

RCT Board of Directors Meeting

Monday, September 16, 2019, 11:00AM

RCT Headquarters, Lyndonville, VT

Present: Frank Maloney, Christine Dudley, Ed Jarrosak, Robert (Bob) Wilkins, Robert Moore, Russell Curtis, Linda Lyman, Melinda Gervais-Lamoureux

Guests: Tim Bradshaw (VTrans), Steve Burnett (Richards Group)

RCT Staff: Nick D'Agostino, Diane Cota

Meeting called to order at 11:02AM by Frank

1. Introductions and Opportunity for Public Comment: No members of the general public in attendance, no comment.
2. Approval of July Minutes: No discussion, motion to approve by Bob Wilkins, seconded by Melinda Gervais-Lamoureux. Motion passed with no opposition.
3. Employee Retirement Plan Presentation: Presentation of 403(b) by Steve Burnett of Richards Group. Research led by Diane Cota to evaluate retirement programs from multiple financial service brokers. Richards Group came out ahead of others. In order to start retirement benefits on January 1, 2020, Board will need to vote at the October meeting. The Board agreed to table the retirement discussion until October to allow for everyone to digest the presented material.
4. VTrans Update (Tim Bradshaw): Report on new research grant funding a pilot transportation program for Substance Abuse Recovery and Job Access. The grant amount provided to RCT is \$40,000 in addition to the required 50% local match (not to be paid by RCT). Local recovery centers as well as AHS are working to generate this money. Also, VTrans is expanding the Rides 2 Wellness program into other parts of Vermont. There is interest in Lamoille County and Tim has participated in several meetings with Copley Hospital and Lamoille Family Center. Hopefully, this will lead to more funds for RCT to expand this program. Public Transit is now presenting the FY21 budget to AOT Commissioner. As part of this, Public Transit was asked to show a budget with cuts to capital for new bus acquisitions.
5. Executive Director's Report:
Staff Update – Jeff Mealey has joined the RCT management team as Business Administration Manager and will be the lead financial staff member. RCT will retain the accounting consultant through the end of September to ensure a smooth transition. A new position, Call Center Supervisor, has been created to allow daily supervision of the call center staff in Lyndonville, allowing the Program Manager to focus on higher-level tasks. The Transit Manager position has been reorganized into a Volunteer Coordinator position to allow 100% focus on volunteer recruitment, training and retention.
Morrisville/Barre Route – VTrans has asked RCT to provide commuter service from Morrisville to Barre (routes 15 and 14) through Wolcott, Hardwick, Woodbury, Calais and East Montpelier. Towns on this route are showing interest in funding a portion of the cost and Nick will be attending several Select Board meetings in the near future. Service tentatively schedule to begin on Monday, October 7.

Operations Update – Hiring of Jeff Hale as Training & Maintenance Supervisor (replaces Assistant Operations Manager). Driver training program in development (Operations Manager, Cass Lyons, is now a certified public transit trainer). Jeff and Cass will be attending drug & alcohol reasonable suspicion and post-accident training soon. Operations has been emphasizing driver training as well as vehicle safety, cleanliness, appearance and comfort. Cass is also implementing a new driver work shift system to make scheduling more efficient.

Facility Update – A storage container has been purchased (using grant funds) to store vehicle supplies, tires, etc., outside of office building. Existing security camera system has been repurposed to monitor driveway entrance as well as bus/van parking lots.

VPTA & Medicaid Update – DVHA has declined to increase the current PMPW amounts to compensate for the increased GSA rate because, overall, VPTA is not losing money; however, the exercise conducted to determine this has exposed tremendous inequality in the current PMPW system. This, combined with a soon-to-be-released CTAA NEMT study, will be used to begin a discussion about redistribution of the PMPW. Finally, a Medicaid sub-committee has been formed with members of the VPTA board and is tasked with establishing a strategy to retain the statewide Medicaid contract.

6. Personnel Committee Update:

Vacation Time Policy: The committee recommends the following changes: increase accrued time for employees in their first year from one week to two weeks, eliminate the buyback policy, and allow staff to rollover up to twice their regularly-scheduled weekly work hours. Motion to approve by Rob Moore, second of motion by Bob Wilkins, motion passed with no objections.

Staff Vehicle Policy: Diane presented the newly developed policy to address the use of RCT's two non-revenue staff vehicles. The staff vehicles are strictly to be used for staff travel and may not be used to transport clients. Motion to approve by Russell Curtis, second of motion by Bob Wilkins, motion passed with no objections.

Cost of Living Increases: 2% wage increases are built into the budget. Motion to approve the increase effective the first pay period of FY20 made by Russell Curtis, second of motion made by Melinda, motion passed with no objections.

Health Insurance Proposal: Recommendation to use Blue Cross/Blue Shield's Silver plan as the reference plan for employee health insurance benefits. Staff choosing the Silver plan will also receive a \$1000 HRA, funded by RCT. The current Platinum plan will also be available (with no HRA) with the employee being responsible for any additional costs beyond the cost of the Silver plan. Motion to approve made by Rob Moore, second of motion by Russell Curtis, motion passed with no objections.

7. Finance Committee Update: Motion made by Russell to approve April – June unaudited financials as presented, second to motion by Rob Moore, motion passed without objection.

Motion made by Russell to approve revised Net Asset Policy, second to motion made by Melinda, motion passed without objection. Motion made by Bob Wilkins to approve FY20 budget as presented, second to approve by Russell, motion passed without objection.

8. Marketing Committee Update: Presentation of new RCT logo and official colors. Motion to approve logo and colors made by Melinda, second to approve by Bob Wilkins, motion passed without objection.

9. Next meeting: October 7, 2019 at 11:00am at RCT Lyndonville office

10. Motion to adjourn made by Melinda, second by Russell, motion passed without objection.