



Rural Community Transportation, Inc.

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"COMMUNITY IS OUR MIDDLE NAME"

RCT Board of Directors Meeting
Tuesday, October 12, 2021 at 9:00 a.m.
Video and Teleconference

Present: Rob Moore, Kenn Stransky, Emily Rosenbaum, Karen Desrochers, Daniel Sherman, Tin Barton-Caplin, Jonathan Davis, Judy Nommik
Clerk: Amy Obenauf
Guests: Michael Waterhouse, Fred Saar, Tim Bradshaw, Larry Lindquist

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

1. Introductions & Opportunity for Public Comment. No members of public present. Introductions of all attendees made.
2. Modifications to the Agenda. Add a report from VTrans from Tim Bradshaw.
3. Approval of prior Board meeting minutes: July 12, August 23, September 13, September 15, 2021. Judy moved to approval all minutes, second by Dan, no discussion, all voted in favor, motion approved.
4. Financial Update (Michael Waterhouse). Review of programmatic profits and losses and examination of year-end finances completed. Financial reports will be made available to the board mid-month each month. Discussion: Rob inquired about the status of grants. Dan asked about the mechanics of retroactive Medicaid payments and adjustments. Tim suggested that Elaine Haytko attend a board meeting to share the process of how funds are allocated from VPTA.
5. Report from VTrans by Tim Bradshaw. Notice of Funding Opportunities competitive grants available. Considering an RFP for a grant to replace RouteMatch with another software package to enhance customer service, capture better demand-response service data, and allow for possibility of more flexible routes vs. fixed routes. Tim noted that VTrans and RCT will be looking at ways to make RCT more competitive in the marketplace as an employer. Fred Saar has made significant progress on capital projects assessments.

6. Executive Director's report. Fred Saar reviewed his report on bus acquisition and cost; route and service changes; movement of the Newport RCT office to a new building; implementation of HRIS software; adjustments to personnel, pay, and benefits policies; and miscellaneous capital, facilities, and vehicle procurement projects, including some electric vehicles in the future.
7. RCT Bylaws and Committee Assignments (Rob Moore). In accordance with the bylaws, the Executive Committee consists of the four officers. The Personnel Committee reviews and contributes to the personnel policies of RCT. The Nominating Committee ensures that the board ranks are full. Jonathan was on Marketing Committee and Karen would be head of Finance Committee as treasurer, with Kenn willing to participate and Fred and Mike Waterhouse to serve as staff contacts. Tin suggested that new board members receive orientation/education addressing the process and expectations of directors and committee members. Judy noted that a board development activity might be useful during each regular meeting. Dan expressed a willingness to be on a committee in general, wherever he would be needed most. Karen offered to be on the Personnel Committee and noted that employee recognition activities by the board would be a positive thing.

Rob noted a need for clarification on the location and form of each board member's representation (at-large versus alternate, municipality versus region, officers when applicable).

Linda Lyman has stepped down from the board and formally resigned. Tin as alternate will be voting as primary until the Personnel Committee fills the vacant seat and formally designates the primary and alternate seats.

8. Annual petitions for Town appropriations (Amy Obenauf). Presentation of town petition needs and request for assistance in relative geographic locations.
9. Staff Climate Survey consultant hiring process status updates (Personnel Committee). Tin reviewed proposals received in response to the Board's RFP. The committee used an objective scoring tool and came up with Regeneration Resources as the strongest candidate. Tin is moving forward with next steps to finalize a contract and organize the kick-off meeting.
10. Determination of need for Executive Session per 1 VSA 313(a)(1). Motion to enter Executive Session made by Kenn, second by Judy. All in favor, Executive Session entered at 10:40 a.m. Executive Session exited at 11:02 a.m.
11. Other business. None.
12. Next Meeting: November 8, 2021, at 9:00 a.m. via Zoom.

13. Adjourn. Motion by Kenn, second by Karen, all in favor. Meeting adjourned at 11:03 a.m.

A handwritten signature in blue ink, appearing to read "Emily R.", is written over a horizontal line. The signature is fluid and cursive, with the first name "Emily" and a large, stylized initial "R" for the last name.

Emily Rosenbaum, Secretary