



Rural Community Transportation, Inc.

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"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Annual Meeting

Monday, August 10, 2020, 9:00AM

Video and Teleconference

Present: Robert Moore, Linda Lyman, Russell Curtis, Judy Nommik, Fred Saar, Jonathan Davis, Christine Dudley, Melinda Gervais Lamoureux

RCT Staff and Guests: Nick D'Agostino, Timothy Bradshaw

Meeting called to order at 9:02AM by Russell Curtis

1. Introductions & Opportunity for Public Comment: No members of the public present.
2. Approval of June 2020 Minutes: Motion to approve by Fred, seconded by Christine. Motion passed without opposition.
3. Approval of May & June 2020 unaudited financials: Motion to approve by Fred, seconded by Linda. Motion passed without opposition.
4. VTrans Update by Tim Bradshaw: FY21 grant prepayments will be deposited soon. The CARES Act has paid much of the operational expense at 100% for the past few months. There is a possibility of more CARES Act funding being made available at the mid-year point of the fiscal year and VTrans will be looking for potential capital projects to fund. The State's overall budget is very tight and running a large deficit. VTrans and RCT will need to reconcile the amount owed back for FY20 prepayments shortly. Tim also thanked RCT for the smooth transition of GMT routes to RCT.
5. FY21 Board officer nominations and votes: Judy motioned for current slate of officers to remain in place (President = Russell Curtis, Vice President = Rob Moore, Secretary/Treasurer = Linda Lyman). Motion was seconded by Fred. Motion was passed with Rob Moore abstaining.
6. Executive Director Update: Some RCT staff are still working remotely, but the finance department has begun staggering in-office schedules. VTrans has asked all providers to stockpile a 3-month supply of PPE and cleaning supplies. RCT has a good amount, but not quite 3-months. Nick is working on procuring these items. All is going well with the transition of GMT's routes. RCT's income is being supplemented through a food delivery contract administered by VPTA. The bus schedule booklet/rider guide has been redesigned by Lila Bennett and is nearly ready for printing. Lila sold sponsorship ads in the guide – enough to pay for the printing. The Medicaid contract (starting January 1, 2021) will be awarded this week (expected to be August 10) and Nick will notify the Board as soon as information is available. Lila has been working with local nonprofit partner agencies to secure petition signatures for town appropriations. Letters are being sent to the Select Boards of the towns requiring physical signatures in an attempt to waive this requirement. If this isn't possible, we are asking that towns allow signatures to be grouped by multiple agencies (Fred suggested contacting the VT Secretary of State for assistance). Nick will also contact GMT regarding the town appropriations awarded to GMT in the towns now served by RCT. A new management position will be created (assuming the Medicaid contract is awarded to

VPTA) to assist the ED with various high-level tasks such as process efficiency, HR, budgeting, etc. The Director of Operations position is necessary as the Agency continues to grow and require greater efficiencies. The position will be posted in-house and publicly. Jonathan requested an updated organizational chart be sent to the Board.

7. Old Business: Russell discussed current committee assignments (Development & Marketing: Fred, Jonathan, Melinda, Ed Jarrosak, Finance: Russell, Linda, Jonathan, Personnel: Rob, Tin, Linda, Nominating: Russell, Christine, Judy). All agreed to remain with current assignments. Russell also asked Nick to speak with the 403(b) administrator about incentives for staff to use the benefit. Also, Russell would like a recommendation on how much money RCT could make available as a staff match.
8. New Business: Russell reported that the alternate board seat for Caledonia County is open because Jonathan was assigned to the former voting at-large seat. The nominating committee will discuss possible candidates for filling this position. Russell will also send a letter to Ed Jarrosak regarding his intentions with remaining in his board seat. Rob noted that he was working with the GMT board on providing unconscious bias training and would provide information when GMT had it worked out. Tim Bradshaw suggested utilizing the online training provided by the state. There was also a short discussion about how to recognize Board members and staff members with long tenure at RCT. A suggestion was made to hang a plaque in the lobby. Nick will find options.
9. Next Meeting: October 5, 2020.
10. Executive Session: None
11. Motion to adjourn made by Judy, seconded by Jonathan. Motion passed without opposition. Meeting adjourned at 9:53AM.