

**Minnesota Council on Transportation Access (MCOTA)
Meeting Minutes**

Wednesday, June 28, 2017

Members Present

Chair – Tim Henkel, Minnesota Department of Transportation
Vice-Chair – Joan Willshire, Minnesota State Council on Disability
Julie Belisle, Minnesota Department of Education
Tiffany Collins, Minnesota Public Transit Association
Tim Held, Minnesota Department of Health (via phone)
Jon Kelly, Minnesota Department of Commerce (proxy for Peter Brickwedde) (via phone)
Thant Pearson, Minnesota Department of Employment and Economic Development (via phone)
Ronald Quade II, Minnesota Department of Veterans Affairs (via phone)
Gerri Sutton, Metropolitan Council
Harlan Tardy, Minnesota Board on Aging (via phone)
Claire Wilson, Minnesota Department of Human Services (via phone)

Members Absent

Peter Brickwedde, Minnesota Department of Commerce (Jon Kelly was proxy at this meeting)

Others Present

Kristie Billiar, Minnesota Department of Transportation
Heidi Corcoran, Dakota County (via phone)
Frank Douma, Univ. of Minnesota, Humphrey School of Public Affairs (via phone)
Kaydee Kirk, Univ. of Minnesota, Center for Transportation Studies
Roger Long, Voigt's Bus Companies
Arlene Mathison, Univ. of Minnesota, Center for Transportation Studies
Maureen Mishler, Aiken County Care (via phone)
Tim Mitchell, Minnesota Department of Transportation (via phone)
Diogo Reis, Minnesota Department of Human Services (via phone)
Mike Schadauer, Minnesota Department of Transportation
Sue Siemers, Minnesota Department of Transportation (via phone)
Tim Weltcin, Prime West Health (via phone)

Call to order and introductions

Henkel called to order the monthly meeting of the Minnesota Council on Transportation Access at 1:07 PM on June 28, 2017 at the MnDOT Central Office, St. Paul, MN.

Review and approval of agenda

Given that the researcher presenters were unable to join the meeting, Henkel requested to move the "Public Sector Uses of Transportation Network Companies: Case Studies" presentation to July. Wilshire made a motion to approve the agenda with the suggested changes; the motion was seconded by Sutton and then was unanimously **approved**.

Review and approval of minutes from 4/26/2017 meeting

Tim Weltcin's name will be corrected in the April minutes. Wilshire moved to approve the 4/26/2017 MCOTA meeting minutes with the recommended changes; the motion was seconded by Belisle and was then unanimously **approved**.

Status Update on joint Department of Human Services/MnDOT meetings

Mitchell and Wilson shared the purpose and status of the joint meetings. MMB facilitation services has been utilized to bring together MnDOT and DHS. Two initial meetings facilitated by MMB were held in March and the most recent meeting was in June. There will be report outlining what the process and results have been, including a joint work plan. The report will be presented at the next MCOTA meeting.

Henkel also noted that one of the goals with these meetings has been the roll out of the RTCCs. Meeting participants were better able to understand what the various agency offices do. The meetings provided a way for members get to know one another better and build relationships.

Status update Regional Transportation Coordinating Councils (RTCCs)

Mitchell shared that one of the outcomes of this joint agency process has been the RTCC concept. A draft concept, application, and process of forming the RTCCs will be shared in the next few months with the planning group.

The work of the RTCCs is a key component to the Olmstead Plan. The Olmstead group will be watching the rollout of the RTCCs; MnDOT is working to support this effort as well.

Members asked how organizations can support the RTCCs. Organizations will be asked to do a peer review, mentoring, share best practices, etc. as part of the tasks of the RTCCs.

MCOTA communications

- **Next stakeholder communication + review statistics from May MCOTA Update**

Members reviewed proposed content for the next issue but decided to delay the proposed June MCOTA Update to next month. This will allow MCOTA to hear the presentations from the researchers, whose work will be profiled as part of the next stakeholder communication.

