



## **HSTP Steering Committee Meeting (Human Services Transportation Plan)/**

**HSTP Rural Subcommittee/HSTP Urban Subcommittee (in lieu of Lack of Quorum)**

**Tuesday, October 17, 2023 – 12:00 PM**

*Open to the Public*

**Meeting Location:  
456 Fulton St., Suite 420, Peoria, IL 61602**

To join the meeting from a computer, tablet or smartphone:

<https://meet.goto.com/TCRPC/hstp-meeting>

To dial in using a phone:

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 329-465-365

### **Agenda**

- 1. Welcome, Introductions, & Roll Call**
- 2. Public Comment**
- 3. Approval of minutes:**
  - a. February 7, 2023 minutes**
  - b. August 8, 2023 minutes (no quorum)**
- 4. Approve Bylaw Changes (Attachment)**
- 5. Provider and Agency Updates**
- 6. HSTP Coordinator Report**
- 7. Other**
- 8. Adjourn**

Opportunities for public comment will be afforded.

For more information, contact Reema Abi-Akar at (309) 673-9796 ext. 231 or [rabiakar@tricityrpc.org](mailto:rabiakar@tricityrpc.org), or visit <http://www.tricityrpc.org/transportation/transit/>

In compliance with the Americans with Disabilities Act, should any person wishing to attend this meeting need special accommodations for signing or other communications, please contact the Tri-County Regional Planning Commission Office at (309) 673-9330.

**Human Services Transportation Plan Steering Committee  
Tuesday, February 7, 2023 – 12:00 PM**

Tri-County Regional Planning Commission (TCRPC)  
Suite 401, 456 Fulton St., Peoria, IL 61602

Hybrid Meeting: Both Virtual and In-Person Options

Meeting Minutes

**1. Welcome, Introductions, & Roll Call**

Reema Abi-Akar called the meeting to order at 12:02 p.m.

| RURAL AREA SUBCOMMITTEE         |                                     |              |         |        |
|---------------------------------|-------------------------------------|--------------|---------|--------|
| Name                            | Organization                        | Representing | Present | Absent |
| Shelly Entrekin*                | FCRC/FCRT                           | Fulton       | X       |        |
| Barb Long*                      |                                     |              |         | X      |
| Doug Manock*                    | Fulton County Board                 | Fulton       |         | X      |
| Audra Miles*                    | Fulton County PCOM                  |              | X       |        |
| Joe Coffin                      | KCCDD                               | Knox         |         | X      |
| Mary Fouch**<br>(Kraig Boynton) | City of Galesburg                   | Knox         | X       |        |
| Hannah Fuchs                    | Marshall-Stark PCOM                 | Marshall     |         | X      |
| David Lueders                   | Marshall County Board               | Marshall     | X       |        |
| Mary Patton                     | AARP                                | Peoria       | X       |        |
| ShamRA<br>Robinson              | GPMTD - CityLink                    | Peoria       | X       |        |
| Traci Dowell                    | MSW Projects                        | Stark        | X       |        |
| J. Thomas<br>Howes              | Stark County Board                  | Stark        |         | X      |
| Sierra Smith                    | Tazewell County Board               | Tazewell     |         | X      |
| Max Schnieder                   | Tazewell County Board               | Tazewell     |         | X      |
| Tyler Rogers                    | ADDWC                               | Woodford     |         | X      |
| Sean Griffin                    | We Care                             | Woodford     |         | X      |
| URBAN AREA SUBCOMMITTEE         |                                     |              |         |        |
| Dawn Harper                     | EP!C                                | Agency       | X       |        |
| Jodi Scott                      | Advocates for Access                | CIL          | X       |        |
| Angel Marinich                  | TransDev<br>(CityLift/CountyLink)   | Provider     |         | X      |
| Renee Razo                      | Central Illinois Agency<br>on Aging | Agency       |         | X      |
| Chris Mitchell                  | Paratransit User                    | User         | X       |        |
| Don Rulis                       | CWTC                                | Agency       |         | X      |
| Greg Cassidy                    | TCRC                                | Agency       | X       |        |

\* = Shared seat

\*\* = Proxy Vote

stricken = no longer in their position

Also in attendance:

Reema Abi-Akar, TCRPC  
Gabriel Guevara, TCRPC  
Lindsey Kerr, LifeLine Pilots  
Katy Deadmond, Western Illinois Agency on Aging

John Corey, Advocate  
Jim Bremner, Washington Township  
Marie Argubright, IVCIL

## **2. Public Comment**

No public comment.

