



Leadership Committee Meeting Minutes
Monday, October 7 at 11:00AM, GMT Board Room
101 Queen City Park Rd, Burlington, VT 05401



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Present:

Commissioner Chittenden
Commissioner Waninger
Commissioner Sharrow
Commissioner Bohne
Commissioner Kaynor

Jon Moore, Interim General Manager
Milia Bell, Marketing Coordinator
Matt Kimball, Capital Projects Manager
Jamie Smith, Director of Marketing & Planning
Jenn Wood,
Public Affairs /Community Relations Mngr.

1. Open Meeting – Meeting was called to order at 11:03AM by Commissioner Chittenden
2. Adjustment of the Agenda - Commissioner Chittenden stated that he does not wish to review all updates listed on the agenda, but feels that the first 3 require attention from the Leadership Committee. The other items should be worked on through the appropriate Committees.
3. Public Comment – No public comment.
4. Approval of August Committee Minutes – Commissioner Waninger noted that last month she requested that the August minutes reflect the Executive Session and that "No action was taken" but the minutes from the August Leadership Committee meeting had yet to be changed and therefor, she was again requesting that the changes be made to the minutes. Commissioner Waninger also noted that item #6 should say Central Vermont Medical Center and CVMC instead of Vermont Medical Center. Commissioner Kaynor requested that the spelling of his last name be corrected. A motion was made to approve the minutes (with revisions) by Commissioner Kaynor; seconded by Commissioner Waninger. All others were in favor, and the minutes (with revisions) were approved.
5. GM Updates
 - Budget Options Discussion (Leadership) – Commissioner Chittenden reviewed various ideas to possibly increase employee contribution to health care. He noted that the Board is looking at potentially considering a change to GMT's employee handbook, which would effectively adjust how GMT and employees contribute for healthcare. A variety of scenarios will be presented. Other items for budget consideration will be reviewed over the next 3-4 months.

Commissioner Sharrow suggested that GMT aggressively begin informing employees the current financial status of GMT.

Combined Time Off (CTO) was also discussed with various options put forth to change the current policy. Commissioner Chittenden indicated that CTO will be one of the budgetary issues being discussed in the coming months.

- Rural Local Funding (Leadership/Finance/Strategy) - Commissioner Chittenden encouraged Board members to reach out to their representatives to discuss the funding opportunities, especially for rural transportation.

Jenn Wood gave a quick update on outreach efforts made by GMT, including a one-page fact sheet and an introductory letter mailed out to town officers, introducing Ms. Wood as the new Public Affairs & Community Relations Manager and inviting them to meet.

- Advertising Denial (Leadership) – Commissioner Chittenden reviewed a recent request to advertise (by an outside advertiser) which prompted the Committee to review and discuss updating a new policy.

Commissioner Waninger requested that the minutes reflect an amendment to GMT's current advertising policy with the following language "The GMT Leadership Committee supports the administration's decision to deny advertising that advocates or poses an issue

or cause within denomination, religion, or creed."

A motion was made by Commissioner Chittenden to approve the advertising amendment; all others were in favor, and the amendment was approved.

The following items were tabled for the appropriate committees:

- Electric Bus Update (Operations)
- Facilities Update; MTC, Berlin, 31 Queen City Park, Solar Option (Operations/Strategy)
- Barre Service Expansion (Strategy)
- Section 20 Study: Increased Public Transit Ridership (Strategy)
- Payroll Software (Operations)
- CAD/AVL (Operations)
- New Transit Planner

6. Board Agenda Items

- GM Search Process – Commissioner Wanager gave an update regarding the GM Search Committee; a timeline of 3 months was projected for awarding the position.
- Operating Budget Amendment – Mr. Moore stated that Finance would be presenting a report for the board about the balanced budget. Two key take-aways include no service reductions in 2020, and no additional reserve funding was used.

Commissioner Wanager made a motion to have the Strategy Committee develop a prioritization process that addresses additions and reductions to services; Commissioner Kaynor seconded the motion; all others were in favor, and the motion was passed.

- Implicit Bias Training – Mr. Moore gave a brief update, stating that we received a quote from a certified facilitator to conduct implicit bias training to staff. Mr. Moore also indicated that he had a meeting scheduled with another trainer, and that GMT has not yet entered into an agreement with any facilitator.

Commissioner Wanager suggested giving VTrans time on all future Board Meeting Agendas to provide an update on transportation issues.

7. Next Meeting Date – Monday, November 4, 2019 at 11:00AM

8. Possible Executive Session to Discuss a Personnel Matter – Committee went into Executive Session at 11:55AM. Commissioner Kaynor made a motion to exit executive session, Commissioner Bohne seconded. Executive session was exited at 12:12PM. No action was taken.

9. Adjourn – Commissioner Sharrow made a motion to adjourn; Commissioner Wanager seconded. The meeting adjourned at 12:13PM.