



Rural Community Transportation, Inc.



1677 Industrial Parkway, Lyndonville, VT 05851

Tel: (802) 748-8170 Fax: (802) 748-5275

www.rideRCT.org

“The Ruby in the Kingdom”

It is the vision of RCT to establish a solid foundation for regional development of a safe efficient public transportation system.

**RCT Board of Directors Meeting
Monday November 14, 2016
The East Side Restaurant, Newport, VT
11:00 am**

**Present: Glenn Harter, Robert Wilkins, Ed Jarrosak, Rob Moore,
Harold Bailey, Frank Maloney, and Judy Nommik**

Guests: Mary Grant, Linda Vear and Sandy Thorpe.

Glenn called the meeting to order at 11:14 am.

1. Election of Officers: Rob Moore made a motion to elect Frank Mahoney as President, Glenn Harter as Vice President, and Robert Wilkins as Secretary/Treasurer, Judy Nommik seconded and the motion passed.

Frank took over the meeting at 11:20 am.

2. Approval of October 17, 2016 meeting minutes. Glenn Harter made a motion to approve the minutes of October 17, 2016, Rob Moore seconded and motion passed.

3. FY 16 Audit: Harold Bailey made a motion to accept the FY 16 Audit as presented at the last meeting, Glenn Harter seconded and the motion passed. Mary Grant has requested copies of the Audit that will be given out at next meeting.

4. Contracts and Grants: Mary Grant reported that VPTA is working with DVHA, on the new Medicaid contract. VPTA is in process of hiring a program manager and that person will hire one additional staff; the location is still to be determined. DVHA meets with Joint



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Fiscal today to approve the contract. Mary reviewed the anticipated timeline for VPTA to take over the Medicaid contract.

E & D: Mary Grant has asked AOT for additional funds to be returned as critical care transportation costs have increased. There are additional funds available that the legislature has set aside for critical care. Mary also reviewed additional reasons the agencies are over budget and the adjustments they have made.

CODS: all the school contracts are signed.

RCT has started receiving some of the USDA grant funds for an ap that will allow riders to see when the bus will arrive with their smartphones and tablets. RCT has contracted with Swiftly, which is the same company the state will be using for a statewide ap. RCT will also put some in the taxi and a couple of volunteers. This ap is expected to be live by January 1, 2017.

Routematch is still working out issues, including financial reporting, and will not come to RCT until issues have been resolved.

Walmart in Derby is opening on Wednesday 11-16-16. This stop is already on our route Monday through Saturday.

There will be training for schedulers and dispatchers on November 30 at the East Side. The offices will be closed for in house training and agencies will be notified in advance.

5. Leadership Policy and Plan:

Rob Moore made a motion to accept the Leadership Policy as written, Harold Bailey seconded, and the motion passed.



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Rob Moore made a motion to adopt the Leadership Plan as amended, Harold Bailey seconded, and the motion passed.

- 6. Risk Management updates: Billing & Reporting- Linda Vear: Linda gave the board members information on her department. Linda has 4 staff and herself in the Billing & Reporting Department. She reviewed each person’s responsibilities. Individuals in her department are cross trained so they can cover for each other. The board feels they have a good understanding of what her department does. Mary Grant reviewed the segregation of duties and the deficiencies found in the Risk Management review and how those concerns have been addressed. For the next year’s presentation the board would like an update on this department’s Risk Management review; identifying concerns and how have they been addressed.**

Glenn requested a flow chart that shows the process from start to finish: scheduling, dispatching, manifests, keying, billing, AP/AR, payroll.

- 7. Net Asset Policy: Judy Nommik made a motion to approve a corporate resolution to allow Mary Grant, Executive Director to move the requested amounts as per the Net Asset Policy and listed in the Corporate Resolution, and to allow Frank Maloney as president sign the resolution. Harold Bailey seconded, and motion passed.**

8. Next Meeting

- A. Date: December 12, 2016, in Morrisville. (The Charlmont)**
- B. Items for next meeting agenda:**
 - i. New board member orientation packet**
 - ii. Treasurer’s report**



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- 9. Motion to Adjourn*: Rob Moore motioned to adjourn, Glenn Harter seconded. The meeting adjourned at 1:01 pm.**

Sandy Thorpe

Notes taken by Sandy Thorpe

Robert Wilkins

Dec 19, 2016

Submitted by Robert Wilkins, Secretary/ Treasurer

Date Approved