## **3. Approval of December 6th, 2022 minutes**

Greg Cassidy moved to approve the December 6th, 2022 minutes. Chris Mitchell seconded the motion. There were no comments, and the minutes were approved.

## **4. Provider and Agency Updates**

### ***Advocates for Access***

Jodi Scott reported that Lifeline Pilots have the capability to fill in some of the gaps of transportation for those that meet the criteria to be served. The statewide independent living council is collecting stories from consumers on transportation to advocate to our legislators for statewide transportation change. These transportation improvements will be for paratransit and regular transit, but the focus is people with disabilities.

### ***EP!C***

Dawn Harper reported that EP!C is looking to hire a bus driver.

### ***AARP***

Mary Patton reports that AARP is working on a new house bill related to a family caregiver tax credit.

### ***MSW Projects***

Traci Dowell reported that they were able to train a new driver and they are preparing for their IDOT review.

### ***GPMTD***

ShamRA Robinson reported that there is going to be an ADA WOW public event. This event will aim to teach people how to sign up for and ride the paratransit public transportation system.

### ***Washington Township***

Jim Bremner reported that the Washington Pilot Program has received funding to extend the program for another 12 months. The program was able to resolve the Sunnyland fare issue where residents of Sunnyland were charged \$6, and now these residents will be charged the normal \$2 fare.

### ***Marshall County Board***

David Lueders had no report.

### ***City of Galesburg***

Mary Fauch reported that the City of Galesburg is still working on their app and applying for grants.

### ***Fulton County***

Audra Miles had no report.

### ***Fulton County Rural Transit (FCRT)***

Shelly Entrekin had no report.

### ***Paratransit User***

Chris Mitchell mentioned the wonderful experience she had taking paratransit with a driver that was being trained.

### ***IVCIL***

Marie Argubright had no report.

### ***Western Illinois Agency on Aging***

Katie Deadmond reported that there is a new caregivers support program which will be through VNA in Galesburg.

### ***TCRC/WeCare***

Greg Cassidy reported that WeCare tripmaster training is kicking off. WeCare has been awarded some capital grants, though Greg says more discussions still need to be had with IDOT about funding.

## **5. 5310 Funds Presentation**

Reema gave a presentation about the 5310 funding program. This presentation covered where this money comes from, who is eligible for this money, and what it can be used for. This presentation also covered the application process to receive funding.

## **6. HSTP Coordinator Report**

Reema reported that TCRPC's full commission voted to adopt the HSTP plan. Reema shared that the new plan is a little different from the old plan due to IDOT's new guidance regulations. Reema noted that TCRPC is in the process of expanding upon a list of non-traditional transit providers initially developed for the HSTP plan. However, this list is incomplete, and Reema asks that if members come across a transportation provider in their community to please send their contact information to her to be added to the list. The Rural Transit Assistance Center (RTAC) Conference is happening

in March in Springfield and is free. Reema is in the process of scheduling 5310 vehicle reviews. Reema also shared the accessibility changes the TCRPC has made to their website.

## 7. Other

None.

## 8. Adjournment

The meeting was adjourned at 12:39 p.m.

**Human Services Transportation Plan Steering Committee**  
**Tuesday, August 8, 2023 – 12:00 PM**  
 Tri-County Regional Planning Commission (TCRPC)  
 Suite 401, 456 Fulton St., Peoria, IL 61602

Meeting Minutes

**1. Welcome, Introductions, & Roll Call**

Reema Abi-Akar called the meeting to order at 12:03 p.m.

