

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

**October 24, 2018**

**MnDOT Central Office Transportation Building**

**395 John Ireland Blvd, Saint Paul, Conference Room 461**

**1:00 p.m. – 3:30 p.m.**

## **Members present:**

Chair – Tim Henkel, Minnesota Department of Transportation

Vice-Chair – Joan Willshire, Minnesota State Council on Disability

At-Large Representative – Victoria Nill, Minnesota Department of Transportation

Tiffany Collins, Minnesota Public Transit Association (via phone)

Kelly Garvey, Minnesota Department of Education (via phone)

Jon Kelly, Minnesota Department of Commerce (via phone, proxy for Peter Brickwedde) (via phone)

Diogo Reis, Minnesota Department of Human Services (proxy for Claire Wilson)

Gerri Sutton, Metropolitan Council

Harlan Tardy, Minnesota Board on Aging (via phone)

## **Members absent:**

Susan Bishop, Minnesota Department of Health

Peter Brickwedde, Minnesota Department of Commerce (Jon Kelly served as proxy)

Laura Logsdon, Minnesota Management and Budget

Thant Pearson, Minnesota Department of Employment and Economic Development

Ronald Quade II, Minnesota Department of Veterans Affairs (via phone)

Claire Wilson, Minnesota Department of Human Services (Diogo Reis served as proxy)

## **Others present:**

Minnesota Department of Transportation:

Kristie Billiar, ADA Program and Policy

Jake Reuter, Office of Transit and Active Transportation

University of Minnesota, Center for Transportation Studies:

Kaydee Kirk

Arlene Mathison

Minnesota Board on Aging:

Clancy Farria

Jackie Peichel

Donovan H.

Stephanie Aasness, West Central Community Action (via phone)

Abby Fraiser, American Cancer Society (via phone)

Leah Hegg, American Cancer Society (via phone)

Kim Pettman, Transit Advocate (via phone)

Mark Schermerhorn, Anoka County Transit

**Call to order & introductions:** Henkel called to order the October meeting of the Minnesota Council on Transportation Access at 1:08 PM on October 24, 2018 at the MnDOT Central Office, St. Paul, MN. Everyone present and on the phone introduced themselves. Douma shared that Heidi Corcoran, formerly with Dakota County, has joined the staff of the Humphrey School in Douma's office.

**Review and approve agenda:** Kelly moved to approve the agenda, seconded by Sutton. The agenda was unanimously approved.

**Public comments:** Pettman shared the following comments:

- She complimented Metro Mobility on their successful fall outreach event at Wilder. She'd like to see a public outreach event for MCOTA, like the one held by Metro Mobility, where there are tabling opportunities. It is important to get members of the public to advocate more for transit as stakeholders. She would like to see ways to include the public as part of the strategic plan of MCOTA.
- She also commented on Olmstead and breaking down silos and the importance of intersectionality. If stakeholders in various communities understand the importance of Olmstead, this could lead to more funding opportunities for transit, housing, employment , health, etc. She emphasized the need to develop stronger connections with the public.
- Overall, it is important to have public facing events to effectively engage members of the public.

**9/26/18 meeting minutes:** Sutton moved to approve the September minutes, seconded by Nill. The minutes were unanimously **approved**.

**Update on proposed MCOTA strategic plan:** Rueter shared that MCOTA staff have talked through the suggestions received at the September meeting and have revised the strategic plan. Mathison shared that purpose of the project is to update the MCOTA 2015 Strategic Plan and she walked through the information that was provided in the document shared prior to the meeting. The RTCCs would be the point where there is engagement with the public. Stakeholder workshops could be added to the strategic plan if MCOTA would like to do that at an additional cost. Reis felt the plan reflected the comments from the last meeting. Reis moved to approve the work plan, tasks and associated costs, seconded by Kelly. The strategic plan was unanimously **approved**.

**Draft annual report:** Mathison shared the process for the annual report. The draft will go to the MnDOT Office of Communications by early November and that draft should have all edits incorporated. Mathison thanked the MCOTA committee of volunteers who helped with this effort. Mathison will revise the report based on the following feedback from members on the report sections:

- Summary: Retitle "Summary" to "Executive Summary"
- Introduction: Will make this section more clear and draw out how MCOTA has met its legislative duties.
- Pages 20-21:
  - Add the funding source for grants.
  - Clarify the role of the RTCCs with MCOTA. Need to be clear what the role of the RTCCs is at the local level.
- Henkel encouraged members to take time to fully review the report and send comments or changes to Mathison and Rueter by the end of the month.

**Quarterly stakeholder communication topics:** Mathison walked through the proposed content for the upcoming communications. Members did not have any comments at the meeting. Any comments or ideas are due to Mathison and Rueter November 4.

**RTCCs report outs:** Rueter shared that October 25 is the first quarterly meeting of the RTCC grantees and it will be held in St. Cloud. The majority of the RTCCs have met at least twice with stakeholders working towards creating a formal structure. The second RTCC grant application (Phase 1 – Planning) will be available November 1.

**MCOTA-RTCC framework walkthrough:** Rueter shared the revision of this document based on the feedback from members at the last meeting. This framework aims to establish a consistent method of communications for MCOTA. Members agreed that this is a helpful document and that it reflects the changes requested. The graphic and description of it will be included in the annual report.

**FY19 MCOTA budget update:** Rueter shared that MCOTA is on track to spend the anticipated budget amounts by the end of the calendar year. Members did not have any questions.

**Agency updates:**

**Olmstead Plan:** The next subcabinet meeting is October 29. The primary business item will be the work plans which will be discussed on a broad level. There is also work underway on the 2019 Olmstead Communications Plan that will be completed in the spring. Members did not have any questions.

**Other Updates:**

- Rueter shared that Shughart has shifted into a new role with MnDOT programs and Rueter will be playing a more prominent role with the work of MCOTA.
- Disability employment awareness month is in October. Willshire's organization, the Minnesota Council on Disability, is showing a movie on October 25 called Intelligent Lives on this topic.
- Peichel shared that the local AAA Board submits a plan on how they'll spend their funds; some of their funding includes transit funds. The plans are currently under review.
- Kelly has questions on the November meeting.

**Review draft agenda for next meeting**

- Henkel provided an overview of the draft November meeting agenda items. Members can submit agenda items to Rueter.
- Regarding the volunteer driver reimbursement legislation agenda item, Rutuer shared that a potential legislative push could be done on this topic based on past work; this agenda item will be more of a working session item. Collins added that her office is meeting with MnDOT in November to discuss this effort.
- It would be helpful to have face-to-face opportunities for MCOTA to engage with the RTCCs. In addition to Sue Siemers, could there people at the RTCC local level to attend/share updates at MCOTA meetings?

**Adjourn:** Willshire made a motion to adjourn the meeting; the motion was seconded by Kelly. The motion was unanimously **approved**. The meeting ended at 2:07 p.m.

**Future meetings on Wednesdays, 1:00-3:30pm, MnDOT Central Office**

- **2018:** Nov 28, Dec 19
- **2019:** Jan 23, Feb 27, Mar 27, Apr 24, May 22, Jun 26, Jul 24, Aug 28, Sep 25, Oct 23, Nov 27, Dec 18

**Future agenda items:**

- Strategic planning ½ day

**November:**

- Review and approve final draft of the annual report
- Update on proposed strategic plan
- RTCCs report outs
- Disability Awareness Training

**Standing agenda items:**

- Review and approve agenda
- Public comments
- Review and approve meeting minutes
- Quarterly stakeholder communication – review and/or approve
- FY19 MCOTA budget update
- Agency updates
- Review draft agenda for next monthly meeting