

Minnesota Council on Transportation Access
Meeting Minutes
Thursday, September 29, 2016

Members Present

Chair – Tim Henkel, Minnesota Department of Transportation
Vice-Chair – Joan Willshire, Minnesota State Council on Disability (via phone)
Julie Belisle, Minnesota Department of Education
Peter Brickwedde, Minnesota Department of Commerce (via phone)
Tiffany Collins, Minnesota Public Transit Association (via phone)
Tim Held, Minnesota Department of Health (via phone)
Thant Pearson, Minnesota Department of Employment and Economic Development (via phone)
Diogo Reis, Minnesota Department of Human Services
Gerri Sutton, Metropolitan Council
Harlan Tardy, Minnesota Board on Aging (via phone)

Members Absent

Keith Bogut, Minnesota Management and Budget
Ron Quade, Minnesota Department of Veterans Affairs

Others Present

Bob Anderson, Minnesota Board on Aging
Kristie Billiar, Minnesota Department of Transportation
Heidi Corcoran, Dakota County
Frank Douma, Univ. of Minnesota Humphrey School of Public Affairs (via phone)
Sara Dunlap, Minnesota Department of Transportation
Judy Ellsion, Minnesota Department of Transportation
Nicole George, Minnesota Department of Transportation
Rolf Hage, Minnesota Department of Human Services
Sarah Lenz, Minnesota Department of Transportation
Arlene Mathison, Univ. of Minnesota Center for Transportation Studies
Jacqueline Peichel, Minnesota Department of Human Services/Minnesota Board on Aging
Mike Schadauer, Minnesota Department of Transportation
Noel Shughart, Minnesota Department of Transportation
Sue Siemers, Minnesota Department of Transportation (via phone)
Leah Hegg, American Cancer Society (via phone)
Roxanne Jenkins, Lutheran Social Services of Minnesota

Call to order

Chair, Tim Henkel, called to order the August meeting of the Minnesota Council on Transportation Access at 1:35 PM on August 25, 2016 at the MnDOT Central Office, St. Paul, MN.

Review and approval of agenda

Reis made a motion to approve the agenda; the motion was seconded by Sutton and then was unanimously **approved**.

Review and approval of minutes from 8/25/2016 meeting

Sutton moved to approve the 8/25/2016 MCOTA meeting minutes; the motion was seconded by Reis and was then unanimously **approved**.

Election of Officers

Nominations for Chair –

Tim Henkel, Minnesota Department of Transportation

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

Nomination for Vice Chair –

Joan Willshire, Minnesota State Council on Disability

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

Report from small group on defining MCOTA's role with Regional Transportation Coordinating Councils

After the August MCOTA meeting, a small group of MCOTA members and staff met to discuss the roles that MCOTA may want to play with the RTCCs. Shughart shared two items for MCOTA to consider:

1. Conducting activities that support the communications and cooperative efforts of the RTCCs as outlined in MCOTA's 2015 Strategic Plan, available at <http://www.coordinateMNTransit.org/MCOTA/documents/2015ActionPlan.pdf>. Shughart asked for approval for staff to explore the funding and staff time requirements for each activity. Members and attendees commented on the activities: Corcoran (Dakota County) said that the direction looks good and that she likes the performance measures that are identified. Shadauer said there were likely other funding sources to explore, and Reis mentioned that the activities will take time to accomplish. Reis made a motion to approve the request; the motion was seconded by Sutton and was unanimously **approved**.
2. Identifying some common statewide objectives (emphasis areas). The small group drafted statewide objectives through emphasis areas that encourage RTCCs to give priority to particular issues in their work programs. Below is guidance on the emphasis areas that are encouraged to be priorities in each of the RTCC's 2018 - 2023 Work Programs. Listed within each emphasis area are potential projects and activities MCOTA identified for local consideration.

