CDTA COMMITTEE AGENDA
Board Operations Committee
Via Microsoft Teams or In-Person
Wednesday, February 10, 2021 at 9:15am (110 Watervliet Avenue, Albany)

<table>
<thead>
<tr>
<th>Committee Item</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Call to Order</td>
<td>Jayme Lahut</td>
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<tr>
<td>Ascertain Quorum &amp; Approve Agenda</td>
<td>Jayme Lahut</td>
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<tr>
<td>Approve Minutes of Wednesday, January 13, 2021</td>
<td>Jayme Lahut</td>
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**Administrative Discussion Items**
- Advocacy Update: Lisa Marrello
- Review February Agendas: Staff
- COVID/Vaccine Update: Carm Basile
- Budget Update: Mike Collins

Adjourn: Jayme Lahut

Next Meeting: March 17, 2021 at 9:15am via Microsoft Teams/Board Room
Capital District Transportation Authority
Board Operations Committee
Meeting Minutes – January 13, 2021 at 9:15am; 110 Watervliet Avenue, Albany

In Attendance: Jayme Lahut, Mike Criscione, Denise Figueroa, Georgie Nugent, Dave Stackrow, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Jaime Watson, Lance Zarcone, Vanessa Salamy

Meeting Purpose

- The committee reviewed agendas for the January meetings and Carm presented an update on COVID-19 and its impact on CDTA and the services we provide.

- The company has developed procedures to keep employees and customers safe. Despite that, there are a number of employees who have tested positive or are in quarantine status – this impacts the operation and has changed the way the human resource department functions. Lots of new procedures and lots of change.

- We are looking to make the Health Center a vaccination site and plan to introduce COVID testing soon. Carm will talk about this in his CEO report.

- Carm also provided a close out report on the company work plan for 2020-2021. Despite the impacts of COVID, CDTA forged ahead to complete our Strategic Plan, we launched our second BRT service, we expanded the CDPHP Cycle! and we are improving and adding to Flex service.

- A successful year with lots of accomplishments – stay tuned, more to come.

- The committee discussed a pending legal matter, which will be addressed in executive session at the board meeting.

Next Meeting
Wednesday, February 10, 2021 at 9:15am via Microsoft Teams or at 110 Watervliet Avenue.