



Finance Committee Meeting Minutes
Tuesday December 12, 2017 8:30 AM
GMT Board Room
15 Industrial Parkway, Burlington

Present:

Commissioner Millar
Commissioner Bohne
Commissioners Dimitruck, Brewer, Powers (via phone)
Mark A. Sousa, General Manager
Michelle Daley, Director of Finance and Grants
Jordan Nelle, Controller
Kim Wall, Grants Manager
Alma Hebib, Executive Assistant

Meeting started at 8:44 AM.

1. Adjustment of the Agenda- Item #4 was moved to the last item on the Agenda.
2. Public Comment- No public comment.
3. Approval of the minutes from November 14, 2017- Adjustments were made by staff on the minutes. Alma Hebib, Executive Assistant was added to the list as present. Commissioner Powers made a motion to approve the minutes and Commissioner Brewer seconded and the minutes were approved with the edits discussed.
4. Discuss Status of FY19 Capital and Operating Budget- Mrs. Daley stated that there are no changes on the budget since the last board meeting. She stated that on Friday a public hearing will be held regarding the budget and we are hoping to get a vote at the next board meeting. There was a discussion regarding the need to approve the FY19 budget to ensure that assessment letters can be mailed to the member municipalities in January. Commissioner Dimitruck stated that she was not in favor of recommending a budget for approval that “assumed” a fare increase without the due process needed. Mrs. Daley stated that it was part of the strategy to reduce the impact on fund balance and that fare is an important item to have a discussion about, it was decided to adjust the comment in the memo to reflect the discussion to evaluate the fare structure. Mrs. Daley assured the committee that staff would continue to develop cost containment strategies and adjust the FY19 budget accordingly.
5. Strategic Goals discussion- Mrs. Daley discussed the changes in goal #1 that include, “Montpelier Transit Center- operating agreement review” and added another goal to “review any financial impact of other strategic goals before implementation.” The following measures were included:
 - Clean Single Audit
 - Successful grant negotiations
 - Reduction of OT costs, finding the right balance of staffing

The Montpelier Transit Center was added to goal #9 in the strategic goals.



6. Medicaid Update- Mrs. Daley said there are no current updates from VPTA about Medicaid. She stated that RouteMatch and VPTA are meeting on Thursday which will be about the software and the Medicaid contract.

Mrs. Daley stated that she did a reconciliation through September stating that there is a \$88,000 Loss for the first three months of the year. She has also gone through reconciliation of other months, noting that we are owed money from VPTA. There was also a discussion regarding volunteers and the routes in the Rural Areas. Mrs. Daley stated that we have had a steady amount of volunteers although we could use more. Ross McDonald notified GMT that Green Cab increased their insurance to be within the Medicaid contract in hopes to fill the gaps within Berlin which will hopefully reduce van costs.

7. Fund balance policy discussion – There was a review on the fund balance policy. Commissioner Dimitruk stated that she would like to add authority and processes for how we use our fund balance as cash flow. Nothing in the fund balance policy speaks specifically about it and she stated that it would be helpful to have authority to do that. Mrs. Daley agreed to draft language for the policy that speaks to the concerns raised by the committee.
8. Discuss FY18 Adjusted Capital and Operating Budget – Mr. Sousa discussed the hiring process and ways we can reduce costs. He stated that if we give employees benefits after their probation period (90 days) than it can save money. In FY17 we spent approximately \$100,000 for that probationary period for new hires.

Mr. Sousa suggested an executive session to discuss labor relations. Commissioner Bohne made a motion to enter executive session and commissioner Millar seconded. All were in favor and the motion was approved and the committee entered executive session at 9:54 AM.

Commissioner Bohne made a motion to exit executive session and Commissioner Millar seconded. The motion was approved and the committee exited executive session at 9:59 AM.

9. Next meeting date and location - Next Finance Committee meeting is Tuesday January 9th, at 8:30 AM.

Meeting adjourned at 9:52 AM and Executive Session followed.