



HSTP Steering Committee Meeting (Human Services Transportation Plan)/

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

Tuesday, December 3, 2024 – 12:00 PM

Open to the Public

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

New link and
phone number

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Meeting ID: 276 151 495 318

Passcode: Aq9JA268

OR

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Agenda

- 1. Welcome, Introductions, & Roll Call**
- 2. Public Comment**
- 3. Approval of minutes:**
 - a. October 1, 2024 minutes**
 - b. August 6, 2024 minutes**
- 4. HSTP Document Update**
- 5. Discussion: Bylaws Suggested Changes**
- 6. Discussion: Meeting Location**
- 7. Provider and Agency Updates**
- 8. HSTP Coordinator Report**
- 9. Other**
 - a. Next meeting: Tuesday, February 4, 2025, at 12:00 p.m.**
- 10. 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, 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/
HSTP Rural Subcommittee/HSTP Urban Subcommittee (in lieu of
Lack of Quorum)**

Tuesday, October 1, 2024 – 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 12:04 p.m.

RURAL AREA SUBCOMMITTEE				
Name	Organization	Representing	Present	Absent
Shelly Entrekin*	FCRT/FCRC	Fulton		X
Barb Long*				X
Audra Miles	Fulton County PCOM	Fulton	X	
Joe Coffin	Thrive Community Services	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
VACANT	VACANT	Peoria	-	-
Traci Dowell	MSW Projects	Stark		X
Renee Razo	CIAOA	Stark		X
Meghan Brake	TMCSEA	Tazewell	~X	
Max Schnieder	Tazewell County Board	Tazewell		X
Tyler Rogers	ADDWC	Woodford		X
VACANT	VACANT	Woodford	-	-
URBAN AREA SUBCOMMITTEE				
Dawn Harper	EP!C	Agency	X	
Jodi Scott	Advocates for Access	CIL	X	
Dr. ShamRA Robinson*	Greater Peoria Mass Transit District	Provider	X	
Angel Marinich*				
Kylie Rathmann	Express Employment Professionals	Agency	X	
Chris Mitchell*	Paratransit Users	User		X
Connie Schiele*				
Jim Bremner	Washington Township	Partner		X
Greg Cassidy	TCRC	Agency	~X	

* = Shared seat

** = Proxy Vote

~ = Present via phone or Internet

Also in attendance:

Reema Abi-Akar, TCRPC
Lori Reynolds, TCRPC
Kofi Kisseh, CityLink
Melissa Ohrwall, IDOT

~Ed Heflin, RTAC
~Katy Deadmond, WIAAA
~Loni Baker, Stone-Hayes CIL

2. Public Comment

No public comment.

3. Approval of August 6, 2024 minutes

Not possible due to lack of quorum in the room.

4. Presentation about Non-Emergency Medical Transportation

Reema gave a presentation about Non-Emergency Medical Transportation (NEMT), the information of which came from Riley Anderson, Assistant HSTP Coordinator for Regions 9, 10, and 11. These are some key points from the presentation:

- Accessing Medicaid benefits is a challenge. Each state administers Medicaid under Federal guidelines.
- NEMT in this context constitutes non-emergency medical transportation for seniors, people with disabilities, veterans, and low-income residents to travel to their pre-approved non-emergency medical services.
- Public transportation is one recognized form of NEMT.
- Must be the least costly and most appropriate option.
- Medicaid is the last resort when there is no other third-party payor.
- Managed Care Organization (MCO) is mandatory for most people on public assistance, and they must collaborate with NEMT, which furthers collective understanding.
- Rural area residents are a special case because more time and money are needed to transport them.
- No-show clients cause lost funds. "No load" or "dead head" miles with no passengers can be more costly to the transportation provider.
- Different options are available; therefore, flexibility is available.
- Medicaid does allow trip-sharing, though each rider (or their payor) pays for their own portion.

Discussion:

- Ed Heflin reported that those needing rides should call First Transit, then that organization will arrange the ride with a private transportation provider or public transit system. An individual can sign up to transport a relative and be paid by DHS for the service.

- Dr. ShamRA Robinson offered to arrange a presentation with a Life Flight pilot for this committee.

