

# **INTERAGENCY COMMITTEE ON TRANSIT COORDINATION**

September 15, 2009  
Office of Aeronautics Training Room

## **Meeting Notes**

### **Members Present**

Tim Henkel, Committee Chair  
Paul Gardner, Representative, MN House  
Joan Willshire, MN State Council on Disabilities  
Kelly Wosika, MN Department of Education  
Doug Benson, MN Department of Health  
James Pearson, MN Department of Commerce

### **Members Absent**

Michael Pugliese, MN Department of Veteran Affairs  
D. Scott Dibble, MN State Senator  
Bonnie Elsey, MN DEED  
Robert Johns, University of Minnesota  
Gerri Sutton, Metropolitan Council  
Tony Kellen, MN Public Transit Association  
Mary Koep, MN Board on Aging  
Billi Jo Zielinski, MN Department of Human Services

### **State Agency Staff**

Bob Ries, MN Department of Human Services  
Hal Freshley, MN Board on Aging  
Mike Schadauer, Mn/DOT, Office of Transit  
Tom Gottfried, 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. Tim introduced Representative Paul Gardner who thanked the committee for its efforts and noted that Senator Dibble and he are available to support the ICTC.

### **ICTC Report to the Governor**

Noel Shughart stated that each November the ICTC group submits a report to the Governor detailing the committee's activities for the year and future activities for the coming year. Noel will prepare a draft of this report and have it available for the committee's review before the October ICTC meeting.

### **Workplan Priorities**

Noel Shughart noted that even though S.F. No. 1336, Minnesota Council on Transportation Access, was vetoed by the Governor, this committee may want to consider adding some of the 20 recommendations identified by this proposed legislation into the committee's workplan. Noel prepared a handout of the 20 recommendations with a time frame it may take to accomplish each recommendation. He also reviewed

each recommendation and spoke of the work the committee has already done on a recommendation and the difficulty it may take to accomplish others.

Tim noted that Noel will adjust the current workplan with the suggestions shared by committee members and have a final workplan available at the next meeting.

### **Local Coordination Advisory Groups: State Best Practices (Issue: Coordinated Sharing)**

Noel noted that in 2008 the Office of Transit, in cooperation with DHS Office of Aging Services, contracted with the Regional Development Commissions to develop Local Transit Human Service Coordination Plans. Since these plans were completed, the local groups who worked on the plans have not meeting and the local initiative to coordinate has not been as strong as when the plans were underway.

Noel reviewed the models that the states of Wisconsin and Colorado are using in their efforts to improve coordination between the local and state levels. He also spoke of a possible model that Minnesota may consider mirroring, District/Area Transportation Partnership (ATP). A planning process would be a benefit to the coordination efforts as it would improve transportation decisions, access to the planning/decision process, fair evaluation within the process and equitable decisions. A formalized planning process would also encourage partnerships to form between agencies and include both traditional and non-traditional transportation partners.

Tim made a recommendation that the group investigate which model would be the best to get local area coordination working. He noted that's it importation to the process to have a more diverse group at the table. Hal Freshley seconded. Motion carried.

### **ICTC Guidance on Coordination Agreements**

Noel reviewed Iowa's Model Purchase of Service Contract-Contract for Transportation Services Between (Provider) and (Transit System). Noel noted he is very familiar with this contract as he was involved with its development. He noted that the contract is very detailed in the areas of compensation and reporting, which is an area of concern for the ICTC.

Tim noted that this issue begs answers to a number of questions and suggested that a lot more discussion needs to be held before we go forward on this issue. He noted that any contract considered needs to be consistent with other agencies and organizations. He would like to see a subgroup work on this issue and come back to the group with recommendations. Tom Gottfried 2<sup>nd</sup> this motion. Motion carried.

This item also brought up the discussion of using school buses for transporting clients other than school children and compensation charged. It was agreed that a subgroup should be established to study this issue further. It was agreed that Tom Gottfried, Kelly Wosika, Bob Ries and Kelly Schroepfer will make up this subgroup.

### **Update of Local Coordination Plans (Issue: Coordinated Planning)**

Noel reported that plans to update the Local Coordination Plans will start this fall. Under federal requirements these plans are needed in order for recipients to receive 5311, 6316 and 5317 funding. Noel noted that it would be good for the group to take a role in this process. If any member would like to review the existing plans, they can view them at [coordinatemntransit.org](http://coordinatemntransit.org).

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

Hal Freshley reported that the Department of Human Services has until 2011 to develop a statewide rate setting level mythology of its Medicare providers.

Tom Gottfried reported that the Office of Transit received a budget to \$1.6 million for its JARC and New Freedom program. Our office has received application requests totaling \$858,209. A committee will meet in the next month to rank these applications.

### **Next Meeting Date**

October 27, 2009  
1 to 3 p.m.  
Hiway Federal Credit Union Administration Building  
840 Westminister Street  
St. Paul, MN