The Macatawa Area Express Transportation Authority Board met at 3:30 pm at the Padnos Transportation Center.

**Members Present:** Chair Russ TeSlaa, Vice-Chair Joe Baumann and Secretary/Treasurer Mike Trethewey; Board Members, Kristin Myers, Tim Burkman, Kevin Klynstra, James Gerard, and Heather Lu

**Members Absent:** David Fackler

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

**Others Present:** Tim Vagle

3.19.1 **Approval of the postponed February, 2019 Board Meeting Minutes**
A motion was made by Baumann and supported by Trethewey to approve the February 2019 board meeting minutes. Motion carried unanimously.

3.19.2 **Public Comment**
There was no public comment.

3.19.3 **Marketing Committee**

3.19.3a **Call Center Summary**
There was no discussion.

3.19.4 **Executive Committee**

3.19.4a **Staffing Update**
Beth Higgs has been selected for the MAX Deputy Director position. As Deputy Director, Higgs will directly supervise Customer Service, Utility, and Buildings and Grounds. She will also oversee human resource functions on a temporary basis and coordinate with the City of Holland Department of Finance to ensure effective delivery of employee benefits. A motion was made by Trethewey and supported by Baumann to approve the appointment of Beth Higgs as Deputy Director. Motion carried unanimously.
3.19.4b Review Proposed Contract for HR Assessment
MAX is a community-oriented workplace committed to serve residents of the Macatawa Area. Employees are recruited and trained to provide a sustainable transportation system, with linkages to other transit systems. In an effort to continue to achieve this mission most effectively, MAX will be seeking a consultant to complete an assessment of human resource programs and practices. A Request for Proposals (RFP) will be issued for professional services to develop this HR assessment and will result in a final report evaluating MAX personnel policies and programs. It is anticipated that this evaluation will take 6-8 weeks once the winning proposal is awarded and accepted.

3.19.4d Ridership Reports for February 2019
There was no discussion.

3.19.4e Financial Reports for February 2019
There was no discussion.

3.19.4f Expenditure Reports for February 2019
There was no discussion.

3.19.5 MAX Director’s Report
Hoekwater reported that she has been attending many meetings with regards to coordinating connections with other local agencies. Looking at the future of MAX and its’ continued role in the community, she is looking to schedule a Strategic Planning meeting sometime later this year. Hoekwater and Higgs attended the MPTA Legislative Conference in Lansing on March 21st where the funding of repairs to Michigan’s roads, transportation and infrastructures was a big topic of discussion. A special board meeting for Park Township service scheduling is planned for April before the next regular board meeting. Mid-year Budget adjustments will be discussed at the next regular board meeting.

3.19.6 Adjournment
A motion was made by Baumann and supported by Trethewey to adjourn the meeting. Motion carried unanimously.