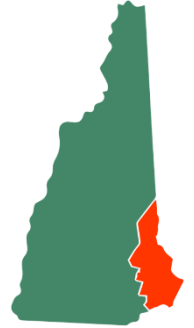


MEETING OF THE GENERAL MEMBERSHIP

WEDNESDAY, March 1, 2023
9 – 10:30 AM

In-Person Location: McConnel Center, Room 305, Dover, NH
With virtual option via Zoom

Meeting Minutes



1. Welcome and Introductions

Members Present in person: Betty Smith (Ready Rides), Tahja Fulwider (Ready Rides), Rad Nichols (COAST & board chair), Scott Bogle (Rockingham Planning Commission), Colin Lentz (Strafford RPC), Sharon Reynolds (citizen member), Kate Sullivan (NH Service Link and Community Partners)

Members attending virtually: Tim Diaz (Rockingham Nutrition Meals on Wheels), Derek Lavoy (Granite State Independent Living)

Staff Present: Jeff Donald

Guests present: Emelia Poehlman (UNH Institute on Disability)

2. Approval of Meeting Minutes for January 4 and January 20 {VOTE}

S. Reynolds made a motion to approve the minutes from January 4, 2023, as written; Seconded by S. Bogle. Vote: unanimous in favor (Tim Diaz abstained).

S. Reynolds made a motion to approve the minutes from January 20, 2023, but noted that the date was wrong [the draft minutes said Wednesday, January 19, 2022, but the meeting was actually on Friday, January 20, 2023]; Seconded by K. Sullivan with the identified changes.

Vote: unanimous in favor (Tim Diaz abstained).

3. Updates & Statistics

J. Donald reviewed recent financial and ridership data, and application rates for the common application. He also reviewed a 6-month report with more detailed analysis on ridership by age groups, frequency, and trip types.

S. Reynolds asked if the common application had reduced staff time on the application process.

J. Donald said it actually created more work for staff but made the application process much easier for clients.

During discussion about logistical challenges in application process, T. Fulwider asked if Ready Rides drivers could go to prospective clients to help process documents (e.g. take pictures of documents to upload through the common application when prospective clients don't have, or know how to use, a smartphone). J. Donald said he had investigated that but there are barriers, such as many clients being reluctant to have strangers come to their homes for that purpose. There are also HIPPA issues.

4. Lead Agency Designation for SFY24 and SFY25 {VOTE}

J. Donald explained ACT's lead agency is currently COAST. The lead agency must be formally confirmed by the board at the beginning of each grant round.

BARRINGTON
BRENTWOOD
BROOKFIELD
DOVER
DURHAM
EAST KINGSTON
EPPING
EXETER
FARMINGTON
FREMONT
GREENLAND
HAMPTON
HAMPTON FALLS
KENSINGTON
KINGSTON
LEE
MADBURY
MIDDLETON
MILTON
NEW CASTLE
NEW DURHAM
NEWFIELDS
NEWINGTON
NEWMARKET
NEWTON
NORTH HAMPTON
NORTHWOOD
NOTTINGHAM
PORTSMOUTH
ROCHESTER
ROLLINSFORD
RYE
SEABROOK
SOMERSWORTH
SOUTH HAMPTON
STRAFFORD
STRATHAM
WAKEFIELD

S. Reynolds made a motion to confirm COAST as the lead agency for ACT; seconded by S. Bogle. Vote: Unanimous in-favor with R. Nichols Abstaining

5. FTA Section 5310 Application {VOTE}

J. Donald reviewed the draft two-year budget for state fiscal years 2024 and 20205, which had been approved by the Executive Committee. He noted proposed changes to the loading fees and trip rates for various providers. There were two possible trip rates for Rockingham Nutrition Meals on Wheels: one fully-loaded at \$19.29, and one excluding indirect costs at \$15.34. T. Diaz said he was fine with the lower rate and suggested that be a specific part of the board motion.

J. Donald explained the various revenue and expense lines in the budget. He noted that the budget included held funds (unspent dollars from each fiscal year). The amount of held funds increased slightly in each fiscal year of the budget. J. Donald said the goal was to have enough to cover a whole years' worth of local match in case of reduced partner support or some other major change in matching funds. The motion to approve was moved by C. Lentz and seconded by S. Bogle. Vote: unanimous in favor.

6. SFY24 Meeting Schedule

Members approved of the proposed meeting schedule.

7. Partner Update: Kate Sullivan from ServiceLink & Community Partners

K. Sullivan explained the wide range of services provided by ServiceLink and Community Partners for people in Strafford County and parts of Rockingham County.

8. Miscellaneous

J. Donald explained that in SFY17 the Executive Committee had voted to shift transportation funding from one service to another and that was allowed by NHDOT. He asked for consensus from the group for the Executive Committee to work with Ready Rides to shift some of their funding to a different service, since they are not on track to spend all of their funding down.

C. Lentz announced that Rockingham and Strafford RPCs had received approval for their proposed study of accessibility to stops along the regional fixed route system (including COAST and Wildcat).

R. Nichols said a news article had recently been published about the work of the NH Transit Coalition to generate legislative support for an increase in state funding for public transit. He noted that he had met with multiple legislators and executive councilors recently and they had expressed support for the initiative and requested funding amounts.

9. Adjourn

B. Smith made a motion to adjourn; seconded by C. Lentz [unanimous in favor]