

## Rural Community Transportation, Inc. Board of Directors Meeting Minutes

May 13, 2019

Location: NVDA, Suite 5, St. Johnsbury, VT

Board Members Present: Frank Maloney, Russell Curtis, Linda Lyman, Jonathan Davis, Rob Moore, Robert Wilkins, Melinda Gervais-Lamoureaux, Christine Dudley, Judy Nommik

Staff Present: Nick D'Agostino

Meeting called to order by Frank at 1:02PM

Frank Maloney asked that an Executive Session be added to the agenda for a personnel update

1. Introductions: Jonathan Davis was identified as a voting member for this meeting due to Ed Jarrosak not being in attendance.
2. Approval of April 2019 meeting minutes: no discussion, motion to approve by Linda Lyman, second of motion by Robert Wilkins, motion carried.
3. Motion by Judy Nommik to request Board enter Executive Session for a personnel update, second of motion by Rob Moore, motion carried.
4. Motion by Judy Nommik for Board to enter Executive Session for a personnel update, second of motion by Rob Moore, motion carried.
5. Executive Session
6. Motion by Judy Nommik for Board to exit Executive Session, second of motion by Rob Moore, motion carried.
7. Personnel Update: Motion by Russell Curtis for Board to accept separation agreement offer to former RCT employee as recommended by legal counsel, second of motion by Judy Nommik, motion carried.
8. Finance Committee Update provided by Russell Curtis: the committee met last week at the RCT office to review the engagement letter with the auditors, FY20 VTrans grant request, and net asset policy. The engagement letter from the auditors is standard and Russell sees no issues or concerns. The FY20 VTrans grant application has been submitted with increased funding levels (further detail to follow in Director's report). Russell will offer changes to the Net Asset policy at an upcoming Board meeting.
9. Executive Director update:
  - a. The FY20 VTrans grant has been submitted with an increase in administrative funding (to cover various small facility projects as well as a marketing/community development manager position). Funding was also requested for new buses and staff service vehicles (to eliminate mileage expenses), as well as an automated bus passenger count system. As a side note, all new buses will be ordered in white to allow them to be used as both shuttles and demand response vehicles. Route signs on the buses will identify the buses to passengers.

- b. RCT's new operations manager, Cass Lyons, started on April 29 and is already making a positive impact. His priorities are improving the condition of the bus fleet, driver training and review of staff scheduling.
  - c. Diane Cota has been hired to fill the newly created HR manager position. Diane has HR management experience at Preble Street (Maine) as well as Caldeonia Spirits. She also holds a Masters in Jurisprudence from Tulane. Diane will begin her position on June 10.
  - d. The Vermont Bus Roadeo, hosted by RCT on May 4, was a success. Drivers from across Vermont competed in skills competitions with the winner representing Vermont in the national competition in California. The event was held at Fairbanks Scales and RCT received complements from VTrans as well as other transit providers on the event.
  - e. Beginning in June, the scheduling and dispatcher departments will be reorganized into regional teams with each team handling the customer service and dispatching for a particular region (three teams concentrating on StJ, Morrisville, Newport). The van dispatchers will also be moved from the operations department and placed into these teams. This system was used by RCT in the past and it was deemed successful. Most of the staff is excited by this change and feel it will allow us to better serve our clients and partners.
10. Executive Committee/Directors Discussion: The Board discussed the dual position of Secretary/Treasurer and whether it should remain the same for the upcoming year. No one felt the current dual role should be changed. Frank reminded the Board of the expectation that each member participates on a committee.
11. Election of Officers: Motion by Judy Nommik to nominate Frank Maloney as Board President, Rob Moore as Board Vice President, Linda Lyman as Board Secretary/Treasurer. Melina Gervais-Lamoureaux seconded the motion, motion carried.
12. Opportunity for Public Comment: No public comment
13. Next Meeting: June 10, 2019 at Green Mountain Technology & Career Center in Hyde Park, VT
14. Motion to adjourn made by Melinda Gervais-Lamoureaux, second by Judy Nommik, motion passed at 2:01pm.