



# Rural Community Transportation, Inc.

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*"COMMUNITY IS OUR MIDDLE NAME"*

RCT Board of Directors Meeting

Monday, December 9, 2019, 11:00AM

RCT Headquarters, Lyndonville, VT

Present: Ed Jarrosak, Robert Moore, Linda Lyman, Bob Wilkins, Frank Maloney, Jonathan Davis, Melinda Gervais Lamoureux, Russell Curtis

Guests: Tim Bradshaw (VTrans)

RCT Staff: Nick D'Agostino

Public: Fred Saar

Meeting called to order at 11:02AM by Frank Maloney

1. Introductions: Fred Saar, NVDA. Opportunity for Public Comment: Fred Saar sits on the NVDA Board of Directors as well as the Waterford Select Board. He is attending the meeting as a potential replacement for Frank Maloney.
2. Approval of November Minutes: Comment regarding Frank stepping down from the board needs to be added to minutes, motion to approve with change by Linda, seconded by Ed. Motion passed with no opposition.
3. Approval of unaudited September 2019 financials: Russell provided overview of the finance committee for benefit of public attendees, motion to approve by Russell, seconded by Melinda. Motion passed with no opposition.
4. VTrans Update (Tim Bradshaw): Tim provided feedback on the proposed RCT Mission Statement in that he would like to see some sort of customer-centric/friendly phrase added. Ross McDonald has been named as the new Public Transit Program Manager, replacing Barbara Donovan who is retiring. Amy Rast, coordinator, has also retired. VTRans is interviewing for new candidates for the vacant coordinator positions and they have a few viable options. RCT requested additional preventative maintenance funds through the mid-year adjustment process and has been awarded the funding. In addition, \$80,000 (\$40,000 Federal, \$40,000 State) is being built into the grant for Recovery and Job Access. Summary of the Governor's Summit recently held in Burlington on improving transportation for job access and those with disabilities. Regional recommendations were presented to the Governor for consideration. E&D funding is tight this year and no additional funds are available. Rob asked a question about how VTrans adjusts for upticks in critical care demands on the E&D program. Tim advised to keep in close contact with our legislatures to address this funding.
5. Finance Committee Update: Russell provided an update on the meeting held earlier this day. The committee reviewed the first quarter financials as well as a comparison to the budget. Since the budget is simply annual numbers divided by 12, it does not take revenue and expense fluctuations into account. The comparison after the first quarter shows revenue being down and expenses being up; however, overall revenue is greater than expenses. It is expected that revenue will increase and expenses will decrease as the year progresses.

6. Marketing Committee Update: As a continuation from the November meeting, the committee is asking the Board to review and approve a revised mission statement. There was discussion regarding the addition of customer-centric word, per Tim's suggestion. It was felt that the mission statement already reflected this and the motion to approve as is was brought by Linda, second by Rob. The motion passed with no objection. The new RCT mission statement reads: The Mission of RCT is to provide public transportation services for everyone that are safe, reliable, accessible and affordable to enhance the economic, social and environmental health of the communities we serve.
7. Executive Director Update: Diane worked with RCT's insurance broker to convert the agency's unemployment insurance from the State to a nonprofit group unemployment insurance plan with projected first year savings of \$25,000. RCT will be ceasing operation of the Williston Shopper route after the final January run in order to redirect these E&D funds to volunteer trips which will be more cost effective. Three new buses will arrive soon (January and February). Two buses will hold up to 20 passengers and one will hold up to 28 passengers. All three will require a CDL to drive. Two smaller buses will be ordered soon as well, with delivery in April. Medicaid update: the statewide Medicaid transportation contract will go out to bid in March. Elaine (VPTA ED), VPTA Board Chair and Ross McDonald are meeting with DVHA today to discuss concerns regarding the public transit providers keeping the contract. Primary concerns seem to be DVHA wanting a statewide one-stop call center and better trip coordination between providers. A contingency plan has been started to prepare for the potential loss of Medicaid revenue (currently at 60% of all RCT revenue). Nick requested the Board approve a resolution allowing him to increase the credit limit of the agency credit card from \$5,000 to \$10,000 to avoid the need to obtain a second card. Motion made by Rob, second by Ed, motion passed without objection.
8. Old Business: Frank presented a memorandum from RCT's attorney regarding open meeting law requirements. It is the opinion of the attorney that RCT follow open meeting laws. Bob asked if committee updates should be sent to the full Board in writing. Rob explained that if the committees do not vote in session he doesn't feel there needs to be a written report. All discussions with the full Board are recorded in the official minutes.
9. New Business: Frank will be resigning from the Board and his last meeting will be January, 2020.
10. Next meeting: January 13, 2020 at 11:00AM, RCT Headquarters in Lyndonville
11. Motion to adjourn made by Rob, second by Ed, motion passed without objection at 12:14PM.