

# **INTERAGENCY COMMITTEE ON TRANSIT COORDINATION**

January 27, 2010

Hiway Federal Credit Union Administration Building

## **Members Present**

Mike Schadauer, Acting Committee Chair  
Doug Benson, MN Department of Health  
Joan Willshire, MN State Council on Disabilities  
Mary Koep, MN Board on Aging  
Gerri Sutton, Metropolitan Council  
Tony Kellen, MN Public Transit Association  
James Pearson, MN Department of Commerce

## **Members Absent**

Kelly Wosika, MN Department of Education  
Billi Jo Zielinski, MN Department of Human Services  
Gina Baas, University of Minnesota  
Bonnie Elsey, MN DEED  
Senator D. Scott Dibble, MN State Senate  
Rep. Paul Gardner, MN House of Representatives  
Michael Pugliese, MN Department of Veteran Affairs  
Rima Kawas, Governor's Office

## **Guests**

Shannon Tietz, Tri-CAP  
Sarah Lenz, Mn/DOT

## **State Agency Staff**

Tina Armstrong, MN Department of Commerce  
Bob Ries, MN Department of Human Services  
Hal Freshley, MN Board on Aging  
Deb Schauffert, MN Department of Human Services  
Judy Ellison, Mn/DOT Office of Transit  
Tom Gottfried, Mn/DOT Office of Transit  
Noel Shughart, Mn/DOT Office of Transit  
Becky Alper, Mn/DOT Office of Transit  
Diane Contreras, Mn/DOT Office of Transit

## **Welcome**

Mike Schadauer welcomed everyone to the meeting and explained that Tim Henkel was unavailable to attend today's meeting. Mike asked members to introduce themselves and the organization they represent.

## **Tri-CAP Mobility Management Project**

Shannon Tietz, Mobility Manager for Tri-County Action Program, Inc., (Tri-CAP) reported that their public transit program has a fleet of 13 fully accessible vehicles that provide service Monday through Friday in Stearns, Benton and Morrison County. They also coordinate a Volunteer Driver program that has over 50 volunteer drivers. The Transportation Resource Center (the Mobility Management Project) coordinates rides for seniors (60 and older), persons with disabilities or persons with no funding source to medical appointments. There is no set fare, however, clients are asked to donate based on total miles of the trip. Tri-CAP works with area organizations to write grants to support the Center. One such funding source is FTA's New Freedom grant program. In 2009 the Transportation Resource Center provided nearly 32,000 rides at a cost of approximately \$3.66 per ride.

Shannon noted another mission of the Mobility Management Program is to provide employment transportation. In April, 2009, a taskforce of partner agencies gathered to identify needs, challenges and barriers preventing people from getting to work, i.e. work the late shift, need to

drop kids at daycare, etc. They also recognized the need for alternative transportation options (public transit isn't always available in rural areas of counties). Over the next three years their goal is to create a database of 2,500 people with transportation needs, provide 10% with ride match options, and financially assist 600 low income individuals to secure employment transportation. Reaching this goal, means they will assist in providing over 10,250 rides to work.

### **GAMC/MA and MN Care Transportation**

Bob Ries, Department of Human Services, reported that as of April 1, 2010, state funding for the General Assistance Medical Care (GAMC) will no longer be available. On that date persons who are presently in GAMC will automatically be transitioned to MinnesotaCare. This change will impact approximately 28,000 enrollees. The Department of Human Services will work with counties, providers, community agencies and faith-based organizations to help enrollees through this transition.

Counties will pay MinnesotaCare premiums for the newly transferred enrollees for up to six months, depending on the time remaining in the GAMC enrollee's eligibility period. At the end of the eligibility period, enrollees will need to renew their eligibility and pay for their premiums, which average \$5 a month.

Joan Willshire suggested that an E-Alert be developed on the impact this change will have on medical transportation. Mike asked Bob Ries to develop an informational bulletin on this issue for committee members to forward to their membership.

### **Public Transit Cost Allocation Model**

Sarah Lenz, Mn/DOT Office of Transit, presented and discussed a full cost allocation formula for transit providers. Agencies that provide more than one kind of transportation service can use this formula to determine the actual cost of providing their service. With a clear formula, a provider can be sure that everyone is paying their fair share, passengers who are agency clients pay the appropriate percent of the total costs and that public funding is not unduly burdened.

Her formula example:

Unit Costs:

Hourly rate -  $\$100,000/5,000 = \$20.00$  per hour

Mileage Rate is based in variable costs -  $\$20,000/100,000 = \$0.20$  per mile

Overhead Factor -  $\$20,000/\$140,000 = 14\%$

How it Works:

14% [  $(\$20.00 \times \text{Annual Hours of Operation})$  plus  $(\$0.20 \times \text{Annual Miles of Operation})$  ]

Cost of Operating the Agency Bus Service

14%  $(\$20 \times 1,500)$  plus  $(\$0.20 \text{ times } 100,000) = \$74,200.$

Sarah noted the goal of a standardized cost formula is to provide consistent framework on how cost sharing is done.

Mike asked Sarah to prepare a technical memo on this process for committee members.

### **Subcommittee Reports**

Hal Freshley, Board on Aging, reported that the Planning Guidance Subcommittee has met three times to work on developing a planning guidance document for the next locally developed transit coordination planning process.

Noel Shughart, Contract Template Subcommittee, reported that this group would like to sit down with DHS staff to learn about their contracting process.

Tina Armstrong, Department of Commerce, reported that the Insurance Subcommittee is a subcommittee of one and asked for volunteers to work on the subcommittee. She also asked

what is the role of this subcommittee? Is it an advisory resource when issues come up? It was suggested that Noel send her a copy of the Insurance Subcommittee's work plan.

Tony Kellen, MN Public Transit Association, noted that the Local Coordination Subcommittee has no progress to report.

Sarah Lenz, Office of Transit, reported that the Special Transportation Service (STS) Subcommittee continues to work with Mn/DOT's Office of Freight and Commercial Vehicle Operations to discuss STS rules and regulations. Sarah noted that Mn/DOT needs to rebrand its informational materials to show that the Office of Transit role in STS is safety training, not rates or regulations.

#### **Member Agency Reports on Transportation**

Bob Ries, MN Department of Human Services, reported that DHS is attempting to assist the counties with their Access Service.

#### **Action Items from Today's Meeting**

- Bob Ries asked to have an informational bulletin developed on the impact of the transition from GAMC/MA to MN Care on medical transportation for ICTC member agencies for distribution.
- Sarah Lenz asked to prepare a technical memo on the full cost allocation formula.
- Noel Shughart asked to send Tina Armstrong the Insurance Subcommittee's work plan.

#### **Adjourn**

Mike thanked everyone for coming today and noted that the next meeting date is:

February 23, 2010  
1 to 3 p.m.  
Hiway Federal Credit Union Administration Building