

# Minnesota Council on Transportation Access

## Meeting Minutes

August 23, 2011

### I. Call to order

Chair, Tim Henkel, called to order the regular meeting of the Minnesota Council on Transportation Access at 1:03 pm on August 23, 2011 in the Hiway Federal Credit Union Administration Building, 840 Westminster Street, St. Paul, MN 55130.

### II. Attendees

#### Members Present

Chair, Tim Henkel, Minnesota Department of Transportation  
Vice Chair- Joan Willshire, Minnesota State Council of Disability  
Lucas Beckman, Minnesota Department of Veterans Affairs  
Tina Armstrong, Minnesota Department of Commerce  
Bob Ries, Minnesota Department of Human Services  
Gerri Sutton, Metropolitan Council  
Chuk Hamilton, Minnesota Department of Employment and Economic Development  
Mary Koep, Minnesota Board on Aging  
Kelly Wosika, Minnesota Department of Education  
Doug Benson, Minnesota Department of Health  
Tony Kellen, Minnesota Public Transit Association  
Britta Reitan, Minnesota Management and Budget

#### Members Absent

Julian Plamann, Governor's Office

#### Others

Jackie Peichel, Minnesota Board on Aging  
Judy Ellison, Minnesota Department of Transportation  
Noel Shughart, Minnesota Department of Transportation  
Mike Schadauer, Minnesota Department of Transportation  
Fay Cleaveland, Minnesota Department of Transportation

### III. Review and Approval of Agenda

A motion was made to accept the agenda as is by Ms. Armstrong and second by Mr.

Hamilton. The motion prevailed; agenda was adopted.

**IV. Review and Approval of Minutes from 6/7/11**

Ms. Willshire requested a correction be made to the minutes' call to order and attendee list. Willshire's last name is missing an "L" in the call to order and "Disabilities" in her organization's title should be singular so it reads "Minnesota State Council on Disability."

Mr. Ries requested "This bill did not pass." be removed from VI. Legislative Updates.

A motion was made to approve the minutes as corrected. The motion prevailed; the minutes were approved and adopted.

**V. Member Agency Updates**

Mr. Schadauer reported that most Greater Minnesota transit agencies continued operation during the State shutdown. Five to six did close due to a delay in payments.

**VI. Work plan Review**

Mr. Schadauer reviewed the work plan handout and detailed those items that have been addressed and those we need to continue working on. Ms. Armstrong suggested that we revisit the volunteer brochure since it's a couple of years old from the ICTC.

**VII. Bylaws Change –Electronic Voting**

Ms. Willshire reviewed the hand out *MCOTA Bylaws Change Electronic Meetings*. The proposed bylaws change would allow the Minnesota Council on Transportation Access to conduct meetings electronically. It does require at least one member to be present in the location. When we conduct meetings electronically we must do a roll call. People dialing into the meeting are still considered present.

Mr. Benson asked if we have established a "regular meeting location." Mr. Schadauer suggested that we change "regular" to "scheduled." A motion was made by Ms. Koep to adopt the proposed language. Seconded by Ms. Willshire. Mr. Hamilton suggested a friendly amendment to section 13d.015 as part of our bylaws. The motion prevailed and passed.

**VIII. Communication and outreach materials**

Mr. Shughart provided a status update to the council on work done by the Center for Transportation Studies. The materials have been reviewed by the Planning and

Coordination Sub-committee. They would like feedback from other council members.

**One Pager:**

Mr. Shughart presented the one page synopsis of the council background, history, and key pieces. The synopsis summarized the 20 items that the council is charged with into five categories. It was suggested by Ms. Armstrong to reorganizing the items. Ms. Willshire suggested a phone number be listed and Mr. Henkel suggested using broad themes on the work plan document. Mr. Shughart requested the Council review the synopsis and send him comments after the meeting.

**PPT presentation**

Mr. Shughart shared the Planning and Coordination sub-committee's suggestion to add speaker notes. Concerns were expressed about wordiness. The Sub-committee is looking also looking for feedback on a powerpoint presentation (PPT). Mr. Shughart will use the PPT with Dakota County next month.

Some comments on the PPT were:

- Mr. Kellen pointed out that #9 is missing from the work plan.
- Ms. Willshire is looking for Mr. Freshley's graphic of circles.
- Mr. Henkel does not like the graphic in the ppt. We need to find another way of displaying the members.

We will wait for comments before the Council approves the PPT. A draft of the documents will be provided to Governor Dayton's office. Mr. Hamilton suggested we contact the Governor's office for renewed Council representation. Mr. Schadauer will contact the Governor's office to request representation to the Council. Mr. Shughart will send out PPT electronically with the minutes

**IX. Coordination Website Maintenance**

Mr. Shughart reviewed a proposal to maintain the current coordination website.

Mr. Shughart reported that the website currently receives 5000 visits per year.