- **Review website redesign – [click here to review](#)**

Members reviewed and suggested layout and content changes for the new website design. Willshire would like to send the draft website to her organization's web staff to ensure it is ADA accessible. Henkel said MnDOT web staff could also take a review. Mathison noted that the site has been made to be responsive on phones, smaller devices, etc. as well as having ADA accessibility. It was agreed that members will review the website content before the July meeting at which time approval will be requested.

MCOTA research projects

It was decided to table these items until the July meeting since the researchers were not able to attend.

- **Economic and Social Benefits of Volunteer Driver Programs in Minnesota: Case Studies**, Jerry Zhao, Humphrey School of Public Affairs, University of Minnesota
- **Public Sector Uses of Transportation Network Companies: Case Studies**, Saif Benjaafar, Industrial & Systems Engineering, University of Minnesota

Transportation Issues Identified at 2017 Aging and Odyssey Conference

Siemers shared that she and Shughart were vendors at the June Aging and Odyssey Conference. Many of the discussions they had with people were regarding the 1099 tax form issue. Another topic that attendees discussed with them was the lack of transportation across the state for all needed trips. Another issue was lack of volunteers and loss of volunteers. How does one know what type of transportation you are eligible for? It was clear that RTCC implementation is a very strong need statewide and people from this conference are very excited to become part of this effort. CTS will ensure that the Odyssey handout will be shared with the group via email following the meeting (complete since meeting).

Impact of Minnesota Department of Revenue clarification on volunteer programs

Collins shared more information on the IRS notice/rule on 1099 forms. A core group studied this issue this spring and it was agreed that 1099s need to be issued. In the first month that this notice/rule has taken effect, organizations have lost ~25% of their volunteers. Shughart is in process of talking with the Departments of Revenue and Commerce regarding this issues.

MCOTA could support the volunteer driver programs coming out of these discussion and also MCOTA can serve to educate agencies on the issues and potential impacts. An informational/educational letter from MCOTA to agencies on this topic could be sent, including a letter to the two agencies most closely associated with this issue; in addition, state legislators and congressional delegates should also be notified about this issue.

In light of this urgent issue, MCOTA members decided to:

- Establish a task force to identify interim solutions, including contacting elected officials with a formal letter. Willshire will lead the formation of this task force and Collins, Douma, Maureen Mishler, Jackie Peichel and Noel Shughart will be contacted to be involved.
- It was agreed 3 actions should be pursued as an immediate response on the loss of volunteer drivers:
 1. Clarify exact issues and impacts,
 2. Notify elected officials in writing,
 3. Identify ways to bring back volunteer drivers who recently left, many of whom are retired.

FY17 MCOTA budget update

Mathison provided an update on the FY17 budget and shared a handout with figures. The biennial ending balance is ~\$12,500; this will go back to the general appropriation fund with the Office of Transit for transit-related grants.

Agency updates

- July 26 is the 27th anniversary of the ADA law. Willshire encourages MCOTA members to attend the ADA rally at the History Center to show support for ADA, which has come under attack recently.
- The Greater Transit Investment Plan will soon be published and it will incorporate the changes from the recent legislative session.

Public comments: There were no comments.

Adjourn: Willshire motioned to adjourn; Sutton seconded; motion was unanimously **approved** at 2:12 p.m.

Future 2017 meetings:

- Wednesday, July 26
- Wednesday, August 23
- Wednesday, September 27
- Wednesday, October 25
- Wednesday, November 15
- Wednesday, December 20

Potential future agenda items: July:

- FY18-19 work plan and budget
- MnDOT autonomous vehicles bus study
- Program review of coordination projects
- Public/Private Partnership MTM-Timber Trails Transit
- New legislative required studies
 - DHS transportation waiver program
 - Metro Mobility connections to Lyft and Uber (attachment)

Standing agenda items:

- Review and approve agenda
- Review and approve meeting minutes
- Monthly communications – review and/or approve
- FY17 MCOTA budget update
- Agency updates
- Public comments