5. Provider and Agency Updates

Greater Peoria Mass Transit District (GPMTD) – CityLink

- Kofi Kisseh reported that CityLift is currently 10 drivers short of being fully staffed at 42 drivers.
- Dr. ShamRA Robinson reported there will possibly be free fare for early voters for all routes. CityLink will be attending TazFest in East Peoria. In October, bus pass holders will get free admission to the Caterpillar Museum. CityLink and Kroger are hoping to collect 12 tons of food during the Stuff-a-Bus promotion.

Express Employment Professionals

Kylie Rathmann reported that her agency's client count is expanding, and that many employers are short staffed due to the cost of rides for qualified workers who don't drive, and for third shift workers who can't find a ride home at 4:00 a.m.

Snyder Village

Jared Arthur reported that he has been working on vehicle maintenance.

IDOT

Melissa Ohrwall reported that the Vehicle Certification survey form is being updated and is almost ready to send out. Organizations can possibly do a swap if vehicle needs have changed. With the increase in accidents occurring in agency vehicles in recent years, it might be a good idea to have drivers take Defensive Driving courses. IDOT and RTAC offer these classes. Melissa will find the information and pass it along.

Advocates for Access

Jodi Scott gave no report.

EPIC

Dawn Harper reported that EPIC's IDOT inspection went well. She had a recommendation to share: Josh at Piston Revolutions is located on Adams by UFS, but they will come to you to do repairs, and they can conduct inspections once they're certified. Their phone number is 309-241-9413.

Tazewell County Resource Centers (TCRC)

Greg Cassidy gave no report.

Western Illinois Area Agency on Aging (WIAAA)

Katy Deadmond gave no report.

Stone-Hayes Center for Independent Living

Loni Baker gave no report.

City of Galesburg

Kraig Boynton reported that he has five new buses on order, and he is working on a transit study to update routes. He is hoping that the rural areas of Knox County will have on-demand service soon. New dispatch software will make the job easier and will be able to bill Medicaid. His staff underwent mental health training through OSF to de-escalate situations, and they are now sharing their onboard cameras with police if needed. Kraig will provide contact information for the OSF training.

Fulton County PCOM

Audra Miles gave no report

MSW Projects

Traci Dowell gave no report.

6. HSTP Coordinator Report

Reema reported the following:

- Dave Patton from RTAC has materials relating to transit that would be beneficial for job fairs to help attract staff.
- There is a driver shortage and/or a vehicle shortage across the state.
- Madison County has a new microtransit service; Reema will report on that after having a conversation with them.
- Reema brought IDOT materials to put in buses that advertise IDOT's statewide transit plan. These materials have a QR code that leads to a transportation survey.
- Gabriel Guevara has moved to Tri-County's sister organization in Chicago, so TCRPC is looking to fill his position.
- Reema asked for suggestions for other ways to hold this meeting. She will send ideas in a follow-up email for later discussion.
- Reema will send the NEMT presentation document everyone, especially since the virtual attendees were not able to access it.

7. Other

- a. Next meeting: Tuesday, December 3, 2024, at 12:00 p.m.

- b. Melissa Ohrwall stated that now is the time to take agency vehicles in for undercoating before they endure the salty winter roads, in order to increase longevity of vehicles.

8. Adjourn

The meeting was adjourned at 1:02 p.m.

DRAFT

**Human Services Transportation Plan Steering Committee/
HSTP Rural Subcommittee/HSTP Urban Subcommittee (in lieu of
Lack of Quorum)**

Tuesday, August 6, 2024 – 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 12:02 p.m.

RURAL AREA SUBCOMMITTEE				
Name	Organization	Representing	Present	Absent
Shelly Entrekin*	FCRT/FCRC	Fulton	X	
Barb Long*				X
Audra Miles	Fulton County PCOM	Fulton	~X	
Joe Coffin	Thrive Community Services	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
(Vacant)	(Vacant)	Peoria		
Traci Dowell	MSW Projects	Stark	~X	
Renee Razo	CIAOA	Stark	~X	
Meghan Brake	TMCSEA	Tazewell	X	
Max Schnieder	Tazewell County Board	Tazewell		X
Tyler Rogers	ADDWC	Woodford		X
(Vacant)	We Care	Woodford		
URBAN AREA SUBCOMMITTEE				
Dawn Harper	EP!C	Agency		X
Alexis Rhoades**	Advocates for Access	CIL	X	
Dr. ShamRA Robinson*	Greater Peoria Mass Transit District	Provider	X	
Angel Marinich*			~X	
Kylie Rathmann	Express Employment Professionals	Agency	X	
Chris Mitchell*	Paratransit Users	User	~X	
Connie Schiele*			~X	
Jim Bremner	Washington Township	Partner	X	
Greg Cassidy	TCRC	Agency	X	

