



Rural Community Transportation, Inc.

1677 Industrial Parkway • Lyndonville, Vermont 05851

Phone: (802)748-8170 • Fax: (802)748-5275 • <http://riderct.org>

"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Meeting
Monday, May 8, 2023, at 9:00 a.m.
Video and Teleconference

Present: Emily Rosenbaum, Dan Sherman, Jonathan Davis, Doug Morton, Kitty Toll
Clerk: Jessy Pelow
Guests: Caleb Grant, Ross Macdonald, Mike Moore, Melissa Seymour, Larry Lindquist

Meeting called to order at 9:02 a.m. by Emily Rosenbaum.

1. Introductions, Opportunity for Public Comment, and Modifications to the Agenda. Introductions were made. No members of the public for comments. No modifications to the agenda requested. Jonathan made a motion to approve the minutes of the March 13, 2023, meeting and April 10, 2023, meeting. Dan seconded the motion. All approved.
2. Committee Reports and Updates:

VTrans Update: See attached full VTrans report.

Ross shared that he is working with the VTRANS finance committee on the final budget and shared with the board how the process works. He noted that he will coordinate with Caleb and Mike regarding RCT planning and rebranding.

Emily asked how the board can best support the process. Ross explained the best support is continuous communication with the staff at RCT and VTRANS.

Financial Update: Mike shared the current financial dashboard and budget numbers.

Executive Director Update: See attached Executive Director report.

Caleb thanked VTRANS for their support during the grant process. The RCT grant is submitted and has great focus on new vehicle additions.

Caleb explained due to the underperformance of the 14-15 and Littleton routes, they are discontinued effective July 1, 2023. The Burke route will continue for this year and then be reevaluated.

He shared that RCT is working on building out the Morrisville office and adding staff.

Marketing Committee: No update.

Personnel Committee: No update.

Nominating Committee: No update.

Finance Committee: No update.

3. Leadership Team Update: Melissa Seymour: Melissa introduced herself and shared that she has 20 years of experience in the customer service/call center field. She expressed her gratitude to the call center staff for their kindness and dedication. She noted the ongoing challenges for recruiting experienced call center staff in the Caledonia County area. There has been greater experience and interest in the Morrisville area. She shared that she and her call center staff continuously work at checking for and correcting errors. She noted the difficulty in covering every requested trip.

The board expressed their gratitude for the staff's hard work and dedication. Caleb commented that Melissa shows great leadership and professionalism and RCT is lucky to have her.
4. Annual Budget Review: Annual budget will not be set until VTRANS grant approval is received.
5. Schedule Annual Meeting: The board decided to have their annual meeting before their regularly scheduled June meeting. The meeting will be in person and by ZOOM. Jonathan made a motion to have the RCT board of directors annual meeting on June 12, 2023, beginning at 9AM. Dan seconded the motion. All approved.
6. Motion for Resolution to authorize Caleb Grant to enter into contract and grant proposal: Kitty made the motion to authorize Caleb Grant to enter into contract and grant proposal. Dan seconded the motion. All approved.
7. Term Limit Discussion Update: nothing currently.
8. New Board Member Recruitment: Emily encouraged the board to think outside the box about recruitment.
9. Strategic Planning Update: Caleb stated that he is still working on filling a procurement position but has not had much interest. He is working to shift the position to a leadership role as procurement/grants hoping it will draw greater interest.

10. Climate Survey: Larry communicated that we would use the previous survey version for the Executive Director evaluation. He commented that there are quarterly surveys, and the most recent survey feedback has shown lack of communication and compensation as two items for improvement.
11. Bylaw Review Update: Moved to June.
12. Determination of Need for Executive Session per 1 VSA 313(a)(1) * No need for executive session.
13. Other: No other business.

Adjourn. Jonathan made a motion that the meeting be adjourned; Dan seconded the motion. All approved, the meeting adjourned at 10:01 a.m.

Next Meeting: June 12, 2023.

*Action item and/or Board Vote

Justin Barton-Caplin, Secretary

Date