| RURAL AREA SUBCOMMITTEE |                                     |              |         |        |
|-------------------------|-------------------------------------|--------------|---------|--------|
| Name                    | Organization                        | Representing | Present | Absent |
| Shelly Entrekin*        | FCRC/FCRT                           | Fulton       | ~X      |        |
| Barb Long*              |                                     |              |         | X      |
| Doug Manock*            | Fulton County Board                 | Fulton       |         | X      |
| Audra Miles*            | Fulton County PCOM                  |              | X       |        |
| Joe Coffin              | KCCDD                               | Knox         | X       |        |
| Kraig Boynton           | City of Galesburg                   | Knox         | X       |        |
| Hannah Fuchs            | Marshall-Stark PCOM                 | Marshall     |         | X      |
| David Lueders           | Marshall County Board               | Marshall     | X       |        |
| Mary Patton             | AARP                                | Peoria       | ~X      |        |
| ShamRA<br>Robinson      | GPMTD - CityLink                    | Peoria       | X       |        |
| Traci Dowell            | MSW Projects                        | Stark        | ~X      |        |
| J. Thomas<br>Howes      | Stark County Board                  | Stark        |         | X      |
| Vivian Hagaman          | Tazewell County Board               | Tazewell     |         | X      |
| Max Schnieder           | Tazewell County Board               | Tazewell     |         | X      |
| Tyler Rogers            | ADDWC                               | Woodford     | ~X      |        |
| Sean Griffin            | We Care                             | Woodford     |         | X      |
| URBAN AREA SUBCOMMITTEE |                                     |              |         |        |
| Dawn Harper             | EP!C                                | Agency       |         | X      |
| Jodi Scott              | Advocates for Access                | CIL          | X       |        |
| Angel Marinich          | TransDev<br>(CityLift/CountyLink)   | Provider     | ~X      |        |
| Renee Razo              | Central Illinois Agency<br>on Aging | Agency       |         | X      |
| Chris Mitchell          | Paratransit User                    | User         | ~X      |        |
| Don Rulis               | CWTC                                | Agency       |         | X      |
| Greg Cassidy            | TCRC                                | Agency       | X       |        |

\* = Shared seat

\*\* = Proxy Vote

~ = Present via phone or internet

Also in attendance:

|   |                                    |
|---|------------------------------------|
| Reema Abi-Akar, TCRPC   | Marie Argubright, IVCIL            |
| Michael Bruner, TCRPC   | Adrianna Tuszynski, Snyder Village |
| Gabriel Guevara, TCRPC  | Jared Arthur, Snyder Village       |
| Melissa Ohrwall, IDOT   | Rebecca Impens, Best Buddies       |
| Chris McLaurin, Central Illinois Friends                              | Heather Bouchez, Best Buddies      |
| Jim Bremner, Washington Township                                      | Loni Baker, Stone-Hayes CIL        |
| Kylie Rothmann, Express Employment Professionals                      |                                    |
| Meghan Brake, Tazewell & Mason Counties Special Education Association |                                    |

## **2. Public Comment**

No public comment.

## **3. Approval of February 7, 2023, April 11, 2023, and June 6, 2023 minutes**

The committee did not have a quorum to approve the previous meetings. Reema noted that the group does not have to officially approve minutes from a meeting that did not have a quorum, so she said that for future meetings, she will not include minutes from meetings with no quorum in the agenda packet.

Reema also noted that all meetings will have documented minutes that will be posted on the Tri-County website for the past two fiscal years, regardless of quorum or lack thereof. No one was opposed to this.

## **4. Approve Bylaw Changes**

The committee did not have a quorum to adopt bylaw changes.

## **5. Presentation from Rebecca Impens, Best Buddies International**

Rebecca shared a presentation on digital accessibility. Her presentation covered font accessibility and the use of color to make graphics for people with disabilities. The recommendation is to use sans serif fonts to increase the ease of reading. When it comes with the use of colors for graphics or presentation, it is important to use contrasting colors for accessibility.

## **6. Provider and Agency Updates *Advocates for Access***

Jodi Scott reported that there was a meeting at the Statewide Independent Living Council where transit partners from around Illinois gathered concerns about public transportation. There is currently a form that people can fill out and submit their concerns to any of the Centers for Independent Living.

### ***Paratransit User***

Chris Mitchell mentioned her experiences traveling to and from Macomb. She shared that she has had positive experiences, and the drivers have been extremely helpful and have positive attitudes.

### ***Greater Peoria Mass Transit District (GPMTD)***

ShamRA Robinson reported that GPMTD will be holding a job fair at CityLink. CityLink also recently got a new HR director. The positions available at the job fair were drivers for fixed-route, CityLift, and CountyLink vehicles.

### ***City of Galesburg***

Kraig Boynton reported that they are currently looking for a transit shop foreman and part-time fixed route and paratransit drivers, as well as dispatchers. They also completed an RFP for a transit study for Knox County, and they are waiting on IDOT's approval to move forward to perform the transit study. Currently, Kraig is working on an RFP to get new dispatcher software.

