



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.

Raw
4-8-18

RCT Board of Directors Meeting
Monday March 12, 2018
RCT Main Office Conference Room,
1677 Industrial Parkway, Lyndonville, VT
11:00 am

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

Staff: Mary Grant, Linda Vear, and Sandy Thorpe.

Guest: Judy VanBuren, Tim Bradshaw by Google hangouts,
Frank Maloney called the meeting to order at 11:04 am.

1. **Approval of items on Consent Agenda: Glenn made a motion to approve the consent agenda with removal of corporate resolution, Robert Wilkins seconded, and the motion passed.**
 - a. **Rob Moore made a motion to approve the corporate resolution to renew the line of credit, Glenn Harter seconded, and the motion passed.**
2. **Old Business:**
 - A. **Personnel Policy general: Frank Maloney made motion to move items a to f to the Personnel Committee for review with recommendations from legal counsel and make recommendations back to the full board, Rob Moore seconded and motion passed.**
 - a. Policy: All staff are background checked and must provide proof of vehicle insurance, registration and driver’s license prior to hire and on yearly updates
 - b. Pension Planning (401K, 401A)
 - c. Vacation time/sick time combined with max pool of hours, review buyback
 - d. Medical release to return to work
 - e. Safety sensitive positions/ who needs to be in Drug & Alcohol pool./ identify on org chart
 - f. NEW Addition: Number of weeks of vacation time.
3. **Transit Development Plan: Rob Moore made a motion to table the Transit Development Plan to the next meeting, Glenn Harter seconded, and the motion passed.**
4. **Contracts and Grants: Mary Grant reviewed the application time line for the FY 19 VTrans grant. Applications will come out this week and are due to VTrans by April 27; fully executed grants will be to the providers by July 9, 2018. Tim Bradshaw reported the VTrans grant is a very competitive grant process. RCT requested a mid-year adjustment which VTrans granted, which included an upgrade to the RouchMatch programming to level 3 to add the customer portal. This is expected to save some scheduling time as facilities can schedule the transportation requests. RCT still does all the booking. Tim Bradshaw also reported that the RCT FY 17 spending looks good.**



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5. Melinda Gervais-Lamoureux made a motion to move into executive session for Personnel, Ed Jarrosak seconded; and the Board went into executive session from 11:27 am to 1:04 pm, Upon exit Rob Moore made a motion to authorize the chair to sign any contracts to hire Jane Van Buren as consultant to continue to work with the Board Glenn seconded and the motion passed. Rob Moore made motion to establish succession committee of Frank Maloney, Melinda Gervais-Lamoureux and Glenn Harter to work with Jane to hire a new exec. Glenn Harter seconded, and the motion carried. Mary is expecting to continue until the new hire is comfortable.
6. New Business: None presented.
7. Next Meeting:
 - A. Date: April 9, 2018, Morrisville; possibly at the Charlmont conference room, Copley Hospital of the Wolcott town office.
 - B. Items for next meeting agenda:
 - a. Audit Bids
 - b. TDP
 - c. Budget and Grant Application
 - d. Elaine
 - e. Executive session for personnel
8. Melinda Gervais-Lamoureux made the motion to approve Frank Maloney seconded and the meeting adjourned at 1:30 pm.

Notes taken by Sandy Thorpe

Robert Wilkins

April 8, 2018

Presented to Board by Robert Wilkins, Secretary/Treasurer

Date Approved