



Benzie Transportation Authority

Executive Committee

September 9, 2024 @ 5:30PM

14150 US 31 Beulah, MI 49617

Minutes approved as presented October 21, 2024

1. Call to Order by Board Chair Anne Noah @ 5:30PM
2. Roll Call to determine quorum: Present: Anne Noah, John Morse, Evan Warsecke, Sara Miller joined at 5:34. Excused: Chris Kitchen. Staff Present: Jessica Carland and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Consent Agenda: **Motion** by Morse with support by Warsecke to approve consent agenda as presented. All ayes, **motion carried**.
 - a. Correspondence: None
 - b. Approval of April 30, 2024 meeting minutes
5. Amendments/Additions to Agenda: None
6. Public Comment: None
7. Approval of Agenda: **Motion** by Warsecke with support by Morse to approve agenda as presented. All ayes, **motion carried**.
8. Call for Conflict of Interest: None
9. Old Business
10. New Business
 - a. Executive Director Evaluation: 3 out of 7 board member evaluations were received. Despite the disappointment in fulfilling this responsibility, the E.D.'s contract states that she will be evaluated at least annually. The evaluation showed extremely positive results. Comments provided some suggestions for improvements, but were primarily accolades. Highest and lowest scores were identified and discussed. The idea of management completing and sharing results with the board prior to board completion was suggested. Managers will be asked about their comfort level with this.

Carland was invited to ask for any clarification on questions that she may have. Carland stated that she plans to seek more financial training but has made great strides in this area in her short tenure. The E.D. Contract calls for a 3% increase with room for additional increases as the board sees fit. The committee discussed the Finance Committee taking a look at the comparables and making a recommendation.

Motion by Warsecke with support by Miller to ask the finance committee to review the E.D raise range, beginning at the contract rate and possibly adding more based on comparable wages. All ayes, **motion carried**.

Morse requested that the 5 year forecast be updated to reflect the millage increase and with wage increases. Carland has already planned to have this for the November meeting and the plan is to use this tool every year as part of the budget process.

11. Public Comment: None
12. Committee Roundtable: Morse shared that former driver Vance Bates has end stage ALS. A card will be sent to him on behalf of the Board and staff. Miller shared that a family member is having a hard time with the Flex Route and asked how the rest of the community is feeling about it.
13. Next Meeting: As needed.
14. Adjournment @ 6:39 PM

Nancy Hunt, Recording Secretary

Date