

# Minnesota Council on Transportation Access

February 23, 2011

Mn/DOT Aeronautics Building

## Meeting Notes

### **Members Present**

***Committee Chair*** – Tim Henkel, Mn/DOT  
Kelley Wosika, MN Department of Education  
Doug Benson, MN Department of Health  
Mary Koep, MN Board on Aging  
Joan Willshire, MN State Council on Disabilities

### **Members Absent**

Tony Kellen, MPTA  
Gerri Sutton, MET Council  
Julian Plamann, Governor's Office  
Britta Reitan, OMB  
Chuk Hamilton, DEED  
Ron Quade, MN Veterans Administration

### **Guests**

Gina Baas, University of Minnesota  
Arlene Mathison, University of Minnesota

### **Others**

Jackie Peichel, MN Board on Aging  
Bob Ries, MN Department of Human Services  
Tina Armstrong, MN Department of Commerce  
Lucas Beckman, MN Veterans Administration  
Jennifer Beilke, DEED  
Mike Schadauer, Mn/DOT, Office of Transit  
Judy Ellison, Mn/DOT, Office of Transit  
Noel Shughart, Mn/DOT, Office of Transit  
Fay Cleaveland, Mn/DOT, Office of Transit

### **Welcome**

Tim Henkel welcomed and thanked everyone for coming to today's meeting.

### **Communication Plan**

Noel presented the Council's Communications Plan document. He noted the document included a definition of what coordination is. It was recommended that the definition of coordination does not need to be included in the communications plan. Opportunities to define coordination will occur later as key messages are developed. Discussion followed

over whether the Communications Plan should apply to only state and federal funded programs. It was recommended to keep in purpose, take out the definition and scope. Mary Koep requested the Area Agencies on Aging and League of Cities to the list of potential audiences. Mary Koep moved, Kelly Wosika 2<sup>nd</sup>. Approved the Communications Plan with the agreed upon edits.

### **Carver\Scott Transportation Coordination Forum Report**

Noel provided information about the forum which took place in early February. Scott and Carver have done quite a bit of coordination. They were separate transportation systems that have coordinated to cross boundaries and have merged into one operating entity. The forum Noel referenced focused on what can be done to improve transportation options through coordination and collaboration in Scott and Carver counties. Noel noted that the forum did a good job of identifying the strengths and weaknesses present in the area, but what it lacked was strong introduction of innovative coordination concepts that would spur new initiatives. Without this information the forum failed to identify new coordination efforts to implement. Noel also mentioned that there currently is no identified list of innovative concepts, unique to Minnesota, from which groups such as the Scott/Carver forum can draw from. This information gap has led to the development of a proposal for the Council to provide the needed information.

### **Council Activities Cost Proposal**

Noel introduced the next topic; a proposal for the Center for Transportation Studies to carry out communication of the Council's activities that includes the sharing of best practices. Noel has worked with Gina Baas and Arlene Mathison from the Center for Transportation Studies to draft a possible work plan and associated cost proposal.

Mike S. suggested we also share best practices occurring outside of MN and incorporate that into the communication/cost proposal plan. Gina sees an opportunity to incorporate that into the forum. Noel said the cost proposal comes in at \$90,000 if we go forward with two forums. If we choose to proceed with only one forum the cost would be \$60,000. This would leave \$10,000 available to reimburse for travel expenses and other miscellaneous expenses etc through the rest of the fiscal year ending June 30, 2011.

Doug asked should there be a registration fee to attend events? Discussion occurred. Focus of the forum would be providers. Noel suggested two forums, one in Greater Minnesota and the other in the Twin Cities metro area. Doug suggested adding that info to Task 7. The council recommended that one forum or two would be held, based on budgetary limits. Bob moved to approve scope of proposal and budget. Joan 2<sup>nd</sup> Unanimous approval.

### **Bylaw change:**

Since we did not have a quorum at the last meeting it was thought we should have the ability to conduct business through the telephone. The legal ramifications if the Council were to do this and how the members feel about communicating and doing business through telephone or electronic voting/balloting must be investigated. A bylaw change must be distributed to all members five business days prior to the meeting for a vote. A 2/3 majority is required to change any portion of the bylaws. The bylaws committee would need to draft language and send out language to members before an upcoming council meeting. Noel will bring back information on the legal ramifications to a future Council meeting.

### **Committee Updates:**

Planning and Coordination - Will meet this afternoon.

Contracts - Has not met since last meeting.

Legislative - Nothing new to report

### **Member Agency Comments:**

Bob mentioned the Office of Legislative Auditor on MNet was released.

<http://www.auditor.leg.state.mn.us/ped/pedrep/mnetsum.pdf>

Recommendation to take ATS and STS to make it a 1 tier transportation process. A bill has been introduced to support this direction. Should be moving forward

Joan announced a town hall forum from 1-4:30 on Monday, April 4. It will be available via webinar and video for those not able to physically attend. First hour will be on transportation. Amy Conrad will be attending from D.C. Tom Gottfried will talk about transportation investment plan Second half of the forum will be on employment.

Kelly Wosika, MN Dept of Education, discussed transportation around foster care.

Question from Mary Koep about what is going on at the legislature around transportation. Tim said he would like to invite legislative staff to provide updates to the council. He mentioned that there are proposed 15% cuts for transportation.

### **Adjourn:**

A motion was made Mary Koep and seconded to adjourn