



CDTA COMMITTEE AGENDA
Board Operations Committee
Via Microsoft Teams & In-Person
Wednesday, June 15, 2022, at 9:15am (85 Watervliet Avenue, Albany)

Committee Item	Responsibility
Call to Order	Jayne Lahut
Approve Minutes of Wednesday, May 11, 2022	Jayne Lahut
Administrative Discussion Items	
• Review June Committee Agendas	Everyone
• Summer Meeting Schedule	Carm Basile
• Open Meeting Requirements	Carm Basile
• Financing and Cash Flow for Buses	Mike Collins
• Attendance and Retention Program	Mike Collins
• Warren County Update	Carm Basile
• Litigation Settlement	Amanda Avery
Adjourn	Jayne Lahut
Next Meeting	
To Be Determined	

Capital District Transportation Authority Board Operations Committee

Meeting Minutes – May 11, 2022 2022 at 9:15am; 110 Watervliet Avenue, Albany

In Attendance: Jayme Lahut, Mike Criscione, Dave Stackrow, Jackie Falotico, Denise Figueroa, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Jaime Watson, Vanessa Salamy, Emily DeVito

Meeting Purpose

Regular monthly meeting of the Board Operations Committee. Jayme Lahut noted that a quorum was present. Minutes from the April 13, 2022, meeting were reviewed and approved.

Administrative Discussion Items

- We reviewed the committee agendas and activity for meetings that were held in May.
- We continue to balance service demand with/to employee availability. During peak travel times, articulated buses help us meet customer demand. They also reduce the number of operators needed, easing the strain on headcounts and operator availability.
- With our increases in Universal Access accounts, especially with school districts, it is beneficial to add more articulated buses to our fleet. Staff is moving forward on this, and we will consider a purchase from our contract with New Flyer.
- There have been changes to the New York State Open meetings law; most of them result from issues with COVID-19. Recent changes require board members to be in person or in a location that is accessible to the public.
- Boards are required to adopt a policy that details their open meeting process. Staff is working on that, and we anticipate having it available for review and adoption at the June meetings.
- Carm presented a review of the CEO and company workplan from the last 12 months. Lots of accomplishments and advancements during the year and CDTA continues to move forward.

Next Meeting

Wednesday, June 15, 2022 at 9:15am via Microsoft Teams or at 85 Watervliet Avenue.