



**Benzie Transportation Authority  
Personnel & Policy Committee  
September 12, 2024 @ 4:30PM  
14150 US 31 Beulah, MI 49617  
Minutes approved as presented March 4, 2025**

1. Call to Order by Dorene Strang @ 4:30 PM
2. Roll call to determine quorum: Present: Jeannette Feeheley, Dorene Strang, Chris Kitchen and Anne Noah, ex-officio. Staff Present: Jessica Carland and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Consent Agenda: **Motion** by Kitchen with support by Strang to approve the consent agenda as presented. All ayes, **motion carried**.
  - a. Correspondence: None
  - b. Approval of December 19, 2023 Meeting Minutes
5. Amendments/Additions to Agenda: None
6. Public Comment: Feeheley questioned the procedure of items being added to the Regular Meeting agenda that have not first been addressed by Committee, referring to Carland's inclusion of policies on the next Board meeting agenda that are being addressed at this meeting. Carland explained it had to do with timing of both meetings, and that the Committee may decide to remove any items from the Board Meeting agenda on the meeting date.
7. Approval of Agenda: **Motion** by Kitchen with support by Strang to approve the minutes as presented. All ayes, **motion carried**.
8. Call for Conflict of Interest: None
9. Appointment of Committee Chair and Vice Chair: **Motion** by Feeheley with support by Kitchen to appoint Strang as Chair. All ayes, **motion carried**.  
**Motion** by Kitchen with support by Strang to appoint Feeheley as Vice-Chair. All ayes, **motion carried**.
10. Old Business
  - a. Clarification regarding minor policy changes and committee/board approval- Clarification on what policy changes need to come to the Policy committee for review. The committee would like to continue to see any policy that has edits greater than grammatical or formatting edits.  
**Motion** by Kitchen with support by Feeheley that committee does not need to review minor changes in Manager policies such as grammatical, formatting and header changes. The committee will continue to review all changes made to Board Policies. All ayes, **motion carried**.

11. New Business

- a. Board Policies: **Motion** by Strang with support by Kitchen to recommend the Audio Recordings of Open Meetings, Public Wireless Access, Video Surveillance, and Drug and Alcohol Policies as amended to the board for adoption. All ayes, **motion carried**.
  - i. Audio Recordings of Open Meetings - Minor formatting changes
  - ii. Public Wireless Access - Minor changes
  - iii. Video Surveillance - Minor changes
  - iv. Drug & Alcohol Testing - No changes
  - v. Employee Time Off - **Motion** by Kitchen with support by Strang to recommend to the board the Employee Time Off Policy as presented with the caveat that any changes from our attorney will be added, as appropriate. If anything substantial is recommended, it is to come back to the committee. All ayes, **motion carried**.
- b. Management Policies: **Motion** by Strang with support by Kitchen to recommend the presented management policies as amended, and to make the recommendation that management policy approval be delegated to Committee. . Board approved policies will continue to go to the board for final approval. All ayes, **motion carried**.
  - i. Attendance and Punctuality - No changes
  - ii. Change of Personal Information - No changes
  - iii. Meeting Room Use - Minor changes
  - iv. Smoke-Free Worksite - No changes
  - v. Workers Compensation - Minor changes
- c. NEW POLICY: Animals in the Workplace - After discussion, it was agreed this item should be a procedure, not a policy. Brief legal review was suggested. Permission from the board will be requested to present the Animals in the Workplace procedure to BTA's attorney for legal review.

12. Public Comment: None

13. Roundtable: None

14. Next Regular Committee Meeting: As needed.

15. Adjournment: @ 7:11 PM

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Nancy Hunt, Recording Secretary

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Date