



## **ACT Board Meeting**

### **Minutes – July 1, 2020 - 9:00am**

### **Electronic meeting via Zoom**

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#### **1) Introductions**

**Members Present:** Colin Lentz (SRPC), Rad Nichols (COAST), Debbi Perou (Rockingham Nutrition Meals on Wheels), Donna Fanny (Future In Sight), Scott Bogle (Rockingham RPC), Margie Longus (Ready Rides), Fred Roberge (Easterseals NH), Sharon Reynolds (citizen member), Maria Reyes (Seacoast Public Health Network), Cheryl Robicheau (Strafford CAP), Tory Jennison (Connections for Health), Tahja Fulwider (Ready Rides)

**Staff Present:** Jeff Donald (COAST)

R. Nichols made an announcement that the meeting was being held remotely via Zoom due to COVID-19 and in accordance with the Governor's Emergency order.

#### **2) Approval of Meeting Minutes from May 4<sup>h</sup>, 2020 {VOTE}**

S. Reynolds made a motion to approve the minutes as written.

Seconded by S. Bogle

The vote was conducted via roll call of all members present: unanimous in favor

#### **3) Updates and Statistics**

J. Donald noted that the budget is currently 13% underspent at this point. He reviewed other line items noting where revenues and expenses were higher or lower. D. Perou asked if any unspent funds will lapse at the end of the fiscal year. J. Donald said they wouldn't lapse this year because it is technically a contract extension. But unspent funds will lapse next year.

J. Donald provided an update on ridership and Triplink volumes. Many cancellations were apparent due to the COVID-19 pandemic.

#### **4) Transportation Provider 5310 Funding Rates**

J. Donald explained that since FTA 5310 reimbursement is based on service provided, providers budgets have been impacted during the pandemic shutdown. Fixed costs for providers have continued during the pandemic so he worked with ACT partners to develop a temporary budgeting and reporting approach to ensure providers can still use FTA funds to pay their fixed costs. He has started a conversation with NHDOT to allow more flexibility with FTA funds under the circumstances. F. Roberge suggested that J. Donald present his proposed approach at the next Statewide Coordinating Council. D. Perou said she would like to support efforts to work with NHDOT to find a temporary solution. Members discussed the long-term impacts to funding sources, in particular state funds that were dedicated to transit support. There is currently a hold on state funds that were allocated for transit matching funds – these funds amounted to about \$35,000 in funds for the ACT region. R. Nichols said if those funds are frozen, CARES Act funds to COAST will likely be able to make up the difference.

### **5) S FY21 ACT Budget Draft**

J. Donald provided an overview of the draft FY21 budget (for October 1, 2020 to September 30, 2021). He said there will be a formal vote on the budget at the next ACT meeting in September. Members discussed potential issues with budgeted revenues given the pandemic impacts and potential restrictions on matching funds and operating support.

### **6) Information Exchange**

T. Fulwider asked about liability related to volunteer drivers potentially spreading COVID-19 to or from clients. T. Jennison recommended that providers develop internal guidance that requires clients and drivers to stay home if they have any symptoms.

F. Roberge said schools have developed waivers for drivers and riders. R. Nichols suggested that providers do both: have the guidance document and the waiver.

D. Perou asked what COAST is doing as far as communicating with riders about symptoms. R. Nichols said they have information on the fixed route buses but don't ask each rider about their symptoms. Para-transit riders are asked each time before a ride, and no riders are accepted if they have any symptoms. Members discussed additional challenges with protecting riders and drivers from exposure to COVID-19. T. Jennison noted that state and other facilities providing testing could do at-home testing.

J. Donald explained some changes to CTS and other statewide brokers. Nh has three Medicaid providers (Well Sense, NH Healthy Families, and Amerihealth Caritas). Originally CTS was the broker for all three but Well Sense switched to a new broker in June and NH Healthy Families will be switching to a different broker in September. This will increase paperwork for transportation providers. F. Roberge noted potential issues with the change, saying he had expressed concerns to DHHS.

J. Donald said he had been working with the SCC on standardized trip-denial protocol for providers under various funding sources. The goal is to have consistency across the state

R. Nichols gave an update on COAST's new system which launched on June 19<sup>th</sup>. Ridership saw a small drop and COAST staff fielded calls throughout the day from people who were confused or unaware of the change to the system. Overall, the new system launch has gone very smoothly.

### **7) Public Comment**

No public comments were brought forward by providers or members of the public.

### **8) 9) Adjournment**

D. Perou made a motion to adjourn

Seconded by S. Bogle

Meeting adjourned at 10:05

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