



BATA Regular Meeting Minutes

Thursday, June 24, 2021

115 Hall Street

Traverse City, MI 49684

and virtually via Zoom

1. Call to Order by Chairperson
The meeting was called to order by the Chairperson at 1:0pm

2. Roll Call
Present: Richard Cochrun
John Somavilla
Linda Joppich
Brad Jewett
Robert Fudge
Rick Robbins

Absent: Heather Harris-Brady

Staff Present: Chris Davis, Kelly Dunham, Mary Meredith, Nichole Thompson

3. First Public Comment
There was no public comment.

4. Approval of Agenda
On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approved the June 24, 2021 Regular Meeting Agenda with the following exception:
add as 7.b. 'Finance Oversight Team Update'
MOTION CARRIES: 6-0

5. Approval/Acceptance of Minutes
a. May 27, 2021 Regular Meeting of the Board of Directors
On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the Minutes of the May 27, 2021 Regular Meeting as presented.
MOTION CARRIES: 6-0

6. Executive Director's Report – Kelly Dunham
Kelly reviewed her monthly report with the Board, highlighting the following items:
 - The mask mandate remains in effect under TSA requirements.
 - BATA lost one of its dispatchers last week due to a terminal illness. An invitation to a Celebration of Life was extended to the board.
 - Staffing levels remain low but we continue to make efforts to bring in new employees. The Finance Oversight Team has some recommendations which will be further discussed. Some routes have been reduced.
 - Teamster contract negotiations will begin in August.

- a. HQ Facility/Owner's Representative Report – Doug Luciani, Cunningham-Limp

Doug introduced Leonard Chown (intern) and Leonard explained his intern project.

- Doug updated the board regarding the PUD. Water and sewer issues will be addressed for each of the development projects going up in the vicinity.
- The Construction Manager contract has been reviewed and is pending BATA's legal review.
- The development agreement between BATA and the Housing Commission was discussed and Board consensus was to put a July 15th deadline on the Housing Commission to show in good faith their ability to finance their portion of the project and meet the timing obligations to the Township.

7. Finance Reports – Nichole Thompson

- a. May 2021 Finance Reports – Nichole Thompson
 - i. Income Statements

Nichole reviewed the Finance Reports highlighting areas of interest and then took questions from the board.

Director Sommavilla reiterated a request from the previous month to see P&L expenses reported as a percentage of total income. Nichole will ensure his request is fulfilled in the July report.

Director Jewett requested to see monthly and year-to-date income statements. Revenue is fine the way it is. But on the expense side he would like to see the month of May and year-to-date. Nichole noted this date is currently reported under two separate reports and that satisfied his request.

On a Motion made by Robert Fudge and seconded by Brad Jewett, the BATA Board of Directors accepted the May 2021 Finance Reports as presented.

MOTION CARRIES: 6-0

- b. Finance Oversight Team Update – John Sommavilla

John Sommavilla reported back on the FOT meeting that had met just prior to the board meeting. Guidance coming from the FOT included:

- Implementation of a one-time retention stipend to be paid in October based on hours worked July 1 – September 30 due to the current severe labor shortage. There is currently a budget surplus that allows for this expenditure. All but 6 employees would be included (not managers or directors).
- Increase starting wage for non-bargaining employees (fill-in drivers) and bring those under \$17 up to \$17. There are 9 employees in this category. There is currently a budget surplus to support this increase.
- The FOT agreed on MERS Contribution rates of 15% for Admin and 9% for All Other (an increase from current year rates of 13% and 9%, respectively). It was requested that an analysis be done to see what it would take to bring Admin up to 100% funded.
- Upcoming union negotiations were discussed.



- USDA loan program was put on hold for now until a final budget for the new facility is determined. Might not be ideal for gap-funding due to its cumbersome application process.
- Review process for Executive Director. Timing and percentage of increase were discussed. The FOT is continuing to review the salary increase methodology and will present back to the board with recommendation in September.

8. Chairperson's Report – Richard Cochrun

Richard and Kelly are currently working on a board retreat to discuss core values and direction. A potential facilitator has been researched. Since no board decisions would be made during this retreat, it would not be required to be open to the public. Kelly will send a Doodle Poll for September and October to see what day works best.

Richard, Robert and whomever else is interested will be the cooks at the employee fall bbq in September.

9. Old Business

a. Board Request Tracker – Kelly Dunham

b. Cunningham Limp Payment Schedule – Kelly Dunham

Kelly shared the payment request terms from Cunningham Limp to be based on percentage of project completed as requested by the BATA Board. No concerns were stated. Kelly will send a copy of the email to the board providing details for their review.

10. New Business

a. Executive Director's Performance Review Process – Chris Davis

As previously discussed, the ad hoc committee put together recommendations as outlined in Chris's letter to the board.

On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approved changing the time and anonymity of the Executive Director's Review Process as recommended by the ad hoc committee.

MOTION CARRIES: 6-0

11. Second Public Comment

There was no public comment.

12. Directors' Comments/Open Floor

Kelly reminded the Board that the next meeting will be held on July 29th at 1:00pm

13. Adjournment

On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors moves to adjourn the June 24, 2021 Regular Meeting at 3:00pm.

MOTION CARRIES: 6-0

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 7-29-21
DATE

Linda Joppich
Linda Joppich, Secretary

