

# DRAFT

## Finance Committee Meeting Minutes

Date: April 11, 2017 • Place: CCTA Board Room

Commissioner Powers, Chair

Commissioner Dimitruk (by phone)

Alt Commissioner Millar

Alt Commissioner Jensen (Absent)

Alt Commissioner Bohne (Absent)

Mark Sousa, General Manager

Michelle Daley, Director of Finance

Kim Wall, Grants Manager

Jordan Nelle, Controller

8:33AM meeting called to order

1. Adjustments to Agenda –

- a. Update on procurement policies - last week at procurement series training two staff learned that there was no indication when 4220.1G would be released so staff will push forward with making changes to policies. Staff will have the new policy for the committee in June.
- b. Asset management software - Moving forward, on time – working with Thing Tech and State to get a reporting format that matches the state's needs.
- c. Gas prices going up in New England – Mr. Sousa spoke and assured the committee that he and staff are monitoring the gas prices. Staff has already made adjustments to the FY18 budget to account for the increases we are starting to see.

2. No Public Present – None

3. Approved minutes from March 17, 2017 as written – Catherine moved, Rob seconded, motion carried

4. Underlying Federal Grants – Ms. Wall presented to the committee a snapshot of our direct federal grants from the close of FY2016 through expected funding for FY18 as budgeted. The committee felt the information was important enough to present to the full board. Mr. Sousa said we would get on the agenda for May 2017.

Meeting Adjourned at 9:28 AM





**Finance Committee  
Meeting Minutes  
Tuesday, June 13<sup>th</sup>, 2017 • 8:30am  
15 Industrial Parkway, Burlington, VT**

**Committee Members:**

Commissioner Powers, Chair  
Commissioner Dimitruk (Absent)  
Alt Commissioner Millar (Absent)  
Alt Commissioner Jensen (Absent)  
Alt Commissioner Bohne (Absent)

**Staff Members present:**

Mark Sousa, General Manager  
Michelle Daley, Director of Finance  
Kim Wall, Grants Manager  
Kaitlin McCarthy, Executive Assistant  
Jordan Nelle, Controller

Meeting opened at 8:30am **NO QUORUM**

1. Adjustment of the Agenda - Add Medicaid after Asset Management Plan
2. Public Comment - No public comment.
3. Approval of April Meeting Minutes - There is no quorum so approval cannot be completed. No edits were made.
4. Update on the Maintenance CBA Contract - Discussed contract negotiations.
5. Update on Asset Management Plan – All the assets have been imported into the system, staff is making sure that all the assets imported correctly and looking over reports. Next phase will be to have the new Director of Maintenance become comfortable with the system.
6. Medicaid - Discussed the contract status with VPTA to provide NEMT services in the rural system.
7. Purchasing Policy and Procedures
  - Policy written to clearly articulate rules and regulations for purchasing goods or services with federal funds.
  - The changes were reviewed change by change
  - Finance Chair asked that only the substantive changes be communicated to the board, grammar and position type changes were not necessary.
8. Adjourn  
Meeting unofficially adjourned due to no quorum at 9:31am. **NO QUORUM**

