

**Meeting Minutes – February 22, 2013
Littleton Regional Hospital, Littleton, NH**

Convene: Chair Patsy Kendall called the meeting to order at 10:00 am

Those in attendance were:

1. Patsy Kendall, Transport Central
2. Doug Grant, Transport Central
3. Teirrah Hussey, Transport Central
4. Thomas Morse, Transport Central
5. Kitt Griggs, United Valley Interfaith Project
6. Leah Torrey, United Valley Interfaith Project
7. Frank Claffey, NCC Commissioner, Bethlehem
8. Kirby Ogle, People Movers, Inc.
9. Van Chesnut, Advance Transit
10. Roberta Berner, Grafton County Senior Citizens Council
11. Bev Raymond, TCCAP via Teleconference
12. Patricia Crocker, UVLSRPC Staff

Patsy Kendall welcomed all and community updates proceeded.

Teirrah Hussey reported that Transport Central was busier than ever.

Van Chesnut reported that Advance Transit had 870,000 trips during the previous fiscal year.

Bev Raymond spoke about restructuring and changes in Carroll County and the status of the reorganization of TCCAP.

Kirby Ogle reported that like everyone is trying to deal with changes in NH and uncertainty. He

spoke about the challenges of working with the Medicaid brokers and the criteria they have established for all their sub contractors. Of the two that have been in contact with them, TSM and Access 2 Care, Access 2 Care seems to be the more flexible of the two. He further stated that A2C was going to have a meeting in Concord for the “North Country.” He further discussed the challenges of serving the North Country and that the brokers seem to not understand the travel distances to services. They are offering auto rates for wheel chair van services and will only pay for loaded miles. Discussion followed.

Approval of the Minutes of February 22, 2013

Frank Claffey moved to approve the minutes as presented. Kit Griggs seconded motion by Frank to accept the minutes as presented.

Status of 5310 Projects in the Region

Each of the projects provided their summary activity reports. Copies of each of these are attached.

Doug Grant provided an estimate of the amount that Transport Central is now expected to expend for the remainder of the fiscal year. Based on the most recent activity, they will now require all the funds originally allocated to them and would run short of funds if they re-allocated their funding to GCSCC and TCCAP. At February 22 meeting Doug Grant had estimated that \$4,000 of the original \$10,000 of federal funds could be reallocated to the other two operators. This would now not be possible if the pace of activity in March and the first half of April continued through June. The difference in the activity reports was questioned and was attributed to the presence of the new mobility manager.

Roberta Berner stated that in as much as each of the projects are projecting to exceed their budgets for trip reimbursement, that she had not budgeted for the additional funding and could make do if it were not available, by managing trip assignments. Bev Raymond similarly agreed that the additional fund could be used, but she could manage through to the end with her original allocation.

Both Bev Raymond and Roberta Berner agreed willingly to relinquish the funds back to Transport Central if they expect to expend the \$4,000. Frank Claffey asked whether this would be fair to TCCAP and GCSCC in the light of the TC underestimation. Discussion then followed.

Bev Raymond and Roberta Berner restated that they would manage without the additional funds.

Frank Claffey then moved to reverse previous RCC decision and now allocate the funding back to Transport Central; Kirby Ogle seconded the motion. Vote was unanimous with TC representatives recused from the voting. Frank Claffey urged TC to do their homework in the future and present their estimates accurately. He asked that all the providers bring their updated activity reports to the June meeting.

Review applications for 2014 DOT Funding

5310 Formula Funds

Discussion followed on the 5310 Formula Funds available. NCT/TCCAP had been chosen by the RCC to serve as the lead agency for coordination at the previous meeting. In the interim, the TCCAP management concluded that after looking at the 20% cash match required, it could not apply for the funding as all had hoped. Discussion of alternatives followed.

Doug Grant reported on a meeting that he and Patsy Kendall had with (title) Patrick Herlihy. Transport Central wished to apply for \$53,200 of the federal funds of \$63,377 that is available for the 2014 fiscal year for the Region.

Transport Central wants to continue its program, but does not want to be the transportation coordinator or lead agency for the region. Doug Grant explained that Patrick Herlihy was willing to put together a “band-aid solution” to consider funding TC directly to continue its program.

Van Chesnut stated that his understanding was similar to that stated by Doug Grant, that Transport Central would not be assuming the lead agency or transportation coordinator role as TCCAP had been selected for that by the RCC at the February meeting and this Transport Central application would simply allow their project to go forward. Discussion followed.

Roberta Berner identified three items that she hoped Transport Central would address: a. entering into an actual agreement or memorandum of understanding with GCSCC for provision of the accessible back transportation; that they would agree to improve coordination by referring rides, particularly the short distance rides and those within GCSCC’s hours of operation so that services did not overlap and would keep resources available for Transport

Central to provide the long distance, evening and weekend transports that are needed in the region, and that Transport Central stop portraying that they are the only transportation available in the region as this was simply not an accurate assessment of the current situation and was a disservice to consumers who would be misinformed of their transportation options.