### ***MSW Projects***

Traci Dowell reported that they will be losing two drivers. St Margret's has closed their medical facilities, and because of this closure, they are having more travel to Ottawa and Pontiac. This increased transport demand is impacting the number of rides that they offer in a day.

### ***Fulton County Rural Transit (FCRT)***

Shelly Entrekin had no updates.

### ***AARP***

Mary Patton reported that they received money for adult day service transportation. They are currently working on the intervening Illinois Commerce Commission cases for Ameren and People's Gas. AARP is hosting a hearing for People's Gas.

### ***Snyder Village***

Adrianna Tuszynski reported that Jared Arthur is replacing Audrey Barrett at Snyder Village. Snyder Village went through their 5310 review. They were successful in finding a person to work on their vehicle lifts.

### ***IVCIL***

Marie Argubright had no updates.

### ***Marshall County Board***

David Lueders had no updates.



### ***Illinois Department of Transportation (IDOT)***

Melissa Ohrwall reported that IDOT is currently out for bid for vehicle manufacturers. IDOT is anticipating that within the next couple months, they will be able to provide notices to agencies on the kinds of vehicles that they can award.

### ***Central Illinois Friends***

Chris McLaurin had no updates.

### ***Tazewell County Resource Centers (TCRC)***

Greg Cassidy reported that they had their 5310 review.

### ***Express Employment Professionals***

Kylie reported that she is having trouble getting her qualified employees to their jobs due a lack of reliable transportation.

### ***TransDev (CityLift/CountyLink)***

Angel Marinich reported that they are continuing to recruit drivers and are in need of utility workers and dispatchers. They are continuing to work on their on-time service and have increased their consumer reviews.

### ***Washington Township***

Jim Bremner reported that ridership is up, and the Township is currently looking to expand ridership. They will have a brainstorming session to think of innovative ways to get the word out and make people aware of the service.

## **7. HSTP Coordinator Report**

Reema gave an update about TCRPC's attendance at the ADA WOW event. TCRPC used this event as an opportunity to gain information for their Active Transportation Plan. Reema conducted several 5310 reviews and will follow up with agencies. There will be some changes to the committee, as some people will be shifting over or leaving the committee. Reema also made an announcement about the availability for 5310 funds, which will be coming up soon.

## **8. Other**

Reema shared that the next HSTP meeting needs to be rescheduled due to her schedule, and the group suggested creating an online poll to determine the new date. Angel Marinich mentioned that CountyLink is hiring.

## **9. Adjourn**

The meeting was adjourned at 1:09 p.m.

## **Human Service Transportation Plan (HSTP) Region 5 Committee Bylaws**

### **Article I: Purpose**

- A. Create a Human Services Transportation Plan (~~hereinafter called the~~ HSTP) in fulfillment of the provisions of the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (~~hereinafter called~~ SAFETEA-LU).
- B. Continue to meet coordination requirements under *Moving Ahead for Progress in the 21<sup>st</sup> Century* (~~hereinafter called~~ MAP-21), continued by *Fixing America's Surface Transportation Act* (~~hereinafter called~~ FAST Act), **continued by the *Infrastructure Investment and Jobs Act (IIJA)***.
- C. Guide the implementation of coordination strategies to achieve human service transportation objectives.
- D. Plan, develop, and assist in the deployment of transportation programs that maximize the use of available transportation services, public capital, and operating funding.
- E. Collaborate with other HSTP Regions on interregional and interstate transportation issues.

### **Article II: Geographic Area**

The HSTP committee shall encompass Fulton, Knox, Marshall, Peoria, Stark, Tazewell, and Woodford Counties in Illinois (hereinafter called HSTP Region 5).

### **Article III: Membership**

The HSTP Region 5 Committee shall include a combination of representatives from the following areas: public or private transit providers, not-for-profit organizations, human services organizations, transit users, members of local governments, and other interested citizens. Representation should balance accessibility, aging, workforce, and education interests when possible.

- A. HSTP Region 5 shall be composed of the following representatives:
  - 1. Up to two members per county who represent rural areas of their respective counties (equaling fourteen members).
  - 2. Up to seven members from the Peoria-Pekin urbanized area.
  - 3. Up to two members to represent the region as a whole, to be appointed by the rest of the committee.
  - 4. Shared representative seats are permissible and must be noted as such by the appointing body.
- B. Appointment and Membership Term:
  - 1. Rural representatives shall be appointed by each respective County Board Chair within HSTP Region 5.

