



Rural Community Transportation, Inc.

1677 Industrial Parkway • Lyndonville, Vermont 05851

Phone: (802)748-8170 • Fax: (802)748-5275 • <http://riderct.org>

"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Meeting
Monday, December 12, 2022 at 9:00 a.m.
Video and Teleconference

Present: Emily Rosenbaum, Doug Morton, Tin Barton-Caplin, Carole O'Connell, Kitty Toll,
Tasha Wallis, Judy Nommik, Jonathan Davis, Dan Sherman
Clerk: Dan Kehoe
Guests: Caleb Grant, Sandy Thorpe, Michael Moore Tim Bradshaw

Meeting called to order at 9:01 a.m. by Emily Rosenbaum.

1. Introductions, Opportunity for Public Comment, and Modifications to the Agenda.
No members of the public for comments. Michael Moore and Dan Kehoe introduced.

Carole made a motion to approve the minutes of the November 14, 2022, meeting, seconded by Judy. All in favor, none opposed, minutes approved.

2. Committee Reports and Updates:

VTrans Update: Tim Toured Jenna's Promise Foundation. Tim is also working on the scheduling software

Financial Update: Not provided.

Executive Director Update: Staff changes were addressed. Amy Childress-Obenauf last day was Friday 12/09/22 and her replacement will be starting in January 2023 with a background in Human Resources and working towards her degree. Dan Kehoe submitted bike rack grant for \$50k. General hirings of 1 call center personnel. Call center is fully staffed.

Marketing Committee: No meeting this cycle.

Personnel Committee: Employee handbook review

3. Preventative Maintenance: Caleb discussed warrantee and recall specifics being under another organization's oversight where they will invoice RCT once a month. Any other preventative maintenance can be invoiced later.
4. Micro Transit: Caleb discussed Newport is in data collection in the 2nd phase. Kitty asked how written reports for Micro Transit were going so far. There are five sites throughout the state but none are rolling yet. Morrisville will be the 1st pilot estimated to rollout February or March 2023 timeframe. Newport is part of the 2nd phase. Micro Transit hearings begin in January with one in person and one virtual meeting. Tasha asked if Montpelier will have Micro Transit. None at this point.

Employee Handbook: Motion was discussed to be voted on the next board meeting. Larry was hoping to get approved for the next calendar year. Tasha made a motion to review the Employee Handbook, seconded by Judy with Larry's approval. All in favor, none opposed.

- a. Indigenous Peoples Day holiday versus Bennington Battle Day. Caleb wanted the Bennington Battle Day observed due to best reflecting VPTA's calendar. Two board members questioned the choice to observe Bennington Battle Day. This will be voted on in the January board meeting.
5. Executive Director Metrics: Caleb mentioned being able to meet with Emily before board meetings to review items. Three main areas were needing focus:
 - a. Grant Management – grant applications are submitted in the spring. Capital items are the general framework for operation. Reports must be submitted to Vtrans with updates. Maintenance and operations are the backbone of the operating budget and relationship with VTrans.
 - b. Morale of the Institution: focused on the 360 analysis, community forum and yearly climate service.
 - c. Diversification of Service Portfolio – Medicaid Transportation is currently the emphasis. We need to level out our service portfolio.

Caleb clarified that RCT staff has felt they don't have access to the board and wanted to give opportunity outside the 360 analyses. Community forum was the hope to accomplish it. Personnel committee will work with Larry to make sure Larry is on board with methodology. It was decided previously to utilize a more informal process in the first six months. At a year out a more formal process will be implemented. It will be communicated to Larry that we clarified this point in our minutes.

Tasha made the comment the Executive Director must develop strong relationships with community. The effort to reach out is important. The 360 Analysis should

mention Executive Director Community reach. Caleb stated "impact" should be measured versus sitting on a certain number of boards. Tim stated that "How to measure" should be priority. It is challenging and he doesn't want to push too hard. Carole suggested to build relationships with town contacts since they're a good resource in the community. Doug and Tasha would be good sources for the Town Contacts.

Judy made a motion to accept the Executive Director Three Metrics seconded by Kitty. All in favor, none opposed, approved.

6. Strategic Planning: A Strategic Planning Committee is the biggest priority. We have a process. Tim confirmed the budget. It was determined that a committee of Judy, Tin, Emily, Caleb and one or two staff members will be voted on next month.
7. Determination of Need for Executive Session per 1 VSA 313(a)(1)* No need for executive session.
8. Other Business. -none

Adjourn. Dan made a motion that the meeting be adjourned; Kitty seconded the motion. All approved, meeting adjourned at 10:00AM.

Next Meeting: January 9, 2023

*Action item and/or Board Vote



Justin Barton-Caplin, Secretary

February 13, 2023

Date