



Operations Committee Meeting Minutes
Monday, June 11, 2018 at 9:30am, GMT Board Room
15 Industrial Parkway, Burlington

Present:

Commissioners Barton (Chair)	Mark A. Sousa, General Manager
Commissioner Chittenden (phone)	Michelle Daley, Director of Finance and Grants
Commissioner Waninger (phone)	Trish Redalieu, Director of Human Resources
Commissioner Sharrow	Matthew Young, Admin Support Specialist
Commissioner Miles	

Meeting started 9:36am

1. Adjustment of the Agenda – None
2. Public Comment- None
3. Approval of May 2018 Meeting Minutes – A motion was made to approve the May minutes as presented by Commissioner Sharrow, seconded by Commissioner Miles. All in favor and the minutes were approved.
4. Discussion of Paratransit Study- Ms. Daley gave an overview of the Paratransit Study, seeking input from the committee prior to June 19, 2018 Board Meeting 2018. There was discussion about the study.
5. Work plan Discussion- There was discussion on the Work Plan. Commissioner Barton would like a follow-up on the 2015 After-Action Review.
6. Discussion of FY19 Strategic Goals and New Format- The Committee liked the new format of the Strategic Goals being on a single page. Commissioner Chittenden would like to add sub-categories numbers to the format to make it easier to reference to them. Mr. Sousa would like to update the plan and remove completed goals from plan. Commissioner Chittenden also suggested self-evaluation of progress on the at the end of each fiscal year.
7. Discussion of Performance Improvement Plan (PIP) – The Committee discussed the PIP. Commissioner Barton discussed updating the metrics on the PIP and removing items that are too time consuming to calculate. Commissioner Barton inquired about on-time performance information. Mr. Sousa informed the Committee that he has had a Trip Planner riding routes and keeping track of times manually. Staff will have recommendations to metrics and format of the PIP for the next committee meeting.



8. Staff Review of Ongoing Projects and next meeting date- Mr. Sousa informed the Committee that Matt Kimball, Capital Projects Manager, will give a presentation at the June 19 Board Meeting about the current status of capital projects.
9. Ms. Redalieu discussed the FMCS grant the Steering Committee has applied for to provide training to employees. Staff will have access to online learning platforms providing flexibility to work around their own schedules. There will also be a practical application of the online learning modules as part of the training. Ms. Redalieu informed the committee that she will have the ability to pull reports on trainings at any time to measure participation.
10. Adjourn- Commissioner Chittenden made a motion to adjourn, Commissioner Waninger Seconded the motion. All in favor the meeting adjourned at 10:47 am.
11. Next meeting date and location - Next Operations Committee meeting is Monday September 10, 2018 at 9:30 AM at 15 Industrial Parkway Burlington.