

General Membership Meeting

Minutes – July 10, 2019 - 9:00am,

Community Action Partnership of Strafford County

Dover, NH

The meeting was called to order at 9:10

1) Introductions

Members Present: Debbie Bartley (Lamprey Health Care), Pamela Becker (Community Partners), Colin Lentz (SRPC), Rad Nichols (COAST), Debbie Perou (Rockingham Nutrition MoW), Sharon Reynolds (Citizen Member), Cheryl Robicheau (Strafford CAP), Betty Smith (Ready Rides), Scott Bogle (Rockingham RPC), Calvin Smith (VA Medical Center)

Staff Present: Jeff Donald (COAST)

2) Approval of Meeting Minutes (5/1/19 meeting) {VOTE}

S. Reynolds made a motion to approve the May minutes.

Seconded by B. Smith

Vote: all in favor

3) SFY20 5310 RCC Program Grant Update

J. Donald reported that as of July 1st COAST is again the sole lead agency for ACT 5310 funding. NHDOT will be more carefully enforcing reporting requirements for Title VI, financial management, ADA, and DBE (Disadvantaged Business Enterprise) programs. This affects providers that receive federal funding to provide services (COAST, Ready Rides, and MOW). Betty Smith said they have completed their first DBE report.

J. Donald said providers report DBE to the state so they can track and report statistics to Federal agencies, but they will now have to put together a detailed title VI plan. The next report will be due by the end of year and cover June through September. S. Bogle said he has done demographic analysis for CART but also downloaded demographic info for all ACT region communities, so he could do analysis for other providers if they needed assistance.

4) Tufts Health Plan Foundation

J. Donald announced that ACT's application for a Tufts health plan grant had been accepted. It is a three-year grant: \$18,000 in year one, \$15,000 the next year, then \$9,500. He noted that the application process was a very positive experience. The real benefit of the grant is that it's unrestricted operating funds, and Tufts expressed a desire to establish long-term relationships with grantees.

J. Donald added that ACT had also received \$5,000 from Exeter hospital. He noted that Gov. Sununu had recently vetoed the draft state budget that included \$200,00 for rural public transit operating. Scott recommended contacting regional representatives to request supporting the transit funds in the budget moving forward.

5) Planning for New Website and Online Application

J. Donald explained that COAST has agreed to set aside some 5307 capital funds to support development of a new ACT website. Now that the Tufts grant has been accepted, the website can move forward. J. Donald said he wanted to make the website's focus (its main content) to Triplink and pairing clients with appropriate transportation services and move the current information about ACT and the RCC to other pages (similar to COAST's new website). He said he also hoped to take the opportunity to develop a

universal Triplink application for individual providers. D. Bartley mentioned that HIPPA laws may make a universal application difficult. J. Donald said the IDN is specifically set up to be a central site for medical and service applications and could host universal Triplink application. P. Becker reminded everyone that the IDN's future is tied to their initial funding which will expire in the next couple of years. Rad noted that a centralized application service would be a major advancement for regional coordination.

6) Updates & Statistics

J. Donald handed out graphs of recent statistics. He said he has been trying to improve the dashboard for members to review service data. Ridership by service is steady overall with slight variation month to month. COAST's services have been picking up as they take on the Portsmouth senior transportation. J. Donald pointed out that he had added an unduplicated riders by service category to show whether more riders are joining ACT or the same riders are just riding more frequently. He pointed out the monthly snapshot on the backside of the sheet. Members discussed service and ridership for recreational vs. shopping trips.

J. Donald noted that revenues are a bit lower because he is still seeking local match support from foundations. He explained that there appeared to be a 7% decrease in wages in the operating expenses line, but that was because he had originally had paid time off in the "wages" line and had to move it to fringe. Overall the budget is steady and on-course based on expected costs and revenues.

7) Information Exchange

R. Nichols noted that new vehicles for Community Partners, Strafford CAP, Lamprey, and RNMOV had recently been approved, but the contracts have not gone through Governor & Council yet. He recommended working on specifications for each vehicle. The sooner providers do that, the sooner they can get on the procurement process after G&C approval. He advised that vehicle companies may not have MY2019 chassis left but may not have MY2020 ready either. Information is on state procurement website, and can help with specifics. S. Bogle said he has vehicle information from a recent CART process and will send it around to providers. D. Bartley advised members to make sure the roof hatch is on vehicle specs. R. Nichols agreed saying that should be a basic part of the DOT specifications.

C. Smith thanked the group for being able to attend the meetings – it's a great opportunity for developing contacts and networking to accomplish transportation goals for veterans.

8) Clients in Need

R. Nichols said COAST had received great feedback and support from public process on their service redesign. There had been some negative feedback regarding potential service cuts in Farmington and Rochester. R. Nichols said staff were working on details for a revised fare structure for new routes in time for the next round of public input. He said COAST will be applying for CMAQ funds to implement the new service concept.

R. Nichols said COAST had recently implemented DoubleMap software in May that allowed people to live track buses.

9) Public Comment

No public comments were brought before the committee.

10) Adjournment

B. Smith made a motion to adjourn
Seconded by S. Reynolds