Regional Transportation Coordinating Council (RTCC)-Implementation Phase - Meeting 1
Date: September 9, 2019 Time: 1:00 – 3:00
Location: Visit Duluth Office, 225 W. Superior St., Suite 110, Duluth Minnesota

Minutes

1. Welcome & Introductions

Review of Agenda
Go around of attendee introductions

Attendees: Andy Hubley, ARDC; Beverly Sidlo-Tolliver, ARDC; Kristen Cruikshank, Area Agency on Aging; Lisa Hanson, Lake Count HHS; Sue Siemers, MNDOT; Mary Boven, Age Well Arrowhead; Scott Zchorik, AEOA; Toni Rothmeier, Pinwood; Paul Carlson, AEOA; Laurie Berner, ARC Northland; Maren Webb, MNDOT; Chris Belden, DTA; Brian Bluhm, Healthy Northland; David Lutzka, UDAC; via phone-Rennee Bymark, Elder Circle; Rinna Waters, ODC Itasca County

2. Election of Officers (Chair and Co-Chair)
Andy suggested that Chris Belden serve as Chair. Council approved.
Kristen nominated Lori Berner for Co-Chair. Toni Rothmeier seconds. Council approves

3. Project Background
Andy provided overview of RTCC Phase I Planning.

4. Review of task list
Phase II of RTCC is due June 30, 2020
Task 1 Support RTCC Operation: RTCC meetings and development of communication plan. Ongoing funding options to be investigated later in grant year.
Task 2 Transportation Data: Geographically base data collection of volunteer driver logistics. Long term goal is to contribute data to state wide sponsored data base currently in development.
Task 3 Transit Planning: RTCC Council serves as subcommittee for this task.
Task 4A Transit Rider Training: Several members expressed interest in this task. One of top barriers is that many people do not know how to ride public transits. YouTube videos and apps were identified as tools for this task.
Task 4B Vehicle Sharing: Insurance and policies were identified as barrier in this task.
Task 5A-D Volunteer Driver: Cataloging of riders needs and connecting with appropriate and available drivers. Local/regional agencies providing transportation utilize their own internal software. RTCC task is focused on data collection for the eventual state-wide database.

5. Subcommittees - members, meetings: RTCC members were asked to sign up for subcommittees focused on the tasked outlined in RTCC Phase II Implementation Phase. Subcommittee membership is not limited to RTCC members and RTCC coordinator will reach out to other potential members. RTCC council members serving on subcommittee are expected act in leadership role and motivate action to complete the task.
6. **Action Items - Data Collection, Communication Plan**

**Communication Plan:** Meeting notices, minutes, and other appropriate information will continue to be emailed to RTCC members as well uploaded to the MCOTA RTCC webpage [http://www.coordinatemntransit.org/regional/rtccs/](http://www.coordinatemntransit.org/regional/rtccs/).

ARDC will create link on their website directing to the MCOTA RTCC webpage.

Council member asked to be emailed meeting notes from subcommittee meetings and include updates from subcommittee as a standing agenda item.

Social media (ie: Facebook page) for RTCC could be looked at in the future.

**Data Collection:** Beverly and Charlie Moore will develop preliminary data collection plan to be reviewed by subcommittee.

Chris will send GIS files to ARDC.

Barriers of data collection include consistently changing driver availabilities and overall complexity of volunteer driver logistics.

7. **Committee Objectives for Next Meeting**

Mary offered to give presentation on Age Well’s rider scheduler software and to have next meeting at Age Well’s meeting space. Beverly will connect with Mary on both for next meeting.

Decide on communication plan
Decide on data to collect

8. **Next Meeting Date:** See below for upcoming meeting dates. Email reminder and agenda will be sent out a week prior.
Additional information: Sue stated the other RTCC’s state wide are in a variety of levels within the planning and implementation parts of the process. There are quarterly RTCC coordinator meeting put on by the state but any RTCC member can attend. September 25-26th is Advanced Mobility Management training in St. Cloud. Beverly will be attending.

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