Doug Grant explained what Transport Central's application would cover. The amount they are requesting is approximately \$8,000 over the previous year and represents increased salary for the mobility manager to become $\frac{3}{4}$ rather than $\frac{1}{2}$ time and the increased insurance requirements established by DOT for insurance. They are requesting \$53,200 in federal funds which will require a cash match of approximately \$13,300. Transport Central's cash match will come from donations and non-DOT grants remaining from the previous fiscal year and some new grant funding requests pending. The original DOT solicitation made \$63,377 available for the region. The TC request would leave \$10,177 dollars on the table for the region. Extensive discussion followed. There were no competing applicants for the funds or for the remaining amount.

Frank Claffey then moved, and Kirby Ogle seconded to support the application by Transport Central for \$53,200 of the available federal formula funds with the understanding that Transport Central would not be acting as a lead agency or transportation coordinator, to allow its project to continue as a direct grantee with DOT, and that the remaining federal funds be retained by DOT for use in FY 2015 in the Region. Doug Grant, Patsy Kendall, and Teirrah Hussey all recused themselves from the vote on this proposal. Vote: Unanimous

Frank Claffey also moved and Van Chesnut seconded, a motion to express continued support for TCCAP to become the lead agency in the subsequent fiscal year and that the balance of the available 2014 funding be held for the second year to support TCCAP as a lead agency for the region. Vote: Unanimous.

The RCC also reiterated its original recommendation that TCCAP serve as the lead agency for the software project and wished them well through the reorganization. Doug Grant moved and Frank Claffey seconded a motion for the TCCAP to be the lead agency for the software project. Vote Unanimous.

Travel Training Project

Advance Transit proposed a continuation of the 3rd and 4th years of funding for travel training.

ADA complimentary para transit has to be met at 100% of the demand for those trips within the hours of operation and 3/4 miles of the fixed routes. The travel training is designed to help individuals learn to independently use the public transit system and work with their special needs. This year they will be training a new trainer, as well as conducting training for riders. This funding is available only for travel training and is part of the funds remaining under the old law. After the coming two years, the \$17,000 per year will catch up with MAP 21 and unless there are changes to this law, that will be the end of funding for this activity. Advance Transit will supply the 20% cash match from non-DOT funding sources.

Roberta Berner moved and Frank Claffey seconded the motion to support the application submitted by Advance Transit for travel training. Van Chesnut recused. Vote Unanimous.

5310 Vehicle Capital

Roberta Berner and Bev Raymond reported that they are applying for 5310 vehicle capital funds. Both applications are for replacement vehicles. GCSCC is applying to replace 3 vehicles. Van moved and Kirby Second

Bev will be applying for 2 vehicles. Both are replacements; one will replace the LRHC vehicle the other will replace a very old vehicle in their current fleet. Frank Claffey moved and Kirby Ogle seconded the motion to support both applications.

The match is 10% for these vehicles. Van Chesnut noted that NHTA had advocated that 5310 capital be included as it has been for other transit vehicle capital grants.

Roberta Berner recused herself from the voting. Bev Raymond was participating by telephone and not voting. Vote Unanimous.

Nominations for Leadership for 2014

New Nominations for leadership are required. Chair Kendall had served 3 terms and was cycling out. The RCC requested volunteers for a nominating committee and Van Chesnut and Kirby Ogle stepped forward.

Discussion followed about membership of the RCC and recruiting. This led to discussion about who would serve as representatives of Transport Central which may have a representative and one alternate. These representatives will be Patsy Kendall as alternate and Teirrah Hussey as

the regular member. It was noted that although Doug Grant had been serving as an individual, his role as Treasurer of Transport Central placed him in a different position now. Frank Claffey noted that Regan Pride should be removed from the member list as he was now working at North Country Council in another position.

Transport Central inquired about the advertising of public notice of the grant application. Pat Crocker explained that Transport Central itself has to place the public notice. She will send some model wording to the TC staff.

Next Agenda

- Update on 5310 Purchase of Service activity reports and financial status.
- State Coordinating Council review of the Nelson Nygaard model for coordination and definition of the RCC responsibilities, the RTCs responsibilities, and the underlying assumptions of the earlier plan.
- Officer Elections
- FY 2014 Meeting Schedule

Frank Claffey moved to adjourn seconded by Kirby Ogle at 11:47 pm. Vote: Unanimous.

Next Meeting Schedule

Grafton Coos RCC Monthly Meetings – June 2013		
Date	Time	Location
Friday, June 14th	10:00 – 12:00 PM	Hospital Conference Room 1 & 2

Prepared by: P. Crocker, UVLSRPC

Posted at <http://www.grafton-coosrcc.org>

Approval pending at the RCC meeting June 14, 2013