

# **INTERAGENCY COMMITTEE ON TRANSIT COORDINATION**

October 27, 2009

Hiway Federal Credit Union Administration Building

## **Members Present**

Tim Henkel, Committee Chair  
Gerri Sutton, Metropolitan Council  
Gina Baas, University of Minnesota  
Mary Koep, MN Board on Aging  
Kelly Wosika, MN Department of Education  
Joan Willshire, MN State Council on Disabilities  
Michael Pugliese, MN Department of Veteran Affairs  
Tony Kellen, MN Public Transit Association  
James Pearson, MN Department of Commerce

## **Members Absent**

Billi Jo Zielinski, MN Department of Human Services  
Doug Benson, MN Department of Health  
Bonnie Elsey, MN DEED  
D. Scott Dibble, MN State Senate  
Paul Gardner, MN House of Representatives  
Rima Kawas, Governor's Office

## **Guests**

Dean Ascheman, Disabled American Veterans  
Judith Ellison, Mn/DOT  
Greta Alquist, Mn/DOT  
Becky Alper, Mn/DOT

## **State Agency Staff**

Rachel Shands, MN Board on Aging  
Bob Ries, MN Department of Human Services  
Mike Schadauer, Mn/DOT, Office of Transit  
Noel Shughart, Mn/DOT, Office of Transit  
Diane Contreras, Mn/DOT, Office of Transit

## **Welcome**

Tim Henkel welcomed everyone to the meeting and asked that they introduce themselves and the organization they represent.

## **ICTC Governor's Report**

Noel Shughart provided a draft copy of the Governor's report for members review and to make suggested changes or additions. He noted that he made some format/content information changes from what the report looked like in past years.

On Page 2, which had not been done before, he notes the committee's mission/vision statement. Also incorporated into the document is the definition of coordination, which is another area the group should take credit for.

Page 3 reports the results of a survey conducted by the ICTC group in 2006 of state agencies and the amount of monies they spend on transportation. Noel noted that he provided this information as a benchmark in terms of funding spent on transportation.

Members suggested that Noel also add the Met Council, Department of Education and Department of Veteran Affairs information.

Page 4 talks about the formation of the ICTC group and speaks to the accomplishments and activities in progress by the committee.

Mary Koep suggested that in the Committee Mission and Vision statement that the phrase “transit programs” be changed to “transportation service.” She is concerned that readers of the report will assume that it is speaking to bus service when other forms of transportation are used to transport clients. This suggestion created much discussion about the term of transit and what people understand it to mean.

Tony Kellen noted that the ICTC Members list needs to be updated to include the new organizations that are now part of the ICTC group.

Tim suggested that a definition of what transit is be added to the introduction and that a paragraph is added on Page 4 regarding what has been done to incorporate legislation.

### **Workplan Review and Update**

Noel reported that he is in the process of updating the ICTC work items plan to include activities proposed in a bill, but failed, last year in the Minnesota Legislature. Noel reviewed the work items and which issue area they fall under. He also indicated on the list the time frame that it would take to accomplish each work item. He asked members to review the list to look for similarities so that duplicate items can be deleted and the list can be finalized at the November meeting.

### **Subcommittee Structure/Membership**

Noel reported that a matrix was developed listing the many different work items that need to be addressed and focused on. The areas are; Contract Template, Special Transportation Service (STS), Legislative, Planning Guidance, Local Coordination Committee and Insurance. To help with this task, Becky Alper and Greta Alquist from the Office of Transit, will be involved in the committee structure to get these committees going and operating.

Committee champions are Kelly Wosika for Contract Template. Noel noted that she has experience in this area from her duties with the Department of Education. This group will develop best practices that can be used at the local level. Sarah Lenz, from the Office of Transit will champion Special Transportation Service (STS). Sarah will continue to work with the Mn/DOT Office of Commercial Vehicle Operations to come up with a solution for vehicle sharing. Need a champion for Legislative. Noel noted that this area needs to be addressed and that a structure would need to be developed. Hal Freshely will champion Planning Guidance. The group will look at updating the guidance for the next round of Local Area Planning Coordination. Tony Kellen volunteered to champion Local Coordination Committee. This group will be responsible for developing a local communication plan so that information from this committee can be shared at the local level. Insurance will be championed by James Pearson. This group will work to provide insurance answers to the other communities.

