

INTERAGENCY COMMITTEE ON TRANSIT COORDINATION

June 22, 2010

Hiway Federal Credit Union Administration Building

Members Present

Mike Schadauer, Acting Committee Chair

Kelly Wosika, MN Department of Education

Mary Koep, MN Board on Aging

John Harper representing Gerri Sutton, Metropolitan Council

Doug Benson, MN Department of Health

Linda Gremillion representing Joan Willshire, MN State Council on Disability

Reggie Worlds, MN Department of Veteran Affairs

Gina Baas, University of Minnesota

Members Absent

Senator D. Scott Dibble, MN State Senate

Bonnie Elsey, DEED

Rep. Paul Gardner, MN House of Representatives

Tony Kellen, MN Public Transit Association

Billi Jo Zielinski, MN Department of Human Services

Rima Kawas, Governor's Office

Tina Armstrong, MN Department of Commerce

State Agency Staff

Bob Ries, MN Department of Human Services

Judy Ellison, Mn/DOT, Office of Transit

Noel Shughart, Mn/DOT, Office of Transit

Fay Cleaveland, Mn/DOT, Office of Transit

Becky Alper, Mn/DOT, Office of Transit

Diane Contreras, Mn/DOT, Office of Transit

Welcome

Mike Schadauer, Acting Committee Chair, welcomed everyone to the meeting and asked that they introduce themselves and the organization they represent.

Minnesota Council on Transportation Access

Mike reported that the Governor signed legislation to establish the Minnesota Council on Transportation Access. This Council is charged to study, evaluate, oversee and make recommendations to improve the coordination, availability, accessibility, efficiency, cost-effectiveness, and the safety of transportation services provided to the transit public. "Transit public" means those persons who utilize public transit and those who, because of mental or

physical disability, income status, or age are unable to transport themselves and are dependent upon others for transportation service. The Council is to adopt a biennial work plan that must incorporate the 20 activities listed in the bill. Mike noted that the authors had consulted with Noel and himself last year on the work of the ICTC when this legislation was proposed in 2009. As a result of this proposed legislation, the ICTC had incorporated the proposed activities in the bill that were not currently being explored and expanded its membership. There are two organizations in the bill that are not currently represented on the ICTC, the Governor's Office and the Office of Minnesota Management and Budget. Letters will be sent to the Commissioners of all organizations in the bill asking that they, or a designee, serve on the Minnesota Council on Transportation Access. The first meeting of this Council will be held during the week of August 9.

Mike reported that the current bill includes language that was not proposed in last year's bill. Council members shall receive reimbursement of expenses as provided in Minnesota Statutes, Section 15.059, Subdivision 3. Members who are state employees or employees of a political subdivision are not eligible for daily compensation for activities that occur during working hours for which they are compensated by the state or political subdivision. Also, the Metropolitan Council is required to transfer \$80,700 to the Commissioner of Transportation for administrative expenses and other costs relating to the preparation of required reports. Mn/DOT's share is \$19,300, for a total of annual budget of \$100,000.

The legislation requires that the Council, by January 15 of each year, beginning in 2012, report its findings, recommendations and activities to the Governor's Office and to the chairs and ranking minority members of the legislative committees with jurisdiction over transportation, health, and human services, and to the legislature. Doug Benson noted that ICTC should provide a report on what the ICTC accomplished for this year. Mike agreed and asked Noel to prepare a draft Governor's Report and send it to the ICTC members by July 20 for their review and approval at the July 27th meeting.

Transition Plan

Noel distributed and reviewed a handout regarding the transition from ICTC to the new Council. Items and proposed actions reviewed were:

- Work Plan - Provide a prioritized list of work items for consideration;
- Future Agenda Items - Identify potential agenda items for first meeting;
- Contract Template and Planning subcommittees – Confirm direction of subcommittee's work on these issues;
- Website – Members review website content, recommend changes/updates; and
- Report to the Governor – Draft ICTC Governor's Report for activities through July, 2010.

Mary Koep noted that the Report to the Governor should include challenges faced by the committee in its work to foster coordination.

Doug Benson added that this Report could also serve as a briefing document for the Council.

Bob Ries suggested that the Report be more strongly worded than in the past. He also suggested that by laws or structured guidelines be adopted by the Council regarding voting, quorums, meeting dates, subcommittees, etc.

Linda Gremillion noted that since the Council will have funding available, they will need to appoint a person authorized for purchasing authority, etc.

Work Plan Priorities

Noel posted large copies of the ICTC's 20 work plan activities, reviewed the status of each item, and asked members to identify the five top items they feel the Council should work on. The top five chosen were:

1. Advocate aggressively for eliminating barriers to coordination, implementing coordination strategies, enacting necessary legislation, and appropriating resources to achieve the council's objectives.
2. Facilitate the creation and operation of transportation brokerages to match riders to the appropriate service, promote shared dispatching, compile and disseminate information on transportation options, and promote regional communication.
3. Recommend an interagency uniform contracting and billing and accounting system for providing coordinated transportation services.
4. Compile information on existing transportation alternatives for the transit public, and serve as a clearinghouse for information on services, funding sources, innovations, and coordination efforts.
5. Identify barriers prohibiting coordination and accessibility of public transportation services and aggressively pursue the elimination of those barriers.

Noel thanked members for their participation and noted that this exercise may allow the Council to quickly focus their attention on high priority activities.

Subcommittee Report

Planning Guidance Action – Information Sharing: Doug reported that this subcommittee has met several times since December. In developing a new template, they looked at past planning processes. They also had three thoughts in mind when developing this guidance: planning process intentions, planning product results, and planning product hoped to achieve.

The subcommittee agreed that the Regional Development Commissions should lead the planning process; they are experienced in the process and have the staffing to complete the work. (A map showing the RDC boundaries will be sent to ICTC members) Data collected for the plans would be obtained through provider and consumer surveys. These surveys should

contain identical questions to ensure that data gathered is standardized. The end result of this process would be a series of Locally Developed Transit Coordination Plans across the state.

Doug reported that the subcommittee will meet to finalize the guidance document and will bring it to the ICTC in July for approval. He also hopes the new Council accepts ICTC's recommendations.

Contract Template Action – Information Sharing: Kelly reviewed the draft version of the ICTC's Transportation Model Contract. This draft was e-mailed on Monday to committee members for review. She will incorporate comments/suggestions received and send the revised draft contract to committee members by July 20 for review and discussion at the July meeting.

Member Agency Reports on Transportation

Linda Germillion, MN State Council on Disability, invited committee members to attend the 20th Anniversary celebration of ADA on July 26, 2010, at the Nicollet Island Inn in Minneapolis.

Kelly Wosika, MN Department of Education, reported that school is out for the summer and they are busy compiling year end statistics.

John Harper, Metropolitan Council, commented how much the Council learned when working to merge Carver and Scott Transit Systems, now called SmartLink.

Bob Ries, MN Department of Human Services, reported that Coordination is really a hot topic in Southern Minnesota. He noted that he attended a meeting last week in Mankato regarding how to provide better service to meet their area needs. Bob also reported that Hennepin County will be the host county for the MNET program beginning July 1, 2010.

Reggie Worlds, MN Department of Veterans Affairs, noted that this was his first meeting. He was very interested in what he heard today and wants to learn more about the committee. Mike noted that Noel and he will be happy to meet with him and provide him background on the committee and its past work.

Gina Baas, University of Minnesota, reported that CTS still does not have a permanent director. She hopes by July 4 that a decision will be announced.

Next Meeting Date

July 27, 2010

1 to 3 p.m.

Hiway Federal Credit Union Administration Building