Minutes

1. Welcome & Introductions

Review of Agenda
Attendee introductions

Attendees: Andy Hubley, ARDC; Beverly Sidlo-Tolliver, ARDC; Kristen Cruikshank, Area Agency on Aging; Lisa Hanson, Lake County HHS; Voni Vegar, Arrowhead Transit; Sue Siemers, MNDOT; Tom Gottfried, MNDOT/MNDHS; Mary Boven, Age Well Arrowhead; Scott Zchorik, AEOA; Tracy Jenny, ARC Northland; Maren Webb, MNDOT; Chris Belden, DTA; via phone- Tim Schmutzer, PHASE; Janet Nilsen, St. Louis County

2. Approval of RTCC Phase II Operational Implementation Plan

Phase II Operational Plan was reviewed and approved with changes to ARDC staffing and RTCC coordinator contact information.

3. Approval of Communication Plan

Communication Plan was reviewed and approved.

4. Report from Subcommittee

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<tr>
<th>Subcommittee</th>
<th>Updates</th>
<th>Next steps and other comments</th>
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<tr>
<td>Volunteer Driver-Kirsten</td>
<td>-Focusing on data collection of volunteer driver programs in region</td>
<td>-Wilder Foundation Gaps Analysis workshop is Oct 21&lt;sup&gt;st&lt;/sup&gt; in Duluth. Bev is attending.</td>
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<td>-Kirsten &amp; Bev attended (via Skype) Metro AAA’s meeting about reimbursement rate and insurance legislation. The meeting provided information on the proposed State and Federal bill and asked agencies to provide stories from participants of Title III transportation programs.</td>
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<td>-Bev is meeting with the other RTCC’s on Oct 17&lt;sup&gt;th&lt;/sup&gt; to discuss coordinated efforts between the RTCC’s and advocacy for volunteer driver legislation.</td>
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<td>Rider Training-Bev</td>
<td>-Brainstormed ‘train the trainer’ ideas for program participants to train or develop materials to educate rider/potential riders</td>
<td>-Bev attended Advanced Mobility Training.</td>
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<td>-Some ideas shared by RTCC members: Travel Trainer Carol Wright from Easterseals, Rider Buddy programs, DTA sponsored training event</td>
<td>-RTCC members shared ideas of audiences and where to provide training: Nursing homes, schools, UMD, large employers, finding the under-utilized transit users.</td>
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5. Age Well Presentation
Kim Hileman, Program Director at Age Well presented Ride Scheduler, a transportation coordination software. Age Well has estimated 12 active volunteer drivers. Age Well’s drivers are given incentives as a driver such as gift cards. Riders pay for their rides and their fee supports the software and administration costs for the volunteer driver program. Ride Scheduler has interface for several information fields on both drivers and participants. Age Well staff inputs rider requests and drivers are sent an email notification. Brochure and Ride Schedule pricing was passed out.

6. Objectives for Next meeting
Continue to review progress of task list and subcommittees

Meeting calendar - ARDC space and conference phone reserved for all meetings 1:00 – 3:00

- July 15, 2019 (canceled)
- August 12, 2019 (canceled)
- September 9, 2019 (@Visit Duluth Office)
- October 14, 2019 (location TBA)
- November 18, 2019 (1 week delay due to Veteran’s Day Holiday)
- December 9, 2019
- January 13, 2020
- February 10, 2020
- March 9, 2020
- April 13, 2020
- May 11, 2020
- June 8, 2020

Attachments: Approved Phase II Operational Implementation Plan, Approved Communication Plan, Current RTCC Board Member list