



## Rural Community Transportation, Inc.

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"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Meeting  
Monday, November 8, 2021 at 9:00 a.m.  
Video and Teleconference

Present: Kenn Stransky, Rob Moore, Karen Desrochers, Doug Morton, Emily Rosenbaum, Judy Nommik, Jonathan Davis, Daniel Sherman

Clerk: Amy Obenauf

Guests: Tim Bradshaw, Fred Saar, Larry Lindquist, Sandy Thorpe, Michael Waterhouse, Elaine Haytko

Meeting called to order at 9:02 a.m. by Rob Moore.

1. Introductions and public comment. No public comments.
2. Modifications to the Agenda. No modifications forthcoming.
3. Approval of prior Board meeting minutes: October 12, 2021. Judy moved to approve, second from Emily, no discussion. Minutes approved by all.
4. Overview of Vermont Public Transit Association (VPTA) and Medicaid Non-Emergency Medical Transportation (NEMT), Program including "Per Member Per Week" (PMPW) Payment Methodology (Elaine Haytko). Elaine Haytko provided an explanation of how the PMPW methodology and model through VPTA is used to ensure each transportation agency receives funds that match true expenses on a quarterly basis. She reviewed the four-year bid cycle for a contract with the State of Vermont.
5. VTrans update (Tim Bradshaw). VTrans working on upcoming grant agreement with RCT and will work with executive director this week to finalize details. An adjustment mid-year is being made under Recovery and Job Access funding due to increase in ridership.
6. Financial update (Michael Waterhouse) and approval of financials. Michael will send financial updates to the Board monthly in the formats requested, in collaboration with the Finance Committee. He reviewed income and expenses from each program served by RCT. Rob suggested approval of financial be postponed so that the Finance Committee can regroup and begin the process of reviewing them.
7. Board email accounts and annual petitions for town appropriations (Amy Obenauf). Town appropriation petition signatures are a current need, especially in Barton and Brownington. Board members will assist in obtaining signatures. E-mail account adoption is good.
8. Departmental updates by Sandy Thorpe (Operations) and Larry Lindquist (Human Resources). Sandy Thorpe has been Operations Manager for a month. She reviewed fleet management improvements and driver recruitment and training. Larry Lindquist reiterated the challenge recruiting drivers, particularly those with CDL licensure. RCT participated in a job fair in Morrisville last week. The employee satisfaction survey is ready to roll out today and will be completed by Friday. The implementation of the HRIS system has been

successful, especially with the hiring process and benefits enrollment process. Employee performance evaluations and further satisfaction surveys will be implemented from the HRIS starting next year. RCT will introduce tuition reimbursement as a benefit next year, with Board approval. Motion to approve by Judy, second by Emily, no discussion. All approved, policy adopted unanimously.

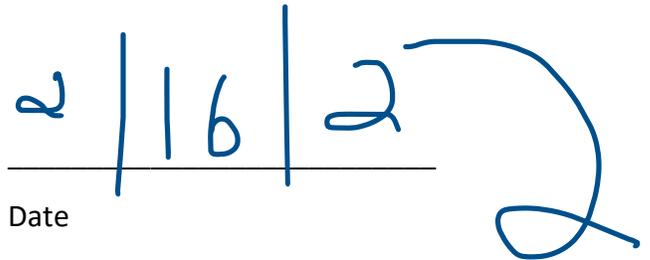
9. Executive Director update (Fred Saar).
  - Three-year compliance review upcoming this month.
  - RCT is looking at renewing a contract to enhance after-hours service to NVRH discharged patients needing service.
  - Positions for facilities maintenance and driver and safety training will soon be filled.
  - Engineering study pending for construction of vehicle facility on current site. Vehicle acquisition is on schedule.
  - Service with Kingdom Trails may begin next summer pending contract.
  - Bus tracker system service by AT&T being discontinued and replacement service and system is being sought.
10. RCT by-laws and committee assignments (Rob Moore). Rob reminded the Board that the RCT by-laws are available on the RCT website, button/link is on Board of Directors page. Rob introduced formal committee appointments for the next 12 months. Committee meeting schedules are determined by the committee members, and can be regularly scheduled or held ad hoc. Committee “actions” are always subject to the approval of the whole Board via recommendations to the Board at a following Board meeting. Current committee appointments are:
  - Executive Committee: Rob, Emily, and Karen
  - Personnel Committee: Rob, Emily, Tin, and Karen
  - Marketing Committee: Jonathan, Karen, Dan and Kenn
  - Finance Committee: Jonathan, Kenn and Karen.
  - Nominating Committee (responsible for nominating Board replacements for open positions) (Judy). Additional committee members are requested, please inform Rob and Judy.
  - Jonathan noted that it is important that RCT staff also participate on the committees; Fred agreed appropriate staff will be available for committee support upon request.
11. Appointments to vacant Board seat(s) (Judy Nommik). Judy is pursuing several individuals in Newport who are viable candidates. Rob noted the Newport seat is to be formally appointed by the municipality, while traditionally RCT Board does the leg work to recruit interested municipal candidates.
12. Staff Climate Survey status updates (Tin Barton-Caplin). The consultant recommended a one-week period for the study. See update provided by Larry in item 8 above.
13. Staff and volunteer appreciation (Karen Desrochers). Karen will work with the Personnel Committee to foster ideas for thanking RCT employees.
14. Determination of need for Executive Session per 1 VSA 313(a)(1). Executive session need found by Rob. Motion to enter executive session made by Judy, second by Karen, all in favor. Executive session entered into at 10:42 a.m. Executive session exited at 10:45 a.m. No action taken.
15. Other Business: Emily requested estimated times for agenda items and full meeting duration be included in each agenda; Rob will do so.

16. Next Meeting: December 13, 2021, at 9:00 a.m. via ZOOM

Meeting Adjourned at 10:47a.m., motion by Judy, second by Emily, all in favor.



Emily Rosenbaum, Secretary



Date