



Leadership Committee Meeting Minutes
Thursday, February 15, 2018

Chapin Kaynor, Commissioner (Chair) - on phone
Tom Chittenden, Commissioner
Denis Barton, Commissioner
Catherine Dimitruk, Commissioner
Paul Bohne, Commissioner
Michelle Daley, Director of Finance
Mark Sousa, General Manager - on phone

9:30AM meeting called to order

1. Adjustment to the agenda, order change to move the GM Evaluation to the end for possible executive session.
2. Public Comment, no public present.
3. Approval of the 1/16/18 minutes, Denis has made proposed edits to the original posted minutes. Motion made by Catherine/seconded by Denis to set aside the minutes until the next meeting for approval, but to post the edited version as “draft” minutes to the website. Catherine advised that we retain the original version as a public record.
4. Draft Board Agenda – add the Audit Presentation, add elections for the Treasurer and a Medicaid update.
5. GM Report –
 - a. Route Shout – Routematch staff are onsite updating the tablets and beacons at the DTC, preliminary results are that they are connecting and working properly. Mark is hoping to have a final report before the board meeting on 2/20/18. The Route Shout app is under constant review by staff and when there are hot spots identified, we are working with RM to correct. GMT has withheld substantial payment from RM to ensure that the system is fixed and functioning to our standard.
 - b. DTC – We have had drainage issues with the roof, and those are getting addressed this week. The roof is on a 20 yr warranty.
 - c. Montpelier Downtown Transit Center - We will be meeting with the City to work out the operating agreement and who will pay for the expenses. We need both a maintenance and operating agreement in place before ground breaking.
 - d. CCTA’s name change House bill 604 is in the transportation committee attached to the Transportation bill. Once this bill passes our name change to Green Mountain Transit will be effective immediately.

- e. RBO - this Relationship by Objectives training is considerably different than the last one. As of last night they only had 60 issues. For the e last RBO there were over 200 issues. For next steps after the RBO meeting, there will be objectives to work on. There will also be check-ins with the mediators from time to time. Results will be reported out.
- 6. Medicaid update – analysis by staff which will be included in the Board packet showing the types of ridership we provide on a monthly basis. 40% of our rides are clinic/methadone transportation. Mark is proposing that there be separate rates for these types of transportation because they are different than the normal patterns of medical trips from the past. The current VPTA contract is \$13.9 million, the VPTA group is on path to receive approximately \$11 million. The request from VPTA will be to release the remaining funds from the contract so they can make the transit agencies whole that are running deficits in their programs.
- 7. GM Evaluation –
 - i. Chapin Kaynor sent the initial results of the survey without individual comments.
 - ii. Mark Sousa has prepared his report on the accomplishments for the past year as well as his goals for the next year.
 - iii. Chapin has reviewed the comments from the employee satisfaction surveys and noted there were a few comments about management , but not nearly to the level they were under the previous leadership.
 - iv. Tom and Chapin will pull together the typed comments from the GM survey. There are no red flags, just opportunities for improvement..
- 10:06AM: Motion made to go into Executive Session to discuss a personnel evaluation. Both Michelle and Mark were excused from the Executive Session. Motion made by Denis Barton and seconded by Catherine Dimitruk.

Tom Chittenden left at 10:30AM

- 10:40AM: Motion made to end Executive Session. Motion made by Denis and seconded by Catherine.
- No Action taken from Executive Session.

Meeting Adjourned at 10:41AM

Next meeting is scheduled for March 15, 2018