2. Urbanized Area representatives shall be appointed by the Tri-County Regional Planning Commission **Peoria-Pekin Urbanized Area Transportation Study** technical and policy committees (~~hereinafter called PPUATS~~).
3. The term of membership for both rural and urbanized area representatives is three years.

C. Vacancies and Absences:

1. If there is a vacancy on the Committee, remaining committee members, the respective County Board Chair, or HSTP staff, shall recommend a new member from the respective geographic area to fill the vacant position. The designated individual shall be appointed to the Committee by the guidelines listed under “Appointment and Membership Term” above.
2. If a member is unable to attend a meeting, that person shall communicate with HSTP staff in advance for it to be considered an excused absence.
3. If a member is unable to attend a meeting and has not communicated their absence before the meeting to HSTP staff, it will be noted as an unexcused absence.
4. After a member has three unexcused absences in a row, HSTP staff can contact the member’s respective County Board Chair to recommend a new member in their place.
5. If a member or a representative to their organization has not attended at least two HSTP Region 5 meetings within a year of their **Consolidated Vehicle Procurement (CVP)** application, HSTP staff has the right to give that organization a participation score of zero.

D. Voting:

1. Each HSTP Region 5 committee member will have one vote, except where noted.
2. No absentee voting shall be allowed.
3. If a seat is shared and both representatives are present, only one vote will be recorded for that seat.
4. Members of HSTP Region 5 may select a designated voting representative to have proxy voting rights at the meeting in their absence.
5. If a Committee member wishes to have another individual represent their vote at a meeting, a written notice signed by the Committee member must be provided before the beginning of the meeting.
6. Within 90 days of appointment, a voting representative shall complete the Illinois Secretary of State’s Open Meetings Act **(OMA)** Test **(OMA)** as required by IDOT-OIPI; and shall provide a copy of **the** certificate to be kept on file with HSTP staff. Note, this is a onetime requirement; any previously completed OMA certificates prior to appointment/designation will be accepted.

7. ~~After 90 days of appointment, any~~ If a voting representative ~~who~~ has not submitted an OMA training certificate to HSTP staff ~~after 90 days of appointment, HSTP staff can contact the member's respective County Board Chair to recommend a new member in their place. is not permitted to vote at meetings.~~
  8. Motions will be passed by a simple majority of the vote.
- E. Chair:
1. The HSTP Committee, if they choose, can take nominations and vote for a chair and vice-chair.
  2. The term for chair and vice-chair will be one year.
  3. If the Committee chooses not to have a chair and vice-chair, or if no Committee members are nominated or accept the nomination, chair duties will fall upon HSTP staff.
- F. HSTP Region 5 members are not reimbursed for travel expenses associated with attendance at Committee meetings, nor do members receive a per diem.

#### Article IV: Meetings

- A. All meetings shall be open to the public and conducted in accordance with the Illinois Open Meetings Act.
- B. All meetings shall be conducted following Robert's Rules of Order.
- C. Committee members ~~may shall~~ attend meetings in person, ~~though "attendance by a means other than physical presence" applies, as noted in 5 ILCS 120/7, Section 7 of the Illinois Open Meetings Act.~~

*~~"(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.~~*

*~~(b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical..."~~*

~~, call in by phone, or log in via the internet.~~ Any member who attends ~~in-person,~~ by phone, ~~or via internet will be counted as "present" on the official record, if they provided prior notification of attending this way. Phone and virtual attendees and they can vote on agenda items that require a vote if there is a physical quorum present.~~

- D. A quorum of the Committee shall consist of a simple majority, without regard to county origin or urban/rural subcommittee designation. **In lieu of a lack of quorum of the majority, a quorum of either the urban or rural subcommittee will suffice.**
- E. All members of the Committee shall receive a mailed or emailed notice of the date, time, and place of each meeting no later than **73 calendar** days before the meeting. Any other individual or agency may submit his/her name to the HSTP staff in order to be notified of upcoming meetings.
- F. The Committee shall hold a minimum of four meetings each year.

#### **Article V: Amendments and Severability**

- A. These bylaws shall become effective upon majority vote of the HSTP Region 5 committee.
- B. These bylaws may be amended by a majority vote of Committee members.
- C. If any one or more of the provisions of this Agreement is declared unconstitutional or contrary to law, the validity of the remainder of the Agreement shall not be affected.