

**Minnesota Council on Transportation Access (MCOTA) Meeting**  
**Wednesday, March 24, 2021**  
**1:00 – 3:00 PM**  
**This is a virtual meeting via Zoom.**

Join Zoom meeting at <https://umn.zoom.us/j/495285640> if you have computer/device audio.  
Or dial by phone either +1 646 558 8656 or +1 669 900 6833, enter meeting ID: 495 285 640. Please  
mute the speaker on your computer/device unless you are talking. For phones, press \*6 to mute or  
unmute and \*9 to raise your hand.

*Supporting meeting materials available at [www.CoordinateMNTransit.org](http://www.CoordinateMNTransit.org)*

**DRAFT AGENDA**

- 1:00 **Call to Order + Member Roll Call** – Tim Henkel, MnDOT and MCOTA Chair; All
- 1:10 **Review + Approve Agenda** – All  
*Action: Approval*
- 1:15 **Public Comments** [click here to submit comment](#)  
*Action: Individuals who have signed up to comment at least 2 days prior to the meeting and who are speaking on topics related to an agenda item will receive priority during the public comment period. Members of the public are allowed up to 3 minutes for comment.*
- 1:20 **January Meeting Minutes** – All  
*Action: Approval*
- 1:25 **Legislative Update**  
*Action: Information and Discussion*
- State Agencies – Erik Rudeen, MnDOT; Diogo Reis, MN Department of Human Services; and other State Agencies relative to transportation access
  - MPTA – Sherry Munyon
- 1:35 **MCOTA Work Teams**
1. **Volunteer Driver** – Tom Gottfried, MCOTA Executive Director
    - **Highlights from Volunteer Driver Virtual Forum Series** – Karen Onan, East Central RTCC and Beverly Sidlow-Tolliver, Arrowhead Regional Development Commission (ARDC) and NE Minnesota RTCC  
*Action: Information*
  2. **Communications** – Michelle Lichtig, MnDOT and Arlene Mathison, Center for Transportation Studies, U of MN
    - **Draft Quarterly Newsletter** – Arlene Mathison  
*Action: Approve March issue; Review proposed June topics*
    - **Website Redesign** – Arlene Mathison

- Structure and visuals  
*Action: Information*
    - **Member manual/orientation** – Tom Gottfried  
*Action: Information and discussion*
  - 3. **Operations** – Tom Gottfried  
*Action: Information*
  - 4. **Research** – Tom Gottfried  
*Action: Information and discussion*
- 2:05 **June 23 Agency Senior Leadership meeting** – Tom Gottfried  
*Action: Information and Discussion*
- Greater MN Regional Transportation Coordinating Councils (RTCCs) & Twin Cities Transit Coordination Assistance Projects (TCAPs)**
- 2:25 1. **Program/Grants Update?** – Michelle Lichtig  
*Action: Information*
- 2:30 2. **Presentation: TBD**  
*Action: Information and discussion*
- 2:45 **Agency Updates** – All
- **Olmstead Plan** – Kristie Billiar, MnDOT
  - **TBD**
  - **Member Round Robin**  
*Action: Members are invited to share relevant updates or information relative to transportation coordination for 1-2 min. each*
- 2:55 **Review Draft Agenda for May Meeting** – Tim Henkel, All
- 3:00 **Adjourn**

**Remaining MCOTA Volunteer Driver Virtual Forum Series:**

- 3/17/21, 5th Stop:
  - *Person-centered Practices & Disability Etiquette for Volunteer Drivers: 9:30-11:30 a.m.*
  - *Cultural Diversity & Equity Training: 1:00-3:00 p.m.*
- 4/21/21, 6th Stop:
  - *Trauma-informed Care Training: 9:30-11:30 a.m.*
  - *Providing Community Education About People Who Are Deaf and Hard of Hearing: 1:00-3:00 p.m.*
- 7th Stop: *Best Practices for Volunteer Driver Programs to include: Safety, Security, Crisis, Medical, Passenger, Resiliency & Boundary Issues:*
  - 5/19/21
    - 9:30 – 11:30 am (part 1 of 4)
      - *Module 1 – Safety & Security*
      - *Module 2 – Emergency Preparedness*
    - 1:00 – 3:00 pm (part 2 of 4)

- *Module 3 – Passenger Assistance & Safety*
- *6/2/21*
  - *9:30 – 11:30 am (part 3 of 4)*
    - *Module 4 – Dealing with Difficult Customers and Self Care*
  - *1:00 – 3:00 pm (part 4 of 4)*
    - *Module 5 – Ethics and Boundaries*
    - *Module 6 – Best Practices & Summary*

***Future MCOTA Meetings, 1:00-3:00:***

- *Wed May 26, 2021*
- *Wed, June 9, 2021 (possible special meeting)*
- *Wed, June 23, 2021: Agency Senior Leadership Team meeting*