Members Present
Tim Henkel, Committee Chair
Kelly Wosika, MN Department of Education
Gerri Sutton, Metropolitan Council
Doug Benson, MN Department of Health
Mary Koep, MN Board on Aging
Joan Willshire, MN State Council on Disabilities
Representative Paul Gardner, MN House of Representatives
Ron Quade, MN Department of Veteran Affairs
Tony Kellen, MN Public Transit Association
Tina Armstrong, MN Department of Commerce
Gina Baas, CTS University of Minnesota

Members Absent
Senator D. Scott Dibble, MN Senate
Bonnie Elsey, MN DEED
Billi Jo Zielinski, MN Department of Human Services
Rima Kawas, Governor’s Office

State Agency Staff
Bob Ries, MN Department of Human Services
Jackie Peichel, MN Board on Aging/DHS
Judy Ellison, Mn/DOT, Office of Transit
Noel Shughart, Mn/DOT, Office of Transit
Tom Gottfried, Mn/DOT, Office of Transit
Becky Alper, Mn/DOT, Office of Transit
Diane Contreras, Mn/DOT, Office of Transit

Public Attendee
Michael Weidner, Paratransit Providers Association

Welcome
Tim Henkel, Committee Chair, welcomed everyone to the last meeting of the Interagency Committee on Transit Coordination. He noted that the Governor signed recent legislation to establish the MN Council on Transportation Access. This new Council will convene its first meeting within two weeks after representatives have been designated from the 13 member agencies identified in the new legislation.

Review of ICTC Transition Steps
Noel Shughart noted that back in June committee members participated in a prioritization activity that identified work plan items for consideration by the Minnesota Council on Transportation Access. Those five items are:
1. Advocate aggressively for eliminating barriers to coordination, implementing coordination strategies, enacting necessary legislation, and appropriating resources to achieve the council’s objectives.

2. Facilitate the creation and operation of transportation brokerages to match riders to the appropriate service, promote shared dispatching, compile and disseminate information on transportation options, and promote regional communication.

3. Recommend an interagency uniform contracting and billing and accounting system for providing coordinated transportation services.

4. Compile information on existing transportation alternatives for the transit public, and serve as a clearinghouse for information on services, funding sources, innovations, and coordination efforts.

5. Identify barriers prohibiting coordination and accessibility of public transportation services and aggressively pursue the elimination of those barriers.

As required by statute, the Council must also set up a budget and approve a work plan. The new legislation includes an annual appropriation (2010 thru 2014), of $100,000 for administrative support and other costs relating to the preparation of required reports.

To provide assistance to the new Council, Noel would like members to confirm direction of the contract template and planning guidance. He also asked members to review the content of the coordination website and contact him with any recommended changes or comments. He will work with Gina to incorporate website comments/changes.

**Planning Guidance Recommendations**

Doug Benson reported that a subcommittee was convened to review the 2006 local coordination plans and to issue guidance for the 2010-2011 local coordination planning process. The subcommittee concluded that the planning process should be conducted by the Regional Development Commissions (RDC) as they have prior experience in this process. Each RDC would convene a steering committee composed of a broad base of stakeholders to guide the development of their local coordination plan. These steering committees would obtain information for their plans through surveys that focus on transit satisfaction and strategies to meet transportation needs in their region. Doug noted that a key element of the update to the local coordination plans will be the identification of resources by conducting an inventory of the current system. This data collection effort will identify strengths in existing transportation providers and identify possibilities for coordination. Information obtained from the surveys and resources identified will be used in local community forums and workshops to select general strategies to improve quality and/or efficiency of transportation services.

**MOTION:** Doug made a motion that the committee approves these guidelines for consideration by the MN Council on Transportation Access. Joan Willshire seconded.

After discussion by the group, Bob suggested that an amendment be made in the wording of the motion. He suggested that the motion indicate that the ICTC approves this guidance...
document and recommends that the new council considers the work completed in this
document in the final endorsement of a Local Coordination Plan Guidance document.

Motion carried.

