

Alliance for Community Transportation

General Membership Meeting

Minutes

January 6, 2016 - 9:00am,
McConnell Center, Dover

Members Present: Debbie Bartley (Lamprey Health Care), Scott Bogle (RPC), Carol Gulla (TASC), Colin Lentz (SRPC), Margie Longus (Ready Rides), Rad Nichols (COAST), Debra Perou (RNMoW), Cheryl Robicheau (Strafford CAP), Meri Schmalz (Ready Rides),

Others Present: Jeff Donald (COAST), Frank Truman (One Sky)

1. Welcome and Introductions

The meeting began at 9:06 without a quorum.

2. SFY 17 Formula Fund Grant Application/POS Amendment FY 15 operating budget

J. Donald updated members on the process for applying for Federal Transit Administration grants for 5310 federal formula funds (1-year grant) and the Purchase of Service (two-year grant). ACT's application for formula funds will be due February 29th. He noted that there was little change in the application for formula funds from the previous year, but that the State Coordinating Council will possibly make changes in the future. J. Donald explained that the only major change from previous applications will be additional request for funds to support work by Strafford RPC and Rockingham RPC to update the *Coordinated Public Transit & Human Services Transportation Plan for Southeast NH Region*. The Coordinated Plan is a required planning document for improving transportation services for persons with disabilities, older adults, and individuals with lower incomes. A full plan update is due in spring of 2017.

D. Perou asked for details about how ACT uses 5310 funds it receives. J. Donald explained that 5310 federal funds are broken out by two uses for applicants: purchase of service and formula funds. Formula funds can be used for administrative costs (which require a 80/20 match), or for fund operations (which require an 50/50 match). He said that traditionally, agencies have flexibility in how they spend their formula funds in those two categories. While ACT does not, some Regional Coordinating Councils have used their formula funds for operations instead of administration/mobility management, and the New Hampshire Dept. of Transportation has been requesting that Regional Coordinating Councils use formula funds more for mobility management and for developing improved collaboration/coordination, rather than funding operations.. This issue is part of ongoing discussions with NHDOT, the State Coordinating Council, and service providers.

J. Donald went over a table of existing POS funds, explained that funds are on a two year grant, and no changes are currently required. He added that if members want any changes, the general membership would have to vote at upcoming meetings before sending the amendments to state.

Debbie Bartley arrived at 9:10 AM, providing the group with a quorum.

3. Approval of Minutes from meeting on September 3nd, 2015). {VOTE}

-C. Gulla moved to approve the minutes as written, M. Schmalz seconded the motion
-All in favor

4. Election of Secretary and Chair{VOTE}

The members voted to elect previously nominated members for Chair and Secretary. Rad Nichols had been nominated for chair, and Colin Lentz had been nominated for recording secretary.

C. Gulla moved to accept the nominated positions, D. Perou seconded

Vote – Unanimous in favor

At this point in the meeting chair Rad Nichols (COAST) assumed his role as Chair

5. Amendment to the Bylaws {VOTE}

Members voted to approve the suggested changes to the bylaws:

*An individual must ~~be a member of good standing and participate~~
in some facet of the RCC's work to be elected as an officer.*

A motion to approve was made by C. Gulla and seconded by S. Bogle.

Vote – Unanimous in favor

6. Meeting Schedule {VOTE}

J. Donald reviewed two dates with ACT meetings which were scheduled near national holidays (July 6th and September 7th). Members voted on a proposal to move each of these meetings to the following week in order to avoid conflict with the holidays.

C. Gulla suggested that member organizations be asked to renew their memoranda of understanding. J. Donald responded that it is definitely an option, but won't necessarily ensure improved attendance at meetings.

Members discussed the need to reach out to ACT committee members who haven't attended a meeting recently (or ever) to discuss their continuing membership.

A motion to approve the adjustment was made by C. Gulla and seconded by D. Bartley.

Vote – Unanimous in favor

7. Authorize final approval of the SFY17 Formula Fund grant application to the ACT Executive Committee {VOTE}

Members voted to authorize the ACT Executive Committee to make a final decision regarding ACT's application for SFY17 formula funds (discussed in agenda item 6).

