

INTERAGENCY COMMITTEE ON TRANSIT COORDINATION

March 23, 2010

Hiway Federal Credit Union Administration Building

Members Present

Tim Henkel, Committee Chair
Kelly Wosika, MN Department of Education
Mary Koep, MN Board on Aging
Joan Willshire, MN State Council on Disabilities
Gina Baas, University of Minnesota
Tina Armstrong, MN Department of Commerce
Billi Jo Zielinski, MN Department of Human Services

Members Absent

Bonnie Elsey, MN DEED
Gerri Sutton, Metropolitan Council
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
Doug Benson, MN Department of Health

State Agency Staff

Bob Ries, MN Department of Human Services
Hal Freshley, MN Board on Aging
Paul Bridges, MN DEED
Mike Schadauer, 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 and asked that they introduce themselves and the organization they represent.

ICTC Workplan Review

Noel gave a status/progress report on the 19 workplan items being undertaken by the ICTC membership. This list includes proposed activities that were identified in the Minnesota Council on Transportation Access bill that was not enacted last year. The list noted the time frame, short-term, mid-term and long-term, that it would take to accomplish each work item.

Subcommittee Reports

Planning Guidance – Information Sharing; Hal Freshley reported that the Planning Guidance Subcommittee has met several times to discuss what would be the best process for the next round of the Local Human Service and Public Transportation Coordination Plans. To aid them in this process, they reviewed plans that were not only developed on the regional level but on the national level as well. The Subcommittee does recommend that Regional Development

Commissions lead the planning process again and composition of the regional planning steering groups include both providers and stakeholders from the local level.

Data collected for the plans should be obtained through provider and consumer surveys. To ensure that data gathered is standardized, the surveys should contain identical questions focusing on needs/issues and available resources for coordinating. Once this data is gathered, the data would be reviewed at community forums/workshops for the purpose of developing a four year plan with problem solving strategies, priorities and projects.

Proposed coordination plan guidance includes:

- standardized formats
- fill-in tables to include data source references
- clarification of needs vs. strategies vs. projects
- strategies that include associated costs (based on cost allocation model)
- an inventory of current transportation providers and services;
- provider information (fleet maintenance, vehicle dispatch, driver training, etc.)
- plan products are strategies and projects – need is the background

The completed plans will be used by Mn/DOT and the Department of Human Services in their solicitation and award of funding requests . Joan Willshire moved that the Subcommittee prepare a draft of the planning guidance for the next ICTC meeting; Gina Baas seconded the motion. Motion was approved.

Insurance – Information Sharing; Tina Armstrong reported that the Department of Commerce along with members of the ICTC Insurance Subcommittee met with Philadelphia Insurance to hear the risks involved in insuring DT & H. Philadelphia Insurance representatives noted that they are willing to work with coordination efforts as long as it does not increase the organizations exposure and increase potential losses. By limiting the exposure and potential losses, they have been able to write insurance at an affordable rate. Currently DT & H programs pay on average \$1,500 per vehicle for coverage.

Philadelphia Insurance does not see any issue with DT & H programs working within each other's client base, as they have received requests from DT & H providers in Greater Minnesota to share their vehicles with organizations. They are willing to support certain types of coordination referred to as collaborative, on an incidental basis. Their main concern is that these arrangements tend to be informal without any clear documentation of roles and responsibilities. They prefer that there be a written contractual agreement that spells out the operations, driver requirements and usage parameters.

Tina noted that the Subcommittee members shared with Philadelphia Insurance the ICTC's effort to develop a contract template. Philadelphia Insurance has a set of recommended collaborative guidelines that could be included in the contract template. The insurance representatives indicated that by applying best management practices such as STS in the contract template, it is less likely that shared transportation arrangements would increase rates.

Contract Template – Information Sharing – Kelly Wosika reported that the Contract Template Subcommittee met with personnel from the Department of Human Services and heard some of the directives they are working on and how they are working on contracting with service provider going through a state contract. Their game plan is to

keep in contact with DHS through all the elements of the contract. Kelly invited Tina to attend their next meeting on April 30.

Member Agency Reports on Transportation

Mike Schadauer, Mn/DOT Office of Transit, reported that the Legislature is working to clarify language to statutes on how the Office of Transit does business primarily in Greater Minnesota. In the 2010-2030 Transit Investment Plan they want milestones included that identify funding sources to meet 100% of transit needs. They also want included in the Transit Report a graph that not only shows service provided that year, but what the needs would have been.

Kelly Wosika, MN Department of Education, reported that the medical service process of determining student medical assistance rates has been approved.

Noel Shughart, Mn/DOT Office of Transit, reported that he met with DHS to talk about our contract template and our work to determine a rate setting methodology. Information is also being gathered on volunteer services and mileage rates.

Next Meeting Date

May 25, 2010

1 to 3 p.m.

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