

**General Membership Meeting**  
**Minutes – May 1, 2019 - 9:00am,**  
**McConnell Center, room 305**  
**Dover, NH**

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The meeting was called to order at 9:02

**1) Welcome & Introductions**

**Members Present:** Pamela Becker (Community Partners), Tahja Fulwider (Ready Rides), Colin Lentz (SRPC), Rad Nichols (COAST), Debbie Perou (Rockingham Nutrition MoW), Sharon Reynolds (Citizen Member), Tory Jennison (Connections For Health), Cheryl Robicheau (Strafford CAP), Betty Smith (Ready Rides), Marcia Golembeski (Granite State Independent Living Council), Dave Bourget (Easter Seals), Scott Bogle (Rockingham Planning Commission)

**Others Present:** Jeff Donald (COAST), Jenn McGowan (Exeter Hospital), Calvin Smith (NH Veterans Affairs),

**2) Approval of Meeting Minutes (3/6/19 meeting) {VOTE}**

B. Smith made a motion to approve the minutes from March as written.

Seconded by P. Becker

Vote: unanimous in favor

**3) SFY20 5310 RCC Program Updates**

J. Donald explained that the SFY20 5310 RCC program application has been approved by NHDOT and is awaiting final approval by Governor and Council. The application includes operating funds for Ready Rides and Rockingham Nutrition Meals on wheels. J. Donald reminded members that COAST will be the only lead agency for the SFY20 RCC program. This is a change from the previous two rounds where Rockingham RPC was the lead agency for POS funds and COAST was the lead agency for Formula funds. J. Donald explained that NHDOT was implementing previously un-enforced reporting requirements for each RCC to report on Disadvantaged Business Enterprise (DBE), civil rights compliance, ADA compliance, and a few other areas. Agencies that receive federal funds need to report what businesses or other agencies owned or operated by women and minorities they contract with for services. The goal is to create a more level playing field for historically disadvantaged populations in businesses. J. Donald said COAST has had a DBE program for many years and they record what percentage of businesses they contract with that qualify as DBE. He explained that Ready Rides and RNMOW were required to start reporting DBE purchasing data and this would require looking back through six months of data to start. There will be training soon to set up DBE reporting statewide for RCCs; the Rural Technical Assistance Program will assist providers with meeting requirements and all things take effect July 1st

**4) Tufts Health Plan Foundation**

J. Donald said ACT's letter of interest had been selected by Tufts and he would be submitting a full application for a Tufts Health Plan Foundation grant. He said representatives from Tufts would be visiting the COAST office next week to learn more about ACT's proposal. J. Donald noted that Tufts had expressed their interest in a multi-year grant. He noted that successful applicants usually had long-term funding partnerships with Tufts.

## **5) Updates & Statistics**

J. Donald said a part time reservationist for TripLink had resigned, but a new person is in training. J. Donald said he was updating the community transportation directory and would be following up with providers to make sure it's accurate. J. Donald updated members on the state budget. He said the Governor's budget had cut operating and capital funds for public transit, but the House put the funds back in. He said the senate will be voting on the budget soon and he would provide updates. S. Bogle said that House Bill 409 (to enable municipalities to increase the optional local option fee for vehicle registrations from \$5 to \$10) had passed the House and was in the senate with favorable testimony so far. J. Donald reviewed recent TripLink statistics, saying that call volumes are unpredictable week to week. There were a lot of calls in January but then lower in February. He noted that overall, the number of trips booked keeps going up. P. Becker noted that she had heard from CTS clients that they had not been picked up for a ride they had scheduled. S. Reynolds added that she had booked a CTS ride that was so late she thought she was going to miss her appointment. J. Donald recommend that if there are issues with service, people should complain, otherwise CTS and other providers may not be aware of the issue and it won't get fixed. S. Bogle pointed out a spike in COAST trips that coincided with the start of COAST's Portsmouth Senior transportation program.

J. Donald provided a budget update. 5310 formula funds for 2019 have been spent down so now the budget will start drawing from 5307 funds for the remainder of the fiscal year. The budget is currently 6% under-spent so is in good shape.

T. Jennison asked if ACT would be making another general request for local match in the near future. J. Donald said he was still reaching out to regional hospitals. He said he was hopeful about the Tufts grant application and wouldn't be making an additional request if current grant applications were successful. J. McGowan asked how the Tufts funding could impact future requests to local and regional hospitals. J. Donald said the Tufts grant would not replace local hospital support. He said it would be a great boost, but he ultimately hoped to build relationships with hospitals that lead to long-term, sustainable funding.

## **6) SCC Report**

J. Donald said the joint annual meeting of the NH Transit Association and the Statewide Coordinating Council was coming up on Thursday June 6<sup>th</sup> in Concord and he would forward the invitation when he receives it.

J. Donald noted that he and S. Bogle were on the transportation subcommittee for the Alliance for Healthy Aging (AHA) and were working with Southern NH Planning Commission to develop a map of volunteer driver programs and develop a guide for starting a VDP.

## **7) Information Exchange**

R. Nichols asked if anyone had heard any feedback on 5310 vehicle applications. No one had received any feedback.

J. Donald said that the state plan on aging is moving forward. He had sent out an email to ACT members regarding upcoming public input opportunities.

D. Perou asked for clarification about Rural Technical Assistance Program training. R. Nichols said the RTAP contract expired late last year and the renewal process was not completed on time. They are still waiting on the Governor and Council approval process.

T. Jennison asked if any local providers were interested in developing rapid-response service that could respond to short notice trips (a few hours to a day's notice) for Medicaid-eligible clients.

J. Donald explained that there are currently trip scheduling issues related to their trip scheduling software and staffing logistical and cost issues with being responsive to short-notice requests in the Triplink call center.

R. Nichols provided an example of when COAST was able to respond to an emergency situation, but these instances hard to do sustainably.

T. Jennison acknowledged those issues noting that the additional challenge of multiple funders with different requirements.

S. Bogle reminded members about the Statewide Bike/pedestrian plan that is currently being developed. He said there is a public input website for the project with an online survey and interactive map to identify gaps in the bicycle and pedestrian network. The website is [www.NHpedbikeplan.com](http://www.NHpedbikeplan.com). S. Bogle noted that there were several public input meetings coming up in various parts of the state as well.

R. Nichols noted that there was a public input meeting in Somersworth the following evening for the 108 complete streets project.

J. McGowan said Exeter hospital currently had a five question survey out that helps guides their charitable giving.

**8) Public Comment**

No public comments were brought before the board.

**9) Adjournment**

B. Smith made a motion to adjourn.

Seconded by P. Becker

The meeting was adjourned at 9:56