



Rural Community Transportation, Inc.

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"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Meeting
Monday, March 14, 2022 at 9:00 a.m.
Video and Teleconference

Present: Rob Moore, Karen Desrochers, Jonathan Davis, Emily Rosenbaum, Daniel Sherman, Judy Nommik, Tin Barton-Caplin
Clerk: Amy Obenauf
Guests: Fred Saar, Tim Bradshaw, Jessy Pelow

Meeting called to order at 9:03 a.m. by Rob Moore.

1. Introductions, Opportunity for Public Comment, and Modifications to the Agenda. No comments from public. No modifications to the agenda requested.
2. Approval of Board meeting minutes of February 14, 2022*. No meeting was held in January. Motion by Dan to approve the minutes, second by Judy, unanimously approved. Minutes approved and to be posted.
3. VTrans Update. Tim discussed the management review and compliance review for RCT (review completed every three years for all organizations overseen by VTrans per § 5311). Tim will be sending findings soon. A virtual site visit will take place in mid-April for follow-up. Tim noted RCT's successful pilot of the Rides to Recovery program, and reviewed his preliminary findings based on the SWOT model. Rob asked for elaboration upcoming the timing of grant funding for Job Access and Rides to Recovery programs. Rob asked Tim about the schedule and status of the three-year guiding document (Transportation Development Plan) currently in place. RCT will circulate the document to the Board for review. Rob noted that Fred is working with Nicole Sancibrian to obtain commentary and suggested revisions, if applicable, of RCT's financial policies. Tim noted that the real-time transit tracking app is available on the GoVermont site, at connectingcommuters.com, and on the VTrans site.
4. Financial Update and Approval of Financials.* The Finance Committee met with Fred and Michael Waterhouse to review the January 2022 financials, which were distributed after the last Board meeting to Board members in spreadsheet form, per the Board's request before approving them. Dan noted that he appreciated the

additional information. Dan made a motion to approve the financials; Karen seconded the motion. All approved, financials approved by Board.

5. Executive Director Update.

- Fred shared information about the status of the fleet and procurement efforts, including looking into having on-site vehicle maintenance. Dan asked whether a handicap-capable van will be needed to service the new Kingdom Trails route. Fred confirmed this and reviewed potential funding sources.
- There is now a designated Safety and Training Supervisor.
- GPS trackers are in the process of being replaced with updated trackers that do not rely on 3G service and that will enhance safety.
- Several CDL drivers and two call center agents have recently been hired.
- CODS fees have been increased to have funds collected more closely match cost of the program.
- RCT is considering a part-time volunteer driver coordinator position to increase participation in the volunteer driver program and marketing.
- Staff benefits have improved for calendar year 2022, based mainly on renewal of health, dental and vision plans with lower premiums and same or improved benefits under each plan.
- The FY23 budget with VTrans is a work in progress at this time.

Jonathan asked about whether wireless access on buses is a good use of resources, given the spotty availability of reception in the NEK. Fred indicated several technologies are being considered. Jonathan cautioned that NVU's athletic buses have employed this technology and it does not seem to work well traveling throughout the NEK. Fred noted that it depends upon cellular service.

Karen shared that she is pursuing the possibility of sharing volunteers with other agencies for cross-service purposes. Funding sources and legislative requirements must be considered. Fred suggested that we begin with VPTA as it manages background checks and would be able to share knowledge. Rob noted that the positive would be eliminating the redundancy of background check fees; Fred pointed out that other considerations like cycle timing must be considered.

6. Committee Reports and Updates.

Marketing Committee: Would like to know how they can help RCT staff in terms of marketing activities.

Personnel Committee: Greg Hessel will present the results of the Climate Survey at the April 11, 2022 meeting at 10:00 a.m.

Nominating Committee: The Committee has a candidate for an at-large alternate seat in Newport, Carole O'Connell. Judy made a motion to appoint Carole to the board; Emily seconded the motion. Motion passed, Carole appointed to this seat on the Board. Rob noted that one more seat remains to be filled in Essex County. The Committee noted that the by-laws require that officer election is coming up. A vice-president seat is open and a treasurer seat will soon be open. Emily noted that if someone will fill her secretary position and the treasurer position, she will accept the vice-president position.

Finance Committee: Nothing to present.

7. Appointments to Vacant Board Seats.* Carole O'Connell approved by Nominating Committee.
8. Staff and Volunteer Appreciation. The Board discussed the possibility of compensating employees by offering volunteers gas cards, and the benefits and complications that arise. Fred asked for guidance. Emily and Judy suggested a quarterly gas card instead of monthly, so that it is perceived as appreciation instead of a COLA or compensation. Emily noted the Board needs more time to look into the implications of giving out gift cards, with input from Fred and Larry Lindquist. Judy moved that we should issue something now. Emily recommended that the Personnel Committee take up this issue, and Tin suggested no action at this time. Fred noted that it is a gesture and not effective, given the impact of high gas prices.

Determination of Need for Executive Session per 1 VSA 313(a)(1)*. Emily moved that there is a need for an executive session to discuss personnel. Judy seconded the motion, all approved. Emily made a motion to go into executive session with Fred remaining briefly. Dan seconded the motion. All approved. Board entered into executive session at 10:25 a.m. Board exited executive session at 10:49 a.m.

Judy made a motion to establish an ad hoc committee for the purpose of conducting a search for an executive director, with the first step being to talk to select management and/or supervisory staff about what they want in their leadership. The committee will consist of Karen, Tin, Rob, and Emily. Dan seconded the motion, motion passed.

Other Business. No other business.

Next Meeting: April 11, 2022 at 9:00 a.m. via ZOOM

Adjourn. Judy made a motion that the meeting be adjourned; Dan seconded the motion. All approved, meeting adjourned at 10:51 a.m.

*Action item and/or Board Vote



Emily Rosenbaum, Secretary

4/11/2022

Date