

**Minnesota Council on Transportation Access
Meeting Minutes**

March 26, 2013

I. Call to Order

Vice Chair – Joan Willshire, called to order the regular meeting of the Minnesota Council on Transportation Access at 1:05 PM on March 26, 2013 in the Federal Highway Credit Union, St. Paul, MN.

Attendees

Members Present

Vice Chair – Joan Willshire, Minnesota State Council on Disability
Chuck Hamilton – Minnesota Department of Employment and Economic Development (phone)
Mary Koep – Minnesota Board on Aging
Kelly Wosika – Minnesota Department of Education
Ron Quade – Minnesota Department of Veterans Affairs (phone)
Steve Masson – Minnesota Department of Human Services
Tim Held – Minnesota Department of Health
Tony Kellen – Minnesota Public Transit Association (phone)
Mike Schadauer – Minnesota Department of Transportation – proxy for Tim Henkel

Others Present

Noel Shughart – Minnesota Department of Transportation
Judy Ellison – Minnesota Department of Transportation
Jackie Peichel – Minnesota Board on Aging
Katie Knutson – Minnesota Department of Human Services
Arlene Mathison – University of Minnesota

Members Absent

Britta Reitan – Minnesota Management and Budget
Erin Campbell – Governor's Office
Gerri Sutton – Metropolitan Council
Tina Armstrong – Minnesota Department of Commerce

II. Review and Approval of Agenda

Motion was made, and seconded to accept the agenda as is. The motion carried.

III. Review and Approval of Minutes from 2/19/13

Motion was made, and seconded to accept the 2/19/13 meeting minutes as is. The motion carried.

IV. Work plan changes

Mr. Shughart recommended tabling the MCOTA Service Cost Allocation Model, Fraud and Abuse and Mobility Management to 2014. Mr. Shughart reviewed the updated budget because of the updated work plan recommendations there will fund left over at the end of the year. Mr. Shughart will discuss if additional funds to the website project would be beneficial to the project. He will report his findings back to the committee. Ms. Koep made a motion, Mr. Schadauer seconded, to move work items until June 30th per Mr. Shughart's recommendation, the motion carried.

V. Economic Benefit Study

Ms. Mathison recommended a dissemination plan for the economic benefit study. Dissemination is recommended to occur through the CTS and Transit newsletters. The council had previously discussed dissemination by video conference or webinar however, upon further review by Mr. Shughart it was determined these vehicles were not recommended for such a narrow topic. Ms. Koep made a motion, Mr. Held seconded, to approve the dissemination plan, motion carried.

VI. Research Study Guidelines

Mr. Shughart brought forward a new structure to guide future research projects. The guidelines lay out MCOTA's role, the research team role, the project panel role and the project statements. Mr. Held recommended the Council be able to review the project statement after the research team put it together to make it official. Ms. Koep moved to amend the document to include the Council approval of the project statement and then adopt the guidelines, Mr. Schadauer seconded, motion carried.

VII. Definition of Coordination

Discussion and review of the definitions provided by Mr. Shughart of coordination. The second definition from the Toolkit for Rural Community Coordinated Transportation Services was preferable but not quite adequate. Ms. Koep requested an addition of language around intentional individual accountability. The Council agreed the addition would be welcomed. Mr. Shughart agreed to work up a draft definition to send to the Council to review prior to the next meeting.

VIII. Dakota Area Resource and Transportation for Seniors (DARTS) Mobility Management Project Proposal

The Met Council currently has an RFP open that DARTS has submitted a Mobility Manager Position for. Mr. Shughart helped designed the application so that the Mobility Management Project is one of quality. Asked the Council to approve a letter of support for DARTS submission. Council discussion included whether support should be for the DARTS proposal in particular or for the idea of mobility management. Mr. Schadauer moved to draft a letter of support for the concept of mobility management, Ms. Wosika seconded, motion carried.

IX. Project Reports

Brokerage Study – group met once to shape conversation interest in focusing on NEMT and providing information to stakeholders. Study to bring forward best practices. Upcoming meeting where the committee will review with the investigator.

Vehicle Sharing Study – met with the investigator and presented options asked “where are we going to go with this?” Plan to meet again in one month and get more stakeholders at the table to look at a shorter list of options.

Website – Moving forward and going well. Request to be shown the website understood to be the intent for an upcoming meeting.