

Human Services Transportation Plan Steering Committee Meeting
Wednesday, December 4, 2013 – 12:00 PM
TCRPC Offices, 211 Fulton, Suite 207, Peoria, IL
Meeting Minutes

Welcome & Introductions

Jill Goforth called the meeting to order at 12:00 p.m.

Roll Call: Present Not Present

Rural Area Subcommittee

- Debbie Daykin**, Marshall-Stark Transportation
- John Redlingschafer**, Tazewell County Board
- Andrew Rinehart**, Tazewell County Board
- Robert Mueller**, Stark County Board
- Rex Lewis**, Fulton County Rural Transit (shared seat)
- Barb Long**, Fulton County Rural Transit (shared seat)
- Mary Patton**, AARP, Peoria County
- James Thompson**, Woodford County
- Kraig McCluskie**, Galesburg Transit
- Susan Lindsey**, KCCDD
- John Hamann**, Rural Peoria County Link
- Travis McGlasson**, Marshall County Board
- Doug Manock**, Fulton County Board
(Open, Marshall County)
(Open, Woodford County)

Urbanized Area Subcommittee

- Renée Razo**, Central Illinois Agency on Aging
- Connie Schiele**, paratransit user
- Josh Moore**, Greater Peoria Mass Transit District
- Jeannine McAllister**, Advocates for Access
- Dawn Harper**, EPIC
(Open, 2 seats)

Others present

Maggie Martino, TCRPC
Jill Goforth, TCRPC
Brian Hiatt, CountyLink/MV Transit
Angel Marinich, CountyLink/MV Transit
Mable Kreps, RTAC
Chris Mitchell, volunteer
Greg Cassidy, TCRC
Jonathan Gauerke, ADDWC
Julie Main, City of Galesburg
Dedra Mannon, City of Galesburg Handivan
Johnnie Sims, Council for Disadvantaged People

Approval of the August 7, 2013 Minutes

Mary Patton moved to accept the August 7, 2013 meeting minutes, with a second by Connie Schiele. Motion carried.

Provider and Agency Updates

Galesburg Transit

Kraig McCluskie reported that the design for Galesburg's new maintenance facility has been completed. The project will go to bid in late January 2014. Julie Main reported that the city of Galesburg has received approval from IDOT to construct 7 bus shelters. Partial funding for the bus shelters came from the New Freedom grant program.

Galesburg Handivan

Dedra Mannon reported that a large nursing home in Galesburg recently closed and that the individuals housed there have been dispersed throughout Knox County. Adjusting to the additional transportation needs caused by this change has been a challenge. Ms. Mannon also reported that the Handivan offices have moved back into City Hall.

EPIC

Dawn Harper reported that EPIC recently received two new vehicles from IDOT, and is expecting two buses in April. Ms. Harper also explained that EPIC is having difficulty transporting individuals from Groveland and Washington to the EPIC site. Ms. Harper reported that the pins for the lifts on the brand new IDOT mini-vans keep falling out.

We Care

Jim Thompson had no report.

Peoria CountyLink

John Hamann reported that the County will be transferring a mini-van to Tazewell County Resource Center. The County is expecting to receive additional vehicles in March. Mr. Hamann stated that IDOT would be conducting an audit of their transit program on December 5th and 6th. He also explained that the vehicles received in 2012 are already having engine issues. IDOT is aware of the problem, but has not done anything to resolve the issue. There is a service bulletin available from the manufacturer. Mr. Hamann said he would send the bulletin to anyone who was also having issues.

Central Illinois Agency on Aging

Renee Razo reported that the Agency on Aging is working with people who have relocated due to the tornado damage in Washington, IL.

KCCDD

Susan Lindsey reported that the transition of residents from St. Mary's Square Nursing Home to 25 eight bedroom homes is now complete. As Ms. Manon of Galesburg Handivan reported, the homes are scattered throughout the county, thus, providing transportation has been a challenge. Additionally, KCCDD is having on-going problems with their aging vehicle fleet. Ms. Lindsey reported that a couple of their vehicles recently broke down, but expressed thanks to Galesburg Handivan for coordinating service with them on days when vehicles were out of commission. KCCDD is expecting a new vehicle next fall.

Fulton County Rural Transit

Barb Long reported that ridership continues to increase daily. FCRT is expecting vehicles in March 2014.

AARP, Peoria County

Mary Patton had no report.

Tazewell County Resource Center

Greg Cassidy expressed thanks to Peoria County for transferring the much-needed minivan to TCRC. Mr. Cassidy also explained that TCRC has been increasing coordination with Pekin Municipal Bus Service to transport individuals from CILA homes to the TCRC site. There was some relocation due to the recent tornado damage.

Association for the Developmentally Disabled of Woodford County (ADDWC)

Jonathan Gauerke reported that some of the ADDWC clients were displaced as a result of the tornado damage. Fortunately the ADDWC home only had some roof damage, and the clients have since been able to move back into the home. Mr. Gauerke also expressed a need for a mini-van with a lift. Ms. Goforth stated that she would reach out to other HSTP coordinators in the state to see if there are any available.

Advocates for Access

Jeanine McAllister reported that Advocates for Access is one of the agencies that has been working on the lasting effects created by the flood last spring. Advocates for Access is now also working on issues that have arisen due to the tornado. Specifically, they are working with the Red Cross and the Agency on Aging on case management. Additionally, Advocates for Access has been assisting individuals affected by the flood and tornado with any needed assistive equipment.

