



Rural Community Transportation, Inc.



1677 Industrial Parkway, Lyndonville, VT 05851

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

www.rideRCT.org

*Rec'd
11-14-2016*

“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 October 17, 2016

RCT Main Office Conference Room

Lyndonville, VT 05851

Present: Robert Wilkins, Rob Moore, Glen Harter, Melinda Gervais-Lamoureux, Frank Maloney, and Ed Jarrosak.

Staff and Guests: Fred Duplessis, Sullivan & Powers; Mary Grant, Cherryll Bunnell, Sandy Thorpe

- A. Election of officers: Rob Moore made a motion to table election of officers until next meeting, Robert Wilkins seconded, and the motion passed.**
 - B. By Laws and pledge signatures: Sandy Thorpe handed out the By Laws and signature pages for the By Laws and Pledge of Confidentiality. All present returned signed forms.**
- 1. Approval of September 10, 2016 meeting minutes: Rob Moore made a motion to accept the minutes of September 10, 2016, Robert Wilkins seconded, and the motion passed.**
 - 2. Presentation of Draft Audit: Fred Duplessis reviewed the draft audit, stating that there was no weaknesses and non-compliance issues; it was a totally clean unmodified audit. It is no longer a consolidated audit as Kingdom Express has been dissolved. The Audit also includes single audit report. He also explained as RCT has had multiple years of clean audits it qualifies as a low risk auditee. His only recommendations is to continue to document controls and to continue with risk management controls in place.**



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Any questions and comments need to be sent to Mary by October 25th.

3. Financials:

Approval of August 2016 Financials subject to audit: Cherryll Bunnell presented the August financials including Statement of Financial Position, Schedule of Activities, and reviewed each program with any concerns. Glenn Harter made a motion to approve the August 2016 Financials, subject to audit, Robert Wilkins seconded and the motion passed.

- 4. Contracts and Grants: RCT has signed a contract with Swiftly, Inc, for smartphone app that the general public will be able to see where our route buses are as well as other transportation options, utilizing the USDA grant funds. VTrans is looking at a similar app to go statewide.**

The Medicaid contract was awarded to VPTA.

RCT will put out RFP for planning, as money for that was included in the VTrans grant. The local Planning commissions will assist with technical support.

VTrans has received \$170,000 to role-model what RCT and Springfield do to assist the federally qualified health care providers with transportation needs. VTrans has sent out to bids for a consultant.

- 5. Leadership Policy: Glenn Harter moved to accept the leadership policy to include a time frame and other minor changes, Frank Maloney seconded and the motion passed.**



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6. **Video Policy: Rob Moore made a motion to accept the Video Policy as written, Frank Maloney seconded, and the motion passed.**
7. **Risk Management update: Cherryll held training with the administrative staff on the budget process and how the cost allocation works. John Killion has been hired as a backup for Cherryll. They have done some training together and he will do the December month end process.**

The Board requests quarterly updates from admin staff to include an overview of their department and addressing the risk assessment plan, and how their departments follow the plan.

November 2016 - Billing & Reporting by Linda Vear

February 2017- Financials by Cherryll Bunnell

April 2017- Scheduling/ Dispatching by Sara Wright & Tasha Green

August 2017 – Fleet by David Towle

8. Next Meeting

A. Date: November 14, Newport

B. Items for next meeting agenda:

a. Slate of Officers

b. Minutes

c. Final audit

d. Contracts

e. Leadership/ succession plan update_ Glenn

f. Linda for presentation Risk management in Billing and Reporting.

g. Net asset policy



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- 9. **Motion to Adjourn: Glenn Harter made a motion to adjourn, Frank Maloney seconded, meeting adjourned at 1:45 pm**

Sandy Thorpe

Notes taken by Sandy Thorpe

11/14/16

Date:

Robert Wilkins

Approved by Board

Robert Wilkins, Secretary/Treasurer Date:

November 14, 2016