Noel noted that more members need to get involved so that issues can be addressed in a timely manner. If you would like to volunteer to work on a work item, please contact Noel.

### **Contract Template Committee Workplan (Issue: Sharing Vehicles/Clients)**

Kelly reported that the Department of Education (DOE) went through a Legislative Audit in 2008 where they found that many districts didn't have transportation contract documents which outlined what the contractor was to provide. The audit recommended that the DOE come up with a model contract and make it available for district use. The heads of each districts and the contractor met on a monthly basis to develop a contract that more than just school district can use. This contract can be viewed on their website.

As champion of the Contract Template Sub-Committee Workplan, along with those that volunteered to work on this issue, will work to produce a model contract for use by local agencies contracting with external organizations to provide transportation services. In addition, this subcommittee will develop and utilize common contract terms and definitions to further enhance consistency among agencies. The sub-committee's timeline for completion is four months. (Handout provided)

Tim noted that meeting members need to approve this work plan item. Joan Willshire 1<sup>st</sup> and Gina Baas 2<sup>nd</sup>. Motion carried.

#### **Planning/Local Coordination Committee Workplan (Issue: Communication/Coordinated Planning)**

Noel reported that the purpose of the Planning Guidance Sub-Committee is to issue a planning guidance document that will suggest a model for the next locally developed and coordinated planning process that will be held across the state of Minnesota. The planning guidance will review and update the planning guidance that Mn/DOT created for its locally developed transportation coordination plans is 2006. The subcommittee's timeline for completion is six months. (Handout provided)

Tim noted that meeting members need to approve this work plan item with two friendly amendments. Joan Willshire 1<sup>st</sup> and James Pearson 2<sup>nd</sup>. Motion carried.

#### **School Transportation Information Paper**

Noel reported that due to a discussion at our last meeting about using school buses for transporting clients other than school children and compensation charged, he asked Kelly to research this topic and report at this meeting. (Handout provided)

Kelly reported that it's not that school buses can't be used for transporting others, it's that there are many rules and regulations that makes it not a viable option. Minnesota Statute, Section 123B.88, Subdivision 10, provides that districts may use district owned or contractor operated school buses to provide transportation on a space available basis for any person, however, the bus can not deviate from its route nor interfere with the transportation of pupils to and from school. A background check needs to be completed on persons who ride on a school bus with kids. Another deterrent for using school buses is insurance and seat belt regulations. Also, if there is an available contractor for hire within 12 miles of the office of the school district, the district may not operate or lease a district-owned bus for co-curricular and extracurricular activities.

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

Noel Shughart reported that he has still not heard any news on the United We Ride Grant. He is expecting to hear something soon.

Mike Schadauer reported that Mn/DOT is at the end of the Greater Minnesota Transit Plan process.

Tony Kellen reported that the MPTA Annual Transit Conference meeting was held last month in Duluth. At the conference he spoke with an insurance broker from Wisconsin and he will forward the information he received to Noel.

Kelly Wosika reported that the Department of Education is working to come up with some understanding what their role is in the Safe at Home program offered by the Secretary of State's office in collaboration with local victim service providers. This program is designed to help survivors of domestic violence, sexual assault, stalking, or others who fear for their safety establish a confidential address. The intent of Safe at Home is to allow its participants to go about their lives, interacting with public and private entities, without leaving traces of where they really live in an attempt to keep their abuser from locating them. It also provides a mail forwarding service. Participants use an address assigned to them and their correspondence is forwarded to their actual mailing address, which is not disclosed.

Joan Willshire reported that the Minnesota State Council on Disabilities will be hosting Pathways to Employment sessions next week in Hibbing, Brainerd, Mankato and Marshall. The mission of the Pathways to Employment initiative is to increase competitive employment of people with disabilities and meet Minnesota's workforce needs by bringing together people with disabilities, employers, businesses, government and providers.

### **Next Meeting Date**

November 24, 2009  
1 to 3 p.m.  
Hiway Federal Credit Union Administration Building  
840 Westminister Street  
St. Paul, MN