



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, August 29, 2022
Approved Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

Members Present: Chair Russ TeSlaa and Secretary/Treasurer Joe Baumann; Board Members Jason Latham, Kristin Myers, Al Rios, Jan Steggerda and Kevin Klynstra

Others Present: Lynn McCammon

Members Absent: Vice-Chair Lyn Raymond and Meika Weiss

Staff Present: Elisa Hoekwater, Beth Higgs, and Barbara Sonnerville

8.22.1 Approval of the July 25, 2022 Board Meeting Minutes

A motion was made by Baumann and supported by Rios to approve the July 25, 2022 board meeting minutes. Motion carried unanimously.

8.22.2 Public Comment

There were no public comments.

8.22.3 Marketing Committee

Higgs reported that driver recruitments have continued to be a high priority. The Marketing Committee is partnering with a couple of local organizations, such as, *Invest Vets*, to spread the word about employment opportunities with MAX. They are also kicking off a new ad campaign soon, keep an eye out for "We're Still Here!".

8.22.3a Call Center Summary

There was no discussion.

8.22.4 Executive Committee

8.22.4a MAX Uniform Policy Revision Recommendations

MAX staff has recognized the need to revise the current Uniform Program Policy based on shift duties, and procedural changes to the program. A motion was made by Rios and supported by Baumann to approve the policy revisions as written. Motion carried unanimously.

- 8.22.4b** *MAX Credit Card Policy Revision Recommendations*
The MAX Credit Card Policy originally drafted in 2009, details its purpose of use, and how it is managed. It also outlines the responsibilities of the MAX Authority Board, Executive Director, and the City of Holland Finance Department as the fiscal agent for the Authority. The revision to the policy was recommended through legal counsel. A motion was made by Baumann and supported by Rios to approve the policy contingent on MAX legal counsel approval. Motion carried unanimously.
- 8.22.4c** *FY2023 Budget Projection and Proposed Budget*
The FY2023 Proposed Budget was presented to the board for informational purposes ahead of the budget vote at the September board meeting.
- 8.22.4d** *Ridership Reports for July 2022*
There was no discussion.
- 8.22.4e** *Financial Reports for July 2022*
There was no discussion.
- 8.22.4f** *Expenditure Reports for July 2022*
There was no discussion.
- 8.22.4g** *LAC Meeting Minutes for August 2022*
There was no discussion.
- 8.22.5** **MAX Director's Report**
Hoekwater reported that staff has been busy working on final budget amendments, grants, work force recruitment, and preparing for the Triennial Audit.
- 8.22.6** **Adjournment**
A motion was made by Baumann and supported by Rios to adjourn the meeting. Motion carried unanimously.