



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

**Thursday, October 5, 2017 - 12:00 PM**

*Open to the Public*

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

### **Agenda**

- 1. Welcome, Introductions & Roll Call**
- 2. Approval of the August 1, 2017 Minutes (attached)**
- 3. Provider and Agency Updates**
- 4. HSTP Coordinator Report**
- 5. Website Planning Discussion**
- 6. Other**
- 7. Adjourn**

Opportunities for public comment will be afforded.

For more information, contact Hannah Martin at (309) 673-9796 ext. 225 or [hmartin@tricountyrpc.org](mailto:hmartin@tricountyrpc.org), or visit <http://www.tricountyrpc.org/human-service-transportation-plan>

In compliance with the American 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 Meeting

**Tuesday, August 1, 2017 - 12:00 PM**

TCRPC Conference Room, 456 Fulton Street, Suite 420, Peoria, IL

## Meeting Minutes

### Welcome, Introductions & Roll Call

Hannah Martin called the meeting to order at 12:02 p.m.

<b>RURAL AREA SUBCOMMITTEE</b>				
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	
Susan Lindsey	KCCDD	Knox	X	
Kraig McCluskie	Galesburg Transit	Knox	X	
Diana Bradstatter	Marshall-Stark PCOM	Marshall	X	
Debbie Daykin	Marshall County Board	Marshall	X	
Mary Patton	AARP	Peoria		X
Mark Rothert	Peoria County Asst. Admin.	Peoria		X
Traci Dowell	MSW Projects	Stark	X	
Robert Mueller	Stark County Board	Stark		X
Mary Jo Holford	Tazewell County Board	Tazewell		X
Michael Godar	Tazewell County Board	Tazewell		X
Jonathan Gauerke	ADDWC	Woodford		X
Mike Hutchinson	We Care	Woodford	X	
<b>URBAN AREA SUBCOMMITTEE</b>				
Dawn Harper	EPIC	Agency	X	
Jeannine McAllister	Advocates for Access	CIL	X	
Doug Roelfs	CityLink	Provider	X	
Renee Razo	Central Illinois Agency on Aging	Agency		X
Lee Linwood*			X	
Connie Schiele	Paratransit user	User	X	
Don Rulis	CWTC	Agency		X
Greg Cassidy	TCRC	Agency		X

\*Shared seat

### Also in attendance:

Hannah Martin, TCRPC            Chris Mitchell, Volunteer  
 Michael Bruner, TCRPC  
 Julie Main, Galesburg Transit  
 Julie Briner, MSW Projects  
 Mike Legan, TCRC

## **Approval of the June 06, 2017 Minutes**

A motion was made by Susan Lindsey to approve the June 06, 2017 meeting minutes, seconded by Mike Hutchinson, and passed unanimously.

## **Provider and Agency Updates**

### ***Chris Mitchell***

Chris Mitchell reported that she has seen fixed route buses using their lifts more often. She also congratulated bus drivers for taking extra care in assisting passengers utilizing lifts.

### ***Galesburg Transit***

Kraig McCluskie reported they should be receiving their hybrid buses next month. Mr. McCluskie updated the committee that Galesburg Transit's attempt to partner with Knox College to allow students to use the transit service was not successful. However, service allowing Carl Sandburg College students to use the transit services with their student ID card has started as a pilot program, effective August 1<sup>st</sup>, 2017. Carl Sandburg has put in a lot of their own resources into making this a success – partially through funding service via internal grant, and marketing efforts across campus.

### ***KCCDD***

Susan Lindsey had nothing to report.

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

Jeannine McAllister reported that their annual Ramp Program has benefited 13 people this year. The program has 100 volunteers and prebuilds ramps to help home owners in need of a handicapped accessible ramp for their home to better access their communities. This effort is completed in partnership with PAAR (Peoria Area Association of Realtors), His Helping Hands, and the City of Peoria.

### ***WeCare***

Mike Hutchison reported both Tazewell and Woodford County 5311 and DOAP requisitions are completed. Mr. Hutchison updated the committee that IDOT is now allowing WeCare to charge an Indirect Cost Rate. Originally, IDOT was requiring WeCare to repay any indirect cost money back because they are a subcontractor.

### ***Greater Peoria Mass Transit District (CityLink, CityLift, CountyLink)***

Doug Roelfs reported they have received two new buses and a most of the 26 paratransit buses. Mr. Roelfs also reported GPMTD has received 20 new bus stop shelters and have installed all but seven. GPMTD is starting on new capital projects such as cameras and AVL equipment. Efforts to update a comprehensive operations analysis have been re-routed per board action. Debbie Daykin mentioned that CityLink was represented on the Today Show by its employees receiving camera time with a sign for CityLink. Channel 25 did a local story on it.

