Staff Present: Jessica Carland, Chad Hollenbeck, Wendy Wedemeier and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Consent Agenda: **Motion** by Miller with support by Kitchen to approve the consent agenda as presented. All ayes, **motion carried**.
  - a. Correspondence - None
  - b. Committee Meeting Minutes - July Finance Committee
  - c. Approval of Meeting Minutes - July Regular Meeting, August Special Meeting
  - d. Manager Reports
5. Amendments/Additions to Agenda: None
6. Public Comment: None
7. Approval of Agenda: **Motion** by Morse with support by Halliday to approve the agenda as presented. All ayes, **motion carried**.
8. Call for Conflict of Interest: None
9. Reports to the Board
  - a. Chairperson's Report: Chairperson Noah shared her appreciation for the board's participation in many meetings, discussions and decisions in the last 2 months, including many passionate discussions. Noah shared a commitment to ensure that the environment and working conditions during board meetings is optimal for all participants to engage in thoughtful BTA discussions. She spoke about the obligation that applies to all board members for full engagement in BTA business, based on their oath of office & existing contracts - including the Board's contractual requirement to evaluate the ED annually (item 11 of ED contract). It was disappointing to the chairperson that less than 50% of our board members participated in the ED evaluation this year. If your lack of participation in the ED evaluation was intentional, the chairperson requested self-reflection regarding your commitment to fully participate in the required activities of a BTA board member. If, after reflection, you remain unwilling to fully fulfill the required duties as a board member, she respectfully requests your resignation so that the board can work with County Commissioners to ensure the appointment of board candidates who will be collaboratively engaged & committed to their

obligations. The Chairperson will be calling an Executive Committee meeting in the next few months to reconsider the "Code of Conduct" policy. The Chairperson reminded the Board that when we have discussions and make decisions in board meetings, particularly those that will impact the employees of BTA, those decisions should be shared with the BTA staff by the Management team. The sharing of information about staff, their raises, wages, benefits or policies related to them should not be communicated to BTA staff by board members. Questions regarding this report should be directed directly to Anne Noah, Chairperson.

- b. Financial Report: The wage analysis has been updated to reflect the adjustments made in August. The financial report shows that we are in a healthy spot. The Finance Committee looked at the E.D. contract and would like to provide the E.D. with a wage increase of 8% to get her closer to the comparables that were gathered during the wage study. The current contract calls for a minimum of a 3% increase. Motion by Halliday with support by Miller to provide the E.D. with a salary increase of 8% effective Oct 1. Roll Call Vote: Ayes: Halliday, Strang, Morse, Miller, Kitchen, Noah, No's-none, ***motion carried.***

Wedemeier answered questions.

***Motion*** by Kitchen with support by Halliday to accept Finance Report. All ayes, ***motion carried.***

#### 10. Old Business

- a. Mission/Vision/Values Workshop Discussion: Carland has been speaking with an individual that will help plan a workshop to address and update our Mission/Vision/Values. Morse expressed the importance of all board members participating in the workshop.
- b. Board Self-Evaluation- The discussion regarding the board self-evaluation results was suspended in July so wages could be discussed. Noah will be calling an Executive Committee meeting soon to get back on track with the board self-evaluation and to discuss a code of ethics policy.

#### 11. New Business

- a. Executive Director Evaluation: The Executive Committee recognized the outstanding job Carland has done over the past year and her tireless work in the successful passage of the millage. Various board members expressed their gratitude to Carland for the fantastic job she performs.
- b. Policies to be considered for approval
  - i. Board Policies: ***Motion*** by Miller with support by Kitchen to accept policies 1-5 as recommended by the Personnel and Policy Committee. All ayes, ***motion carried.***
    - 1. Audio Recordings of Open Meetings
    - 2. Public Wireless Access
    - 3. Video Surveillance
    - 4. Drug & Alcohol Testing
    - 5. Employee Time Off
    - 6. Animals in the Workplace Procedure: ***Motion*** by Morse with support by Kitchen to give management permission to seek

attorney approval on this procedure. All ayes, ***motion carried***.  
MMRMA will also be contacted to verify any action needed  
regarding potential liability.

- c. FY2026 Preliminary Budget Process: The Finance committee decided that their January Finance committee will meet as usual but will defer the Budget Process discussion until the Board Meeting in order to include the entire board. Morse requested that the process of staff and board interaction be addressed in the Code of Conduct.
12. Public Comment: None
  13. Board Roundtable: Carland thanked the board members for trusting the work done at committee. Morse mentioned that this is the shortest meeting we have had in years and he appreciates the streamlining. He also shared that former driver Vance Bates lost his battle with ALS. A service will be held October 26th at BCHS. Miller inquired about educating the public on the Flex route and challenged members to remember the oath that they took to represent the residents of Benzie County and to keep personal issues out of BTA business. Strang shared passenger input on the Flex route.
  14. Next Meeting: November 19, 2024 @ 5:30PM
  15. Adjournment:@ 6:37PM

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Nancy Hunt, Recording Secretary

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Date