

**Minnesota Council on Transportation Access**  
**Meeting Minutes**  
Tuesday, September 22, 2015

**Attendees**

**Members Present**

Chair – Tim Henkel, Minnesota Department of Transportation  
Vice-Chair – Joan Willshire, Minnesota State Council on Disability  
Julie Belisle, Minnesota Department of Education  
Keith Bogut, Minnesota Management and Budget  
Tiffany Collins, Minnesota Public Transit Association  
Thant Pearson, Minnesota Department of Employment and Economic Development  
Ron Quade, Minnesota Department of Veterans Affairs  
Gerri Sutton, Metropolitan Council  
Harlan Tardy, Minnesota Board on Aging

**Members Absent**

Tim Held, Minnesota Department of Health

**Others Present**

Dan DuHamel, Minnesota Department of Transportation  
Judy Ellison, Minnesota Department of Transportation  
Kaydee Kirk, Center for Transportation Studies  
Emily Parks, Minnesota Interagency Council on Homelessness  
Jackie Peichel, Minnesota Department of Human Services  
Mike Schadauer, Minnesota Department of Transportation  
Noel Shughart, Minnesota Department of Transportation

**Call to Order**

Chair, Tim Henkel called to order the September meeting of the Minnesota Council on Transportation Access at 1:05 PM on September 22, 2015 at the MnDOT Central Office, St. Paul, MN.

**Agenda**

Members had one change to the meeting agenda for the 9/22/2015 MCOTA meeting: the election of officers will be moved to come after the review and approval of minutes. Sutton made a motion to approve the minutes with this change; the motion was seconded by Willshire and then was unanimously **approved**.

**Minutes to Approve**

Members noted one change to the August minutes: Schadauer was not at the August meeting though he was listed as having attended. Suttton moved to approve the 8/25/2015 MCOTA meeting minutes, with this change; the motion was seconded by Tardy and was then unanimously **approved**.

## **Election of Officers**

### **Nominations for Chair –**

Tim Henkel, Minnesota Department of Transportation

Tardy made a motion to approve Henkel as chair, Sutton seconded, **approved** unanimously

### **Nomination for Vice Chair –**

Joan Willshire, Minnesota State Council on Disability

Tardy made a motion to approve Willshire as vice chair, Pearson seconded, **approved** unanimously

## **Common Standards Reporting**

Schadauer presented an overview of the “Common Standards for Reporting Financial Information for Transportation” findings, recommendations, and next steps, a document that was prepared by Jerry Zhao at the University of Minnesota, along with Shughart and Dunlap, for MCOTA. Members noted that the document should be changed to reflect that the Department of Human Services and the Minnesota Board on Aging are two separate agencies. The document will also be modified to include the Metropolitan Council. Willshire made a motion to approve the report with the changes and to move forward with implementation. The motion was **approved** unanimously.

## **MCOTA Strategic Planning Summary Document**

A summary was brought to the August MCOTA meeting and the group made a number of edits. At this meeting the group discussed the list of immediate next steps as outlined in the strategic plan. Member questions:

- How can MCOTA ensure federal compliance standards are met if funding flows through MCOTA?
- Will MCOTA and RTCC act in an advisory role or in a funding role?

Shughart will take the group’s comments and questions to the team that assembled the strategic plan next steps.

Tardy made a motion to approve the strategic plan as well as the plan’s immediate next steps, with the exception of next step #3 (which will be moved to the work plan) and a slight rewording modification to next step #6. Sutton seconded the motion and the group **approved** it unanimously.

## **MnDOT’s Plan to Reduce Barriers to Transportation for those with Housing Instability**

Dan DuHamel of MnDOT provided an overview of the Governor’s Minnesota Interagency Council on Homelessness and the plan to end homelessness statewide. The main connection to MCOTA is the Council’s charge is to reduce barriers to transportation for those experiencing housing instability. This includes:

- Coordination with MCOTA on the 20-year transit plan
- Coordination with Met Council
- Coordination with the Olmsted work

There is a 3 year action plan within MnDOT and Dan touched on the 11 action steps outlined in this plan. The group did not have any questions. DuHamel will share the Interagency Council’s action plan with this group after agencies’ feedback has been received.

### **Local Transportation Coordination Council Update**

MCOTA's contract with the Center for Transportation Studies is now fully executed. There will be three workshops this fall:

- October 1 in Bemidji
- October 5 in Marshall
- October 26 in Rochester

Feedback will be collected from additional key stakeholders post-workshops. The advisory councils in the regions will meet mid-late October. Tardy mentioned he can help provide outreach within his network to identify workshop participants.

### **Agency Updates:**

- Willshire mentioned and provided a handout for the October 28 ADA statewide employment dialogue which features a career fair and resource fair.
- Shughart shared that the MnDOT Office of Transit is conducting outreach on the long-range investment plan for greater Minnesota to better understand transit barriers. This work is anticipated to be completed by next summer. Willshire suggested incorporating the idea of a virtual town hall meeting.

### **Olmstead Plan Update**

In lieu of Kristie Billiar, Willshire stated that the revised Olmstead plan was submitted in mid-August. The judge has not yet approved the plan. The next sub-cabinet meeting will take place by early October and the next steps in this process will be based on the court's decision. Shughart has been working with Billiar and others on the Olmstead Plan's work plan. Henkel will ask Billiar to provide an update to MCOTA following the early October sub-cabinet meeting.

### **Public Comments**

No public comments offered.

### **Adjourn**

Motion to adjourn was made by Sutton and seconded by Tardy. Unanimous vote and meeting adjourned early at 2:35 p.m.