

Minnesota Council on Transportation Access (MCOTA) Meeting Minutes
November 20, 2019
MnDOT Central Office Transportation Building
TEC Conference Room (basement level)
1:00–3:30 PM

Members present:

Chair – Tim Henkel, Minnesota Department of Transportation
Vice-Chair – Joan Willshire, Minnesota State Council on Disability
Ellen Pillsbury, Minnesota Department of Health (proxy for Susan Bishop)
Peter Brickwedde, Minnesota Department of Commerce
Tiffany Collins, Minnesota Public Transit Association (via phone)
Shawn Kremer, Minnesota Management and Budget
Rolando Sotolongo, Minnesota Department of Veterans Affairs (via phone)
Gerri Sutton, Metropolitan Council
Jim Varpness, Minnesota Board on Aging

Members absent:

At-Large Representative – Victoria Nill, Minnesota Department of Transportation
Kelly Garvey, Minnesota Department of Education
Diogo Reis, Minnesota Department of Human Services
Jodi Yanda, Minnesota Department of Employment and Economic Development

Others present:

Minnesota Department of Transportation:

Kristie Billiar, ADA Program and Policy
Sara Dunlap, Office of Transit and Active Transportation
Tom Gottfried, Office of Transit and Active Transportation
Tim Mitchell, Office of Transit and Active Transportation
Jacob Rueter, Office of Transit and Active Transportation
Sue Siemers, Office of Transit and Active Transportation (by phone)
Noel Shughart, Office of Transit and Active Transportation

University of Minnesota:

Heidi Corcoran, Humphrey School of Public Affairs (by phone)
Kaydee Kirk, Center for Transportation Studies
Arlene Mathison, Center for Transportation Studies

Jackie Peichel, Minnesota Board on Aging
Alan Hermann, Scott County
Mark Schermerhorn, Anoka County Transit
Sheila Holbrook-White, Washington County
Kim Pettman, Transit Advocate (by phone)

Call to Order + Introductions

Henkel called to order the October meeting of the Minnesota Council on Transportation Access at 1:05 PM on October 23, 2019 at the MnDOT Central Office, St. Paul, MN. Everyone present and on the phone introduced themselves.

Review and Approve Agenda

Varpness moved to approve the agenda, seconded by Sutton. The agenda was unanimously **approved**.

Public Comments

Pettman commented on the interagency structure of MCOTA and the importance of working on the same page. She felt MCOTA is not yet embodying inclusion and offered some ideas on resources including the idea of a statewide

scavenger hunt on transportation coordination. This would be an active learning hands-on activity to better understand gaps and challenges and to experience what other people are experiencing.

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Sutton moved to approve the May minutes, seconded by Varpness. The minutes were unanimously **approved**.

Final Draft of the Annual Report

Mathison provided an overview of the annual report. Member feedback included the following:

- list the strategic plan as on-going since it is not yet complete
- would be helpful to list out all six TCAPs
- information on page 16 will be updated to list more clearly
- minor grammar changes throughout

Sutton moved to approve the final draft of the annual report as edited; the motion was seconded by Brickwedde. The draft final report as edited were unanimously **approved**.

Mathison shared the process for the annual report. She will add the feedback provided at the meeting and will send a Word version of the report to members for them to add any potential changes. The draft will then go to the MnDOT Office of Communications by early December. Mathison thanked the MCOTA committee of volunteers who helped with this effort.

Quarterly Stakeholder Communication

Mathison shared proposed content for the next communication. Based on member feedback, the language for the strategic plan will be updated to reflect that the plan is in progress. Members agreed that the first bullet point will be modified to use the word “consider.” Members agreed that the communication will be issued after the November meeting. Varpness moved to approve the stakeholder communication, seconded by Kremer. The minutes were unanimously **approved**.

FY20 MCOTA Budget Update

Rueter shared that the budget is on track and balanced.

Strategic Plan Discussion

Henkel expressed the importance of ensuring the group is moving at the right pace and that all members are feeling comfortable with the process, timing, and plan’s development. The draft plan has fully incorporated the comments from October meeting. The intent is to have the plan provide clear direction for MCOTA moving forward. The process is designed to ensure all members are provided ample time to review this second draft of the strategic plan.

Rueter then provided an overview of the revisions in the current draft plan. Some key changes include the addition of an executive director to support the work of the council, an updated organizational structure, and the election of a chair annually. The election of the chair would take place after the agency senior leadership meeting.

Member feedback:

- The current plan reads like a work plan but is not an articulated vision. How can we align people, money, and policy around transportation coordination? Would recommend adding a vision element to the plan. This current draft plan could serve as the start for a work plan.
- Collins noted that she will bring the draft plan to MPTA for review/comment.
- If a vision is added, the plan will require additional visioning work and there is a need for members to provide critical input.
- Brickwedde will provide the templates from the Children’s Committee plan as a format to potentially use for the MCOTA plan.
- The MCOTA legislation has been very prescriptive and this is why the past plan was set the way it was, more of a work plan.
- In order to make significant changes, a resource discussion is needed.

At the next meeting members agreed that the full group will need agreement/decision on the plan's format, direction, and content. As always, members are welcome to reach out to Henkel with any questions or comments.

Agency Updates:

- **Olmstead Plan:** Billiar shared that subcommittee meets 11/25 and it is a quarterly reporting period. On tap for discussion is the plan's Goal 3 that is related to span of service provided (weekday, Saturday, and Sunday). Not having Sunday service is a significant barrier.
- **Other Member Updates:** No other updates were shared.

Adjourn

Brickwedde made a motion to adjourn; Sutton seconded. All **approved**. The meeting was adjourned at 1:54 PM. Next meeting is December 18 to be held 1:00-1:30 via video and phone conference.