

DRAFT



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 December 10, 2018

Vermont Pie & Pasta Company

4278 US-5, Derby, VT 05829

11:00 am

Present: Frank Maloney, Rob Moore, Robert Wilkins, Russell Curtis, Ed Jarrosak, Christine Dudley, Linda Lyman, Melinda Gervais, Lamoureux and Judy Nommik

Staff: Mary Grant, Nick D’Agostino, David Towle, Tasha Green, and Sandy Thorpe

Guest: Tim Bradshaw, VTrans.

Frank called the meeting to order at 11:02 am

1. **Introduction and Opportunity for Public Comment (5min):** Introductions were made and introduced Justin (Tim) Barton-Caplan from Barton as a possible alternate.
2. **Financials:** Cherryll Bunnell presented the September financials (end of the first quarter). RCT has 7% of the 10% reserve required by net the asset policy. Cherryll requested the next financial quarter review be at the RCT office. The board asked Cherryll what the financials looked like to offer retirement plan for employees. Cherryll stated that within the current budget there are not additional funds for RCT to contribute to a retirement plan for employees. Cherryll will present next month at the RCT office. Tim can share other transit provider’s asset and reserve policy. The Board will set up a finance committee that will meet with the CFO to review the budget and the pension plan. The pension plan will be reviewed next month.
3. **Committee Updates:**
 - A. **Personnel Policy update:** Rob Moore presented the changes that the committee has approved with the staff requests including: Medical release to return to work after 5 business days of absence, Identify safety sensitive positions, additional vacation time for longevity, background checks, Drug & Alcohol testing for pre-employment, license, registration and insurance required at hire and annually thereafter, **Rob Moore made a motion to accept the personnel policy dated today, Robert Wilkins seconded, and the motion passed.** The committee with continue to clean up technical issues within the policy.
 - B. **State Retirement:** Tim Bradshaw will look into if RCT is eligible for the State Retirement plan and present more info next month.
 - C. **Financial Committee:** **Judy Nommik made a motion to identify a Finance committee, Rob Moore seconded, and the motion passed.** The committee members are Russell Curtis, Linda Lyman, and Robert Wilkins. The committee will meet with Nick D’Agostino and Cherryll Bunnell regularly for discussions on financial status, work with the budgeting process and any other financial concerns.
 - D. **Nominating Committee update:** Frank Maloney stated there is now have a full board of directors, and they are recruiting alternates. Jonathan Davis, from Northern Vermont University is interested, and Justin Barton-Caplan came today. Judy is reaching out to Loren Shaw.
 - E. The Personnel Committee will provide an Executive Director evaluation for Mary Grant.

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4. Agency updates:

A. **VTrans:** Tim Bradshaw reviewed the VTrans Compliance review. This review is done every three years on each sub-recipient. Tim stated RCT did a very good job filling out the workbook, using great details. He did 2 separate site visits during this process. He reviewed some recommendations such as in training using checklist, a deficiency found in preventative maintenance, but he is working with David Towle to bring it into compliance. Tim made recommendations for safety plan, that are not yet required under VTrans or FTA, but are a best practice; he recommend the Board have an annual review of the Executive Director. Over all Tim stated RCT has great policies, procedures and documentation.

VTrans will fund the new Barre update 100%. RCT will add an express route in the afternoon. VTrans is very pleased with the volunteer driver program and the community involvement and commends RCT on their same day trips. RCT is committed to go-live into RouteMatch in early Feb. Tim covered the Rides to Wellness (R2W); NKHS will now be part of the program. NVRH and NCHC have dropped out. The service area is being broadened. RCT does great with the safety and security, and RCT already has AVL.

5. Medicaid Update: Mary Grant updated. Elaine is hiring a new staff member as her staff member left. The Medicaid Guidance is not out yet.

6. Contracts and Grants: (10mins): Corporate Resolutions:

A. **Melinda Gervais-Lamoureux made a motion to approve the corporate resolution to authorize Nicolas J D’Agostino, Executive Director and Linda Lyman, Treasurer for the Board to sign any and all bank documents and to establish signature cards for release of funds as directed, and to resolve that Nicholas J D’Agostino shall establish two credit cards, one for the payment of Medicaid lodging and one as an agency credit card; Robert Wilkins seconded and the motion passed.**

B. **Robert Wilkins made a motion to approve a corporate resolution to authorize Nicholas J D’Agostino, Executive Director to sign and apply for FY 20 funds on behalf of the Board of Directors for any and all grants and contracts including: Medicaid, 5311 Deviated Routes, Capital 3511and 5310, Elderly and Disabled 5311, RTAP, CMAQ, planning and preventive Maintenance; Rob Moore seconded and the motion passed.**

7. RouteMatch update: RCT is working closely with RouteMatch and has spent many hours coming up with many new reports and operational items that other providers can have access to. Tasha feels scheduling and dispatching is pretty much where it needs to be. The RouteMatch transition will be a challenge, but looking forward to optimization. Very difficult right now working on RouteMatch and doing day to day. David has a concern with the tablets, that require updates a couple times of week. This is both RouteMatch updates and Samsung updates. Tablets are equipped with mobil lock so drivers cannot use other programs on the tablets. A procedure will be set up to have updates done at a time that does not interfere with day to day operations. RouteMatch has glitches that will effect scheduling greatly. Tasha continually brings this to RouteMatch’s attention. Tasha will demonstrate at next meeting in the main office.

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8. Old Business:

- A. **Strategic Plan: Timeframes, RFP:** Tim Bradshaw discussed with the Board that when federal funding is requested an RFP has to be sent to Vtrans for reviewed in advance, and will need to be added to the mid- year adjustment. RCT has a template for the start of the Strategic Plan that was created at the board retreat last spring, but was put on hold for new Executive Director hire.
- B. **Marketing Earmark from NVDA \$15k:** Options were discussed such as hiring a marketing person, or combination strategic plan/marketing and using part of 15k as local match; Frank Maloney stated the funds have to be used by September 2019.
- C. **Mary Retirement:** January 4, 2019 has been set for the Retirement Party at the Moose Lodge in St Johnsbury from 4 to 8 pm. The format will be free flow, with 20- 30 minutes set for speaker. **Judy Nommik made a motion to submit a resolution to the Joint House and Senate, Christine Dudley seconded and the motion passed.**

9. **Minutes of November 12, 2018 meeting:** Judy Nommik made a motion to approve as amended, Christine Dudley seconded and the motion passed.

10. **Next Meeting:** Monday January 14, 2018 in Lyndonville RCT office.

11. **Motion to Adjourn*:** Judy Nommik made a motion to adjourn, Ed Jarrosak seconded meeting adjourned at 1:51 pm.

Notes take by Sandy Thorpe

Presented to the Board by Linda Lyman

Date Board Approved