**Contract Template**

Kelly Wosika reported that the Contract Template subcommittee was formed to recommend
best practices and contract guidelines to local contractors to consider when entering into a
transportation contract with subcontractors to provide transportation services. This contract
incorporates contract requirements specific to Mn/DOT, DHS and the Minnesota State Council
on Disability while providing a format that can be used consistently by all State and local
agencies. Contract terms and definition have also been developed to enhance consistency
among State agencies.

The draft contract template addresses 28 elements. Kelly noted that while some elements
should be included in all contracts, others may be considered optional or do not apply to all
situations. However, the plan recommends that each contract should contain the following
elements.

- Demographic/Header Information
- Compensation and Billing
- Accessibility
- Subcontractor Responsibilities
- Records and Reports
- Insurance
- Indemnification
- EEO Requirements
- Amendment Procedure

Kelly noted that the contract template needs some polishing and that the contract should be
brought back to the Department of Human Services and Department of Transportation, and to
local agencies to get their feedback on some of the criteria because they either work with
agencies, or are contractors who would use it. Once it is a final document, it should be posted
to the web so that it is available to contractors.

**MOTION:** Tina Armstrong recommended that the ICTC forward the Transportation Model
Contract and list of action items to the MN Council on Transportation Access for consideration
and stakeholder engagement. Gina Baas seconded. Motion carried.

**2010 Governor’s Report**

Noel reviewed the draft Governor’s Report with members and as he was reviewing it,
committee members made suggested changes.
MOTION: Noel made a recommendation that members adopt the report with changes suggested. Bob Ries so moved and Joan Willshire seconded. Motion carried.

Noel will send the final version of the report to members before it is submitted to the Governor’s office.

Member Agency Reports on Transportation

Joan Willshire, MN State Council on Disabilities, reported that the Transportation Dialogue that was held in Rochester was very successful. Joan also reported that the 20th anniversary celebration of ADA, held on July 26 at the Nicollet Island Inn in Minneapolis, was very well attended.

Mary Koep, MN Board on Aging, reported that the Board will host a Strategic Planning Session in September.

Gerri Sutton, Metropolitan Council, reported that the Council has two planning activities going on. The Transportation Policy Plan is being amended and an effort is underway to adopt some transit way guidelines.

Tom Gottfried, Mn/DOT Office of Transit, reported that the grant application process is underway. He also reported that the Office of Transit is very interested in finding funding for a Mobility Management project in St. Cloud.

Representative Paul Gardner, MN House of Representatives, is very appreciative of all that this committee has done. He is aware that there are problems to solve in order to truly coordinate transportation, such as resources. He is very supportive of Green Transportation.

Tony Kellen, MN Public Transit Association, reported that the Annual Public Transit Conference is scheduled for September 13-15, 2010, in Rochester.

Gina Baas, CTS University of Minnesota, reported that the Center for Transportation Studies has a new director, Laurie McGinnis.

Tina Armstrong, MN Department of Commerce, reported that the Department of Commerce conducted a meeting to discuss Healthcare Reform Exchanges.

Doug Benson, MN Department of Health, reported that his agency is concerned about healthcare. Not only how to make it affordable, but access to it is an issue.

Becky Alper, Mn/DOT Office of Transit, encouraged members to go to the Office of Transit’s website to review the preliminary results of the on-board surveys of transit riders on all public transit systems in Greater Minnesota. Surveys were conducted as part of the public participation process for the Greater Minnesota Transit Investment Plan.
Noel Shughart, Mn/DOT Office of Transit, noted that Mn/DOT is in the process of developing the Greater Minnesota Transit Investment Plan as directed by the Minnesota State Legislature. Based on identified needs, the objective of the plan is to determine the level of funding required to meet at least 80 percent of total transit service needs in greater Minnesota by July 1, 2015, and at least 90 percent of total transit service needs in greater Minnesota by July 1, 2025. When this plan is completed, it must be reviewed and approved by Mn/DOT’s SCAMPI Committee before it can be published.

Public Comments

Michael Weidner, Paratransit Providers Association, expressed his disappointment that private industry has not been included as a stakeholder in this group. He feels that they have a lot to offer.