

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 July 8, 2019

Essex House, Island Pond (IP)

128 Cross Street, IP 05846

Present: Rob Moore, Russell Curtis, Christine Dudley, Judy Nommik, Linda Lyman, Jonathan Davis, Melinda Gervais-Lamoureux, Robert Wilkins, Ed Jarrosak, and Frank Maloney, and Tim Barton-Caplan

Staff: Nick D’Agostino and Sandy Thorpe

Guests: Tim Bradshaw, VTrans

11:00 AM

Frank called the meeting to order at 11:02 am.

- 1. Introductions, Opportunity for Public Comment:** No one present today.
- 2. NKHS:** partner discussion was rescheduled for a later date.
- 3. Approval June 2019 Minutes:** Judy Nommik made a motion to approve the June 10, 2019 minutes, Robert Wilkins seconded and motion passed.
- 4. Personnel update:** The Personnel committee met this morning, also attended by Nick and Diane Cota, RCT’s HR Director. Diane has reviewed the handbook and will provide a recommended rewrite for the committee. Diane has drafted a review document for current personnel policies and is also looking at benefit packages. The Personnel committee will meet monthly before the regular meetings for the immediate future. Next month will focus on Nick’s 6-month evaluation.
- 5. Finance Committee update:** The Finance Committee will meet on a quarterly schedule, although there may be additional meetings as necessary including during the audit. The Committee members include: Russell, Linda and Jonathan. Russell asked Nick to address the Statement of Financial position presented. Nick explained that due to RouteMatch issues RCT was unable to invoice CODS for over a month. Tim Bradshaw also commented that the cash flow of many providers is lean at this time of year because prior fiscal year prepayments have been exhausted and new fiscal year prepayments have yet to be disbursed.

As clarification for everyone, Nick explained the use of volunteer in-kind hours as well as potential changes coming from the State on calculating the value of these hours (there will be no impact on RCT).

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1. Encourage the use, development and support of safe public transportation.
2. Provide Coordinated, consolidated, non-duplicative transportation services.
3. To promote the planning and development of public transportation.

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Russell Curtis made a motion to approve February, March, and April, financials, Judy Nommik seconded, and the motion passed.

- 5.5 VTrans Report:** Tim Bradshaw reported that FY20 has begun and VTrans is sending grant awards to all the providers. VTrans was awarded a Human Services grant to address substance abuse recovery and job access transportation. RCT was asked to participate in a pilot program and VTrans will award \$40,000 in the FY20 grant to cover expenses. No local match funds will be required of RCT, although VTrans will need to find funding to cover the 50% local match required by the grantor.

VTrans is paying to have statewide AVL using Swiftly, which RCT piloted with a USDA grant, and Transit app. GMT has done a soft -launch and it is working well. VTrans will be rolling it out statewide soon.

The Statewide Cost allocation evaluation has been completed. Nick will address this more in his ED report.

- 6. Executive Director update: FY20 budget: Accounting update:** The cost allocation consultant has found various issues statewide and is setting forth recommendations. In the case of RCT, the cost allocation system is overdone and causing unnecessary work. One example includes costs being broken down far beyond Federal requirements, thereby complicating the accounting process. The CPA consultant assisting RCT is working on creating efficiencies in the accounting systems as well as utilizing our current accounting system, Microsoft Dynamics GP, more effectively. Russell recommended talking to the auditors to see what they can do to assist that is in their current scope of work.
- FY 20 budget highlights:** Nick and Diane have begun evaluating various health insurance options and believe they have found significant savings. RCT recently changed insurance brokers which allowed for a large savings in worker compensation premiums. Additional costs, such as postage, will be reduced by utilizing email for Medicaid notices and no longer mailing driver checks. RCT was awarded funding for two staff service vehicles in the FY20 budget. RCT will pay the required 10% local match but this will still result in large savings because staff mileage reimbursements will drastically decrease. Diane will provide a policy for the use of the service vehicles. Rent will increase due to the need for storage space for the Gillig bus. Nick will look at possibly a 6-month option for the lease as opposed to a one-year lease. Money for a feasibility study for bus facility has been granted in the FY20 grant. The vehicle maintenance budget has been reduced as expenses are shifted to the preventative maintenance grant. An after-hours answering service will soon be used but the expense should be offset by the elimination of on-call pager stipends now given to staff (pagers will no longer be needed, nor will multiple on-call staff). It is expected that the cost of Medicaid no shows will decrease by adding more of the trips to the existing public bus routes. Nick recommended reducing the budget for the Board meetings, possibly by having more meetings in Lyndonville. A comparison of FY19 and FY20 budgets will be sent to the Board. Nick reported a theft issue at the office. Someone cut 2 catalytic converters from RCT vehicles. RCT is moving the cameras that were inside to the outside, and will look into gates and fencing in the future.

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A new bus route has been requested by VTrans which will connect Hardwick and Barre via VT Route 14. This is 100% funded by CMAQ for the first year with an anticipated date of September 1. RCT and GMT may share service on this route in a similar fashion to that used on the US2 Commuter.

DVHA has extended the Medicaid contract VPTA for one more year. There is a good chance DVHA may put the next contract out for bid so RCT should begin prepare plans for scenarios in which DVHA does not award to VPTA. RCT will participate in the Caledonia County Fair and Lancaster Fair this August-September.

7. **Next Meeting: August 12, 2019 Lyndon:** Judy Nommik made a motion to cancel the meeting in August, Russell Curtis seconded, the motion passed, with one opposing. **Next meeting will be September 9, 2019.**
8. Russell Curtis made a motion to adjourn, Melinda Gervais-Lamoureux seconded and the motion passed. **Meeting adjourned at 12:55 pm.**

Notes taken by Sandy Thorpe

Present to Board for approval by Linda Lyman

Date

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