* = Shared seat

** = Proxy Vote

~ = Present via phone or Internet

Also in attendance:

Reema Abi-Akar, TCRPC
Allison Borland, SEAPCO
Jessica Ortega, IVCIL

Ian Chenoweth, TCRPC
Gabriel Guevara, TCRPC
Jodie Vanderheydt, SEAPCO

While there was no quorum of the combined HSTP Steering Committee, a quorum of the Urban Area Subcommittee was present. David Lueders motioned to allow virtual participation for the Urban Subcommittee Members. Chris Mitchell seconded. The motion was carried by voice vote.

2. Public Comment

No public comment.

3. Approval of June 4, 2024 minutes

Greg Cassidy motioned to approve the minutes, and Kylie Rathmann seconded. The minutes were unanimously approved by the HSTP Urban Subcommittee members.

4. Presentation from Gabriel Guevara: Peoria Urban Transit Audit

Gabriel explained the scope and limitations of the Transit Audit that took place between July and October of 2023. The transit infrastructure and different features were graded based on 10 criteria, each utilizing a 10-point scale. The one or two Tri-County staff who carried out the audit would schedule trips using CityLink's apps, then take the trips and evaluate the trips and bus stops. Identified weaknesses included fare exchange, multimodality, and reliability. Riders commented on issues with wayfinding, infrastructure, and reliability, among other things.

Gabriel commented on several elements of Bus Rapid Transit (BRT) systems that could be implemented in the Peoria Urbanized Area, even if the region does not have the density to support a full BRT transit system.

Recommendations for improvement include off-fare collection, intelligent transportation systems, intersection treatment, and platform docking. Conversations between TCRPC and CityLink have indicated there have been some improvements since the audit took place. Reema highlighted that the two auditors from TCRPC are not currently at the office, so the report was based on their notes.

Kylie Rathmann asked for more detail on the need for improvement in the Urbanized Area. Gabriel explained that the audit was based on the individual rider's experience within the Urbanized Area and not outside of it. Reema highlighted that themes from the audit will be incorporated into the Active Transportation Plan.

Jim Bremner asked if the audit focused only on Peoria or if it included areas of Pekin and East Peoria where transit is present. Gabriel explained that the audit covered all existing CityLink routes.

Chris Mitchell asked if any of the customers that were contacted shared their contact information to be followed up with. Gabriel responded that they did not. Chris followed up with recommendations for improving the audit process in the future.

Kylie commented that in the past, their organization had been hired to supply workers to conduct transit audits and they were not contacted this time. Gabriel commented that they had a conversation with CityLink previously on regularly performing transit audits.

Kylie asked where the information from the audit was going to go and how it would be used or implemented. Gabriel replied that it would be turned into a final report to be on the TCRPC website and incorporated into the Active Transportation Plan, as well as reported to CityLink.

5. Update from Jim Bremner: Washington as a Dementia Friendly Community

Jim Bremner commented that Washington applied to the national Dementia Friendly Communities network and was accepted based on their plan to improve dementia awareness in the community. The library is offering “stay sharp kits” for individuals to check out. Jim offered a handout on five ways to be dementia friendly in Washington. There is a dementia support group that meets for caregivers and individuals with dementia.

6. Provider and Agency Updates

Thrive Community Services

Joe Coffin gave no report.

Tazewell County Resource Centers (TCRC)

Greg Cassidy reported they got approval of a couple buses and that they are waiting on approval of CARES money.

FCRT/FCRC

Shelly Entrekin gave no report.

Express Employment Professionals

Kylie Rathmann gave no report.

