

# INTERAGENCY COMMITTEE ON TRANSIT COORDINATION

September 25, 2007

Hiway Federal Credit Union Administration Building

## Meeting Notes

### Members Present

*Committee Chair* – Tim Henkel, Mn/DOT  
Brian Osberg, MN Department of Human Services  
Mary Koep, MN Board on Aging  
Joan Willshire, MN State Council on Disabilities

### Members Absent

Bob Fischer, MN Department of Education  
Gerri Sutton, Metropolitan Council  
Robert Johns, University of Minnesota  
Margaret Kelly, MN Department of Health  
Bonnie Elsey, MN DEED

### Others

Hal Freshley, MN Board on Aging  
Krista Boston, MN Board on Aging  
Paul Bridges, MN DEED  
Donna Allan, Mn/DOT Office of Transit  
Judy Ellison, 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.

### Human Service Insurance Forum

Noel Shughart reported that when the Local Transit Human Service Coordination Plans were completed last year, insurance was the biggest issue identified. Also at last month's meeting, the group learned more about insurance from Lee Spelbrink and Tom Baker from the Department of Commerce. At that time, Noel recommended that the ICTC convene a special meeting to talk about insurance issues.

A draft planning outline for an ICTC Human Services Insurance Forum for members to review and comment was distributed. The purpose of the forum is to gather information on insurance issues that impact local agencies' ability to share vehicles, share possible solutions to insurance issues, and identify new, innovative solutions to insurance that could eliminate coordination obstacles.

One possibility for hosting this forum is to work with the Center for Transportation Studies (CTS). A half day event was suggested for either February or March. Members were asked for their thoughts on the best location to hold this forum (Twin Cities or urban areas in Greater Minnesota).

Joan Willshire suggested that, if the forum was held in the Twin Cities, urban areas could participate through video conferencing. It was noted that both Mn/DOT and DHS have video conferencing facilities could be used, Hal Freshley mentioned that it's important that regions share and build relationships amongst themselves. These partnerships would provide an opportunity for the ICTC and local stakeholders to identify best practices.

Noel will work on details for the forum and come back to the group at its October meeting with more information.

### **Correspondence to Federal Interagency Coordinating Council on Access and Mobility**

Judy Ellison noted that when Noel attended the State Public Transit Partnerships/FTA conference last month, he learned that a subcommittee of the Coordinating Council is working on the issue of vehicle sharing. In response to the committee's chairperson request for state agencies to inform the committee of their state's barriers to vehicle sharing issues, the Office of Transit, with help from the Department of Commerce, has prepared a letter regarding Minnesota's issue of insurance coverage as a barrier to vehicle sharing. Judy asked meeting attendees to review the letter (copy distributed) and share their comments. Brian suggested that the letter include the exploration of additional options to resolve the issue.

The letter will be modified to include Brian's suggestion and ICTC members will be copied on the final letter.

### **Review of State Coordination Statutes**

Noel distributed and reviewed the National Council of State Legislatures (NCSL) State Transportation Coordination Database handout. This database provides information about pending legislation, executive orders and statutes related to the coordination of human service transportation programs. States featured in the handout are Arkansas, California, Florida, Iowa, Idaho, Illinois, Kentucky, Maryland, Minnesota, Missouri, North Carolina, Nebraska, Vermont and Washington. Noel will continue to gather information on this subject area and present his findings to the committee at future meetings.

### **Agency Guidelines for Coordination**

Hal presented the State of Washington's Statutory Requirements Regarding Coordination. He noted that in 1998, the Washington State Legislature declared its intent for coordination by creating the Agency Council on Coordinated Transportation (ACCT). This agency is responsible to increase efficiencies and to improve transportation services for persons with special transportation needs: the elderly, children, low income, and people with disabilities. This was accomplished, in part, by developing guidelines for state agencies to use in creating policies, rules, or procedures to encourage coordinated transportation planning and service delivery.

Under these requirements state agencies are directed to coordinate if they purchase or provide transportation, or offer services that customers can't access without transportation assistance, and organizations serving persons with special transportation needs share responsibility for ensuring customers can access these programs and services. To help state agencies/organizations meet these requirements, policies and procedures are suggested in such areas as: program and policy, contracting and subcontracting, and budget and finance.

Hal thought it would be very useful to the committee to know if the providers and users have accepted this model. Noel will contact the State of Washington to learn how well it is doing and report back to the committee at a future meeting.

### **Report to Governor/Review of Activities to Date**

Noel noted that each year the committee is required to report its activities to the Governor. Copies of last year's report and a list of 2007 activities were handed out. Noel will prepare a draft report for the Governor that

committee members can review and approve at its next meeting. The report to the Governor is due November 1.

### **Discussion of Future Agenda Topics**

Tim asked members about next year's meeting schedule, do they want to continue meeting monthly or go to a bi-monthly schedule. Meeting attendees felt the meetings are worthwhile and would like to hear more presentations from the regions on their coordination efforts. Brian commented that the group needs to assess what they are doing and if more can be accomplished. He would like the committee to have some legislative authority and a budget to continue its work.

Tim noted that the committee will continue to meet on the 4<sup>th</sup> Tuesday of each month at the Hiway Federal Credit Union Administration Building. Mary Koep asked that the time of the meeting change from 2 p.m. to 1 p.m. This change was acceptable to attendees. A calendar of meeting dates for 2008 is attached.

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

Mary Koep, MN Board on Aging, introduced Krista Boston, from MN Board on Aging. Krista gave a brief presentation on the MinnesotaHelp Network, a network of aging and disability resource centers. The web site provides up-to-date resource information for all ages and incomes about human services, health and education. It is a web portal to over 30,000 services and can offer an opportunity for agencies to provide a one stop portal for consumers on local community services.

Joan Willshire, MN State Council on Disability (MSCOD), invited committee members to attend its 2007 Awards Luncheon on Thursday, October 25, at the St. Paul RiverCentre, and to their "A Transportation & Employment Dialogue" on Wednesday, November 7, at the MN Department of Health Building in St. Paul.

### **Next Meeting Date**

October 23, 2007

2 to 4 p.m.

Hiway Federal Credit Union Administration Building

## Adjourn

Tim thanked everyone for their participation and attendance at today's meeting.

## 2008 ICTC Meeting Schedule

January 22, 2008	1 to 3 p.m.	Hiway Federal Credit Union
February 26, 2008	1 to 3 p.m.	Hiway Federal Credit Union
March 25, 2008	1 to 3 p.m.	Hiway Federal Credit Union
April 22, 2008	1 to 3 p.m.	Hiway Federal Credit Union
May 27, 2008	1 to 3 p.m.	Hiway Federal Credit Union
June 24, 2008	1 to 3 p.m.	Hiway Federal Credit Union
July 22, 2008	1 to 3 p.m.	Hiway Federal Credit Union
August 26, 2008	1 to 3 p.m.	Hiway Federal Credit Union
September 23, 2008	1 to 3 p.m.	Hiway Federal Credit Union
October 28, 2008	1 to 3 p.m.	Hiway Federal Credit Union
November 25, 2008	1 to 3 p.m.	Hiway Federal Credit Union

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840 Westminister Street  
St. Paul, MN