

MINUTES

MAY 02, 2024

10:30 AM – 11:30 AM

1. Call to Order and Determination of Quorum

Bill McDonald moved to call the meeting to order and determined a quorum.

Committee Members Present

- Heather Bird
- Susanne Carlock
- William McDonald (Chair)
- Laurie Oltramari
- Terrence Rice, Remote

Committee Members Absent

- James Bensley

Others Attending

- Miguel Velazquez, CEO
- Dan DeLaus, Chief Legal Counsel
- Christian Mahood, Director of Technology Innovation
- Dawn Sywulski, Paralegal / Compliance Manager

2. Approval of Agenda

Laurie Oltramari moved to approve the agenda, and Susanne Carlock seconded the motion, which carried unanimously.

3. Review the Board Retreat Evaluation 2023 Results

Last year's survey had five (5) questions. Most responses were positive with "Agree" and "Strongly Agree" responses. Two questions each had one "Neutral" response, Q2, "the information presented was clear" and Q3, "the goals of the retreat were clear." One question had a negative response, Q5, "the venue was convenient and comfortable" which had two "Disagree" responses. There were no comments associated with either the neutral or negative responses making the reasons unclear.

The feedback from the survey is used in building the agenda for the next retreat. The next survey will add two questions in an effort to gain more information, following Q5 "the venue was convenient and comfortable, "if not, why not" will be added. Q6 will be added, "what unanswered questions do you have?" Heather Bird inquired whether the survey could be available to complete electronically. Miguel Velazquez said that Survey Monkey could be used.

4. Review the Proposed Questionnaire for Board Annual Self-Assessment

The Committee considered the list of questions with the intention of providing a revised list to the full Board for review. Following last years' review, four questions were removed, and two questions were combined.

The meaning of question 15, "I am confident that we are in compliance with our statutory obligations" was discussed. For clarity, Question 15 will be reworded to read, "I am confident that the Board is in compliance with our statutory obligations."

There was discussion regarding the types of compliance audits and reviews the Authority is subject to. FTA conducts the Triennial Review for 5307 funded services (RTS Monroe and RTS Access) and the Regional 5311 FTA Review which is conducted in conjunction with New York State Department of Transportation (NYS DOT). Both reviews are conducted every three years. RGRTA's last Triennial was two years ago and there were no findings.

NYS DOT also conducts audits. However, they do not have a set pattern or time schedule. They may call and visit at any time.

Going forward, any reviews will be shared with the Board.

Laurie Oltramari moved to approve the survey with the amendment to question #15, "I am confident that the Board is in compliance with our statutory obligations." Heather Bird seconded the motion which carried unanimously.

5. Review of Board Approved Policies No Changes

In accordance with the Authority's Policy Management Practices, the Governance Committee reviewed seven Board Policies: *Board Roles & Responsibilities*, *Code of Ethics*, *Governance Committee Charter*, *Medicaid Compliance Policy and Procedures*, *Procurement Manual*, *Surplus Property Disposition Policy & Procedures*, and *Whistleblower Policy and Procedures*.

Note: The agenda specified that the Safety Management Policy undergoes annual review. However, the full Board already reviewed and approved it as part of the Public Transportation Agency Safety Plan in November 2023.

Laurie Oltramari moved to approve the policies without changes and Heather Bird seconded the motion which carried unanimously.

6. Review of Board Policies with Proposed Changes

A. RGRTA Rules of Conduct for Transit Vehicles, Facilities, and Properties

Daniel DeLaus and Dawn Sywulski provided an update on RGRTA's Rules of Conduct. Over the past month, a working group reviewed the Rules of Conduct with consideration of recent issues occurring on RGRTA vehicles and at the Transit Center. A copy of the Power Point is attached.

RGRTA's statute authorizes the board to promulgate Rules of Conduct that apply to customers, employees, and members of the public when using our services and in our facilities. The Rules of Conduct were established to promote the safety of our employees and those persons in their households, customers, and those present at facilities or events. The rules provide for equity, fairness, and due process.

In 2016, RGRTA took the step to codify the Rules of Conduct with NYS law. This step requires the proposed rules, and any revision to rules, be published and permit public comment. Once complete, RGRTA's Rules of Conduct become part of the New York Codes, Rules, and Regulations (NYCRR). This step provides the force and effect of law. New York requires that they be reviewed every five years. During this review, we took the opportunity to make some updates which include: expanding prohibition of smoking and tobacco products to include vaping; banning "noxious material spray" such as pepper spray, add the requirement that items brought on board buses such as oxygen tanks, shopping carts, and strollers be under control of the customer, updated exclusion (ban) periods and appeal process, and called out available penalties of fines and imprisonment.

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RGRTA has not acted on our ability to impose fines or press charges in a manner that would incur a prison sentence. We have authority to ban people from facilities and vehicles which is utilized. When necessary, staff have contacted RPD and pressed charges for trespassing when a banned individual enters the Transit Center and refuses to leave.

The topic of animals on vehicles and in the Transit Center was discussed. After a review of RGRTA's existing policy and Rules of Conduct, a revision to the Rules of Conduct was proposed. Article III, Prohibited Conduct, Item #27 now includes an additional sentence which reads, "Non-service animals allowed only consistent with RGRTA policy, "Providing Service to Customers with Animals."

Heather Bird moved to approve the revised rules with change regarding animals and Susan Oltramari seconded the motion which carried unanimously.

7. Other Business

None.

8. Summary of Actions

- A. Kelly Parisi and Miguel Velazquez will begin to identify a location for the next Board Retreat. The space utilized at St. John Fisher in 2022 was recommended if available.
- B. Kelly Parisi will update and distribute the Board Self-Assessment Survey.
- C. Kelly Parisi will update the Retreat Evaluation Survey for distribution following the next Board Retreat. This survey will also be available electronically.

9. Summary of Recommendations to the Board

The Governance Committee recommends the full Board's acceptance of the Governance Committee Meeting Minutes during the next Board Meeting to:

- A. Reinstate seven Board Policies for the next review period (one year).
- B. Accept the revised RGRTA Code of Conduct for Transit Vehicles, Facilities, and Properties.

10. Motion to Adjourn

Susan Carlock moved to adjourn the meeting, and Laurie Oltramari seconded the motion, which carried unanimously.