Ms. Koep asked are there other issues that we could use the dollars. Mr. Henkel supports getting the website up to speed. Mr. Kellen suggested we use Google Analytics and shared his experience on what his organization has learned. Mr. Shughart explained that the Center on Transportation Studies does use Google Analytics and we could review usage logs.

Ms Wosika moved to contract for website maintenance from the Center for Transportation Studies through June 30, 2012 in the amount of \$5100. Mr. Kellen motioned a friendly amendment to include demopgraphic reports quarterly.

The motion was seconded by Ms. Armstrong and friendly amendment from Mr. Hamilton to review reports and Remove ( ) and \$1700 per quarter from the proposal.  
Motion Passed

**X. Local Coordination Plans**

Ms. Cleaveland provided an update on the local coordination plans. Each region has hosted two steering committees and one public workshop. At the meetings, participants reviewed their 2006 plans. Meeting organizers distributed the best practices document (draft) produced by CTS for MCOTA. Using this information, each region and came up with lists of ideas for coordination projects. Regional Development Commissions (RDCs) are putting their draft plans together and they are due in September to Ms. Cleaveland and the committee. In October, the committee will provide comments back to the Regional Development Commissions and then each Regional Development Commission will go through the formal process of adopting their local coordination plan in November.

Ms. Cleaveland reported that the common themes so far are

1) interest in mobility manager concept

2) Desire to continue regional steering committee meetings and networking opportunities across human service agencies and public and private transit providers  
Ms. Koep has concerns that the plans do not get used. Mr. Schadauer shared that this year 5310, JARC, and New Freedom applications have a condition that requires applicants to coordinate with the local coordination plan. Ms. Peichel reported that the Minnesota Board on Aging requested that the Area Agencies on Aging request that Older Americans Act Title III- transportation grantees also coordinate with the plans.

**XI. Veterans Transportation Grants**

The federal government released an announcement at the end of July requesting applications for a Veterans One Call, One Click Center to assist with transportation coordination and improve veterans' access to services. Applications are due to the federal government by September 16, 2011.

Department of Veterans' submitted a letter of interest as well as MN River Area Agency on Aging which covers 27 counties and participates in the Senior LinkAge Line®, Veterans Linkage Line and Disability Linkage Line to build on their existing one stop.

Mr. Kellen said that St. Cloud has not submitted a letter of interest yet but may.

Mr. Shughart added that the Veterans Linkage Line is interested in adding a trip planner that would assist in creating linkages. Right now Vet Link receives a referral and must make another call to arrange for a ride.

Ms. Reitan asked who may be the applicant. Ms. Cleaveland responded that local governments, states and tribes are eligible to apply. The federal government will fund up to \$2M per applicant.

Ms. Willshire asked should the council be guiding this process.

**XII. 2012 Work plan & Budget**

Mr. Henkel suggested we expand this discussion to 2012 and sunset (June 30, 2014) of this group.

Mr. Shughart reviewed the Communications and Outreach Support Activity document. He requested that the Center for Transportation Studies suggest ideas for the next two years. He requested also the Council to bring forth any other ideas for consideration. Mr. Henkel asked how the existing sub-committees feed into the work of this work plan.

Mr. Shughart suggested that the Chair, Vice Chair and four other members make up the budget committee. Those members will be Ms. Koep, Mr. Kellen, Mr. Hamilton and Ms. Reitan.

**XIII. June 27<sup>th</sup> Public Safety/Public Transit Meeting Schedule**

Mr. Schadauer reported that public transit systems are receiving citations, and school districts are receiving letters from the Department of Public Safety for not transporting kids in a perceived legal way. MNDOT and Public Safety met to sift through the law. At the meeting MNDOT has presented their side. Now Public Safety is attempting to document what is happening that violates the state law. Mr. Shughart added that it's been a challenge communicating with public safety. They have a unique policy advisory structure made up of private for profit providers. Mr. Schadauer will be in contact with the MN Department of Public Safety for their official response.

**XIV. Public Comment**

No public comment.

**XV. Adjournment**

Mr. Hamilton made a motion to adjourn, Mr. Ries so moved. Approved to adjourn. Mr. Henkel adjourned the meeting at 3:06 P.M. Next meeting is scheduled for

September 27, 2011 at Hiway Federal Credit Union Administration Building, 840 Westminister Street, St. Paul, MN 55130.

Minutes submitted by Jacqueline Peichel, staff to the Minnesota Board on Aging.

**XVI. Hand-outs**

Minnesota Council on Transportation Access Meeting Minutes June 7, 2011

Minnesota Council on Transportation Access Agenda August 23, 2011

CTS Proposal for Maintenance of Minnesota Transit Coordination Web site

Minnesota Council on Transportation Access Potential Communication and Outreach Support Activities 8/23/11

Minnesota Council on Transportation Access Moving Forward with Coordination, Action and Advocacy (PPT)

Minnesota Council on Transportation Access *Supporting Transit Coordination, Accessibility and Efficiency in Minnesota*

MCOT Bylaws Change Electronic Meetings

MCOTA duties and Accomplishments