Steering Committee Meeting #2

Date: November 26, 2018  Time: 1:00PM  Duration: 2 hours

Location: Skype Conference Call. Phone Number: (919) 238-4499; Conference ID#: 14482562

Agenda

1. Welcome and Introductions
2. Review and Finalize Agenda
3. Set Steering Committee Meeting Dates & Times
4. Southeast Minnesota Together Convening Debrief
   a. Presentation Review
   b. Feedback Received
5. Engagement Plan Outline
   a. Partners – who will help drive this?
   b. Messages – what messages need to be conveyed and questions asked?
   c. Activities – what activities will gather the information?
   d. Timing – when do these activities happen?
6. Next Steps & Discussion
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Participants: Jennifer Prins, Three Rivers Community Action; Jerry Gabrielatos, City of Albert Lea; Sandi Goslee, ROCOG; Joe Jacobson, Rochester City Lines; Laurie Brownell, SEMAAA; Dan Conway, SEMAAA; Sue Seimers, MnDOT; Jean Meyer, MnDOT; Noel Shughart, MnDOT; Melissa Cummins, SEMCIL; Anna Potter and Mary Karlsson, Kimley-Horn

Members not available: Brian Carlson, SE MN Together; Chris Giesen, Community and Economic Development Associates; Kelly Harder, Dakota County Transportation Coordinating Collaborative

Notes

1. Starting in January 2019, Steering Committee meetings will be in the morning of the 4th Thursday of each month. In order to accommodate Holiday schedules, Kimley-Horn will send a doodle poll to determine the best time for the December meeting.

2. Southeast Minnesota Together Convening Debrief:
   a. The key feedback received (themes) from this convening included ensuring that seniors, the disabled, and children will be prioritized users, that providers are coordinated in their services, and that language and communication is not a barrier to entry. A full summary of feedback was distributed and reviewed.
   b. Joe mentioned that it was clear that this RTCC will face different challenges from the Dakota County example because the SE MN RTCC entity will cover more than one jurisdiction. Regardless, Kelly’s presentation and experience will be useful moving forward.

3. Engagement Plan Outline – Stakeholders
   a. MnDOT encouraged the group to coordinate with both County Commissioners and Human Services Directors, including any elected officials serving on transit advisory committees
   b. MnDOT suggested that more transit agencies be asked to join the Steering Committee. Jennifer Prins will send invitations to Rolling Hills, SMART, Winona, and La Crosse to join the committee.
   c. MnDOT suggested that cities with a population of less than 5,000, such as La Crescent and Byron, be included as stakeholders.
   d. MnDOT suggested that 5310/Day training and habilitation (DT&H) transit providers be included. Jean to send link to Jennifer with directory.

4. Engagement Plan Outline – Messages
   a. MnDOT suggested that the RTCC value/benefit messages may include:
      i. Filling existing transportation gaps for people and organizations
      ii. Private sector expands markets to serve more people

5. Engagement Plan Outline – Activities
a. Sue and Jennifer noted that to attract the best attendance, meeting(s) should be geographically organized instead of tailored to government and to providers. The group said that hosting meetings in Winona, Rochester, Owatonna/Albert Lea, and Northfield work well.

b. Sue noted that Regional Development Commissions (RDCs) are other grant recipients statewide and that the grant recipient should be the entity to send out the engagement materials (as opposed to the consultant). Kimley-Horn will create materials, including a handout for Steering Committee members to distribute that summarizes key benefits and contacts

i. CTS is building a public facing website where RTCC messaging can be stored/shared. The site is being sponsored by the Minnesota Council on Transportation Access (MCOTA)

6. Determining which institution will file for the articles of incorporation will be a future agenda item. In three of the eight grant recipients statewide, the bylaws are ready and written that propose the RDC to be the primary entity of the RTCC. The other five grant recipients are in the process of deciding who is the best fit to be the primary agency if not the RDC.
Agenda

- Welcome and Introductions
- Set Meeting Dates & Times
- Southeast Minnesota Together Convening Debrief
- Engagement Plan Outline
- Next Steps & Discussion
RTCC Planning Phase
July 2018-June 2019

SE MN RTCC

Organizational Framework and Implementation Plan

Relationships

Financial Plan
Southeast Minnesota Together Regional Convening Debrief
SE MN Together - November 2018
Regional Convening

• Agenda
  • Kelly Harder – Lessons Learned from Dakota County Transportation Coordinating Collaborative
  • Mary Karlsson – SE MN RTCC Update
  • Interactive Discussion
  • Lunch & Administrative Items
  • Tom Fischer – Transit: Opportunities for Rural Community Design and Development
  • Interactive Discussion
RTCC Presentation Topics at 11/15 SE MN Together Convening

- 11 county-area
- Current environment
- 2017 Regional Transit Coordination Plan Outcomes
- Why did we apply to start a RTCC?
- What is an RTCC?
- What will an RTCC do?
- RTCC Start-Up Process
- How will the RTCC function?
- How will the RTCC be funded?
Discussion Questions

• Do people in your community experience issues with traveling where and when they need? Or do businesses experience issues with customers or employees traveling to their facility? What kind of issues do they face (access, timeliness, cost, etc.)?
• Has your community reached out to a transportation provider for help with coordinating transportation? What kinds of issues led to the request for help? Were the issues resolved?
• What kind of conversations has your community had about transportation coordination?
• Is your community doing transportation coordination that is working well? What are you doing?
• How do you anticipate that a regional transportation coordinating council could complement or potentially create challenges with your work?
Feedback Received

• See summary document in attachment
Engagement Plan Outline
*See attachment
Next Steps & Discussion
Next Meetings

- Steering Committee – TBD
- January – Public Meeting #2 (Government)
- February – Public Meeting #3 (Service Providers)