Greater Peoria Mass Transit District (GPMTD) – CityLink

Dr. ShamRA Robinson reported they just had their third annual ADA WWOW event that included several transit providers. They have secured over \$1

million for about 10 electric buses. They are partnering with local libraries in September to allow anyone with a library card to ride fixed-route buses at no charge.

Washington Township

Jim Bremner reported that transit and micro-transit services in Washington Township are operating well, and they are waiting for 5310 funding to be granted.

Special Education Association of Peoria County (SEAPCO)

Allison Borland reported that their students are starting again in the next week.

Tazewell-Mason Counties Special Education Association (TMCSEA)

Meghan Brake also reported that schools will start soon, so more students will use transportation.

Paratransit User

Connie Schiele gave no report.

MSW Projects

Traci Dowell reported that they are waiting for their new vehicles because they are down to one van with a lift. One of their vans was deemed unsafe due to rust on the bottom.

Central Illinois Agency on Aging (CIAOA)

Renee Razo reported that Eureka is also a dementia-friendly community with the same official designation.

Fulton County PCOM

Audra Miles gave no report.

Greater Peoria Mass Transit District (GPMTD) – CountyLink and CityLift

Angel Marinich reported that they participated in the ADA WOW event and that they are actively recruiting drivers to address the driver shortage. The last few classes of applicants had few individuals pass for qualification reasons.

City of Galesburg

Kraig Boynton reported that they are in the process of working with a consultant on a transit study. They are in the process of doing public outreach at multiple locations. They are in the process of expanding services to cover all of Knox County. They also received approval to get new dispatch software.

Paratransit User

Chris Mitchell thanked CityLift for making it possible to attend the ADA WOW event. She recommended coordinating efforts across the region to address lift availability. She reported some residents who want to use lifts are not able to.

7. HSTP Coordinator Report

Reema reported that the available surveys are going to remain open to get more responses. Reema will reach out to specific agencies and providers to get more input.

Six Section 5310 funding applications have been submitted. They requested more funding than is available, so they will be reviewed in the future with the help of the Urban subcommittee members.

7. Other

a. Next meeting: Tuesday, October 1, 2024, at 12:00 p.m.

Dave Lueders asked why they needed to attend in-person if a quorum and voting was possible with just the Urban subcommittee members. They stated they had an issue spending time attending when most items do not pertain to jurisdictions outside the urbanized area. Reema replied that they are open to ideas on better engaging the Rural subcommittee members.

8. Adjourn

The meeting was adjourned at 12:57 p.m.

Human Service Transportation Plan (HSTP) Region 5 Committee Bylaws

Article I: Purpose

- A. Create a Human Services Transportation Plan (HSTP) in fulfillment of the provisions of the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU).
- B. Continue to meet coordination requirements under *Moving Ahead for Progress in the 21st Century* (MAP-21), continued by *Fixing America's Surface Transportation Act* (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 to benefit people with disabilities, older individuals, people with low incomes, veterans, and other populations who may benefit from extra transit assistance.
- 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 and county 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 1~~Two members per county who represent rural areas of their respective counties (equaling fourteen members).
 2. ~~Up to 5~~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:

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Commented [RA1]: We have never explored this option. Should we keep it in the bylaws?

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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 technical and policy committees.
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, [Tri-County Regional Planning Commission Technical or Policy 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 [or Tri-County Regional Planning Commission Technical or Policy 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 ([see #3 regarding shared seats](#)).
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.~~4. If a Committee member wishes to have another individual represent their vote at a meeting, a [proxy form written notice](#) signed by the Committee member must be ~~provided sent to HSTP staff~~ before the beginning of the meeting.
- ~~6.~~5. 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 [the Illinois Department of Transportation Office of Intermodal Project](#)

[Implementation \(IDOT-OIPI\)](#); and shall provide a copy of the certificate to be kept on file with HSTP staff. ~~Note, €~~ This is a ~~onetime~~[one-time](#) requirement; any previously completed OMA certificates prior to appointment/designation will be accepted.

~~7.6.~~ If a voting representative 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.

~~8.7.~~ 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 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; or (iv) [unexpected childcare obligations](#). "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...."

~~Any member who attends 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 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 three 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.