

Minnesota Council on Transportation Access Meeting Minutes

April 24, 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 April 24, 2012 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
Doug Benson, Minnesota Department of Health
Tina Armstrong, Minnesota Department of Commerce
Mary Koep, Minnesota Board on Aging
Gerri Sutton, Metropolitan Council
Kelly Wosika, Minnesota Department of Education

Others Present

Judy Ellison, Minnesota Department of Transportation
Jackie Peichel, Minnesota Board on Aging
Bob Ries, Minnesota Department of Human Services
Noel Shughart, Minnesota Department of Transportation
Mike Schadauer, Minnesota Department of Transportation
Fay Simer, Minnesota Department of Transportation

Members Absent

Scott Leitz, Minnesota Department of Human Services
Dan Pollack, Governor's Office
Britta Reitan, Minnesota Management and Budget
Tony Kellen, Minnesota Public Transit Association
Chuk Hamilton, Minnesota Department of Employment and Economic Development
Ron Quade, Minnesota Department of Veterans Affairs

III. Review and Approval of Agenda

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

IV. Review and Approval of Minutes from 3/26/12

Motion was made, and seconded to accept the minutes. The motion carried.

V. Local Coordination Plan Synthesis Final Document

Ms. Simer presented the *Local Coordination Plan Synthesis* final document. The final document will be posted on the Center for Transportation Studies website. A link will be sent via email to council members once the final document is posted.

Council members discussion:

Mr. Benson suggested cross checking the document against MCOTA's work plan.

Ms. Willshire suggested all council members carry the document to future meetings pertaining to transportation.

Motion was made and seconded to accept the final document.

VI. Contract Template Completion Methodology

Ms. Wosika provided an updated workplan regarding the model contract template.

Action to take:

- Review document for writing clarity, message and format.
- Present and gather feedback from the Insurance Federation, Department of Human Service and Transit Association.
- Once adopted, disseminate the document through listservs, etc.

Council members discussion:

Mr. Benson asked, who will be responsible for approving the final model contract? Ms. Koep suggested that MCOTA run the model contract by the Attorney General's office regarding the age limit.

Mr. Henkel suggested we add another step to have legal review the template.

Mr. Schadauer suggested that the council provide final approval.

The Council's recommendation is that the Contract sub-committee will provide oversight to the final document and add Ms. Sutton to the sub-committee. The Council also recommends that the draft document be reviewed once again by the Council before submittal to other groups and that the Council will provide final approval.

Motion was made, seconded and approved to accept the approved methodology.

VII. 2012-2014 Workplan

Mr. Shughart reviewed the workplan briefs and directed us to the draft *MCOTA Work Plan SFY 2012-SFY2014* and *MCOTA Budget 4/24/2012* documents developed from the briefs.

A motion was made by Ms. Koep to adopt the *MCOTA Work Plan SFY 2012-SFY2014* document as presented. Ms. Wilshire seconded the motion. The motion was approved.

VIII. Economic Benefits of Coordination Study

Mr. Shughart reviewed the document titled: *Minnesota Council on Transportation Access : Supporting Transit Coordination, Accessibility and Efficiency in Minnesota Draft 3/24/12*. Directing our attention to the following three bullets:

- Identify cost saving coordination strategies that enable transportation operators to achieve significant economic benefits
- Evaluate to what extent the statewide transportation industry has implemented cost saving coordination strategies
- Quantify the fiscal impact on a statewide basis.

Council members discussion:

Ms. Koep requested clarification on “transportation industry.” Mr. Shughart clarified that “transportation industry refers to passenger transportation providers, human services and private enterprise.

Mr. Schadauer suggested we add a statement to address adding additional value due to coordination.

Mr. Henkel suggested we audit veteran’s transportation pre and post Veterans Transportation Community Living Initiative (VTCLI) grant award to identify the cost savings.

A motion was made by Ms. Willshire to amend the 2012 budget to approve the additional expenditure of \$5,000 to fund the Economic Benefits of Coordination Study, seconded by Ms. Armstrong. Motion carried.

IX. Member Reports

Ms. Willshire reported the Minnesota State Council on Disability will host a town hall meeting on the Olmstead Act at 444 Lafayette Road N, St. Paul and via videoconference.

Mr. Shughart provided a one pager on the Mobility Management Webinars available.

Ms. Wosika provided an update about the West Metro Regional Shared Transportation. The school districts have formed a group to share transportation services. The superintendent meeting is on Friday, April 27, 2012.

X. Public Comments

No comments

XI. Adjournment

Mr. Henkel adjourned the meeting at 2:30 P.M. Next meeting is scheduled for May 22, 2012. Hiway Federal Credit Union Administration Building, 840 Westminster Street, St. Paul, MN 55130.

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

Hand-outs

MCOTA Agenda April 24, 2012

MCOTA Meeting Minutes March 26, 2012

The State of Transportation

Workplan brief

MCOTA Work Plan SFY2012-SFY2014 Draft 4/24/12

MCOTA Budget 4/24/2012

Proposed Plan Timeline

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

Mobility Management Webinars