



CDTA COMMITTEE AGENDA

Board Operations Committee

Via Microsoft Teams or In-Person

Wednesday, December 8, 2021 at 9:15am (110 Watervliet Avenue, Albany)

Committee Item	Responsibility
Call to Order	Jayme Lahut
Approve Minutes of Wednesday, October 13, 2021	Jayme Lahut
Administrative Discussion Items	
• Review December Agendas	Staff
• Board Retreat – Recap	All
• CEO/Company Work Plan – Progress*	Carm Basile
• Committee & Board Schedule Preview	Carm Basile
Adjourn	Jayme Lahut
Next Meeting: January 12, 2021 at 9:15am via Microsoft Teams/Board Room	

**Additional materials will be attached separately or provided at the meeting.*

**Capital District Transportation Authority
Board Operations Committee**

Meeting Minutes – October 13, 2021 at 9:15am; 110 Watervliet Avenue, Albany

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

Meeting Purpose

Regular monthly meeting of the Board Operations Committee. Jayme Lahut noted that a quorum was present. Minutes from the September 15, 2021 meeting were reviewed and approved.

Administrative Discussion Items

- The committee reviewed agendas for the meetings in October.
- Our Board Retreat will be on November 19 at The Desmond. Mark Aesch from TransPro will share his insight on measuring value and relevance. As we know, ridership cannot be the central component of our performance reports. Mobility options and community involvement needs to be measured and be reported on. We are committed to expansion and providing great customer experiences as we move out of the pandemic. The retreat discussion will focus on this.
- Carm provided a COVID update with great news on the vaccination front. More than 80% of our workforce is vaccinated. There are a few pockets that we are focused on, but the CDTA team is moving in the right direction.
- We talked about facilities and the components that need to be included in the study that is underway. Our facilities must perform as designed for us to carry out our work so preventative maintenance will be the key to preventing headaches down the road.
- Lastly, we discussed cyber security at CDTA. We heard a detailed staff report about the things we do to keep the organization safe. IT has provided employees with educational opportunities that are constant and consistent. They are designed to get employees to learn about the red flags that come with cyber-attacks and how to keep CDTA secure.

Next Meeting

Wednesday, December 8, 2021 at 9:15am via Microsoft Teams or at 110 Watervliet Avenue.

Capital District Transportation Authority Committee and Board Schedule 2022 – First Quarter

January Meetings

Wednesday, January 12 (9:15am)	Board Operations
Wednesday, January 19 (noon)	Performance Monitoring
Thursday, January 20 (11:15am)	Community/Stakeholder Relations
Thursday, January 20 (noon)	Strategic/Operational Planning
<i>Wednesday, January 26 (noon)</i>	<i>Board</i>

February Meetings

Wednesday, February 9 (9:15am)	Board Operations
Wednesday, February 16 (noon)	Performance Monitoring
Thursday, February 17 (11:15am)	Community/Stakeholder Relations
Thursday, February 17 (noon)	Strategic/Operational Planning
<i>Wednesday, February 23 (noon)</i>	<i>Board</i>

March Meetings

Wednesday, March 16 (9:15am)	Board Operations
Wednesday, March 23 (noon)	Performance Monitoring
Thursday, March 24 (11:15am)	Community/Stakeholder Relations
Thursday, March 24 (noon)	Strategic/Operational Planning
<i>Wednesday, March 30 (noon)</i>	<i>Board</i>

Updated: December 6, 2021