Recommended Changes & Review of Draft Bylaws

Jill Goforth explained that the Committee Bylaws have not been updated since 2008. With the change in transportation legislation, as well as changes in IDOT directives, the bylaws needed to be updated.

Ms. Goforth went through each section of the updated bylaws and explained the reason behind any changes. In addition to overall formatting, the following changes were made:

- Article I, Section B- language added to reflect the passage of the current federal transportation bill (MAP-21)
- Article I, Section E- References to Section 5316 and Section 5317 grant programs were removed, as MAP-21 repealed and rolled 5316 and 5317 into 5311 and 5310, respectively. Language was broadened in order to be more flexible regarding applications/programs that can be reviewed and endorsed by the committee. Because MAP-21 is only a 2-year bill and the rules have not been finalized, IDOT-DPIT is not clear on future funding programs.
- Article III, Section C, Part 1- The new bylaws require vacancies to be recommended by committee members but appointed by either PPUATS or the respective County Board. Previously, the committee appointed members to fill vacant spots.
- Article III, Section C, Part 2- Language added.

- Article III, Section D, Parts 5 and 6- Proxy voting process is not currently formalized. Language added to formalize the process.
- Article III, Section D, Part 7- Language added to reflect IDOT-DPIT requirement that all committee members take the Open Meetings Act online training. The certificate has to be on file with the HSTP coordinator in order for an individual to vote.
- Article IV, Section A- Language added to reflect that the HSTP committee is subject to the rules and requirements of the Open Meetings Act.
- Article IV, Section F, Part 3- Language added to reflect IDOT requirement that agencies or individuals who do not participate in the HSTP process shall not be endorsed.

Ms. Goforth stated that the committee currently has four openings- one in Marshall County, one in Woodford County, and two in the urbanized area. Ms. Goforth asked the committee to let her know if anyone from those areas would be interested in filling the vacancies.

Jonathan Gauerke, of ADDWC, volunteered to represent Woodford County. Ms. Goforth expressed that she would send a letter of recommendation to the Woodford County Board to have Mr. Gauerke appointed to the committee.

Ms. Goforth explained that per IDOT-DPIT, the HSTP committee is subject to the Open Meetings Act. As such, each committee member must take the electronic training. Ms. Goforth requested that committee members complete the training prior to March 1st, and send the certificate of completion to her to keep on file. Ms. Goforth also explained that if members had already taken the training for another committee, then that certificate would suffice.

The committee discussed whether or not an agency should be able to vote to endorse its own project. Currently, the bylaws state that agencies are not permitted to vote on a project submitted by their agency. Julie Main did not see a problem with members voting on and supporting their own projects. However, multiple committee members expressed they believed it to be a conflict of interest. The language was therefore kept the same.

Ms. Goforth asked for a motion to approve the updated bylaws as presented. Rex Lewis made a motion to approve, with a second by Connie Schiele. The motion passed.

Rural Transit Assistance Center (RTAC) Driver Training

Ms. Goforth introduced Mable Kreps from the Rural Transit Assistance Center (RTAC). Ms. Kreps handed out a description of training courses provided by RTAC. RTAC has three core courses- Emergency Procedures, Defensive Driving, and Passenger Assistance. Ms. Kreps explained that IDOT funds RTAC and therefore all training courses are provided to downstate Illinois agencies free of charge. The courses are not required by IDOT, but are highly recommended (training looks good on capital applications). RTAC recommends providing each course to drivers once every three years. Each class is approximately 2 hours long.

In order for RTAC to provide the training, there must be at least 10-15 individuals present. As such, Ms. Kreps suggested that smaller agencies team-up together to receive the training. In addition, the locations and times of training courses are now being included on the RTAC calendar, and anyone is free to attend any of those training sessions.

Dedra Mannon stated that Galesburg Handivan does a “Super Saturday” once a year where RTAC provides all three training courses in one day. Other providers were interested in doing a Super Saturday as well or joining the Super Saturday put on by Handivan. Ms. Goforth stated that she would try to organize a regional training to be held early next year.

Several agencies expressed that RTAC does a great job and that we should all take advantage of their services.

Ms. Kreps reported that the RTAC annual conference meeting dates have been set for April 2nd and 3rd. Additionally, IDOT will be hosting mandatory procurement training for PCOMs on April 1st.

Other

Ms. Goforth asked the committee to approve the meeting dates for 2014. Members agreed that the first Wednesday of every other month works well. However, the April 2nd meeting was moved to April 9th due to the conflict with the RTAC annual meeting.

Announcements

Ms. Goforth made the following announcements:

- There will be mandatory procurement training for 5311 grantees in Springfield, to be held immediately preceding the RTAC Spring conference.
- CY 12 CVP award status- minivans were delivered 10/18/13; light, MDL, and SMD should be delivered in March or April of 2014.
- CY 13 CVP awards- Applications have been scored and awards program has been set. IDOT is waiting on approval from the appropriate people. Official announcements should be made in the next couple of weeks.
- Per Jeff Waxman- Effective January 30, 2012, all drivers applying for an Illinois CDL for the first time and all current CDL holders renewing, upgrading or replacing their CDL must visit a CDL facility to declare which category of driver they are. This must be accomplished before January 30, 2014.

Julie Main asked if the dates for the PCOM training had been set. Ms. Goforth stated that the training is tentatively scheduled for January, but an official date has not been set.

Ms. Goforth passed out a map and contact sheet of all transportation providers in Illinois.

Adjournment

Josh Moore moved to adjourn the meeting, with a second by Kraig McCluskie. The next meeting will be held February 5, 2014.

—Submitted by Jill Goforth