### ***Fulton County***

Audra Miles had nothing to report.

### ***Marshall-Stark Transportation (MSW Projects)***

Traci Dowell found it interesting that Mike Hutchison of WeCare is now allowed to charge an Indirect Cost Rate. Ms. Dowell stated IDOT is no longer allowing MSW to have an indirect cost rate. Because of this, MSW are now required to revise their budget and are not eligible to receive 4<sup>th</sup> quarter payments until IDOT approves the revised budget. Marshall County will have to do the legwork in developing an Indirect Cost Rate for MSW to be eligible to charge indirect cost like WeCare. During conversation, it was revealed that Sol Rivas, an IDOT program manager for several counties in the area, may not be serving in that capacity much longer.

### ***Central Illinois Agency on Aging***

Lee Linwood had nothing to report, but did mention their annual golf outing on August 18. Contact his colleague, Renee Razo, for more details.

### ***EPIC***

Dawn Harper had nothing to report.

### ***Connie Schiele***

Connie Schiele reported that she has noticed an increase in drivers assistance in helping her walk to the bus on her gravel driveway.

### **HSTP Coordinator Updates**

Hannah Martin reported that she had spent the better part of her time since the last HSTP meeting monitoring 5310 grants and reviewing project eligibility. Ms. Martin has been working with TCRPC staff to incorporating projects into the necessary PPUATS documents. Ms. Martin also reported that she has completed her first 5310 CVP Program Review at Tazewell County Resource Center; however, Ms. Martin is going to wait until September or October to begin additional 5310 reviews.

### **FTA Section 5310 Update**

Ms. Martin mentioned she received three grant applications. Of the three submittals, two were eligible and have been through the process at the MPO level. Final steps involve coordinating with the FTA.

City of Peoria – \$48,000 War Memorial Pedestrian Refuge Island

GPMTD – \$66,000 Bus Stop Improvements

### **Approval of the July 12, 2017 HSTP Urban Committee Minutes**

A motion was made by Jennine McAllister to approve the July 12, 2017 meeting minutes, seconded by Connie Schiele, and passed unanimously.

### **Illinois Yellow Dot Program Presentation by TCRC's Mike Legan**

Mike Legan of Tazewell County Resource Center presented on their efforts in implementing the Yellow Dot Program. In 2011 a Tazewell County Resource Center bus was involved in an accident when transporting 12 clients to a day training center. Several of the passengers onboard of the TCRC bus were non-verbal. In the aftermath of the accident, TCRC scrambled to figure out who was on the bus and what hospital they were taken to.

TCRC staff were interested in implementing a program that would utilize lessons learned from the bus accident to inventory passengers on the bus and supply critical information to first responders in the event of an accident. This led TCRC to the Yellow Dot Program. The Yellow Dot program is no longer supported by the state in Illinois due to budget constraints. However, TCRC staff has contacted Tri-County area first responders and have discovered that most are still aware of and respond to the program.

The yellow dot program requires a yellow dot decal on the left rear window and a yellow booklet in the glove department containing pertinent medical information, such as diagnoses, blood type, emergency contacts, etc. The booklet also includes a picture of each participant to ease identification processes. TCRC also developed an attendance list for who was on the vehicle at all times. Legan described the program as a low-tech way of "knowing what's out there" in an emergency.

During the discussion following the presentation, Dawn Harper revealed that EP!C uses a similar system. However, Harper mentioned they have issues when putting their clients on public transportation such as CountyLink or CityLift. It's reportedly the practice of CountyLink or CityLift to call 911 right away, not always knowing the patient's history of medical needs. Shelly Entekin of FCRC/FCRT shared that she laminates vital information on the back of their client's state IDs. Harper stated that most of their clients that utilize public transportation are non-verbal, so she's unsure if that could work for EP!C. Other committee members suggested to place emergency contact information on their client's wheel chair. Chris Mitchell, a volunteer and transit rider, described the program, File for Life and suggested that Harper talk to life skills teachers to teach their clients to keep emergency contact and information cards on them.

### **Other**

Nothing reported

### **Adjournment**

Connie Schiele made a motion to adjourn the meeting, seconded by Debbie Daykin. The meeting adjourned at 12:48 p.m.

—Submitted by Hannah Martin & Michael Bruner

DRAFT