

Minnesota Council on Transportation Access Meeting Minutes

October 23, 2012

I. **Call to Order**

Chair Tim Henkel called to order the regular meeting of the Minnesota Council on Transportation Access at 1:15 pm on October 23, 2012 in the Hiway Federal Credit Union Administration Building, 840 Westminster Street, St. Paul, MN 55130.

Attendees

Members Present

- II. Chair-Tim Henkel, Minnesota Department of Transportation
Vice Chair- Joan Wilshire, Minnesota State Council of Disability
Britta Reitan, Minnesota Management and Budget
Gerri Sutton, Metropolitan Council
Kelly Wosika, Minnesota Department of Education
Tina Armstrong, Minnesota Department of Commerce (Partial)
Chuk Hamilton, Minnesota Department of Employment and Economic Development
Tony Kellen, Minnesota Public Transit Association
Tim Held, Minnesota Department of Health

Members Absent

Mary Koep, Minnesota Board on Aging
Ron Quade, Minnesota Veterans Administration
Scott Leitz, Minnesota Department of Human Services
Dan Pollack, Governor's Office

III. **Others Present**

Judy Ellison, Minnesota Department of Transportation
Bob Ries, Minnesota Department of Human Services
Noel Shughart, Minnesota Department of Transportation
Fay Simer, Minnesota Department of Transportation
Mike Schadauer, Minnesota Department of Transportation
Katy Troyer, Governor's Office
Arlene Mathison, Center For Transportation Studies
Jerry Zhao, University of Minnesota

IV. Review and Approval of Agenda

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

V. Review and Approval of Minutes from 10/23/12

Motion was made by Tony, and seconded by Joan to accept the meeting minutes with corrections to attendance. The motion carried.

VI. Bylaw Amendment –Official Proxy

With a lack of a 2/3 majority of the membership in attendance this item was tabled to the next meeting. It was recommended that Noel investigate an additional clause on meeting attendance as part of the bylaws.

VII. Economic Benefits Study Update

Jerry Zhao, principal investigator shared some of the findings on the case studies to date. Jerry presented on two cases; Hubbard County /Paul Bunyan Dispatch and Medical Assistance Travel Training. Fay reported that the study will be finalized in January.

VIII. NEMT Committee Update

Joan introduced the Committee work and described the rfi process. Noel then went through the Recommendations. Joan moved and Tony seconded that the response to DHS be approved and submitted. The motion carried.

IX. Brokerage Discussion/Vehicle Sharing Overview

Noel introduced the next two study topics identified in the MCOTA workplan; competitive brokerage models and vehicle sharing models. Noel distributed a document prepared for Idaho that describes the potential vehicle sharing models. Gerri had volunteered to serve on the brokerage committee and Kelly had volunteered to serve on the vehicle sharing committee. Tony volunteered to be on the brokerage project. At the next meeting members will be again asked to serve on one of the committees. Noel was asked to contact members in advance to gauge the interest of members in serving.

X. Modify 2013 Meeting Dates

Noels handed out the meeting schedule for 2013. Chuk moved and Kelly seconded to approve the revised schedule. The motion carried.

XI. Committee Reports

- Contract Template – Kelly reporting that she is waiting on a meeting with the insurance representatives. The contract template has been proofread and is in good shape.
- Legislative – Chuck reported the legislative committee had reviewed an updated outline of the new Annual Report. The Committee will meet again on November 2nd to continue overseeing the preparation of the Annual Report.

XII. Member Reports

- Kelly reported that the Dept of Admin is undertaking a legislatively mandated report on student transportation. The purpose to identify how coordination and efficiency can be gained in student transportation by looking at some case studies.

XIII. Public Comments

No comments

XIV. Adjournment

Mr. Henkel adjourned the meeting at 3:10 P.M. Next meeting is scheduled for November 27, 2012. Hiway Federal Credit Union Administration Building, 840 Westminster Street, St. Paul, MN 55130.

Minutes submitted by Noel Shughart.

Hand-outs

MCOTA Agenda October 23, 2012

MCOTA Meeting Minutes September 25, 2012

Bylaws Amendment – Official Proxy

Economic Benefits Study

Non Emergency Medical Transportation RFI Response

Vehicle Sharing Nelson Nygaard Technical Brief

2013 Meeting Schedule