

# Minnesota Council on Transportation Access

## Meeting Minutes

June 7, 2011

### **I. Call to order**

Vice Chair, Joan Wilshire called to order the regular meeting of the Minnesota Council on Transportation Access at 1:08 pm on June 7, 2011 in the Elmer Andersen Building, 540 Cedar Street, St. Paul, MN 55155.

### **II. Attendees**

#### **Members Present**

*Vice Chair* – Joan Willshire, MN State Council on Disability  
Kelley Wosika, MN Department of Education  
Doug Benson, MN Department of Health  
Mary Koep, MN Board on Aging  
Bob Ries, MN Department of Human Services  
Tina Armstrong, MN Department of Commerce  
Gerri Sutton, Metropolitan Council  
Chuk Hamilton, DEED  
Tony Kellen, MN Public Transit Association

#### **Members Absent**

Julian Plamann, Governor's Office  
Britta Reitan, OMB  
Ron Quade, MN Department of Veterans Affairs  
Tim Henkel, MN Department of Transportation

#### **Guests**

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

#### **Others**

Jackie Peichel, MN Board on Aging  
Judy Ellison, Mn/DOT, Office of Transit  
Noel Shughart, Mn/DOT, Office of Transit

### **III. Review and Approval of Agenda**

A motion was made to accept the agenda as is. The motion prevailed, the agenda was adopted

### **IV. Review and Approval of Minutes from 2/24/11 and 4/28/11 meetings**

Noel Shughart read the minutes from the last two meetings February 24 and April 24. A motion was made to accept the minutes as is. The motion prevailed; the minutes were accepted and adopted as read.

## **V. Old Business**

- a) Approval of Center for Transportation Studies (CTS) Cost Proposal
- b) MCOTA Communication Plan

A motion was made by Tony Kellen to approve the CTS Cost Proposal and accept the Communications plan as is. Seconded by Gerri Sutton. The motion prevailed, the plan with amendment was accepted.

## **VI. Legislative Updates**

Judy Ellison reported a proposed reduction of \$3.7 M/year by the legislature. The Budget Bill was vetoed by Governor Dayton. The Governor's compromise proposal is to cut the proposed reduction in half. Under a reduced budget MNDOT will have to suspend some services. Highway Helpers will still be available in a limited capacity. Highway crews will be available on a limited basis for critical repairs.

Gerri Sutton stated that the proposed budget reductions will cut the Metropolitan Council's budget by 30 % and increases fares. There will be no news until the end of the month as to the final numbers and impact.

Bob Ries discussed language in the HHS policy bill to form a committee to merge STS (door through door service, clients must be certified through MNET) and Access Transportation Services (common carrier, volunteer services) into one service.

Joan Willshire introduced MNSCOD's new legislative lead.

## **VII. Bylaws Change-Electronic Voting-**

The issue of electronic voting under the open meeting law was discussed. Tina Armstrong shared her experience from MN Department of Commerce. MNDOT legal council has recommended it would be appropriate.

Mary Koep asked for clarification on who bares the cost of paying for the public to attend a public meeting.

Noel Shughart recommends that this goes to Bylaw committee for further discussion

## **VIII. Communications and Outreach Support**

Arlene Mathison from the Center for Transportation Studies shared what information has been added about the Council to the coordination website ([www.coordinatemntranist.org](http://www.coordinatemntranist.org)). Member list and meeting minutes are posted on the site. Future agency presentation may be also be added. Regional plans are located on the site and new 2011 plans will posted when ready. Noel highlighted a new link "Sharing the costs of Human Services Transportation." Arlene has been conducting interviews for the Coordination Successful Practice Examples. There will also be an audio recording of each interview in order to provide audio clips.

Joan requested that Noel issue a press release announcing the launch of these examples on the site. Noel mentioned that the planning and coordination workgroup would like to add a revenue section to the as well as info regarding Title III-B funding.

Tony asked if we are using Google analytics? Arlene affirmed that we are.

