



Rural Community Transportation, Inc.

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"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Meeting

Monday, February 8, 2020, 9:00AM

Video and Teleconference

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

RCT Staff and Guests: Nick D'Agostino, Brian Pickard, Sharon Klein, Timothy Bradshaw

Meeting called to order at 9:07AM by Russell Curtis

1. Introductions & Opportunity for Public Comment: No members of the public present.
2. Approval of December 2020 Minutes: Motion to approve by Rob, second by Jonathan. Motion passed without opposition.
3. Financial Review by Brian Pickard: Review of FY21 Q2 financials. Motion to approve the unaudited Q2 financial statement by Fred, second by Linda. Motion passed without opposition. Melinda inquired about Christmas bonuses for 2020. Nick explained that, if approved, bonuses are now awarded at the end of the fiscal year as opposed to calendar year. Bonuses were distributed at the end of the FY20 fiscal year. Russell suggested the Finance Committee review salaries, raises and bonuses in May.
4. VTrans Update by Tim Bradshaw: Grant funds for Rides 2 Wellness remain unspent and the FTA will want the program wrapped up soon. Rob commented that a group of human service agency partners in Lamoille County are interested in making R2W permanent. The Recovery and Job Access program continues to do well. The second round of stimulus funds (\$26.7 million) received by VT can be used to pay for trips to vaccination appointments (for those without transportation). VTrans is seeking additional guidance on the Federal mask mandate.
5. Executive Director Update: FY20 audit is complete and there were no findings. Sharon Klein and Brian Pickard did a great job working with the auditor and pulling this together so quickly. Brian has developed a cost allocation tool which will save days of work in the finance department by standardizing invoicing, allocation methodology and journal entries. Shawn Hanover has joined RCT as the new Operations Manager. Shawn is a seasoned manager with a CDL and passenger endorsement. RCT will participate with VTrans in a UV light sanitation equipment study. The new Medicaid contract was signed (effective 1/1/21, 2-year term with two 1-year extensions). Lila Bennett has created three online newsletters – staff, volunteer and general public. She has also created the latest annual report. Brian and Nick are developing a plan to improve workplace culture. Consultants have been interviewed and climate surveys, such as Best Places to Work in VT, are being reviewed. NFP has been engaged for high-level HR work (contract consultant). Russell recommended the Agency hire an HR Manager/Director.
6. Retirement Plan: The Finance and Personnel Committees recommend the Board approve an employer match of up to 4% of employee's salary with 3-year vesting. The motion was made by Judy, second by Fred, approved with no opposition. Motion was made by Fred, seconded by Judy, to match the 2020

contributions at the same rate and vesting if allowed by law. This was approved without opposition. Fred motioned, seconded by Linda, to seed all employee accounts with \$500 (3-year vesting). This was approved without opposition. Rob motioned, seconded by Fred, to add \$500 seed money (3-year vesting) to all new employee accounts after 60 days of employment.

7. Nominating Committee Update: Christine and Russell have both had limited success in finding candidates to fill the open Board positions but both remain open. There are a number of terms expiring this year and those directors should consider whether they wish to continue.
8. Old Business: None.
9. New Business: None.
10. Executive Session: Motion made by Fred, seconded by Judy, to enter executive session for personnel reasons. Motion approved without opposition. Motion made by Rob, seconded by Jonathan, to enter executive session. Motion approved without opposition. Motion made by Fred, seconded by Judy, to exit executive session. Motion approved without opposition.
11. Next Meeting: March 8, 2021.
12. Motion to adjourn made by Fred, second by Linda. Motion passed without opposition