MCOTA's recommended emphasis areas for RTCCs

Emphasis Areas	Activities
Short-Term (1-3 years)	
Regional Coordination	<ul style="list-style-type: none"> • Transportation stakeholders (public transit, human service, school, private, employers, veterans, etc.) • Organizations serving individuals needing transportation services • Funders of transportation services
Regional Mobility Management	<ul style="list-style-type: none"> • Develop a regional travel counseling program • Integration of Olmstead population • Commuter programs • Volunteer programs: recruitment • Develop regional travel training program
Regional Planning	<ul style="list-style-type: none"> • Lead implementation of Local Human Service-Public Transit Coordination Plan • Facilitate development & implementation of regional routes <ul style="list-style-type: none"> ○ Identify NEMT needs and identify providers to plan for future NEMT Coordination ○ Identify driver pool for transportation services (public transit, human service, school, etc.) ○ Identify potential areas for coordination between public transit and schools (daily service, special education, foster care, etc.) • Facilitate development & implementation of transportation services for employment related and educational related activities
Reporting/Performance Management	<p>Measure and report at least the following outcomes:</p> <ul style="list-style-type: none"> • Increased ridership • Cost savings • Reduction in service gaps • Reduction in duplicative services • Increased awareness of transportation services

	<ul style="list-style-type: none"> • Increased user satisfaction • Increased collaboration, coordination & consolidation
Mid-Term (3-5 years) <i>Short-term activities, +</i>	
Regional Mobility Management	<ul style="list-style-type: none"> • NEMT Coordination • Managed Care Transportation Coordination
Long-Term (5+ years) <i>Short- and mid-term activities, +</i>	
Regional Mobility Management	<ul style="list-style-type: none"> • Vehicle Sharing • Vehicles owned by and insured through RTCC
Regional Planning	<ul style="list-style-type: none"> • Lead development of Local Human Service- Public Transit Coordination Plan update

Olmstead Plan update

Billiar and Shughart presented a draft resolution regarding state agency participation in RTCCs with MCOTA members. Discussion included the following comments:

1. Shughart stated the MCOTA needs a statute or administrative rule to work with the RTCCs. Henkel stated that it is important to expand accountability for the Olmstead work plan to DHS.
2. Billiar suggested it would be advisable to change the Olmstead work plan if MCOTA adopted the resolution.
3. Reis expressed concerns about MCOTA is the right organization to make this resolution. He agrees with the spirit, and proposes that it would be better handled through the Olmstead office. The topic was tabled for now.

Detailed scope of Medicaid Program (Managed Care and Fee For Service) policies and their impact on volunteer programs

Mathison presented the scope for research into the extent to which Medicaid-funded transportation services are provided by volunteer driver programs, including: the extent of the services throughout the state, how much the programs cost and identifying what those services would cost without volunteer drivers. The members suggested several changes to the scope, which will be brought back to the next meeting.

MCOTA quarterly external communications and potential communication subcommittee

Mathison gave an overview of the pilot quarterly communications that MCOTA added to its work plan this year because MCOTA members and staff heard from stakeholders that they would like more communication about the progress of activities. The e-mail communication will include updates on activities and link to the CoordinateMNTransit.org website for details. The mailing list will include the stakeholders invited to the RTCC workshops and others who sign up.

Volunteer driver insurance

Brickwedde shared the updated draft version of 2008 Department of Commerce brochure to educate insurance companies about volunteer driver programs. Shughart mentioned that the brochure could not include text that volunteer drivers are exempt from the law requiring “transportation network drivers” to carry additional insurance. The authors of the legislation had intended to exempt volunteer drivers from this law, but the intent is unclear, and the Department of Commerce and Minnesota Board on Aging are seeking clarifying legislation to specifically exempt volunteer drivers. Brickwedde asked for members to send comments to Shughart and him electronically.

FY17 MCOTA budget update

Shughart reported that \$82,000 is budgeted for FY17, and will bring details to the next meeting.

2017 MCOTA meeting schedule

Shughart asked members to review the proposed meeting schedule for 2017 and to bring schedule conflicts to the next meeting.

Agency updates

- Dakota County: Corcoran and Shughart mentioned that small groups had been formed to work on projects for the Dakota County Collaborative.
- Schadauer noted that the draft Greater Minnesota Transit Investment Plan is accepted public comments until October 14, at minnesotago.org.

Public comments

There were no public comments.

Adjourn

A motion to adjourn was made by Willshire; the motion was seconded by Reis and then **approved** unanimously. The meeting ended at 3:21 p.m.

Future meetings: Tuesday, December 20 (and 2017 meetings to be determined)

Future agenda items: December:

- Volunteer driver insurance
- Detailed scope of Medicaid Program (Managed Care and Fee For Service) policies and their impact on volunteer programs
- Quarterly communications
- MCOTA budget update