Noel needs a motion to allow for the amending of the CTS contract so CTS may develop video and audio clips . A motion was made by Joan Willshire to amend the CTS contract so CTS may develop video and audio clips and Tina Armstrong seconded and so moved. The motion prevailed, the contract will be amended to reflect video and audio clips was accepted.

#### **IX. Coordination Successful Practice Examples**

Arlene Mathison updated the Council on how the documentation of the examples was progressing. She shared the TriCAP example on what they would look like individually. Because of the tight timeframe for documenting this information, a brief on the successful practices was distributed to all the local coordination planning groups. This was done to insure the RDC's had information as they conducted their local plan workshops.

#### **X. Local Coordination Transportation Plans Update**

Background: the federal government requires a local planning process occur in order to fund projects with Job Access Reverse Commute (JARC), New Freedom and 5310 dollars. The local coordination plan must be developed on the local level every five years, the last plans were developed in 2006. We are using these plans as an opportunity. See handout "Local Coordination Plans—workshop write-ups 6/6/2011" Noel summarized that the workshops have generated a lot of ideas compared to 2006. The workshops have focused on what they can do locally rather than what the state can do.

Some Highlights:

- \*Marketing was a common theme. We need to have a better understanding of what transportation is out there.

- \*Software mentioned by many of the local planning groups.

- \*Third theme, the local planning groups see value in continuing to meet in the future.

Gina Baas offered that CTS could incorporate more storage space on the CTS website to help support the RDC's efforts in implementing the Local Coordination Plans and keeping interested parties abreast of the how they are meeting their objectives.

A question was asked about how much is available under the 5310 program. Judy Ellison estimated there was \$1.5 to \$2 M available annually. A question was also asked who administers 5310, JARC and New Freedom. Judy explained that the Office of Transit administers 5310 statewide and JARC and New Freedom funds in rural areas.

A suggestion was made to create a provider sub-committee. Noel will explore.

#### **XI. OLA Report: Non Emergency Medical Transportation-**

Bob Ries provided the “Access Transportation and Special Transportation Services” document. Bob explained that he works with state plan funded services only in DHS. Waiver services are covered by different DHS departments. They are administered by the Continuing Care Administration – Disability Services Division and Aging and Adult Services Division. Bob reviewed the difference between ATS and STS.

#### **XII. Committee Updates**

**Contract Subcommittee** – Kelly Wosika reported that the committee had a meeting with DHS as they have worked to restructure their contracting system based on new requirements from the Center for Medicare and Medicaid Services (CMS). They are now going to a standard contract and a uniform rate system. We discussed with the DHS staff what the transportation requirements under their new contract should consider. These include motor carrier provisions and insurance requirements. DHS was very interested in what volunteer insurance requirements are in place now.

**Planning and Coordination sub-committee** - Tony Kellen reported that the group reviewed and provided feedback on the sample template of the Coordination Successful practice examples template that will be posted on the CTS website. Discussion occurred about including Revenue within the Overview section, below the subheading of financial. Discussed the MN Board on Aging’s new Title III cost sharing policy implementation occurring with providers and consumers. Impact Title III – transportation.

**Bylaws sub-committee** - Noel reported that the bylaws would be submitted for consideration at a future meeting.

#### **XIII. Member Agency Comments**

There were no general agency comments at this time.

#### **XIV. Adjournment**

Joan Willshire adjourned the meeting at 1:47pm. June 28<sup>th</sup> meeting is canceled. We will wait to determine whether we will keep the July 2011 meeting scheduled.

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

#### **XV. Hand – outs**

Minnesota Council on Transportation Access Meeting Notes February 24, 2011.

Minnesota Council on Transportation Access Meeting Notes April 28, 2011.

Minnesota Council on Disability – Electronic Meetings

CTS Proposal for communications and outreach support for the Minnesota Council on Transportation Access

Advantages and disadvantages of webinars and audio recordings for the transportation coordination case studies

Minnesota Council on Transportation Access- Communication Plan

Successful Practice Examples

Local Coordination Plans Workshop write-ups 6/6/2011

Access Transportation and Special Transportation Services