A motion to approve was made by C. Gulla and seconded by S. Bogle.

Vote – Unanimous in favor

8. POS Update (October/November)

J. Donald explained several updates to partner agencies' recent ridership numbers for the first and second quarters in SFY 2016. He noted low ridership numbers for Community Rides, but relatively strong numbers for the North Bus.

C. Gulla noted an error in TASC's reported numbers (where the denial rate and number of ambulatory trips were reversed).

J. Donald mentioned that Community Partners had recently pulled out of partnership with ACT due to unforeseen budgetary constraints, but that they still have clients who qualify for the Community Rides program. He noted that Meals on Wheels will be joining the Community Rides program soon and COAST continues to be a strong partner.

9. Vehicle Procurement

R. Nichols said that COAST is out-to-bid for up to 8 cut-away mini busses (which can accommodate up to 8 ambulatory passengers and two wheelchairs). He said they received bids from two companies (one in NY state and one in NH) and that the COAST Board of Directors will likely be approving one of the contracts in January. He expects the vehicles to be delivered in August at the latest and they will be used for COAST, ACT, and ACT's partners.

10. Software Update

J. Donald explained that HBSS had been very close to being ready when ACT received the news that Community Partners would no longer be participating. While this puts the vendor module (QRyde) updates on the back-burner, he said that the software developers will continue working to fix existing software issues. J. Donald described a new component of the software system that will notify clients of cancellations due to inclement weather, vehicle issues, or other emergencies.

11. Travel Training Update

J. Donald told members about a travel training scheduled for January 29th at Tri-City Consumers Alliance, and said ServiceLink is sending out a mailing to housing authorities.

12. SCC Report

J. Donald explained the SCC and Transport NH recently had a combined meeting that included a presentation from a professional advocacy consultant who talked about how to engage communities, decision makers, etc. and advocate for the need for greater para-transit.

R. Nichols mentioned that Transport NH is working on messaging materials for organizations like ACT partner agencies that provide community services. S. Bogle added that the messaging included in the consultant's presentation was primarily about how to engage people about changing policy, as opposed to improving fundraising.

13. Information Exchange

M. Schmalz said she was looking for resources to add to their newsletter that would link their clients to other regional services. D. Perou said to send her any information and they could include Meals on Wheels.

D. Perou explained that some nutrition and transportation providers had a meeting with DHHS in December about the low reimbursement rate for transportation. She said they will be trying to improve this for the next RFP for BEAS funding but it is unclear when that RFP will be sent out.

M. Schmalz noted that Ready Rides agreed to include the town of Farmington but one has volunteered to be a driver, so town participation is currently on hold.

14. Clients in Need

S. Bogle talked about a man living in a Newmarket assisted living facility that is farther than $\frac{3}{4}$ of a mile from downtown and said he would be referring the man to Ready Rides.

15. Other

J. Donald explained that TASC now has an accessible minivan, with drivers trained through COAST. He added that unfortunately, several individual ACT members have left their partner agencies (including Jennifer Sweat from Great Bay Services and Cyndi Shanley from Mark Wentworth Home). He added that Jennifer Sweat's seat on the ACT Executive Committee is now open for any interested parties.

D. Perou asked whether Mark Wentworth Home is still a collaborative partner in providing para-transit [outside of its own residents]. J. Donald said they are still running a program for Portsmouth residents on a set schedule, but don't actively advertise it. Members discussed the need to reopen a conversation with Mark Wentworth Home about increasing their services for the City of Portsmouth.

D. Perou said that Meals on Wheels may be moving from Atlantic Heights Development, to Wamasset Recreation Center (off Rt. 1). She explained that Mark Wentworth Home discontinued paying the rent for senior programs at the community campus, so they are looking for a new facility.

16. Public Comment

No members of the public were present.

17. Adjournment

S.Bogle made a motion to adjourn, seconded by C. Gulla

Vote – Unanimous in favor

Meeting was adjourned at 10:17am